CT Balance of State (CT BOS) Continuum of Care (CoC) Steering Committee Meeting

October 20, 2023

Agenda

- Welcome and Chairs Introductions
- Group Agreements for BOS Meetings
- Adopt September Steering Committee Meeting Minutes
- Announcements
- Discussion of Length of Steering Committee Terms
- *Vote* - Statewide Outreach Guidelines
- Break-out Discussions
- Point-In-Time (PIT) Count of Persons Experiencing Homelessness – Methodology for 2024
- 2024 Renewal Evaluation Process
- Follow-up on Client Portal in HMIS
- Partner Announcements
- Other Business

CT BOS Group Agreements for Meetings

Developed by Consumer Leadership Involvement Project (CLIP) Consultants.

- Be present and listen actively
- Choose courage over comfort
- Participate to the fullest of your ability
- Take space, make space
- Assume good intent, but also acknowledge impact
- Challenge ideas, not people
- Use "I" statements
- Recognize emotional tax, extra labor, and burden that Black, Indigenous, People of Color (BIPOC), Asian Americans/Pacific Islanders (AAPI), Latino/a/x, LGBTQ+, persons with Behavioral Health issues, DV survivors, Veterans and people with lived expertise/experience of homelessness face in some conversations
- Honor the Conflicts of Interest Policy

Reminders

- Input is welcome!

- Please unmute or use chat.

- To provide anonymous input, please send a message to a member of the CT BOS support team:

  - Liz Isaacs

Approve CT BOS September 2023 Steering Committee Meeting Minutes

[CT BOS Steering Committee Meeting Minutes - September](#)

Announcements

Congratulations & Big Thanks to Consumer Leadership Involvement Project (CLIP) Cohort II Graduates!

Ebony Beall, Aleena Durant, Nicholas Galella, Raven Johnson, Theresa Miles, Tracy Samuels

Interested in Applying for CLIP 3.0?

WHO: Our invite is exclusive to people who have lived experiences (PWLE) of homelessness.

WHAT: We encourage interested PWLE to participate in using their voice to impact the homeless system through joining the CLIP project. Accepted individuals will receive paid training and participate in homeless system meetings.

WHEN: Fall 2023

WHERE: Virtual/Remote

WHY: WHY: To ensure the needs and experiences of PWLE are heard and addressed throughout Connecticut's housing system.

CLIP 3.0 Recruitment

https://www.surveymonkey.com/r/9NLVWQG

Due: 10/31/23

Contact: stephanie.lazarus@csh.org

Reminder: Post Steering Committee Debrief

- Anyone who has questions or comments about Steering Committee business can stay on at the end of the monthly zoom meeting.

- As always, questions/comments can also be sent CTBOSCoC@gmail.com or call a team member any time!

CT BOS Semi-annual Meeting – 11/17/23 – 11am-1pm

CoC Grant Management Requirements Training Webinar 11/14/23: 10:00 -11:30

Audience:
- People new to CoC grants management
- HUD CoC Recipients and Subrecipients - Senior staff and supervisors responsible for CoC grant management

Topics:
- Drawdowns & eLOCCS; Homeless Management Information System (HMIS);Data Quality; Grant Execution & Amendments; Annual Performance Reports (APR); Renewal Evaluation & Reallocation; Monitoring; CoC Competition & ESNAPS; Zengine; Project Partner Roles; System Performance Measures

Zoom Information:
- Zoom Link; Meeting ID: 837 9158 4420; Passcode: 095674; Phone: 646-876-9923

CT BOS and DMHAS CoC Rental Assistance Monitoring Webinar - 12/5/23 – 10-11:30

Agenda includes:

- Overview of what's new in the updated 2024 Monitoring Guide
- Resources available to help providers meet the HUD, DMHAS, and CoC requirements
- What to expect during the monitoring process

Audience:

- Staff from agencies that receive funding through the CT BOS CoC or subrecipient or service provider for a DMHAS CoC Rental Assistance project
- Most relevant for program managers, but other staff are also welcome to attend

Join via: Zoom Link; Phone: 646-876-9923; Meeting ID: 895 3537 6100; Passcode: 399781
CT Balance of State Continuum of Care and Department of Mental Health & Addiction Services CoC Project Monitoring Tool & Guide - 2024

Indirect Rate for Subrecipients – Clarification from HUD

- During the most recent CoC Competition, HUD released a FAQ on indirect cost rates for Subrecipients.

- The FAQ conflicted with guidance HUD previously provided in their 2021 ESG/CoC Indirect Cost Rate Toolkit.

- The Hartford Field Office recently clarified that the Toolkit is correct and that a subrecipient of CoC funds may have its own indirect cost rate.

- ***Subrecipients (including those on DOH and DMHAS projects) can use the subrecipient agency's Negotiated Indirect Cost Rate Agreement (NICRA) if they have one or can opt to use the 10% de minimis rate if they do not have and have never had a NICRA.***

Term of Service for Steering Committee Representatives

Proposal to align the terms for Steering Committee members to better connect with the HUD competition and other CoC tasks.
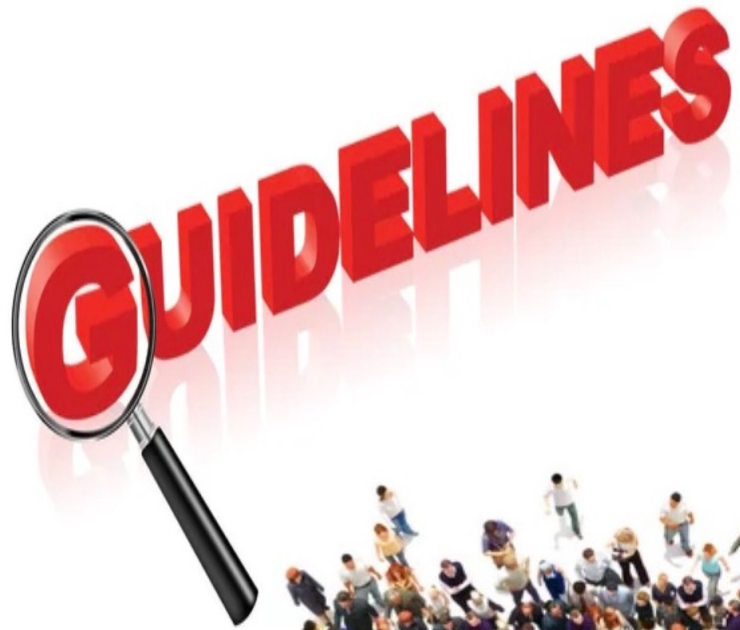
Proposal:

- ○ ***Change the standard term of service to 1/1 – 12/31*** (currently 7/1-6/30)

- ○ ***Extend the term for current members to end on 12/31/24***

- Vote today or next meeting?

Statewide Outreach Guidelines

- Vote today -- Adoption of the Guidelines as requirements for CT BOS funded Street Outreach projects
- Reviewed guidelines at September SC meeting
- Everyone can vote!

Break-Out Discussion on Questions for CT Department of Labor (DOL)

- DOL will be presenting at the Semi-Annual Mtg in November. We would like to collect questions for them in advance
- Introduce yourself, your role, and say how long you have been attending CT BOS Steering Committee meetings
- Discussion Question for today:
  - *What questions and/or concerns do you have for DOL regarding employment services for Persons with Lived Experience of Homelessness?*
  - Submit comments from your break-out group, yourself, or your agency in the chat now or to ctboscoc@gmail.com by 10/24/23

Reminders: To join a group, accept the invitation. If you are in a breakout room alone, leave the room to get reassigned.

2024 Point-in-time (PIT) Count of Persons Experiencing Homelessness

- Review PIT timeline

- Discussion of PIT Methodology <u>Proposed 2024 PIT Methodology</u> today and vote at the 11/17/23 meeting

- Everyone can vote!

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- Top level changes for 2024
  - Automated bed change process
  - Rapid Rehousing (RRH) Bed Count Drop Alert and Report
  - Non-HMIS Permanent Supportive Housing (PSH)/Rapid Re-housing (RRH) projects will only provide Household and Person Count
  - Auto fill Sub-pop beds for Veteran, YHDP and RHY programs
  - By Name List (BNL) v2 Chronic Homeless count cross check with PIT data
  - Unaccompanied minor Chronic Homeless count process change

- Basic info dates
  - Count
  - Trainings

New for 2024:

- Bed Change Form Process

  – If the user wants to edit their bed or unit numbers, the can do so in the PIT App
  – The user will enter the new number and then select that the counts are not accurate
  – This will send the updated count to the Bed Count Change Request view in the App
  – The CoC can click on the program and either confirm the change or overwrite it

- RRH Bed Count Drop Alert

  – On the night of the count, once the RRH program confirms their people and then goes to the bed count side to confirm the beds, if the bed count is lower than what was reported last year you will see an alert.
  – If the number of people and beds are correct then you can confirm.
  – If the numbers are incorrect then you will need to determine if a client record is missing from the people count.

- Non-HMIS PSH will provide Household and Person Totals Only

  – People count process will only require for users to enter the total number of households and the total number of people.

New for 2024 Continued:

- Veteran, YHDP and RHY bed count sub-pop info will auto populate.

- We will be cross referencing the BNLv2 Chronic Homeless client data against the PIT App confirmed homeless on the night of the count data

- If a person is counted as Chronic on the BNLv2 but is not showing as meeting the homeless requirements for the night of the count, then that person will not be counted among the Chronic Homeless on the night of PIT

- Unaccompanied child chronic homeless counts will be queried b/c the BNLv2 does not include unaccompanied child data.

Training and Timeline:

- 10/26-11/9 Ensure all projects are in PIT Database

- 10/26 - 11/9: Emergency Shelter, Safe Haven, Transitional Housing, Permanent Supportive Housing Providers Update Beds

- 11/2: Due date for help desk ticket

- 1/23/2024: Night of the Point in Time Count

- 1/24/2024: Begin entering/confirming population data

- 1/30/24: Data Entry deadline

CT BOS 2024 Renewal Evaluation Process

Link to Criteria
Link to Renewal Evaluation Process Instructions

2024 Renewal Evaluation Timeline

- 10/20/23 Deadline to review the 2024 Renewal Evaluation Project List: Link to project list

- 11/1/23 Renewal Evaluation Launch Webinar & Renewal Evaluation Database (RED) opens: Link to RED

- 12/6/23 Deadline to submit consumer surveys

- 12/6/23 Deadline to complete the initial submission process in RED (i.e., complete grant assessment review and refresh data)

*Penalties will be applied for late consumer surveys and not updating/confirming Zengine contacts

2024 Renewal Evaluation Webinar 11/1/2023 – 10am-12pm

- RED Webinar with Nutmeg & Housing Innovations
  - Link to Zoom Meeting
  - Meeting ID: Meeting ID: 833 0500 1724
  - Passcode: 861666

- We strongly encourage each CT BOS recipient/subrecipient agency to send at least one representative to this live webinar.
- It will also be recorded and posted to the CT BOS Renewal Evaluation Webpage

Follow-up on Client Portal in HMIS – CaseWorthy Demo for Persons with Lived Experience (PLE)

- Demo conducted by CaseWorthy for PLE on 10/12
- Participants noted that:
  - The uploading, storing and accessing documents on the portal would be a huge benefit for persons experiencing homelessness (PEH).
  - Anything that could help PEH more easily access their information and information that could help them obtain housing was something that should be used.
  - Notifications from providers regarding appointments, resources and referrals would be valuable and would improve communication between agencies and tenants/clients.
- There was no negative feedback from participants.

# Follow-up on Client Portal in HMIS – Answers to Questions from CaseWorthy

- Can we test the system?

  - *CaseWorthy welcomed BOS to try out the system and has provided log-in information. Link to CaseWorthy Demo;* Login: mary@test2.com; Password: Birdy123!

- Can forms be uploaded on phones?

  - *Forms may be uploaded on phones and CaseWorthy notes that they are continually making updates to portal to make it more user friendly on cell phones.*

- Can someone else upload documents for a client?

  - *Commlink could be used to send the client's contact person a link that would allow for a one-time document upload; there is a document upload form.*

- How do you prevent clients accessing the wrong records?

  - *Clients can be sent their portal credentials so that they are connected to the correct client information.*

Follow-up on Client Portal in HMIS – Santa Clara County

- The county uses Bitfocus which did not have a client module
- They spent almost 2 years building out the software - led by people who had experienced homelessness and providers
- Costs hundreds of thousands of dollars
- Did a pilot test, good uptake by clients
- Re-worked software and doing full roll out right now
- Providers invite people to use the portal
- Using for: Collecting client documents; Release of information; Assessments; Calendar; Messaging; Resource directory; Location functions
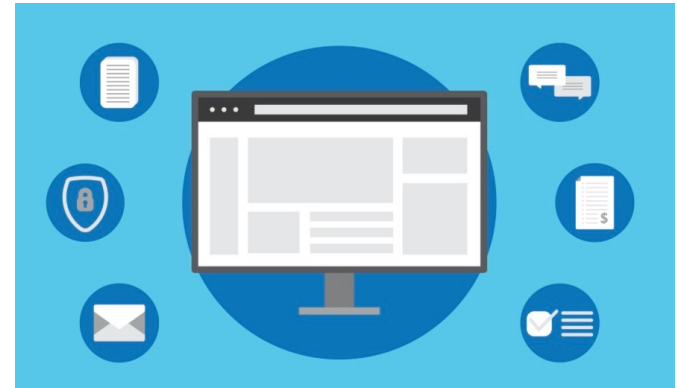
Partner Announcements

Other Business?

Upcoming Meetings

Steering Committee Meeting Schedule

- **Semi-annual Meeting: November 17, 2023; 11-1:00**

- December 15, 2023; 11-12:30

- January 19, 2023; 11-12:30

- February 16, 2024; 11-12:30

- March 15, 2024; 11-12:30

Zoom Info for all SC meetings:

- [Meeting link](#)
- Meeting ID: 956 4487 8479
- Password: 414595
- Call-in number: 646-876-9923

CT BOS Team (Housing Innovations)

CT BOS CoC

ctboscoc@gmail.com

Suzanne Wagner

swagner@housinginnovations.us

Lauren Pareti

lpareti@housinginnovations.us

Shannon Quinn-Sheeran

shannon@housinginnovations.us

Myles Wensek

mylesw@housinginnovations.us

Liz Isaacs

lisaacs@housinginnovations.us