

CT Street Outreach Monitoring Guide

Report Date:

Monitoring Date:

Agency:

Subrecipient (s):

CAN:

Visit Location:

Funding Sources:

Levels of Service - All Projects (7/1/24-6/30/25)	
Monthly unduplicated client capacity (DMHAS Contract; includes engagements & enrolled)	
Avg of Quarterly PIT Census (HMIS)	
Difference	Will not initially be evaluated
Levels of Service – CoC Projects Only (8/1/24-7/31/25)	
PIT household capacity (project application)	
Average PIT households served (APR)	
Difference	
Levels of Service – PATH Projects Only (9/1/24-8/31/25)	
Annual Unduplicated Client Capacity (IUP; enrolled)	
Actual unduplicated Clients enrolled (PATH IUP)	
Difference	

Street Outreach Project Staff Participating in Monitoring:

DMHAS Staff Participating in Monitoring:

Housing Innovations Staff Participating in Monitoring:

Reviewer Impressions:

CT Street Outreach Monitoring Guide

Table of Contents

MONITORING GUIDE OVERVIEW:	2
REPORT KEY	3
PARTICIPANT CHARTS SELECTED	3
SECTION 1: STANDARDS FOR OUTREACH WORKERS	4
SECTION 2: SUPERVISORY STANDARDS	7
SECTION 3: STANDARDS FOR PROGRAM MANAGERS	12
SECTION 4: STANDARDS FOR AGENCIES	13
APPENDIX A: STANDARDS FOR PATH PROJECTS ONLY	19
APPENDIX B: STANDARDS FOR COC PROJECTS ONLY	19

MONITORING GUIDE OVERVIEW:

This guide was compiled as a resource for Street Outreach projects funded by the Connecticut Department of Mental Health and Addiction Services (DMHAS), the Connecticut Department of Housing (DOH), and the Connecticut Balance of State Continuum of Care (CT BOS CoC). It is used to monitor Street Outreach projects and assess the extent to which those projects have implemented the [Connecticut Statewide Street Outreach Standards](#). Though not all standards are contained in the Guide, Street Outreach projects are responsible for implementing all standards.

The standards contained in Sections 1 to 4 (i.e., Standards for Outreach Workers, Supervisory Standards, Standards for Program Managers, and Standards for Agencies) apply to all CT Street Outreach projects funded by DMHAS, DOH, and CT BOS. The monitoring team will look for evidence that standards have been implemented, relying primarily on written documentation. The monitoring team may also consider information reported orally by outreach participants and by outreach project and/or other agency staff.

CT Street Outreach Monitoring Guide

REPORT KEY	
FINDINGS HIGHLIGHTED IN PINK:	Signify significant findings. Submission of a corrective action plan is required. DMHAS will send a template and instructions for the corrective action plan with the final report.
FINDINGS HIGHLIGHTED IN YELLOW:	Signify area of non-compliance with requirements. Findings should be corrected. Submission of a corrective action plan is not required.
AREAS HIGHLIGHTED IN GREEN:	Signify best practice recommendations. Action is not required.

PARTICIPANT CHARTS SELECTED

<p>Monitoring team will randomly select enrolled and/or discharged participant charts for review. For charts selected participants' initials, HMIS IDs and, if applicable, discharge statuses are noted below.</p>				
#1:	#2:	#3:	#4:	#5:
<input type="checkbox"/> Discharge	<input type="checkbox"/> Discharge	<input type="checkbox"/> Discharge	<input type="checkbox"/> Discharge	<input type="checkbox"/> Discharge
Reviewer Comments:				

CT Street Outreach Monitoring Guide

SECTION 1: STANDARDS FOR OUTREACH WORKERS

1. **Identifying people living unsheltered** - Outreach workers effectively identify who is living unsheltered in their CAN by physically canvassing, maintaining active relationships with key partners, responding to “tips” from the public and conducting regular visits to high-volume partner locations in accordance with the outreach plan.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Outreach plans required to document plans; interviews with provider staff to assess remainder

Reviewer Comments:

2. **Contact & Credibility** - Outreach workers make contact and establish credibility and trust with people living unsheltered through consistent and reliable interactions where workers demonstrate kindness and helpfulness. Outreach workers attempt to engage again within 48 hours (2 working days) of an initial engagement. Outreach workers follow through on commitments made to participants.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Case notes required to document consistency, timeliness and follow through; interview with outreach worker to assess remainder

Reviewer Comments:

3. **Safety** – Outreach workers: ask clients if they have a safe place to sleep at night; help clients to establish a plan to reduce safety risks while they remain unsheltered; scan for participant emergency needs (acute physical or mental health problems, or other harms); intervene when someone presents an imminent risk of danger to self or others; help clients to understand risks and offer things to reduce harm and discomfort, including helping participants to access a stabilization bed temporarily on the path toward permanent housing; follow all safety and incident reporting, management, and follow-up protocols.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Case notes required to demonstrate: safety planning, prompt intervention for imminent risk; safety plans; incident reports required as determined by [DMHAS policy](#); interview with outreach worker to assess remainder

CT Street Outreach Monitoring Guide

Reviewer Comments:

4. **HMIS** - Outreach workers use CT HMIS every day to record information about enrolled clients, services that have been provided, progress notes, client location and other important information. Data are entered in HMIS within 24 hours of the engagement.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: HMIS required; interview with provider staff to inform comments on where agency reports that data reviewed are not reflective of current practice

Reviewer Comments:

5. **Needs Assessment and Service Plans** – Outreach workers begin assessing client needs early on, and within 30 days after enrollment, staff have documented in writing a needs assessment and service plan to meet those needs for all enrolled participants using the template contained in Appendix B of the [CT Statewide Outreach Standards](#). Goals are client-driven, specific and measurable, and plans indicate who is responsible for action steps and when those action steps will occur. Assessments and service plans are signed by the participant, outreach worker and supervisor and are updated at least every 90 days.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Needs assessment/service plans required to document all elements; interview with outreach worker to inform comments on where agency reports that plans reviewed are not reflective of current practice

Reviewer Comments:

6. **Housing-focused case management** - Outreach workers provide housing-focused case management and stay involved with enrolled participants, even if they utilize stabilization beds (shelter) while enrolled, until they are housed. Includes understanding client’s housing plan, goals, and preferences, and helping them to understand their options and to access safe temporary and permanent housing that can accommodate their entire family, including any pets.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

CT Street Outreach Monitoring Guide

Data Sources: Case notes required to document continued involvement and work towards housing; needs assessment/service plans required to document work towards housing; interview with outreach worker to assess remainder

<i>Reviewer Comments:</i>

- 7. Partner coordination** - Outreach workers regularly communicate with partners and participate in CAN Case Conferencing and Housing Matching meetings, as necessary, to make sure that enrolled participants are getting access to housing opportunities and other essential services and acting as a client advocate when necessary.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Outreach plans, Interviews with provider staff

<i>Reviewer Comments:</i>

- 8. Documentation of Homelessness** – Outreach workers promptly document unsheltered homelessness for all clients (enrolled and contacts) in files using HMIS whenever possible.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Homelessness Verification, Current Living Assessment, or Letter required (in HMIS or case file)

<i>Reviewer Comments:</i>

- 9. Documentation of Disability** – For participants with a disability, outreach workers make efforts to obtain disability documentation as necessary to access housing resources.
Data Sources: Disability Verification, Case Notes (in HMIS or case file)

<i>Reviewer Comments:</i>

- 10. Vital Documents** – Outreach workers assess whether enrolled participants need vital documents (ID, Social Security Number and Card) and promptly assist them to obtain.

Standard Consistently Implemented	
Standard Partially Implemented	

CT Street Outreach Monitoring Guide

Standard Not Implemented	
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Data Sources: Needs assessment/service plans; case notes required to document assistance as needed; interview with outreach worker

Reviewer Comments:

11. Income – Outreach workers assess enrolled participants’ income and provide the level of assistance necessary to help clients to obtain income through employment and/or cash benefits. Note that referrals alone are not sufficient.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Needs assessment/service plans; case notes to document assistance as needed; interview with outreach worker

Reviewer Comments:

12. Non-cash benefits – Outreach workers assess enrolled participants’ non-cash benefits status and provide the level of assistance necessary to help clients to obtain and/or maintain non-cash benefits. Note that referrals alone are not sufficient.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Needs assessment/service plans; case notes to document assistance as needed; interview with outreach worker

Reviewer Comments:

13. Health, behavioral health & other supports - Outreach workers assess enrolled participants’ health, behavioral health and other support needs and provide the level of assistance necessary to help clients to obtain needed supports. Note that referrals alone are not sufficient.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Needs assessment/service plans, case notes to document assistance as needed, interview with outreach worker

Reviewer Comments:

CT Street Outreach Monitoring Guide

- 14. Warm hand-offs** – Outreach workers accompany enrolled participants to appointments and use “warm hand-offs” to help clients to establish a relationship with other service providers.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: case notes, interview with outreach worker

Reviewer Comments:

- 15. Client-Centered Approach** – Outreach workers maintain a client-centered approach, seeking to understand clients’ perspectives, accepting client choices as a matter of fact without judgment, working persistently to offer services in multiple, flexible ways, and helping clients to solve the problems that are most important to them.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Assessments/service plans, case notes, interview with outreach worker

Reviewer Comments:

- 16. Housing First** – Outreach workers assist clients using a Housing First approach, helping enrolled participants to access permanent housing without unnecessary prerequisites such as abstinence, treatment, service participation requirements, or other determinants of “housing readiness.”

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: Needs assessment/service plans, case notes, interview with outreach worker

Reviewer Comments:

- 17. Trauma-Informed** – Outreach workers recognize signs and symptoms of trauma, avoiding known triggers for clients, and responding to reactions effectively, including being predictable and reliable regardless of client response.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: case notes, interview with outreach worker, training log indicates ongoing staff professional development on TIC

CT Street Outreach Monitoring Guide

Reviewer Comments:

18. Transition Support – Prior to discharge, outreach workers, connect enrolled participants to another provider and help support the transition, including informing new staff about the client’s needs and characteristics, and providing follow-up supports on a gradually declining basis to the new staff and client.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: case notes, discharge summary, interview with outreach worker

Reviewer Comments:

19. Aftercare – Outreach workers make at least monthly attempts to visit or contact enrolled participants after housing move-in to assess on-going service needs and connect clients to appropriate services for at least three months after move-in.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: case notes or log required, interview with outreach worker to inform comments where agency reports that documentation reviewed does not reflect current practice

Reviewer Comments:

20. Service Documentation – Outreach workers document housing-focused services by using case notes (may be outside of HMIS), current living assessments, and program enrollments/exits in CT HMIS. Every interaction with an enrolled program participant is documented.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Source: Case notes, current living assessments, and program enrollments/exits in CT HMIS (all required) [Missing CLA report in PIT Database](#) shows latest CLAs completed within past 90 days

Reviewer Comments:

CT Street Outreach Monitoring Guide

21. Confidentiality – Outreach workers adhere to confidentiality requirements in all discussions with participants, colleagues, and collateral contacts regarding participant information, as well as in handling participant records. Outreach workers obtain and file a signed release of information for disclosures of confidential information, only share information on a need-to-know basis and use secure email whenever sending a client name or other confidential information.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: ROI's required to authorize disclosures; case note, visual review of chart storage (on-site only); interview with outreach worker to assess remainder

Reviewer Comments:

22. Grievance – Outreach workers inform outreach participants soon upon project entry and at least annually about how they can use the grievance process.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Source: Grievance Rights Notice required

Reviewer Comments:

SECTION 2: SUPERVISORY STANDARDS

23. Supervision Frequency – Provide outreach workers a minimum of one hour of 1:1 supervision every other week.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Interviews with provider staff

Reviewer Comments:

24. Team meetings – Convene team meetings at least every other week and/or regular “huddles” (brief review of the client list and planning for short-term interventions and immediate needs).

Standard Consistently Implemented	
Standard Partially Implemented	

CT Street Outreach Monitoring Guide

Standard Not Implemented	
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Data source: Interviews with provider staff

Reviewer Comments:

25. Outreach plan - Revisit the outreach plan at least monthly, including adjusting canvassing and eligibility documentation strategies, as necessary. Assist outreach staff at least two times per month to strategically plan concrete daily objectives that are aligned with the outreach plan.

Data source: Outreach plan, Interviews with provider staff

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Reviewer Comments:

26. Safety - Ensure that the outreach team is following safety and critical incident protocols, including establishing an easy way for frontline staff to give advance notice of where/when they will be, practicing check-ins while staff are in the field, always pairing staff, reinforcing safe behaviors in the field, and completing incident debriefing and follow-up.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Outreach plan required to document use of pairs for canvassing; Interviews with provider staff to assess remainder

Reviewer Comments:

27. Training - Support professional development by connecting staff to training opportunities offered by partner agencies, CoC, and other resources and track staff training participation to ensure at least 12 hours of training annually on relevant topics

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Training log or other documentation of training hours required

CT Street Outreach Monitoring Guide

Reviewer Comments:

28. HMIS - Reinforce the importance of timely, accurate, and complete HMIS data entry. Lead staff through data quality review (quarterly) and make sure they receive all available training on HMIS as needed.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Interviews with provider staff

Reviewer Comments:

SECTION 3: STANDARDS FOR PROGRAM MANAGERS

29. Focus on Unsheltered - Ensure that the project focuses on people experiencing unsheltered homelessness.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Case notes, HMIS CLAs, Interviews with provider staff

Reviewer Comments:

30. Outreach Plan – Establish an outreach plan following the template contained in Appendix A of the [CT Statewide Outreach Standards](#) that covers the entire CAN geography, based on patterns of unsheltered homelessness across the CAN. Ensure that the outreach supervisor or other designated staff person is meeting at least monthly with other outreach teams and CAN staff to review and amend the outreach plan.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Outreach Plan required

Reviewer Comments:

CT Street Outreach Monitoring Guide

31. Discharges - Ensure that the project is only discharging enrolled participants for allowable reasons as outlined in the [CT Statewide Outreach Standards](#)

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Case notes required at discharge, discharge summary (if used), interviews with provider staff

Reviewer Comments:

32. Data and Documentation – Ensure that the project is meeting the Data Entry, Data Quality, and Documentation standards contained in the [CT Statewide Outreach Standards](#)

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Case notes, Assessments/service plans, HMIS, Interviews with provider staff

Reviewer Comments:

33. Client Surveys – Ensure that at least annually the project is surveying a sample of clients at using the approved template, reviewing survey results, and taking action accordingly.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Date of last review, Interviews with provider staff

Reviewer Comments:

SECTION 4: STANDARDS FOR AGENCIES

CT Street Outreach Monitoring Guide

34. Contractual Relationships – MOUs between lead agency and subcontractors are maintained and cover service deliverables, project outcomes, and data collection and meetings between all parties occur regularly.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: MOUs required

<i>Reviewer Comments:</i>

35. Subcontractor Monitoring – Lead agency monitors subcontractors to ensure that they are meeting the standards contained in this monitoring guide.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Monitoring reports required, Interviews with provider staff

<i>Reviewer Comments:</i>

36. Timely Reporting – Agency submits all required reports in a timely manner.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: DMHAS for IUPs; SAGE for SNOFO APRs

<i>Reviewer Comments:</i>

37. Conflict of Interest – Agencies (prime and sub) have policies requiring staff and Board members to disclose conflicts of interest and prohibit financial interest or benefit from the assisted activity on the part of staff, persons with whom the staff member has immediate family or business ties, and Board members during their tenure with the organization and one year following their tenure.

CT Street Outreach Monitoring Guide

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Policy required

Reviewer Comments:

38. Code of Conduct – Agencies (prime and sub) have policies outlining expectations of staff conduct, including guidance on professional boundaries.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Code of conduct required

Reviewer Comments:

39. Secure Recordkeeping and Confidentiality – Agencies (prime and sub) have policies to ensure that all participant records containing identifying information are kept secure and all information is handled in a manner that protects participant confidentiality

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Policy required

Reviewer Comments:

40. Grievance Policy – Agencies (prime and sub) have a written grievance policy that is accessible and publicly posted. A Client Rights Officer manages the grievance process and grievance reviews are conducted by a person other than someone who made or approved the decision under review or a subordinate of such a person. Outreach participants are informed in a timely manner of the outcomes of any grievance.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

CT Street Outreach Monitoring Guide

Data source: Policy required; visual review of posting (on-site only)

Reviewer Comments:

41. Staff Safety and Critical Incident Management – Agencies (prime and sub) address concrete steps for staff safety, has procedures that define a critical incident, outline procedures for reporting and ongoing management.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Policy required

Reviewer Comments:

42. Agency-level diversity, equity, and inclusion – Agencies (prime and sub) are taking concrete actions to ensure that homeless services programs are meeting the unique needs of marginalized communities, including people with lived experience of homelessness; people who identify as Black, Indigenous, and People of Color (BIPoC); LGBTQIA+; and people from nations of origin and linguistic groups that are significantly represented in the relevant CAN. Actions to consider are listed in the [CT Street Outreach Standards](#).

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Self Report

Reviewer Comments:

43. Supervisory and Clinical standards – Agencies (prime and sub) established a Street Outreach supervisory role that meets Supervisory Standards and ensures that outreach staff have access to regular clinical consultation or supervision to help identify signs of serious health challenges, mental illness, and substance use disorders in clients, and adjust interventions accordingly.

Data source: Interviews with provider staff

CT Street Outreach Monitoring Guide

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Reviewer Comments:

44. Training – Agencies (prime and sub) ensured that supervisory and outreach staff are adequately trained on relevant topics; including connecting with partner agencies, CoC(s), funders and other organizations offering training opportunities, and regularly communicating opportunities to project staff.

Data source: Training logs or other training documentation required; Interviews with provider staff

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Reviewer Comments:

45. Caseload Projections and Adjustments– Agencies (prime and sub) set reasonable projections of numbers served and expectations for caseloads that reflect staff time commitments for canvassing, engaging, providing housing focused case management, coordinating with partners, completing documentation and data entry, and other activities that support permanent housing placements. When constraints or unique circumstances impact service delivery, agency seeks alternative service standards with funder and/or narrows priorities for outreach project.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Interviews with provider staff

Reviewer Comments:

CT Street Outreach Monitoring Guide

46. CoC/CAN Participation– Agencies (prime and sub) actively participate in the Continuum of Care (e.g., attending meetings, ensuring that outreach project participates in annual PIT counts, participating in relevant workgroups and committees, etc.)

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Outreach plan, Interviews with provider staff

<i>Reviewer Comments:</i>

47. Partnerships – Agencies (prime and sub) develop partnerships and, where feasible, establishing MOUs or other formal agreements with partners who can provide expertise or resources to support the Street Outreach project

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: MOUs (if used), Interviews with provider staff

<i>Reviewer Comments:</i>

48. Emergency/Disaster Plans – Agencies (prime and sub) develop and maintaining an emergency/disaster preparedness and response plan. See the [CT Street Outreach Standards](#) for related requirements.

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data source: Emergency/disaster preparedness and response plan required, Interviews with provider staff

<i>Reviewer Comments:</i>

CT Street Outreach Monitoring Guide

APPENDIX A: STANDARDS FOR PATH PROJECTS ONLY

49. Documentation of Serious Mental Illness (SMI) – Outreach workers promptly document diagnosed or suspected SMI for all enrolled clients in the case file. Options include: [Disabling Condition Verification](#) that specifies SMI; standard mental health screening instrument that suggests client should be referred for further assessment of SMI (e.g., [Modified Mini Screen](#)); case notes that document observation by an outreach worker of suspected mental health symptoms; and/or documentation of from another collateral service provider. When SMI is suspected but not yet verified client is linked to clinical resources for further assessment

Standard Consistently Implemented	
Standard Partially Implemented	
Standard Not Implemented	

Data Sources: MMS, case notes, Disability Verification (in HMIS or case file)

Reviewer Comments:

**Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide**

Note: This section applies only to Street Outreach projects with Continuum of Care (CoC) funding

Report Key	
FINDINGS HIGHLIGHTED IN PINK	Signify significant area of non-compliance with federal, state and/or CoC requirements and/or risk of funding recapture. Submission of follow up plan required. You will receive a template and instructions for submission of a follow up plan with a final report.
FINDINGS HIGHLIGHTED IN YELLOW	Signify area of non-compliance with federal, state and/or CoC requirements. Findings should be corrected. Submission of follow up plan is not required but agencies should note these are contractual obligations of the funding source(s).
CONTENT HIGHLIGHTED IN GREEN	Signifies best practice recommendations for consideration. Action is not required.

Sections- Appendix B

Visual Observation 2

Project Administration & Indirect Costs and Requirements 2

Other Financial Management Requirements 4

Administrative Requirements 8

Reporting and Contract Requirements 14

Participant Eligibility & Equal Access 15

Services 16

Emergency Preparedness & Response & Infection Control 16

Visual Observation

- 1) Are financial records and valuables secured in limited access area? Yes No

Guidance: Recipients shall adequately safeguard all such assets and assure they are used solely for authorized purposes.

Reviewer Comments:

- 2) Does the agency have a drug free workplace statement? Yes No

Guidance: Agency must have a drug free workplace statement that complies with the requirements of 24 CFR 21.200 and has been posted in an area visible to all employees engaged on the CoC award.

Reviewer Comments:

- 3) Does the agency publicly display an LGBTQIA+ anti-discrimination policy? (CT BOS Policies)
 Yes No

Reviewer Comments:

Project Administration & Indirect Costs and Requirements

- 4) Eligibility of Administrative Costs: If administrative funds are used for general management, oversight and coordination, has the grantee included the entire salary, wages and related costs of persons whose primary activity is program administration or has it pro-rated the share of time of each person whose job includes any administrative function. Has the grantee used only one of these methods for each fiscal year grant? [578.59(a)(1)] Yes No

Reviewer Comments:

- 5) Allocation of Administrative costs. Have administrative costs been allocated to the following eligible activities: general management, oversight and coordination including travel costs associated with monitoring; contracts for legal, accounting or audit services; costs for goods and services required for administration of the program including equipment rental and

**Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide**

purchase, insurance, utilities, supplies, rental and maintenance of office space; Training on Continuum of Care requirements (providing or participating in HUD sponsored trainings); or Environmental Review [578.59(a)] Yes No

Guidance: Reviewers will request a report showing administrative expenses drawn down and expended during the contract period. For more information see Fiscal Requirements Training Part 2 ([slides](#), [recording](#))

Reviewer Comments:

- 6) Staff eligibility for administrative costs. Does a randomly selected review of administrative personnel costs reveal that staff paid from CoC funds are working on eligible CoC funded activities? [578.59] Yes No

Guidance: If personnel costs are assigned to administration, reviewers will look for backup (e.g. time sheets) that shows staff was working on administrative activities for the time billed.

Reviewer Comments:

- 7) Sharing administrative funds. Does the grant recipient share at least 50% of the project administrative funds with its subrecipients? [578.59 (b)(2)] Yes No

Reviewer Comments:

- 8) Indirect Costs [578.63; 2 CFR 200.412-415]

- a. Does the recipient allocate funds according to an indirect cost rate?

Yes No

If no, proceed to Question 18, if yes proceed to 17b.:

- b. Does the recipient have a Negotiated Indirect Cost Rate Agreement?

Yes No

If no, proceed to Question 16d, if yes proceed to 16c:

- c. Is recipient allocating costs consistent with the negotiated rate?

Yes No

- d. Does the recipient observe the expenditure limits for administrative funding at 578.59(a) – no more than 10% of the total grant amount? [578.63(c)]

Yes No

- e. Recipient is claiming the 10% de minimis indirect rate [200.414(F)] Has the recipient calculated the Modified Total Direct Costs in accordance with 200.68?
 Yes No

Guidance: For more information see Fiscal Requirements Training Part 2 ([slides](#), [recording](#))

Reviewer Comments:

Other Financial Management Requirements

- 9) Fiscal policies, procedures & records. Do the recipient and its subrecipients have written policies and procedures ensuring that the CoC program funds are used in accordance with requirements and sufficient records are maintained to enable HUD and the recipients to determine whether CoC requirements are being met? [24 CFR 578.103(a)]
 Yes No

Reviewer Comments:

- 10) Source & application of funds. Do the recipient and its subrecipients maintain records that identify adequately the source and application of funds for Federally-sponsored activities?
 Yes No

Guidance: These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest. [2 CFR 200.302]

Reviewer Comments:

- 11) Internal controls. Do the fiscal records indicate that the grantee has effective internal control over, and accountability for, all grant funds, property and other assets and fiscal records that are adequately safeguarded? [2 CFR 200.303] Yes No

Reviewer Comments:

- 12) Recording of expenses. Do the grantees accounting records identify expenditures according to eligible activities [578.37-578.59, 2 CFR 200.302] Yes No

Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide

Reviewer Comments:

- 13) Expenditure eligibility. Randomly select financial transactions. Does a review of these transactions reveal that CoC expenditures were for eligible costs, that the transactions were supported by adequate source documentation and demonstrate that program expenses are allowable, allocable, and reasonable? [578.37-578.59; 2 CFR 200.302]
- Yes No

Guidance: For each component type (e.g. Rental Assistance, Supportive Services, Operating) eligible activities are defined in Subpart D of the HEARTH Interim Rule. For more information see: Fiscal Requirements Training Part 1 ([slides](#), [recording](#)) & Part 2 ([slides](#), [recording](#))

Reviewer Comments:

- 14) Supportive services expenditure eligibility. Were supportive services paid with grant funds necessary to assist program participants to obtain and maintain housing and were the services provided specifically identified as eligible under 578.53(e)? [24 CFR 578.53(a)(1); 24 CFR 578.103(a)(9)] Yes No

Reviewer Comments:

- 15) Ineligible expenses. Does a review of program expenditures indicate the absence of any unallowable costs including entertainment, contributions and donations, fines and penalties, or general governmental expenditures, including salary and expenses of the chief executive officer of the recipient/subrecipient(s)? [24 CFR 578.99(e); 2 CFR 200.420-475] Yes No

Reviewer Comments:

- 16) Lobbying. Does a review of the expenditures indicate that costs related to lobbying political activities have not been charged to the program?[24 CFR 578.99(e); 2 CFR 200.450]
- Yes No

Reviewer Comments:

**Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide**

17) Payroll documentation. Are charges for salaries and wages based on payrolls documented by appropriate time sheets (including timesheets indicating actual times worked) and approved by responsible official of the grantee? [2 CFR 200.300-309]

Yes No

Reviewer Comments:

18) Allocation of salaries. If salaries involve payments from more than one CoC activity line or more than one project (i.e., Rental Assistance, Leasing, Operating Costs, and Supportive Services) can payments for wages be clearly tracked to the eligible CoC activities? [2 CFR 200.405]

Yes No

Guidance: For more information see Fiscal Requirements Training Part 2 ([slides](#), [recording](#)) and [Sample Personnel Activity Log](#)

Reviewer Comments:

19) Travel. Review a sample of travel expenditures. Were they necessary and proper? Was reimbursement in accordance with GSA policies? [2 CFR 200.474] Yes No

Reviewer Comments:

20) Cash payments. Did a review of the recipient's and its subrecipients' financial records demonstrate that cash payments were not being provided directly to the program beneficiaries? Yes No

Guidance: Gift cards are considered by HUD to be cash payments and are not allowable except if the purchases made using the card can be documented by a receipt ([CoC FAQ #1542](#)).

Reviewer Comments:

21) Chart of accounts. Does the recipient's and its subrecipients' chart of accounts include a complete listing of the account numbers used to support the controls required to ensure that resources used do not exceed resources authorized? [2 CFR 200.302] Yes No

Reviewer Comments:

**Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide**

22) Audit. If Single Audits are required, does the recipient and its subrecipients have a system or methodology to ensure that such audits are conducted? [2 CFR 200.501]. And If single audits are required for any recipient or its subrecipient(s), is there documentation that the audits have been reviewed for compliance and that the recipient or subrecipient has taken appropriate follow-up actions, if necessary? [2 CFR 511]. If single audits are not required, has the recipient and its subrecipients ensured that a standard audit was conducted? (*CT BOS Best Practice recommendation*). Yes No

Reviewer Comments:

23) Fiscal controls. Did the recipient establish fiscal controls and accounting procedures to assure the proper disbursement of, and accounting for, grant funds to ensure that all financial transactions were conducted, and records maintained, in accordance with generally accepted accounting principles? [24 CFR 578.23(c)(5); 24 CFR 578.103(a)(17)] Yes No

Reviewer Comments:

24) Procurement procedures. Do the nonprofit recipient and its subrecipients use established written procurement procedures? [2 CFR 200.317-326]] Yes No

Reviewer Comments:

25) Procurement standard of conduct. Do the recipient and its subrecipients meet the requirement to have a written standard of conduct governing the performance of its employees engaged in the award and administration of contracts? [2CFR 200.318] Yes No

Reviewer Comments:

26) Procurement free competition. Did the recipient and its subrecipients meet the requirement that all procurement transactions are conducted in a manner to provide, to the maximum extent practical, open and free competition? [2 CFR 200.319] Yes No

Reviewer Comments:

- 27) Unnecessary purchase. Did the recipient and its subrecipients meet the requirement to establish and follow written procedures to avoid purchasing unnecessary items? [2 CFR 200.318] Yes No

Reviewer Comments:

Administrative Requirements

- 28) Program fees. Grantee may not charge program participants any fees other than rent. Has the grantee complied with this requirement? [578.87(d)] Yes No
Guidance: For additional information see *Housing Requirements Session 2* ([slides](#), [recording](#))

Reviewer Comments:

- 29) Record retention. Are all records pertaining to CoC funds retained for the greater of 5 years or the period specified below? Participant eligibility documentation must be maintained for 5 years after the end date of the last grant period under which the participant was served. Has the project complied with record retention requirements? (578.103) Yes No

Reviewer Comments:

- 30) Race Equity & Consumer Involvement. Has each recipient and subrecipient agency taken these actions during the past 12 months to ensure that homeless services programs are meeting the unique needs of marginalized communities, including people with lived experience of homelessness; people who identify as Black, Indigenous, and People of Color – BIPOC, Latinx, and Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual + - LGBTQIA+?

(Best Practice Recommendations)

- A. Recruiting, retaining and promoting people with lived experience of homelessness in staff and Board positions
- B. Recruiting, retaining and promoting people who identify as BIPOC, Latinx and LGBTQ, and people from nations of origin and linguistic groups that are significantly represented in the relevant CAN in staff and Board positions
- C. Creating and maintaining an inclusive organizational culture that promotes equity.
- D. Engaging people with lived experience of homelessness in meaningful opportunities to shape homeless services programs
- E. Reviewing consumer survey results and taking action accordingly

**Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide**

- F. Developing partnerships with local organizations that focus on work with marginalized populations
- G. Analyzing who gets access to your agency’s homeless services programs and program outcomes by race/ethnicity/sexual orientation/gender identity to determine if access and/or outcomes are disparate
- H. Planning and or implementation of steps to address any disparate access and/or outcomes

Information and resources: [Race Equity Impact Assessment Tool](#), [Restorative Justice Practices in Housing Programs](#); [Race Equity Framework for the Connecticut Homeless and Housing System](#).

Agency has taken specific actions in the past 12 months to advance:

- All items listed above
- At least 6 items listed above
- 3-5 items listed above
- Fewer than 3 items listed above

- I. If agency has not taken specific actions in the past 12 months to advance at least 3 of the above items, specific actions the agency plans to take over the next 12 months to advance additional items.

Letter	Action	Target Date
EXAMPLE: C.	<i>Customize a race equity impact assessment tool for use in analyzing policies and programmatic decision-making.</i>	<i>9/30/21</i>
	<i>Pilot use of the tool in two programs</i>	<i>11/30/21</i>

31) Homeless Participation. Does the grantee meet the participation requirements? (Each grantee and sub-grantee must have at least one homeless or formerly homeless individual on the board of directors or equivalent policy making entity. Each grantee and sub-grantee must to the maximum extent practicable involve homeless people through employment volunteer services or other means in maintaining, operating, and providing supportive services.) [578.75(g)]

- Yes No

Reviewer Comments:

32) Participant Bill of Rights. Has the project documented receipt of the CT BOS Participant Bill of Rights by all participants? [CT BoS Policies]. Yes No

Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide

Guidance: Required form and optional sign-off format are available on the CT BOS website at: www.ctbos.org/policies

Reviewer Comments:

- 33) Notice of Grievance Rights. Has the project documented receipt of the CT BOS Notice of Grievance Rights (“Information for CoC Project Participants About Your Right to File a Complaint”) at project entry and at a minimum annually? Yes No

Guidance: Required form and optional sign-off format are available on the CT BOS website at: www.ctbos.org/policies

Reviewer Comments:

- 34) Nondiscrimination requirements. Does the project comply with the nondiscrimination requirements set forth in 24 CFR 5.105(a)? [578.93 (a)]. Yes No

Guidance: Recipients, subrecipients and partner agencies are subject to federal civil rights laws, including Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. For more information about these laws, : [HUD Guidance on Affirmatively Furthering Fair Housing; Memo on implementation of Executive Order 13988; Implementation of the OGC’s Guidance on Application of Fair Housing Act Standards to the Use of Criminal Records;](#)

Reviewer Comments:

- 35) Affirmatively furthering fair housing. Did the recipient implement its programs in a manner that affirmatively furthers fair housing, meaning it has implemented all of the following: There is a written strategy to market the program to those least likely to apply without regard to race, color, national, origin, sex, religion, familial status, and disability; maintained records of those marketing activities; maintained records to assess the results of these actions? If the recipient encountered a condition or action that impeded fair housing choice for current or prospective program participants, the recipient provided such information to the jurisdiction(s) that provided the Certification of Consistency with the Consolidated Plan? The recipient provided program participants with information on rights and remedies available under applicable federal, state, and local fair housing and civil rights laws? Yes No

Guidance: CoC projects are required to take meaningful, proactive actions to address disparities in access to housing and to intentionally working to alleviate segregated or disparate living patterns. For more information please see: [HUD Guidance on Affirmatively Furthering Fair Housing](#) and [Connecticut Fair Housing](#)

Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide

Reviewer Comments:

- 36) Reasonable accommodations. Do the recipient and subrecipient make reasonable accommodations in rules, policies, practices and/or services when such an accommodation may be necessary to afford persons with disabilities equal opportunity to use and enjoy a CoC assisted housing unit or other CoC project service or activity? Do the recipient and subrecipient refrain from refusing residency and/or services to persons with disabilities or placing conditions on their residency or services because the persons may require reasonable accommodations? (Section 504 of the Rehabilitation Act of 1972 Joint Statement of HUD and DOJ – Reasonable Accommodations Under the Fair Housing Act – 5/17/04) Yes No

Guidance: For more information see: [HUD Notice on Assistance Animals and Reasonable Accommodation Requests](#); [ADA Compliance Guide for Nonprofits](#)

Reviewer Comments:

- 37) Accessibility for Persons with Disabilities. Do the recipient and subrecipient: 1) Ensure that all meetings are held, and services provided in facilities that are physically accessible to persons with disabilities; 2) Take appropriate steps to ensure effective communication with applicants, beneficiaries, and members of the public, including furnishing appropriate auxiliary aids where necessary to afford equal opportunity to participate in, and enjoy the benefits of a CoC program or activity? Or if an action would result in a fundamental alteration in the nature of a program or in undue financial and administrative burdens, do the recipient and subrecipient take any other action that would ensure that, to the maximum extent possible, individuals with disabilities receive the benefits and services of the CoC program or activity? (FY19 HUD Administrative Requirements and Terms) Yes No

Guidance: For more information see [ADA Compliance Guide for Nonprofits](#)

Reviewer Comments:

- 38) Accessible technology. Do the recipient and subrecipient ensure comparable access for and effective communication with people with disabilities, including whenever electronic and information technology is used? (FY19 HUD Administrative Requirements and Terms: Compliance with Section 504 of the Rehabilitation Act and the applicable sections of the Americans with Disabilities Act is required.) Yes No

Guidance: For more information see: Webinar slides - [HI Accessibility Compliance Training \(Section 508\)](#); [Webinar Recording](#); ; Handout: [Accessibility \(Section 508\) Guide with screenshots](#)

Reviewer Comments:

**Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide**

- 39) Access for people with Limited English Proficiency (LEP). Do the recipient and subrecipient take reasonable steps to ensure meaningful access to CoC projects by LEP persons. For example, by conducting an assessment that balances the following four factors: (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee; (2) the frequency with which LEP persons come in contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people’s lives; and (4) the resources available to the grantee and costs.? Do the recipient and subrecipient determine what language needs exist, what assistance measures are sufficient for the CoC funded project, and what reasonable steps they will take to ensure meaningful access for LEP persons? Do the recipient and subrecipient develop and periodically update a written implementation plan to address the identified needs of the LEP populations they serve? (FY19 HUD Administrative Requirements and Terms) Yes No
Guidance: [Sample LEP Policy](#); [HUD’s Final Guidance Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons](#)

Reviewer Comments:

- 40) Drug-free workplace. Do recipients and subrecipients: 1) Publish a statement notifying employees that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the applicant’s workplace and such activities are prohibited. The statement must specify the actions that will be taken against employees for violation of this prohibition. The statement must also notify employees that, as a condition of employment under the federal award, they are required to abide by the terms of the statement and that each employee must agree to notify the employer in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace, no later than 5 calendar days after such conviction. 2) Establish an ongoing drug-free awareness program to inform employees about: a)The dangers of drug abuse in the workplace; b) The applicant’s policy of maintaining a drug-free workplace; c) Available drug counseling, rehabilitation, or employee assistance programs; and d)The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. 3)Notify HUD and other federal agencies providing funding in writing within 10 calendar days after receiving notice from an employee of a drug abuse conviction or otherwise receiving actual notice of a drug abuse conviction. ([HUD General Administrative Requirements and Terms](#)) Yes No

Reviewer Comments:

- 41) Religious discrimination. In providing services and outreach activities related to such services supported in whole or part with CoC Program funds, do records document that the recipient

**Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide**

did not discriminate against a program participant or prospective program participant on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice? [24 CFR 578.87(b)(1); 24 CFR 578.87(b)(ii); 24 CFR 578.103(a)(13)] Yes No

Reviewer Comments:

42) Religious activities. For recipients that engage in explicitly religious activities, do records document that the recipient performed such activities and offered such services outside of programs that are supported with federal financial assistance separately, in time or location, AND indicated that participation in such religiously explicit activities was voluntary for program participants AND did not use CoC Program funds to support or engage in explicitly religious activities AND if a program participant objected to the religious character of a recipient that provided services, do records document that the recipient undertook reasonable efforts to identify and refer the program participant to an alternative provider within a reasonably prompt time?[24 CFR 578.87(b)(2); 24 CFR 578.103(a)(13)] Yes No

Reviewer Comments:

43) Organization chart. Do the recipient and its subrecipients have an organization chart that illustrates the actual lines of authority/responsibility? [24 CFR 85.20] Yes No

Reviewer Comments:

44) Employee responsibilities. Are primary duties for key employees of the recipient and its subrecipients defined? [24 CFR 85.20] Yes No

Reviewer Comments:

45) Conflicts of interest. Do the recipient/subrecipient, their employees, agents, consultants, officers, and elected or appointed officials meet the conflict of interest requirements (no financial interests or benefit from assisted activity on part of staff (or person with whom the staff member has immediate family or business ties) during his/her tenure with organization and one year following his/her tenure. This includes, procurement, rent reasonableness determinations and housing quality inspections for a property owned by the grantee or subgrantee)? [578.95] Yes No

Reviewer Comments:

Reporting and Contract Requirements

46) APR. Was the most recent APR submitted to HUD no later than 90 days from the date of the end of the project's grant term? [578.103 (e)] Yes No

Reviewer Comments:

47) Grant amendment. If there was a significant change made that required a grant amendment, is an executed amendment on file? Did the CAN review and approve any grant amendments prior to submission to HUD and did the grantee notify the BOS SC of any approved amendments? Significant changes include, a change of recipient, a shift in a single year of more than 10 percent of the total amount awarded under the grant for one approved eligible activity category to another activity and a permanent change in the subpopulation served by any one project funded under the grant, as well as a permanent proposed reduction in the total number of units funded under the grant. [578.105 (a)] Yes No

Reviewer Comments:

48) Number of Participants. Is the number of participants currently being served consistent with the number in the approved application? Yes No

Guidance: For YHDP projects, monitoring should note if the project is serving fewer participants than committed in the application; however, HUD is allowing some flexibility particularly for Navigator and Diversion/Rapid Entry.

Reviewer Comments:

Participant Eligibility & Equal Access

49) Lack of Third-party documentation. Does the project comply with the requirement that lack of third-party documentation must not prevent an individual or family from receiving street outreach services or receiving services provided by a victim service provider? Where the program participant qualified under paragraph (4) of the definition of homeless and was served by a victim service provider, do the records show that either the program participant or the intake worker certified in writing that the individual or head of household made an oral statement that the program participant: a) was fleeing, or attempting to flee, domestic violence, dating violence, sexual assault or stalking, or other dangerous or life threatening conditions that relate to violence; b) lacked the resources or support networks necessary to obtain other permanent housing; and c) had not identified other subsequent residence?

[24 CFR 578.103(a)(3); 24 CFR 576.500(b)(5)] [24 CFR 578.103(a)(3); 24 CFR 576.500(b)]

Yes No

50) Immigration status. Does the project comply with the CT BOS requirement that agencies that are not federally required to verify immigration status will not do so for CT BOS projects (CT BOS Policies). Yes No

Guidance: Policies available at: <https://www.ctbos.org/policies/ HUD PRWORA Fact Sheet>

Reviewer Comments:

51) Equal Access. Does program comply with HUD Final Rule on Equal Access and HUD's Final Rule on Equal Access in Accordance with Gender Identity? (HUD Equal Access Rules)

Yes No

Guidance: [HUD Final Rules on Equal Access](#)

Reviewer Comments:

52) LGBTQIA+ policy compliance. Do the recipient/subrecipient provide a safe, healthy, inclusive, affirming and discrimination-free environment for persons identifying as LGBTQIA+ as defined in CT BOS Policies? This includes for example: operating in compliance with applicable human rights and anti-discrimination laws and regulations; using participants' chosen titles, names and language to describe their identities; modeling appropriate and affirming behavior; prohibiting disclosure of information regarding LGBTQIA+ identities without participants' authorization; making single access restrooms available to people of all genders; when gender specific programs, activities and facilities are allowable, enabling access consistent with gender identity regardless of gender expression or sex assigned at birth; establishing and

**Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide**

publicly displaying anti-discrimination policies; promptly documenting and addressing all incidents of harassment, bullying, discrimination, and/or violence against LGBTQIA+ persons; connecting clients to gender affirming healthcare providers; and ensuring that any dress codes apply equally to all genders and do not include gender-specific elements. (CT BOS Policies) Yes No
Guidance: Policies available at: <https://www.ctbos.org/policies>; [2023 Equal Access Training](#)

Reviewer Comments:

Services

53) Disability-related services. Grantees may not require project residents to participate in disability-related services (this does not include substance abuse treatment services) [578.75(h)]. Has the program complied with this requirement? Yes No

Guidance: Examples of disability-related services include, but are not limited to, mental health services, outpatient health services, and provision of medication, which are provided to a person with a disability to address a condition caused by the disability. (Note: CT BOS PSH projects are required to follow Housing First Principles – see below)

Reviewer Comments:

54) Educational Assurances: Designated Staff. If the grantee provides housing or services to families or youth under age 25, has the grantee and subrecipient designated a staff person to be responsible for ensuring that children being served are enrolled in school and connected to appropriate services in the community including early childhood and post-secondary programs? [578.23(c)] Yes No

Reviewer Comments:

Emergency Preparedness & Response & Infection Control

55) Emergency/Disaster Preparedness and Response Plan. Do the recipient/subrecipient agencies have an emergency/disaster preparedness and response plan that encompasses at a minimum the following core elements:
A. Risk assessment protocols to identify potential crises—natural disasters, disease outbreaks, and other emergencies—on which to focus planning efforts? Yes No

**Appendix B -Standards for CoC Outreach Projects
CT Street Outreach Monitoring Guide**

- B. Identification of and plan to coordinate with relevant partners - Disease/public health: local and state public health departments; local and state emergency management, healthcare providers, and other key partners; Natural disasters: local and state emergency management, municipal services, law enforcement, and other key partners? Yes No
- C. Emergency protocols to minimize impact on or loss of staff and client lives, property and records? Yes No
- D. Plan for communicating to staff, clients, volunteers, board, funders, partners, and the public during an emergency? Yes No
- E. Emergency protocols to maintain continuity of critical services and to resume services when an unavoidable break occurs? Yes No
- F. Steps and timeline for post-crisis evaluation and necessary plan revisions? Yes No
- G. Protocols and expectations for training staff on executing and following the plan?
 Yes No

Reviewer Comments:

56) **Infection Control Practices & Response to Public Health Emergencies.** Has the project incorporated into its approach to infection control and response to any public health emergencies the following strategies ^{1 2}?

- A. **Maintenance of Effort** - Has the project maintained operations to ensure the continuation of critical services throughout any public health emergency? Yes No
- B. **Coordination** – Has the project partnered with local health authorities to prevent infectious disease outbreaks among participants? Yes No
- C. **Communications** Has the project monitored what is happening locally and stayed updated with regards to any public health emergency and have they distributed critical information to staff and clients? Yes No
- D. **Staff Considerations**
 - 1. Has the project adjusted job duties for staff at higher risk of transmission and severe illness? Yes No
 - 2. Have supervisors regularly discussed with and provided resources to staff related to mental health and coping with stress during a public health emergency? Yes No
- E. **Risk Reduction Protocols, Universal Precautions, Hygiene and Disinfecting**
 - 1. Has the project implemented the risk reduction, universal precautions, hygiene, and disinfection protocols as recommended by public health authorities? Yes No
 - 2. Has the project provided staff and clients with the necessary training and supplies to implement these protocols? Yes No

¹ [CDC Infection Control Inventory Planning Tool](#)

² [Framework for Enhancing Safety in Your Homeless Response System](#)

F. Symptom Screening & Testing

1. Has the project implemented a plan to regularly screen staff and clients for symptoms and/or conduct testing as recommended by public health authorities? Yes No
2. Does the project have clear protocols as recommended by public health authorities for what to do if a staff person or client has symptoms or receives positive test results?
 Yes No

G. Vaccination

1. Has the project engaged in ongoing efforts to continuously build vaccine confidence among participants and staff, including deployment of culturally relevant and targeted engagement strategies for communities that have been historically mistreated by the medical establishment? Yes No
2. When vaccine resources are limited, has the project elevated to public health partners the prioritization of essential staff and participants who are at high risk of exposure, transmission, and severe illness? Yes No
3. Has the project worked with local public health officials and/or other healthcare partners to repeatedly offer convenient vaccination opportunities to participants? Yes No

Reviewer Comments: