

HOUSING and SUPPORTIVE SERVICES NETWORK

Strategic Planning and Discharge Workgroup

Friday, February 8, 2013

8:30 to 10:30 am

County Public Services Building - Room 105/115

155 North First Avenue, Hillsboro, OR 97123

AGENDA

I. Introductions

II. Approve Minutes[Action]

III. Business Items

1. *Debrief Fy2012 CoC Program Homeless Assistance Grant Application*

8:40 am

- Annette Evans, Department of Housing Services

2. *Emergency Solutions Grant (ESG)*

8:50 am

ESG consultation, 2013-2014 recommended allocations, and policy discussion.

- Lauren Sechrist, Office of Community Development

3. *Coordinated and Centralized Assessment System (CCAS)*

9:55 am

Update on Family Shelter Centralized Assessment. Review CCAS progress against the Scope of Work and Work Plan adopted by the Work Group June 2012. Do we want to have a name for our CCAS?

- Annette Evans, Department of Housing Services
- Pat Rogers, Community Action

4. *Formalizing the CoC Board*

10:10 am

Review HSSN Governance.

- Annette Evans, Department of Housing Services

IV. Agency Announcements and Open Discussion

V. Work Group Meeting Schedule – Save the Date[Action]

- Friday, April 12, 2013
- Friday, June 14, 2013
- Friday, August 9, 2013
- Friday, October 11, 2013
- Friday, December 13, 2013

VI. Adjournment

Thank you for attending.

Questions or comments, please contact Annette_Evans@co.washington.or.us or 503-846-4760

HOUSING AND SUPPORTIVE SERVICE NETWORK WORK GROUP
Administrative Board of the Continuum of Care in Washington County
Public Service Building Conference Room 105/115
December 14, 2012

Role: The Workgroup is comprised of public and private representatives of the homeless subpopulations that exist within the CoC geographic region, a formerly homeless consumer representative, and the Emergency Solutions Grant recipient agency. The Workgroup is the jurisdictional CoC Administrative Board, as established by the HSSN Mission and Governance Policy.

Responsibilities: Perform CoC strategic planning, coordinate with and/or assist in State and local discharge planning, review performance outcomes of HMIS and HUD-funded programs, develop housing and service systems alignment, make funding decisions, and approve the McKinney-Vento Homeless Assistance grant application to HUD.

ATTENDEES:

Atterberry, Amy - Sequoia Mental Health Services, Inc.
Browning, Rose - Good Neighbor Center
Evans, Annette - Dept. Housing Services, Wash.Co.
Fletcher, Melanie - Dept. Housing Services, Wash Co.
Galian, Katherine - Community Action Organization
Gandy, Annette - LifeWorks NW
Hurley, Amanda - Cascade AIDS Project
Knapp, Mona - Luke-Dorf, Inc.
Kruse, Alexis - Sequoia Mental Health Services, Inc.
Proctor, Jennie - Wash. Co. Office of Community Develop.

Rogers, Patrick - Community Action Organization
Schwab, Jack - Good Neighbor Center
Sechrist, Lauren - Wash. Co. Office of Community Develop.
Silver, Andy - Council for the Homeless, Clark Co. Wa.
Stoullil, Vera - Boys and Girls Aid
Toevs, Jeremy - Open Door Counseling Center
Wallace, Andy – Sequoia Mental Health Services, Inc.
Werner, Judy - Lutheran Community Services NW
Whitney, Dale - Council for the Homeless, Clark Co. Wa.

Chair: Annette Evans, Public Agency Representative Annette_Evans@co.washington.or.us

Co-Chair: Judy Werner, Nonprofit Agency Representative jwerner@lcsnw.org

Meeting called to order at 8:31 a.m.

I. INTRODUCTIONS

II. APPROVAL OF MEETING MINUTES

Motion: Approve October 12, 2012, HSSN Workgroup meeting minutes.

Action: Melanie Fletcher

Second: Jack Schwab

Vote: Approved - Unanimous

III. BUSINESS ITEMS

Guest Speakers

HMIS (Open System) in Clark County Homeless Programs in State of Washington

Andy Silver, Executive Director of Clark County's Council for the Homeless

Dale Whitley, HMIS Administrator, Clark County's Council for the Homeless

Andy Silver and Dale Whitney presented the background of the Council for the Homeless. The Council includes 17 agencies and 100 programs in HMIS. The program used for HMIS purposes is customizable and can lock down the system by individual provider visibility. Only the administrator can see total entries. The advantage is that this reduces entry duplication. If information has been entered for a client, other agencies can view client history. All data entered while Release of

Information (ROI) is open will remain visible. Data entered after is not. Washington State law changed due to ROI. The Council acts as a clearinghouse with no direct connection to any shelter. During the phone intake clients provide verbal approval to be entered into HMIS. ROI entered at that time as "telephone consent." This is short period ROI; valid only until the client appears at a shelter. There is no wait list. If no beds are available, the client needs to call back the next day. There are plans to change this in the future. The visibility was modified to enable clearinghouse people to see the 'banded' list. The only potential client requirements is background check for sex offender and breathe analyzer.

HMIS has always had a semi-open system. The info is used to help make the determination regarding type of housing needed. This also helps reduce duplication at the shelter. Not all agencies are HIPPA covered. There are no HMIS wide HIPPA requirements. Each shelter has their own requirements as to what data they enter.

Judy requested direct access to agencies that have HIPPA restrictions. Annette asked what can and cannot be put in HMIS and comply with HIPPA.

Andy replied that HUD rules state that their HMIS privacy rules govern unless stricter rule governs. Annette will approach USICH representative for assistance on Federal laws governing HIPPA and HMIS.

Mona stated that HIPPA is a very loose law with at least 15 exceptions. Oregon State Law (OARs and ORSs) is tighter than HIPPA. Annette requested to see Washington statute.

Annette asked when did Washington amend the law?

Andy replied that it was amended 2 to 3 years ago and will provide Annette with a copy.

Annette asked if all agencies involved in homeless programs are required to use HMIS?

Andy replied that they can participate but not required. Washington State funding goes to county, and anyone that receives county money has to enter in HMIS. He didn't know if this is a state, county, or city rule. By 2014 all agencies need to have a coordinated entry system for all programs. Andy stated that Document Recording Fee (DRF) funds used for homelessness go thru City of Vancouver and Clark County and require HMIS entry.

Andy reported that the Council is working with 211 for screening and a system on when to hand-off to the each other to avoid duplication of efforts. This gives people two phone access points. Clearinghouse hours are the same as center hours; 7 days a week.

Annette asked about staffing. New hire or use existing staff?

Andy stated they did an internal reorganization to accommodate staff requirements: 3 assessment specialists, 1 intake specialist who also supervises phone volunteers and walk-ins (officially no walk-ins but do accept them), 1 system navigator (helps people collect documentation, identify which program is appropriate). Many volunteers will be working outside the office, and the Council is still working on boundaries and guidelines.

Andy reported that most funds came from county; new 'community fund dollars' generated from a new state law. He expects the highest staffing needs to be in the first few years. In one year approximately 5,000 unduplicated people touch HMIS. Some are only for a few weeks.

FY2012 CoC Program Homeless Grant Competition

The Work Group needs to prioritize grant funding since HUD will not have sufficient funds to fund all projects (3.5% reduction for Tier 1). In addition there is also potential for bonus housing funds. We need to move some Tier 1 projects to Tier 2 to compensate for this potential funding cut and prioritize Tier 1. To get all Tier 1 and Tier 2 renewals need to score 97% or higher out of a total 130 points available.

FY2012 CoC Permanent Housing "Bonus" Fund Project Proposal

Washington County HSSN Project Evaluation scores were totaled to include Recovery Association Project (RAP) 689 points and Luke-Dorf, Inc. Permanent Housing Acquisition 777 points. RAP withdrew their application prior to this meeting. They will be presenting to the February HSSN Meeting. The new Permanent Housing Bonus Project application is due December 28, 2012.

Motion: Select Luke-Dorf, Inc. as the FY2012 CoC Permanent Housing Bonus Project

Action: Jack Schwab

Second: Jeremy Toeves

Vote: Approved - Unanimous

Review Performance of HUD-funded OR-506 CoC Programs

The data used was taken from APRs (questions 25, 27, and 29) using HMIS. 2011 APR data used if 2012 data was not available.

Objective 2: Increase the % of participants remaining in CoC-funded PH projects for at least 6 months to 80% or more. (Question 27 in APR)

2012 results are 92%. Shelter Plus Care heavily weighted. Anticipate PH will drop next year as the STC program exited over 30 households to Section 8, and new STC participants will be in the program less than six months.

Objective 3: Increase the percentage of participants in CoC-funded TH that move into PH to 65% or more. (Question 29a in APR)

2012 results are 95%. Next year Hope Spring will be moving to rapid re-housing so anticipate that this number will drop to 73% in 2013.

Objective 4: Increase % of participants in all CoC-funded project that are employed at program exit to 20% or more. (Question 25a2 in APR)

2012 results are 34%. Next year HUD will be raising this percentage goal.

Question was asked about how we compare to other programs.

Annette stated that HUD does not share this info. We have been first or second in the State the past four years. The scoring is done at a national level. HUD will be granting a greater percentage of funds to 25 continuums classified as extremely economically depressed.

Objective 5: Increase the % of participants in all CoC funded projects that obtain mainstream benefits at program exit to 20% or more. (Question 25a1 in APR)

2012 results were 25%.

Concern was expressed about why WIC or TANF Child Care numbers were not higher. These are easily overlooked for reporting purposes. For people in the program a year or more be sure to report during the interim. Annette only pulled adult data as required by HUD.

"Measuring Performance of HUD-funded OR-506 CoC Programs"

Annette stated the Working Group needs to move \$81,000 from Tier 1 to Tier 2. How do we determine which program to move and rate the Tier 1 programs? Annette recommended that Project 3 SPC – Family (\$85,296) be moved to Tier 2. This affects seven families and could seamlessly be moved to another grant. Group discussion on ranking the projects with various options followed. Annette referenced "Conditional Section Priorities" which were attached to the Agenda to help with the process. Agreement to prioritize chronic projects given the federal focus to serve this population as stated in the goal to end chronic and veteran homelessness by 2015.

Motion: Accept priority funding ranking as determined by group discussion.

Action: Katherine Galian

Second: Judy Werner

Vote: Approved - Unanimous

CoC and HMIS Governance Declaration of Roles and Responsibilities

Edits were:

Recitals:

- Bullet 3: Added "as amended by the HEARTH Act"
- Bullet 6: Changed "Portland Bureau of Housing Land Community Development (BHCD)" to "Portland Housing Bureau"

Responsibilities of CoC:

- Bullet 3: Enforce requirement of CoC Program and ESC recipients use HMIS and remove SHP/STC.
- Bullet 6: Added "Point-In-Time (PIT) Count and Housing Inventory Chart (HIC) for all Emergency Solution Grant and CoC Program projects."

Responsibilities of WCHS as HMIS Lead Organization:

- Bullet 7: Remove Exhibit 1 language and add CoC Collaborative Applicant.
- Bullet 8: Add PIT and HIC
- Bullet 11: Changed "Portland Bureau of Housing Land Community Development (BHCD)" to "Portland Housing Bureau"
- Bullet 14 item 6: Added: "Prepare and submit the annual PIT and HIC data in HUD HDX System."

Responsibilities of WCHS as CoC Lead Organization:

- Bullet 5: Added "Coordinate, complete, certify and submit the CoC Program Homeless Assistance funding application."

Certification: Updated Co-Chair to Judy Werner and Val Valfre's title from Interim Director to Director.

Motion: Approve additions and modifications as presented.

Action: Vera Stoullil

Second: Melanie Fletcher

Vote: Approved - Unanimous

FY2012 CoC Program Application Submittal Timeline

12/7/2012 – All renewal project applications due to CoC Collaborative Applicant; contact Annette Evans

12/17/2012 – Letters to PH Sponsor Agency regarding Workgroup selection of PH bonus project

12/28/2012 – New PH bonus project application submitted to CoC Collaborative Applicant

1/3/2013 – Agenda Report submitted to Board of County Commissioners for review and approval to submit CoC Program grant application

1/15/2013 – Board of County Commissioner Action on Agenda

1/18/2013 – Submit application to HUD via ESNAPS

FY2012 Point Threshold – 97 of 130 points

Leveraging - Judy Werner asked for leverage clarification. Annette waiting on clarification from HUD Help Desk as other HUD documents contradict each other regarding mainstream. The group is interested in further discussion on how other agencies using/tracking leverage since there is potential for missing funds. Inconsistency among those present as to what can be used as leverage.

IV. ANNOUNCEMENTS

- Annette Evans will be out December 18 – January 7. Judy Werner will chair next HSSN meeting, January 2, 2013. The group needs to review the CoC application before submittal. Do they want to review via email, meeting, teleconference, or sub-group? Group decided on teleconference. Annette to schedule teleconference for January 7 or 9 using Webex.
- Mona Knapp reported that John Trinh has been appointed CEO of Luke-Dorf.
- Vera Stoullil has been promoted to V. P. of Operations for Boys and Girls Aid.

V. ADJOURNMENT

The meeting adjourned at 10:32 a.m. The next HSSN Workgroup meeting is Friday, February 8 at 8:30 a.m.

Minutes prepared by
Kathy Eichorst
Washington County Department of Housing Services