

HOUSING and SUPPORTIVE SERVICES NETWORK

****Joint Meeting****

Strategic Planning and Discharge Workgroup (CoC Board) and

Coordinated and Centralized Assessment System

Friday, October 11, 2013

8:30 to 10:30 am

County Public Services Building - Room 105/115
155 North First Avenue, Hillsboro, OR 97123

AGENDA

Chair: Annette M. Evans, Washington County Department of Housing Services

Co-Chair: Judy Werner, Lutheran Community Services Northwest

I. Introductions

II. Approve Minutes[Action]

A) June 14, 2013 HSSN Workgroup

B) September 20, 2013 Coordinated and Centralized Assessment System Subcommittee

III. Business Items

A) Centralized Assessment System Worksession

1. Screening and Assessment Tools with Scoring Criteria

- Scoring Matrix with CoC Housing programs

2. Coordinated Intake and Referral Process

- Housing Inventory Tool; e.g. HMIS or other web-based system

3. Data Gathering/Sharing in HMIS

- Documentation and Policy, E.g. MOU, ROI, etc.

4. Marketing the System

- Name The System; e.g. Housing Solutions, Community Resource Center

5. Implement the System (January 2014)

- Written Standards and Policy Governing CCAS

- System test on December 13

B) FY2013 CoC Program Homeless Assistance Grant

1. Ranking and Rating Process

2. HUD Notice of Funding Available (NOFA) Grant Timeline

IV. Workgroup Meeting Schedule – Save the Date

- Friday, October 11, 2013
- Friday, November 8, 2013 (CCAS Meeting)
- Friday, December 13, 2013

V. Agency Announcements and Open Discussion

VI. Adjournment

Thank you for attending.

Questions or comments, please contact Annette Evans at 503-846-4760

HSSN STRATEGIC PLANNING AND DISCHARGE WORKGROUP
Administrative Board of the Continuum of Care in Washington County
Public Service Building Conference Room 105/115
June 14, 2013

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	Knapp, Mona - Luke-Dorf, Inc.
Browning, Rose - Good Neighbor Center	Seachrist, Lauren - Office of Community Development
Burton, Valerie - Luke-Dorf, Inc	Werner, Judy - Lutheran Community Services NW
Evans, Annette - Housing Services, Wash.Co.	Wise, Samantha - Boys & Girls Aid
Fletcher, Melanie - Housing Services, Wash Co.	

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 8:37 a.m.

I. INTRODUCTIONS

II. APPROVAL OF MEETING MINUTES

Motion: Approve Workgroup meeting minutes for April 12, 2013.

Action: Judy Werner

Second: Melanie Fletcher

Vote: Approved - Unanimous

III. BUSINESS ITEMS

1. Planning for future FY2013 CoC Program Grant Application

Annette announced that according to Ann Olivia, Director of HUD Special Needs Assistance Programs programs agencies should expect a reduction of an estimated 6% in FY2013 HEARTH funds. New projects for FY2012 are Clover Court housing initiative sponsored by Luke-Dorf and a planning grant for Washington County Department of Housing Services. Do we have the right mix of housing and services? The group should focus on implementing automated assessments, prioritize chronically homeless people which was completed through last ranking and rating process, identify and reduce barriers which is in progress. Also focus should be on strengthening relationships with mainstream providers such as Social Security, Oregon Department of Human Services, Veterans Administration, and others as well as prepare for CoC registration to submit grant inventory worksheets.

Annette reviewed the list of HUD projects including funding requested and program type. The Workgroup needs to verify the funding amounts by end of the month. Programs that need renewal include SPC Chronic for 3 units, SPC Family for 8 units, and Tri-Haven. HUD is not going to allow an extension to the current extension for Sequoia Mental Health funds for next fiscal year. Annual required demand for renewal projects is \$2,521,471. A 6% reduction would be a shortfall of \$151,288 leaving \$2,370,183 for Tier 1 funding. Annette asked if there are any exiting projects that an agency does not want to renew? No positive responses were verbalized. Annette proposed that SPC Chronic 3 units and SPC Family 8 units

be moved into Tier 2. This would not total the \$151,288 shortfall but would come close. Once the inventory grant worksheets are completed and HUD reviews the total dollars available, HUD will respond a NOFA with exact dollar amounts will be released. The Workgroup discussed various ways to reduce the demand amount by 6% but no option was decided upon. The group should continue to think about options. When registration comes out, a quick decision will need to be made. Annette anticipates that HUD registration will be in July, and NOFA application will be released in August. Applications will be due in October. If this anticipated timeline holds, ranking and rating should happen at the September meeting. Annette needs to write a policy and procedure on how HSSN awards grants.

Melanie has posted 578.5-OR506 CoC Governance as approved at the June HSSN to the web, <http://www.co.washington.or.us/Housing/EndHomelessness/hssn.cfm>. 578.5 is the Federal regulation number, and OR506 designates Washington County. This naming convenient will be used for future policies and procedures as they are written.

For the October meeting Annette is talking with Andree Tremoulet to present her research on homeless encampments in public right-of-way. September or October agenda will include the permanent housing project selection and review CoC Homeless Assistance Grant. There has been an increase in attendance from 20 to 21 people in 2008 to a current average of 45 to 55 per meeting. The increase is due in part to the guest speakers. December Melanie will present the 2013 Annual Homeless Assessment Report (AHAR). December agenda will also include centralized assessment system update. Policy and procedures need to be written for centralized intake assessment system, determine and prioritize eligible people to receive transitional housing, determine and prioritize eligible people to receive rapid re-housing and determine what percentage or amount of rent each program participant must pay, determine and prioritize eligible people to receive permanent and supportive housing, and if we choose to apply to be high performing community will need policy and procedure to describe ESG rules.

January Valerie Burton and Pat Rogers will present on 2014 Street and Shelter Count. Valerie may not be involved in 2014 so Annette will replace her name with "Luke-Dorf." January 22 to 31 will be the Point-In-Time Street and Shelter Homeless Count. AHAR deadline is to be determined. Project Homeless Connect Event will be January 24. February 14 the workgroup will meet to review centralized assessment system. March will be the annual performance rank and rating of projects. The ranking and rating should be a more intense review than the current process. Projects should demonstrate high outcomes or fill gaps. Also HSSN should score the projects. Lauren Seachrist will also talk about the Emergency Solutions Grant Consultation.

There was a discussion about what is happening with CCO's and also Oregon Housing and Community Services (OHCS). Val Valfre is on the OHCS Transition Planning Committee. It was suggested that someone from OHCS speak to HSSN regarding OHCS changes. Annette suggested that the July 2, 2014 HSSN meeting be canceled due to the holiday.

Annette will update calendar with changes as discussed.

Motion: Approve submittal of the calendar with changes as discussed to the HSSN on September 4th for adoption as the CoC's Planning Calendar for 2013-2014.
Action: Judy Werner
Second: Lauren Seachrist
Vote: Approved – unanimous

2. CoC Program Policy Development

Annette will write policy and procedures for CoC Collaborative Applicant Policy to conform to HUD requirement regulations. This will need to be adopted by HSSN. The Workgroup will approve via email and then present to HSSN in September. Annette proposed that all policies and procedures will be posted on the HSSN web pages on the Washington County web site (<http://www.co.washington.or.us/Housing/EndHomelessness/hssn.cfm>). This will be the virtual binder for HSSN and also facilitate sharing with other agencies. Lauren Seachrist will verify that all policies and procedures comply with HEARTH.

3. Coordinated and Centralized Assessment System (CCAS)

Pat Rogers is working on the assessment form. One of the goals is to enable the intake specialists to determine where to refer people, i.e. what programs have openings. This will avoid referring people to programs with no openings. Policies and procedures should be written to provide continuity. The next CCAS meeting is June 21.

Mona talked about confidentiality and how this may change with the new affordable care act. Currently there is a conflict between current legislation and affordable care act. There is a push to change the national confidentiality definition but no formal action has been taken as yet. If a continuum number is needed to access updates about the affordable care act, use OR506CoC. Mona commented that current intake assessment conflicts with alcohol addiction regulations. Sharing of alcohol addiction is more restrictive.

IV. **WORKGROUP MEETING SCHEDULE**

Annette proposed that HSSN Workgroup not meet on August 9 so members could use the time to work on the centralized assessment system.

Motion: Cancel the August 9 HSSN Workgroup meeting unless there is action as the CoC Board that requires the Workgroup to meet.

Action: Judy Werner

Second: Mona Knapp

Vote: Approved - Unanimous

Melanie Fletcher talked about the disconnect within Salvation Army regarding data entry and using HMIS. They continue to only use their legacy software. Using HMIS means duplicate data entry for them. The Salvation Army has a number of beds for which no data is available for HUD reporting purposes. This creates a problem when applying for HUD funds. As their number of transitional housing beds increase the problem continues to grow.

V. **ANNOUNCEMENTS AND OPEN DISCUSSION**

- Valerie Burton reported that Luke-Dorf has 11 to 12 people in the queue waiting on housing availability.
- Annette talked about Washington County Homeless Cost Study. NERC is completing a profile and will be posted on the web site soon. Agency names are being added as providers or partner agencies. The draft report should be available to present to the Homeless Plan Advisory Committee July 18 and will be released to the public in September. Annette will invite VAN to present at a HSSN meeting.
- Melanie waiting for a question to be answered for the Homeless Cost Study. Other than that it is almost completed. Annette would like to see report data to be listed by type of housing. This could be used by agencies when writing their applications for cost comparison purposes. They could point out how much it is saving by housing people as compared to the alternative.

VI. **ADJOURNMENT**

The meeting adjourned at 10:40 a.m. The next HSSN Workgroup meeting is Friday, October 11 at 8:30 a.m.

To be added to HSSN Workgroup email list, contact Annette Evans at Annette_Evans@co.washington.or.us.