



Minutes

Committee: HUD COC and ESG Committee

Date: 1/2/19

Duration: 9:00 – 11:00

Meeting Place: ECHO
300 E. Highland Mall Blvd

Attendance:

P = Present

TC = Attended via Dial in

A = Absent

CoC and ESG Members							
P	Stephanie Green	A	Erin Whelan	P	Kali Gossett	A	Rick Rivera
A	Christa Noland	A	Caitlin Bond	P	Dylan Shubitz	A	Christina Montes
A	Erin Goodison	A	Greg McCormack	P	Kate Bennett	A	Naomi Tejero
P	Hosie Washington	A	Kathy Ridings	A	Mamadou Balde	A	Melinda Cantu
A	Natasha Ponczek	A	Delia DeLeon	P	Jennifer Mishler		
ECHO Staff							
A	Kate Moore	P	Laura Evanoff	P	Tim Long	P	Melissa Wheeler
A	Sharyn Malatok						

AGENDA		DISCUSSION	ACTION ITEMS
I. Welcome & Dec 2018 Minutes	K Gossett	Review and Approve December 2018 Minutes <ul style="list-style-type: none"> Approved with no revisions 	<ul style="list-style-type: none"> N/A

AGENDA	DISCUSSION	ACTION
I. CoC Business	<p>MC Recap</p> <ul style="list-style-type: none"> • Membership Council Slate was approved during the ECHO Stakeholder Fall Meeting on 12/19/18. • Report from Triage should be completed by February 2019. • MC identified downtown homeless population as a community priority. <p>2019 Action Calendar Review</p> <ul style="list-style-type: none"> • General timeline for committee work but subject to change based on HUD schedule or MC requests. • <i>Request to add Documentation and Record Keeping rules under Internal Wellness category.</i> • <i>Request to move Review System Performance Measures and Data Dashboard to March</i> • Request for clarification on where TDCH ESG work fits in. Concern reported with current challenges with ESG rules conflicting with COC. • <i>Request to include VAWA updates as possible standing item – strengthen program implementation.</i> 	<ul style="list-style-type: none"> • N/A • L Evanoff to update Timeline based on feedback from committee members. • Send members MC Action Timeline once finalized and approved.
II. CoC Performance Scorecards	<p>L Evanoff</p> <p>2018 Q4 Performance Scorecards Due 1/31/19</p> <ul style="list-style-type: none"> • L Evanoff will send an email reminder to COC funded projects with scorecards and reporting instructions. • Will use same Scorecard for 2018 Q4 reporting. <p>Scorecard Appeals Policy</p> <ul style="list-style-type: none"> • <i>Present to Membership Council for approval during January 2019 meeting</i> <p>Schedule for Revisions to CoC Performance Scorecard</p> <ul style="list-style-type: none"> • Will create draft and email out for feedback by Jan 16th. • Suggestion to mention future changes during January MC meeting. • Present scorecard revisions to CoC & ESG Committee during Feb 2019 meeting for approval. • Plan finalize and use updated scorecard for 2019 Q1 Performance Scorecard reports which are due on 4/30/19. • Suggestion: If using updated Scorecard for 2019 NOFA, to use annual data with new measures. Consider also using previous scorecard as additional supporting material to compare familiar measures to new measures. 	<ul style="list-style-type: none"> • L Evanoff to email Scorecard draft for feedback by Jan 18. • Request approval of Scorecard Appeal Policy to Membership Council during January 2019 meeting.

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III. Internal Wellness Check	K Gossett	<p>Participant Eligibility</p> <ul style="list-style-type: none"> • PSH Documentation Requirements – determining participant eligibility and ensure that system process matches funding requirements. • HUD Field Office has identified homeless verification documentation pulled from HMIS as needing to be reviewed to ensure compliance within CoC. • Recommend reviewing all eligibility documents before enrollment - delay from navigation to enrollment – documents may be outdated. <ul style="list-style-type: none"> ○ Observation of disability verification needs to be recorded no later than 45 days from the application for assistance and accompanied by supporting evidence. ○ Self-Certifications of homeless verification – need to have specific location and the months. • Current challenges with self-certification portion of PSH Packet – bottom part of form staff can document attempts. Information is sometimes missing or incomplete which can delay the program enrollment process. <ul style="list-style-type: none"> ○ PSH Workgroup and Outreach and Navigation Workgroup are addressing workflows and standards - reporting to Local Policy and Practice Committee. ○ Concerns that people working in the front end of the system are not being trained on HUD regulations and standards related to disability verification and homeless verification. ○ Recommendation to coordinate training at the Citywide Outreach and Navigation workgroup meeting. • HMIS added zipcode field in HMIS to document location of outreach attempt. • Suggestion that outreach workers document outreach contacts in HMIS that include clear language that confirms literally homeless with specific location and timeframe person has been living in location. <p>• Staff to share and review HUD resources:</p> <p>Chronic Homeless Documentation Form</p> <p>HUD FAQs: Definition of Chronic Homelessness</p> <p>Documentation Standards for Chronic Homelessness (flowchart)</p>

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IV. Workgroup Updates	<p>T Long</p> <p>PIT Count WG</p> <ul style="list-style-type: none"> • 24 days away from PIT. Request to continue recruiting volunteers. Currently have 400 volunteers registered but need 200 more volunteers. • Section assignments for volunteers will be emailed out by Jan 5th. • Online training portal should be posted online by end of the week. • First in-person PIT Count training is January 7th. <p>M Wheeler</p> <p>HMIS WG</p> <ul style="list-style-type: none"> • Ethics refresher training deadline has passed. If not completed, staff are locked out. HMIS staff are going through list and assisting with registering users locked out once training has been completed. • There was no HMIS Workgroup meeting in December 2018. Monthly emails are sent to workgroup members with updates. • The LSA report was submitted in December 2018 to HUD which replaces AHAR • 2019 theme for the HMIS Department will focus on data quality. Completeness is no longer issue and have seen great improvement. • HMIS WG will focus on in-depth dives on data quality - reports 260 and 640. • Major initiative to improve data quality around housing move-in dates. • Service Point 6 should be released in 2019. Some communities are piloting. When released, there will be lots of support from WellSky and from HMIS team. Other key areas hoping to address with system update include: <ul style="list-style-type: none"> ○ Request that HMIS trainings will address duplicate records (prevention programs verifying program enrollments). ○ HMIS staff will be meeting with agencies to make sure that permissions are the same and will carry over to new system. • HMIS Workgroup Coordinating Training in January which will be recorded. <p>L Evanoff</p> <p>Income & Employment WG Update</p> <ul style="list-style-type: none"> • No updated from Employment and Income WG. • ECHO Employment Navigation VISTA met with iTeam staff to help build out some of the employment resources the iTeam collected. Focusing on employment resources outside of homeless sector to strengthen use of general community resources that promote normalcy. 	<ul style="list-style-type: none"> • Recruit volunteers. Read PIT Count Newsletters (sent via email and posted on ECHO website). • HMIS to share training video with committee members who will watch video as homework. • HMIS WG to include CoC & ESG Committee on HMIS WG communications and/or other HMIS updates.
V. Additional Announcements	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Adjournment	<p>Next Meeting: February 6, 2019 9:00AM – 11:00AM; ECHO Training Room, 300 E. Highland Mall Blvd</p>	