



Minutes

Committee: HUD COC and ESG Committee

Date: 12/5/18

Duration: 9:00 – 11:00

Meeting Place: ECHO 300
E. Highland Mall Blvd

Presiding:

Attendance:

P = Present

TC = Attended via Dial in

A = Absent

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

AGENDA		DISCUSSION	ACTION ITEMS
I. Welcome & Nov Minutes	S Green	Review and Approve November 2018 Minutes <ul style="list-style-type: none"> Approved with no changes 	<ul style="list-style-type: none"> N/A

AGENDA	DISCUSSION	ACTION	
I. CoC Business	M Wheeler	MC Recap <ul style="list-style-type: none"> • Upcoming Fall Stakeholder Meeting Dec 19 from 2-4 at Austin Board of Realtors on Spicewood Springs. • MC participated in activity identifying agency work that ties into Action Plan. • Membership Council Slate was reviewed and approved to be presented at the Fall Stakeholder meeting. Still recruiting members with lived experience of homelessness which was a request from the Local Policy and Practice Committee. • Requested committee members to contact Kate Moore or Laura Evanoff if they would like to recommend any persons with lived experience to apply for Membership Council Slate. • L Evanoff is currently recruiting through the Austin Homeless Advisory Committee (AHAC) – notify during AHAC meeting and online post via HACA Facebook Group. • Discussed DAA Triage Process – will present report based on findings in February. • Healthcare Navigation Center will also include a drop-in center dedicated to those fleeing from domestic/minor sex trafficking. • Discussed need for more consumer driven services and how to build programs and services that consumers want. Creating more consumer feedback to understand how perceived safety impacts participation in services and in housing. 	<ul style="list-style-type: none"> • N/A
	S Green	Recruiting and Electing New Chair/Co-Chair <ul style="list-style-type: none"> • Discussed CoC and ESG Committee process for transitioning new committee Chairs and roles and responsibilities. • Did not have anyone email S Green to nominate self. • Erin Whelan volunteered to Chair committee. • Recommend having one more Co-Chair for committee. EW represents youth at Membership Council. Need co-chair currently not participating in Membership Council. 	<ul style="list-style-type: none"> • Present and onboard new committee Co-Chairs for 2019.

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II. CoC Performance Scorecards

L Evanoff

Webinar Announcement

- HUD hosting a webinar “Sharpening Your CoC Skills”- Training available from the field office on December 10th. Encouraged staff to register.

2018 Q3 Performance Scorecard Summary

- Presented Scorecard Summary
- No projects submitted a Scorecard Appeal for the 2018 Q3 Scorecard report.
- Laura presented the scorecard summary and ECHO is open to feedback to how to make this to be more helpful.

Scorecard Appeals Process

- *Present to Membership Council for approval during January 2019 meeting*
- K Ridings requested consideration to remove Returns to Homelessness report on scorecards and for removal to be retroactively applied to past scorecard totals.

Suggestions for Future Changes to CoC Performance Scorecard

- **Data timeframe:** Consider using only quarterly data vs current structure of using 12 months of data for each quarter. Annual data can be used during CoC NOFA competition.
 - Suggestion to run both quarterly and annual reports together – so you can see changes quarterly and then where you are annually.
- **1.1 – Data Completeness:** possible option to increase benchmark to 98% data completeness.
- **1.2 – Data Completeness Reports:** possible option for min benchmark be all 6 points awarded for 3 out of 3 only.
 - Compliance measure – has helped improve data completeness over the past couple of years.
- **1.3 – Timely APR submission** – remove from Scorecard and add as a scored item on the CoC NOFA Local Application.
 - Concern about making sure that these 6 points are put in a place that makes sense.
 - *Consensus to remove from quarterly Scorecard.*
- **1.4 – Timeliness of Data Entry:** Suggestion to divide into two items to measure performance difference between Timeliness of entering start records and timeliness of entering exit start records vs. current structure of averaging both measures.
 - E Whelan concerned about using the scorecard for learning the performance different between entry and exit times when scorecards are used for funding decisions.

- Request from HMIS team to clarify Timeliness of Data Entry report – more details about report and how it impacts scorecards.
- L Evanoff to create a mock Scorecard with real project data to view quarterly data vs 12-month data.
- Request approval of Scorecard Appeal Policy to Membership Council.

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- D Shubitz – diving into 2 separate measures will help ensure that project staff are entering records timely. Suggested reducing point amount or adding another point for a smaller %.
- *Request from HMIS team to clarify about what does and does not impact report and performance on report.*
- D Shubitz – continue discussion on possible differences between housing intervention types.
 - RRH – will know when to exit (no longer providing services). PSH – more difficult to determine due to not always knowing when someone is no longer housed.
- L Evanoff – dividing the measure will allow projects to see where staff struggle and how to improve process (entries vs exits).
- K Ridings – currently has a process in place in which case managers must have approval from supervisor to exit from program. Not sure how this will impact performance.
- **1.5 Annual Assessment – No change on Scorecard measure**
 - L Evanoff – important measure that impacts scores on increase income for stayers. This is included in Sage report to HUD. Scorecards should be using HMIS report standards that mirrors report being used/submitted for HUD APRs.
 - S Green – request to change/improve the way the report looks. It can be inaccurate and reading it can be a challenge.
 - M Wheeler - Richard is looking into improving this report. Still doing beta testing – but want to have more notification notice in HMIS to alert staff that a report is due.
 - L Evanoff – Make sure case managers are trained on how to enter updates so they are captured in report. Have program managers and staff run a monthly report to make sure they are completing annual assessments on time.
- **2.1 – Successful Housing Placement:** No changes suggested.
- **2.2 – Returns to homelessness**
 - Suggestion to remove and add to Local NOFA Application.
 - L Evanoff – designed to measure system performance. Can use for project performance but would be more useful if measure is tied to narrative.
 - K Ridings – request for RRH and PSH benchmark measures be considered if scoring projects on this measure.
- **2.3 and 2.4 Income Growth for Stayers and Leavers:** No changes suggested. This measure shows up on HUD APR reported in Sage and is helpful for report to mirror what is submitted to HUD.

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	<ul style="list-style-type: none"> • 2.5 – Bed Utilization: No changes requested to measure on Scorecard but to measure quarterly vs data over an entire year. <ul style="list-style-type: none"> ○ Dylan S. – <i>GIW numbers should be on the scorecard</i> • 2.6 Coordinated Assessment – <ul style="list-style-type: none"> ○ L Evanoff – request to change from a Yes/No and reduce points to 6 points for full compliance (100%). This should not be 12 points since this is a requirement of CoC projects and is a compliance measure. • 2.7 Low barrier admission policies – Recommendation to remove from Scorecard and add similar questioning to local CoC NOFA application. • Add Measure Days from Enrollment to Housing. <ul style="list-style-type: none"> ○ Should already be measuring performance on this since it is a System Performance Measure but there have been challenges due to poor data quality and reporting challenges. ○ Need to consider how to score projects on performance and what benchmarks will be used. ○ L Evanoff – HUD set benchmark at 30 days but also recommends that communities tailor benchmarks based on local performance. Strategy could be to see what average or median performance is and set local performance per project type. ○ BOLO process should be considered when setting benchmark. Programs must follow BOLO process before exiting which is at least a 60-90 process. • Add LOCCS Timely Drawdown – screen shot or measurement of the how we are spending down funds. <ul style="list-style-type: none"> ○ Addition to be compliance-based measure -Scorecard measure (screenshot was submitted confirming timely drawdown). ○ Add performance component to the Local NOFA application to measure performance on spending down funds. 	

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III. Workgroup Updates	T Long M Wheeler R Rivera	<p>PIT Count WG</p> <ul style="list-style-type: none"> 230 volunteers recruited. Team Lead information will be emailed out by 2nd week in Dec. Party for team leads coming soon. Still working to increase volunteer recruitment. Request for agencies to send general volunteer information to agency staff and community members. <p>HMIS WG</p> <ul style="list-style-type: none"> HMIS WG met in November. Voted to restructure schedule of WG meetings to have a quarterly face-to-face meeting, and the other info will be sent out monthly by email. Hosted a call and gathered feedback about future training ideas. Plan to have trainings available online and some in-person. 2019's focus will shift from data completeness to improving data quality <p>Income & Employment WG Update</p> <ul style="list-style-type: none"> No update. 	<ul style="list-style-type: none"> N/A
IV. Additional Announcements		<ul style="list-style-type: none"> S Green – shout out to HATC for steady increase in performance on Scorecard. K Gossett – provided copies of homeless documentation. <ul style="list-style-type: none"> Recommendation that projects increase awareness around 45-day rule for eligibility paperwork (homeless and disability verification). Receiving Housing packets that have outdated information. Getting updated documents within HUD's regulation results in delayed intake/enrollment. 	<ul style="list-style-type: none"> f/u next meeting on regulations and current community process.
Adjournment		<p>Next Meeting: January 2, 2019 9:00AM – 11:00AM; ECHO Training Room, 300 E. Highland Mall Blvd</p>	