

AZBoSCoC LCEH Meeting Minutes

May 29, 2019

*Local Coalitions:*

**Apache/Navajo Counties**

OCCAC: Marilyn Johnson (phone)

**Cochise County**

Good Neighbor Alliance: ABSENT

Community Partners: Terrance Watkins

**Coconino County**

Catholic Charities: Camie Rasband

**Gila County:** Jake Gardner

**La Paz County:** ABSENT

**Mohave County:** Nay Covington

**Pinal County**

CAHRA: Suzanne Payan

**Yavapai County**

US Vets: Timothy Laskowski

**Yuma County:** Brenda McAdams

*Strategic Partners/Stakeholders:*

**ADE:** Alexis Clermont

**ADOH:** Karia Basta

**AHC:** Shane Groen

**AHCCCS/PATH:** ABSENT

**AZDVS:** ABSENT

**CRN:** Glorianna Vercruyssen

**DES:** Alfred Edwards

**ACESDV:** Doreen Nicholas

**NAVAHCS:** Ryan Louis

**Northern RBHA:** ABSENT

**SAVAHCS:** Jocelyn Muzzin (phone)

**Southern RBHA:**

AZCH: Cristina Benitez (phone)

**VA:** Jeff Willgale

*Staff:*

**ADOH:** David Bridge, Joy Johnson, Melissa Swain, Ryan Vernick

**Consultant:** Candee Stanton

Everyone was welcomed, and the meeting started at 9:14 a.m. Introductions were performed, and the minutes to the last meeting were unanimously approved after a motion was made by Terrance and seconded by Camie.

## LCEH Duties

When establishing local participation, stakeholders, according to HUD, must include social service providers, mental health agencies, government entities, housing developers, hospitals, formerly/currently homeless, veterans providers, businesses, universities, advocates, school districts, domestic violence shelter providers, and housing authorities.

- Local Participation- one of the goals this year is to fill gaps in participation.
  - Education: there is a homeless liaison in each school district in the state; see <https://www.azed.gov/homeless/liaisons/> for finding contacts in your local area. Alexis can recommend specific persons if you need help finding the best fit.
  - Workforce/employment: if the LCEH lead is not already the workforce/employment contact for the local coalition, please consult the contact information list handed out at the March LCEH meeting for who to contact to get them at the table.
  - Domestic violence: see <https://www.acesdv.org/downloadable-resources/> for a list of all the domestic violence services available in the state to use for reaching out to promote participation.
  - ESG-contracted shelters are required to participate in the local coalitions, so if anyone is having difficulty getting them to participate, let ADOH know so coordination can occur with DES to get the attendance issue resolved.
- Charters- each LCEH needs to establish a charter and submit a draft to the GAB by **October 31, 2019**. Please include:
  - Statement of purpose
  - How officers are selected
  - Committee structure(s)
  - Case Conferencing commitment
- Regular Meetings- regular meetings are required at least bi-monthly.
- Establish LCEH Committees/Working Groups; a minimum of one is necessary to implement and perform action items and address issues.
- Reporting- the roster/sign-in sheets, agendas, and minutes for each local meeting are required by the NOFA and MUST be in the provided spreadsheet format that can be combined into a master list. As of right now, only two LCEH's are submitting them correctly.

HUD requires the AZBoSCoC has a GAB that represents the state. For strategic planning purposes, the GAB needs input from the LCEHs to help determine what local needs are:

- Local Gaps Analysis- to be completed annually; due **October 31, 2019**.
- PIT count is required each year by HUD.
- Create a local Strategic Plan- to be completed annually.
  - The overall AZBoSCoC Strategic Action Plan can be used as a framework for developing the local version; many of the action items are already spelled out and the GAB is asking the LCEHs to participate in these action items. For CE, take a "spot check" deeper dive

into a sampling of the case histories of individuals to get a better understanding of the length of time and why people become/remain homeless. Then a plan needs to be developed at the local level for how to start impacting these performance measures. There are dates on the AZBoSCoC Strategic Action Plan that should be followed; if these dates are not feasible, feedback needs to be given to the GAB for amending these dates. Most of these action items are already being done at the local level, but if different terms/wording are used, it makes things confusing and it appears the action items are different. Having a written Strategic Plan that follows a specified format and uses the same language helps ensure each group is cohesive to the whole.

- Reporting- provide a list of LCEH adopted annual goals by **October 31, 2019**.

In order to support and inform AZBoSCoC statewide efforts, it's important to be present at these quarterly local leads meeting. Each coalition is required to attend, in person, a minimum of 75% of the quarterly statewide meetings. Up to two representatives may attend and have their travel reimbursed.

Each year for the HUD NOFA process, ADOH is required to designate up to 6% of programs as "Tier 2" and be at risk of defunding should the overall AZBoSCoC funding be reduced. The last couple of years it has been relatively easy to comply with the requirement without detriment to the overall AZBoSCoC (e.g. reallocating TH programs). However, it is now getting harder to potentially eliminate programs, since every program is valuable. Tightening up requirements will help clearly see who is not performing at the highest levels. Lack of CE/Case Conferencing, not being Housing First focused, lack of submission of SOAR applications, or not working with Workforce Programs will now be used as a way to highlight LCEHs that are not performing to the highest standards. To those ends, each LCEH should:

- Have regular meetings, cover the full geography of the LCEH's responsibility, and identify the local lead who will receive the BNL to house the most vulnerable and chronically homeless;
- Have formal, written local CE and Case Conferencing Policies and Procedures approved and operational by **October 31, 2019**;
- Make a formal commitment and draft formal documentation on how Housing First is being implemented no later than **December 31, 2019**;
- Increase number of SOAR trained personnel;
- Work with Workforce programs to assist homeless persons achieve employment.

*Action Item: Melissa will send out the list of local SSA contacts for SOAR.*

### SPMs and PIT Update

David gave an update on the HUD-required SPMs and how these and the PIT can affect funding.

Consult your local PHA on their policies relating to priorities, and see if they have vouchers specifically earmarked for homeless or those who are moving on and still need assistance; if not, get involved in making your voice heard by attending public hearings or sending in comments. Ask for specifics/data (i.e. they have X number of vouchers set-aside for these groups, and they were all filled, etc.).

David mentioned that there is a tableau visualization that allows comparing SPM for the AZBoSCoC against the national average, and Arizona versus other similar CoCs- we are AZ-500. The tool is the SPM Comparator. Presently it only includes data as of 2017 (2018 data was just submitted).

<https://public.tableau.com/profile/mattschnars#!/>

There are a number of other tools he has created that each coalition is encouraged to play with to see how our data can be used to more effectively evaluate our processes and results. Almost all of the data used in these templates are collected in HMIS or other HUD standard reporting so we could duplicate many of these reports for our CoC.

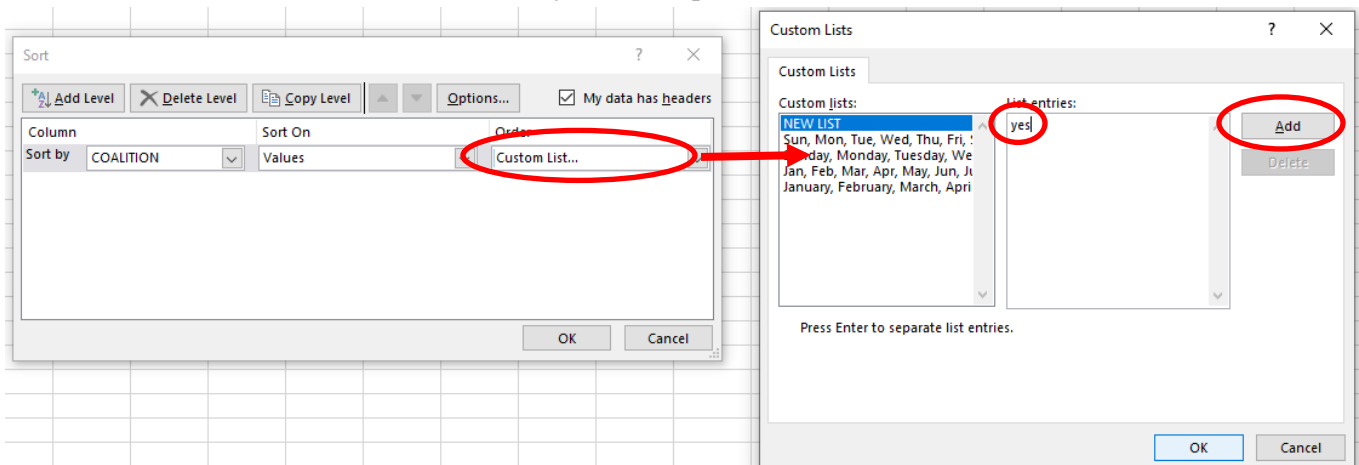
### **Prioritization Policy**

HUD requires a standard policy for prioritization across the CoC. There need to be general rules that apply to everyone, but with additional flexibility to take it further to meet local specific goals and objectives.

For PSH prioritization:

1. Chronic > Longest > Most Severe Service Needs (SPDAT)
2. Chronic > Longest > SPDAT
3. Chronic > SPDAT
4. Chronic
5. Not chronic but with a high SPDAT score

Ryan L. gave a demonstration on how to sort the BNL to prioritize who is served first per HUD requirements. In the Excel spreadsheet, under Data then Sort, choose the Chronic column first, but under Order choose Custom List and add yes as an option.



Next, add a level and choose “approximate date homelessness started” (order by oldest to newest), then add two more levels and choose the SPDAT columns, family SPDAT first then individual SPDAT next (order both by largest to smallest). Then hit “okay” to get a list that matches #1 above. Then filter by your county to exclude other areas from your prioritized list.

### HMIS Update

Names are now restricted if there isn't an ROI on file. Glorianna gave a demonstration on how to run a data quality report in HMIS to target missing ROIs or how to sort by upcoming expirations. Each entity (i.e. Catholic Charities) must enter the information from the ROI for each program (i.e. RRH, PSH, etc.).

Next new user and system admin/reporting training is June 4-5, 2019 in Flagstaff.

*Action Item: David will send names from this year's PIT list to each LCEH so these names can be compared to the BNL for outreach, if needed.*

### Diversion

Joanna has been travelling the state to talk to groups of people in various communities to see what their needs are and what their awareness is regarding diversion. SSVF has been given funds for rapid resolution (i.e. diversion) training and they are developing a curriculum that will be available for all providers. After the curriculum is developed, this will be given to local leads who can in turn train others in their LCEH. They will be responsible for setting up the meetings, calling people together, and promoting the training in their communities. The local lead should be the agency who is bringing most of the people into the system. The LCEH leads agreed to help facilitate these discussions for their area.

Tracking diversion in HMIS is still being developed by HUD, but no details have yet been forthcoming.

### Other Topics

David gave an update on the GAB, and he introduced the two new members present today, and to say thanks to Suzanne for her service as she steps down. He also explained how the southern RBHA's inclusion into HMIS works to coordinate care for individuals with other agencies. An automated referral structure is being developed with AZCH as the test, and if it works it will be rolled out to the rest of the CoC.

Terrace shared that at the last Cochise County coalition meeting, they gave a Housing 101 presentation after inviting everyone who is dealing with the homeless in the community. It was a full house.

Alexis would like an interactive map of the different CE points in the state. HMIS is working on something.

*Action Item: Everyone send Alexis any local resource lists you have available so she can send it to her school district homeless liaisons.*

The VA is having a public hearing on June 26<sup>th</sup> at 3:00 p.m. to seek proposals to modify/rehabilitate several historic houses plus three acres of vacant land located on the Prescott campus for homeless veterans in an extended (75 years) use lease.

With no further business, the meeting was concluded at 2:18 p.m.

COALITION	2018.11-15	2019.03-28	2019.05-29
Apache/Navajo	X	X	X
Cochise	X	X	X
Coconino	X	X	X
Gila	X	X	X
Graham		No local coalition	
Greenlee		No local coalition	
La Paz		Inadvertently left off contact list	
Mohave			X
Pinal	X	X	X
Santa Cruz		No local coalition	
Yavapai	X	X	X
Yuma	X		X

#### STAKEHOLDERS

ACESDV	X		X
ADE	X	X	X
AZDVS	X		
AHCCCS/PATH		X	
AHC		X	X
CRN	X		X
DES	X	X	X
NAVAHCS	X	X	X
Northern RBHA	X		
SAVAHCS			X
Southern RBHA	X	X	X
VA	X	X	X

#### Commonly used acronyms:

**ACESDV= Arizona Coalition to End Sexual & Domestic Violence**

Achieve= ACHIEVE Human Services, Inc.

**ADE= Arizona Department of Education**

ADOH= Arizona Department of Housing

**AHC= Arizona Housing Coalition**

**AHCCCS= Arizona Health Care Cost Containment System**

ALIP= Arizona Landlord Incentive Program

AZBoSCoC= Arizona Balance of State Continuum of Care

AZCH= Arizona Complete Health

**AZDVS= Arizona Department of Veterans' Services**

BNL= By-Name List

CAHRA= Community Action Human Resources Agency

Catholic Charities Community Services

CE= Coordinated Entry

CoC= Continuum of Care

**CRN= Crisis Response Network**

CRRC= Community Resource Referral Center

**DES= Arizona Department of Economic Security**

DV= Domestic Violence

ESG= Emergency Solutions Grant

GAB= Governance Advisory Board

GPD= Grant and Per Diem

HMIS= Homeless Management Information System

HUD= U.S. Department of Housing and Urban Development

JAVC= Jerry Ambrose Veterans Council

LCEH= Local Coalition to End Homelessness

LIHTC= Low Income Housing Tax Credit

**NAVAHCS= Northern Arizona VA Health Care System**

NOFA= Notice of Funding Available

OAT= Online Application Tracking

OCCAC= Old Concho Community Assistance Center

PATH= Project Assistance in Transition from Homelessness

PHA= Public Housing Authority

PIT= Point-in-Time Count

Primavera Foundation

PSH= Permanent Supportive Housing

**RBHA= Regional Behavioral Health Authority**

RFP= Request for Proposals

ROI= Release of Information

RRH= Rapid Rehousing

**SAVAHCS= Southern Arizona VA Health Care System**

SMI= Serious Mental Illness

SNAP= Supplemental Nutrition Assistance Program

SOAR= SSI/SSDI Outreach, Access, and Recovery

SPDAT= Service Prioritization Decision Assistance Tool

SPM= System Performance Measures

SSA= Social Security Administration

SSDI= Social Security Disability Income

SSI= Social Security Income

SSVF= Supportive Services for Veterans Families

TA= Technical Assistance

US Vets= U. S. Veterans Initiative

**VA= U.S. Department Veterans Affairs**

VASH= Veterans Affairs Supportive Housing

VAWA= The Violence Against Women Act of 1994

VI-SPDAT= Vulnerability Index- Service Prioritization Decision Assistance Tool

VOCA= Victims of Crime Act

WACOG= Western Arizona Council of Governments