Mississippi Balance of State CoC
Governing Council Meeting Minutes
Thursday, March 16th, 2023
10:00 a.m.

TIME AND PLACE
The Mississippi Balance of State CoC Governing Council was called to order at 10:00 a.m. at Mississippi United to End Homelessness, 201 W Capitol St #800, Jackson, MS 39201.

ROLL CALL
Elected COC Governing Council Members, the HMIS Lead Agency, and the CoC Collaborative Applicant

CALL TO ORDER
Hannah Maharrey, MS BOS COC Director, called the meeting to order.

PRESENT
Rebecca Nelson, Ledger Parker, Bethany Latham-Rodgers, Florida McKay, Cindy Cheeks, Colleen Hartfield, Ailrick Young, Karley Williams, Chantel Maye, Samantha Kalahar, Reginald Glenn, and Cristina Sequeira (guest)

Additional Notes
GC members Martha Mitternight, Jason Spencer, and Collin Billingsley were unable to attend.

REVIEW OF MINUTES
Minutes were submitted for the December 2022 Governing Council meetings.

ADOPTION / REVIEW OF AGENDA
Ledger Parker adopted a motion to accept the agenda and minutes. The motion was seconded by Rebecca Nelson. All in favor by acclamation.

AGENDA ITEMS

I. MS BoS CoC Governing Council 2023 Schedule
1. Thursday, June 15th, 2023
2. Thursday, September 21st, 2023
    1. 2023 CoC Annual Meeting in Meridian MS
3. Thursday, December 14th, 2023

II. Governing Council Member Updates
1. Dr. Sarah Grabmiller and Abby Miller have resigned from the Governing Council
2. Karley Williams, Mississippi Municipal League Research and Special Projects Coordinator has replaced Robbie Brown's seat
3. Samantha Kalahar, First Place for Youth Mississippi Site Director, has joined the Governing Council
4. Currently 12 member, 3 vacant seats

5. 3 representatives from funded agencies can be on the Governing Council, currently have 2 (MUTEH and BCCAA).
6. Quorum is 6 members
7. Sectors that need representation on council
    1. Businesses and Workforce Development
    2. Behavioral Health Providers
    3. Law Enforcement and Criminal Justice
    4. Domestic Violence Advocates

III. Executive Committee Vacancy:
1. Pages 7-8 of Governance Charter
    1. *The Executive Team will serve as the Appeals Board for any conflict that may exist as a result of the Ranking Committee's decisions. If a member of the Executive Team is a representative of a CoC funded agency, the member will not participate in the appeal process as it relates to Project Priority Ranking decisions.*
    2. *The decision of the Executive Committee shall control when decision specifically focus on HUD CoC or ESG funding, policies related to the implementation of HUD CoC-or ESG-funded programs or the HUD CoC annual application.*
    3. *The decision of the Governing Council shall control in all other matters.*
2. Current Executive Committee:
    1. Chair – Martha Mitternight
    2. Vice Chair – Rebecca Nelson
    3. Treasurer/Secretary – Vacant

IV. CONTINUUM OF CARE REVIEW
1. CoC Review for new members and to refresh current Governing Council members of the structure and responsibilities a Continuum of Care
2. A Continuum of Care (CoC) is a regional or local planning body that coordinates housing and services funding for homeless families and individuals.
3. In 1995, the US Department of Housing and Urban Development (HUD) began to require communities to submit a single application for McKinney-Vento Homeless Assistance Grants in order to streamline the funding application process, encourage coordination of housing and service providers on a local level, and promote the development of Continuums of Care (CoCs). By requiring communities to submit a single application, HUD hoped to encourage a more structural and strategic approach to both housing and providing services to homeless people. A CoC would provide this more strategic system by providing homeless people with housing and services appropriate to their range of needs
4. According to HUD, a CoC is "a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness."
5. CoCs are tasked to can track and manage the homeless community in their area. One of most important activities entrusted to CoCs is the biannual count

of the homeless population and an annual enumeration of emergency systems, transitional housing units, and beds that make up the homeless assistance systems. These counts provide an overview of the state of homelessness in a CoC, and offer the information necessary to redirect services, funding, and resources as necessary. The CoC also manages these services, offering both prevention strategies and homeless assistance programs to assist those at-risk of or experiencing homelessness.

6. The Coordinated Entry System (CES) is a Continuum of Care (CoC)-wide process for facilitating access to housing services and resources for individuals and families at-risk of or experiencing homelessness, identifying, and assessing needs in transparent consistency, and referring clients to the most appropriate service strategy or housing intervention. In doing so, the CES ensures that the BoS CoC's limited resources are allocated to achieve the most effective results. The system ensures that people at-risk of or experiencing homelessness obtain equitable and timely access to housing resources, provided in a person-centered approach that preserves choice and dignity.

   1. Cover the entire geographic area claimed by the CoC
   2. Be easily accessed by individuals and families seeking housing or services
   3. Be well-advertised
   4. Include a comprehensive and standardized assessment
   5. Provide an initial, comprehensive assessment of individuals and families for housing and services
   6. Include a specific policy to guide the operation of the CES to address the needs of individuals and families who are fleeing--or attempting to flee--domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non- victim specific providers

7. A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care (CoC) is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.

   1. HMIS Lead Agency – Mississippi United to End Homelessness
   2. HMIS Vendor – AWARDS by Foothold Technology

8. Current MSBOS Funding
   1. MUTEH
      1. HMIS
      2. CES
      3. RRH
      4. PSH
      5. PLANNING
   2. ASC
      1. 227 PLACE – PSH

2. 121 HAVEN HOUSE – PSH
3. USM-IDS – RRH
4. CCSM – RRH
5. CARE LODGE – TH-RRH*
6. BCCAA
   1. RRH
   2. PSH
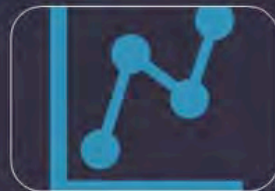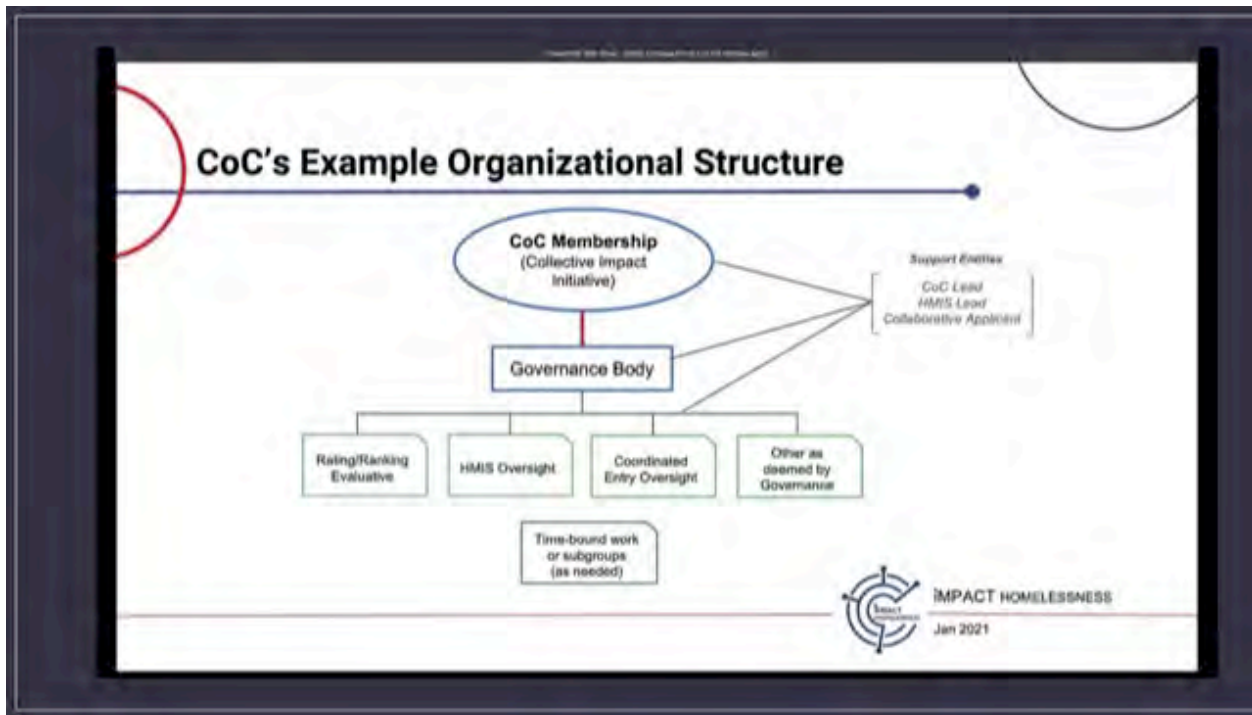
V. COC GRANT UPDATE

1. SPECIAL NOFO – not funded under first round of allocations. Waiting on secondary allocation announcement
2. FY22 NOFO – Allocations not yet announced
3. REALLOCATIONS – Care Lodge reallocation in process.
4. OTHER FEDERAL AND STATE FUNDING – ESG and HOPWA grant

VI. COC UPDATES AND EVENTS

1. MUTEH's Rapid Rehousing Institute – April 20th-21st, 2023
   1. MSBOS CoC Listening Session with Governing Council and CoC Leadership on Friday, April 20th, 2023 at Noon
2. New TA provider: HOMEBASE
   1. Homebase will be hosting a pre-institute state-wide TA training on Wednesday, April 19th, 2023. All 3 CoCs are invited to participate including the Governing Council.

VII. MUTEH HMIS Report – Bethany Latham-Rodgers

1. AWARDS Total:
   1. 104 Total Projects
   2. 81 Active
   3. 5 Non-Participating
   4. 9 Inactive
   5. 12 Grant Closeouts (ESG-CV)
   6. 103 Active Logins
   7. 2,764 Current Record Count
   8. 41,970 History Record Count
2. AWARDS Update:
   1. LSA submitted
   2. SPM's submitted
   3. Invoicing finalized for match
   4. PATH Training
   5. Building Team Reports
3. Longitudinal Systems Analysis (LSA)
   1. Numbers of days homeless decreased by 32 days
   2. Decreased permanent destinations percentage by 8%
   3. Served more adults by nearly 200
   4. Returns to homeless increased 9 households out of 147
   5. Usability is down - non-participating agencies

VIII. CoC Reports

1. Coordinated Entry Report – Reginald Glenn, CES Director
2. CoC Monitoring Overview – Cristina Sequiera, Director of Compliance
3. Reports are attached and are included in official March 2023 minutes.
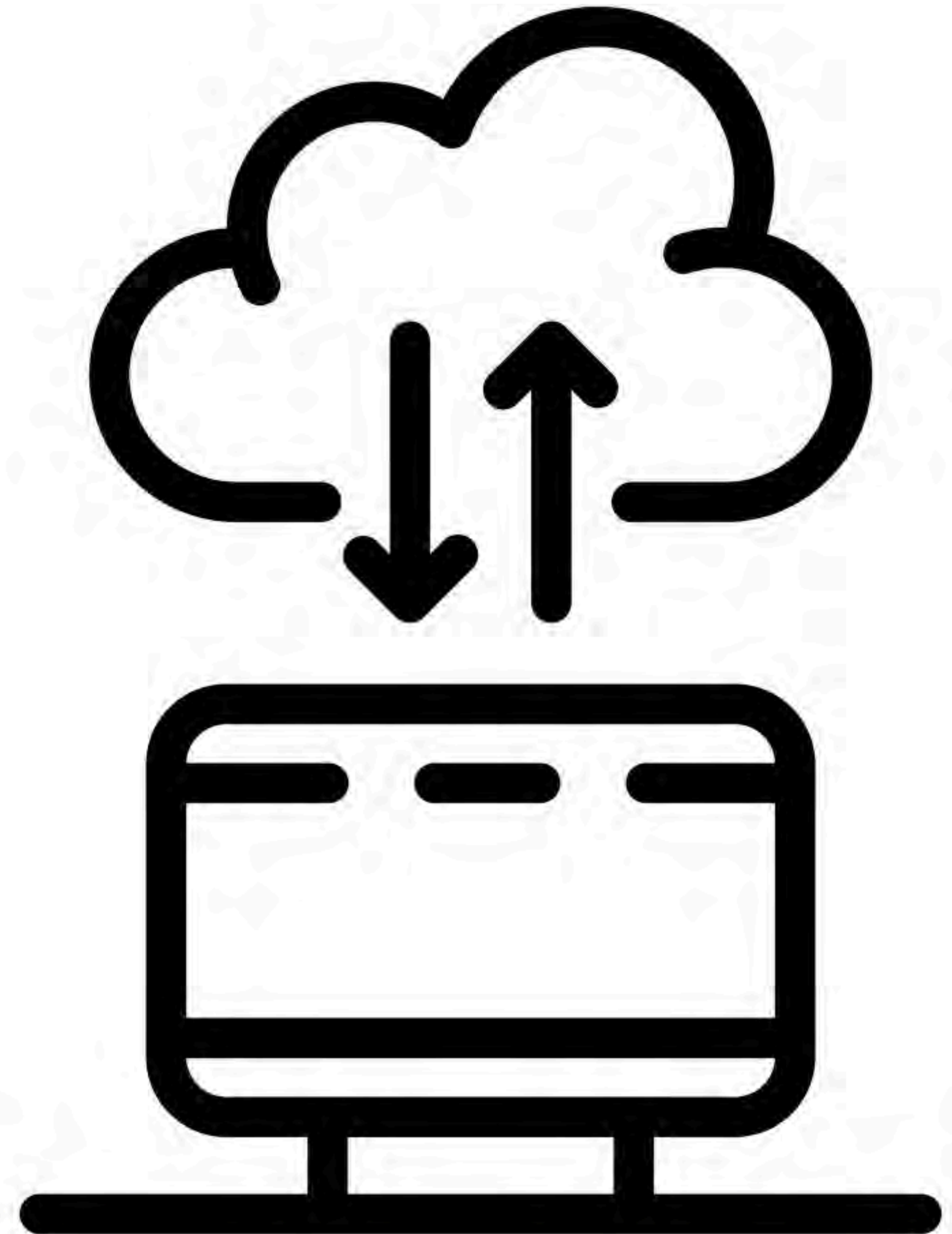
NEXT GOVERNING COUNCIL MEETING: June 15th, 2023.

Meeting Adjourned at 1pm.

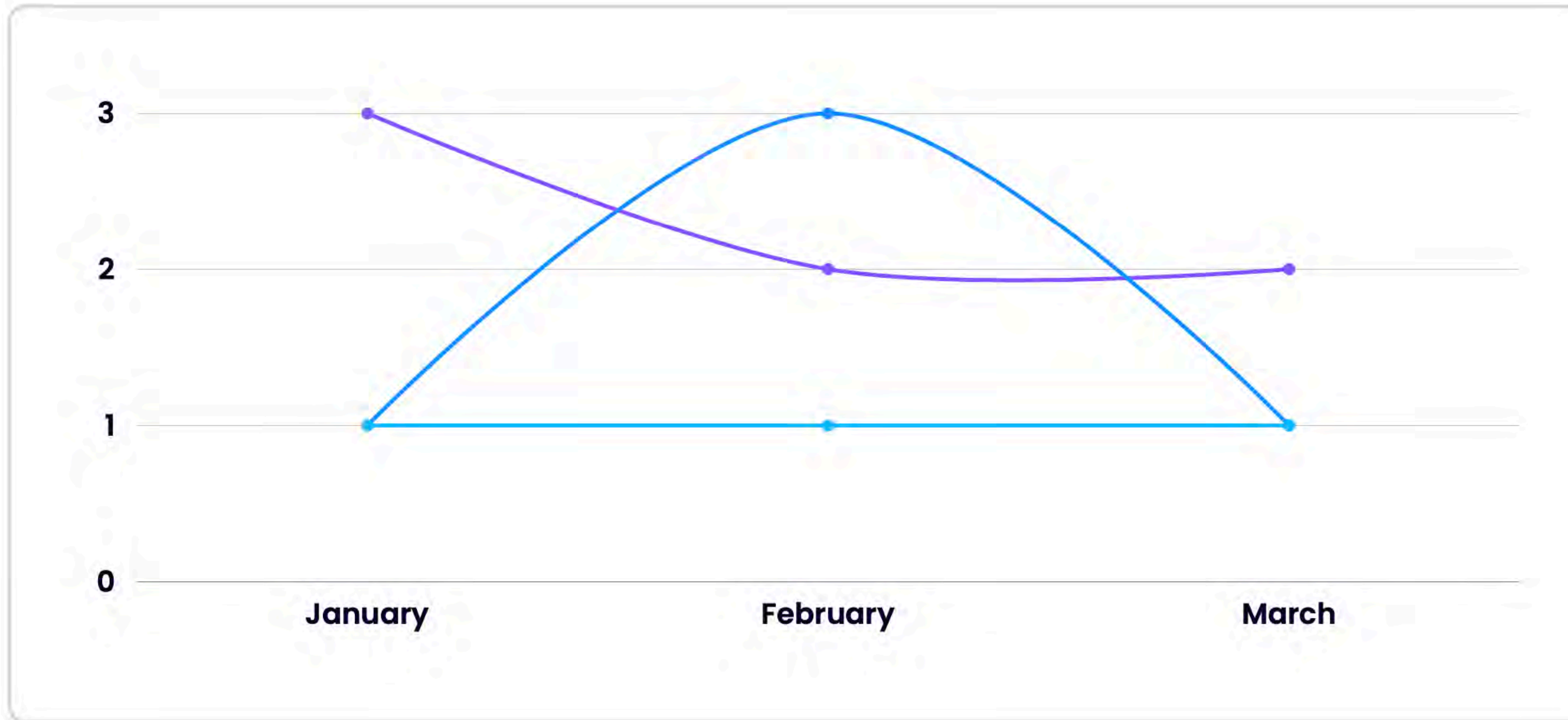# MUTEH HMIS Report

March 16th, 2023

AWARDS TOTALS

- 104 Total Projects

  - 81 Active

  - 5 Non-Participating

  - 9 Inactive

  - 12 Grant Closeouts (ESG-CV)

- 103 Active Logins

- 2,764 Current Record Count

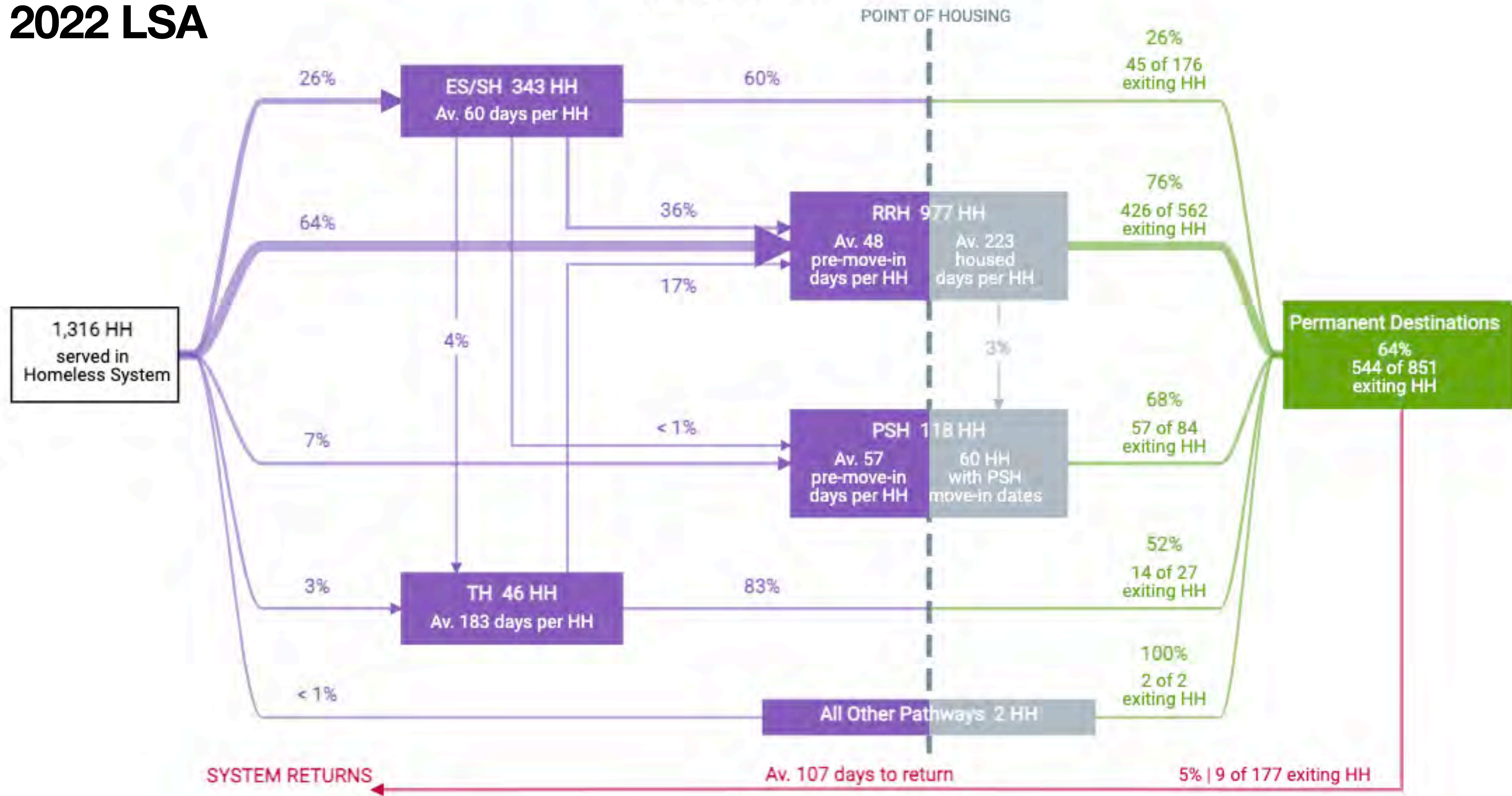- 41,970 History Record Count

HMIS Trainings

- Basic Training
- Module Specific
- Project Specific

2022 LSA
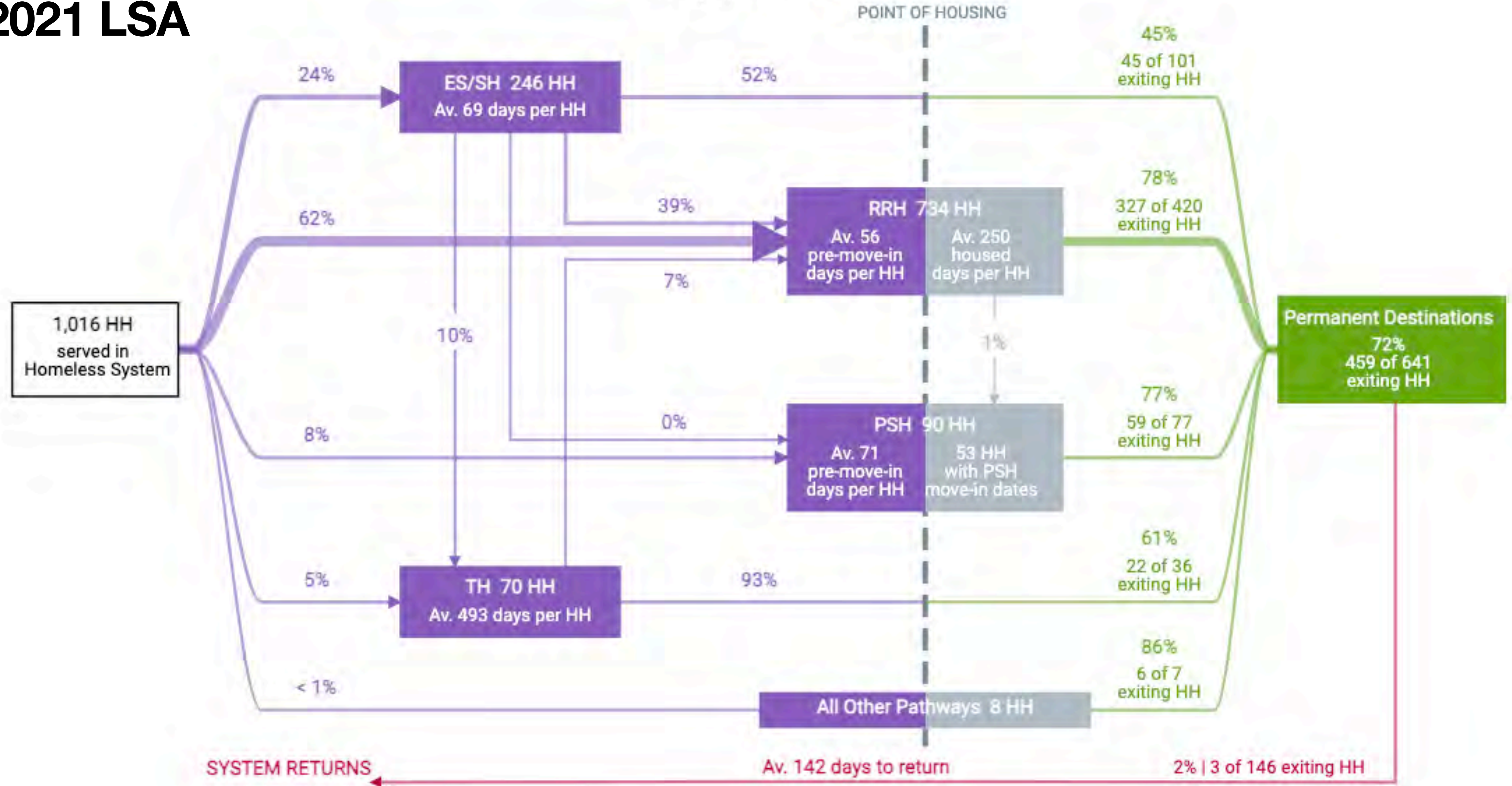
63 Days Homeless

POINT OF HOUSING

1,316 HH served in Homeless System

26% → ES/SH 343 HH Av. 60 days per HH

64% → RRH 977 HH Av. 48 pre-move-in days per HH | Av. 223 housed days per HH

7% → PSH 118 HH Av. 57 pre-move-in days per HH | 60 HH with PSH move-in dates

3% → TH 46 HH Av. 183 days per HH

< 1% → All Other Pathways 2 HH

36%
17%
4%
< 1%
83%
3%

60% ES/SH → 26% 45 of 176 exiting HH

76% 426 of 562 exiting HH

3%

68% 57 of 84 exiting HH

52% 14 of 27 exiting HH

100% 2 of 2 exiting HH

Permanent Destinations 64% 544 of 851 exiting HH

SYSTEM RETURNS

Av. 107 days to return

5% | 9 of 177 exiting HH

2021 LSA

95 Days Homeless

POINT OF HOUSING

1,016 HH served in Homeless System

24% → ES/SH 246 HH Av. 69 days per HH

62% → RRH 734 HH — Av. 56 pre-move-in days per HH | Av. 250 housed days per HH

8% → PSH 90 HH — Av. 71 pre-move-in days per HH | 53 HH with PSH move-in dates

5% → TH 70 HH Av. 493 days per HH

< 1% → All Other Pathways 8 HH

39%
7%
10%
0%
1%
93%

52% — 45% | 45 of 101 exiting HH

78% | 327 of 420 exiting HH

77% | 59 of 77 exiting HH

61% | 22 of 36 exiting HH

86% | 6 of 7 exiting HH

Permanent Destinations
72%
459 of 641 exiting HH

SYSTEM RETURNS — Av. 142 days to return — 2% | 3 of 146 exiting HH

LONGITUDINAL SYSTEMS ANALYSIS

- What we found?
  - # of days homeless decreased by 32 days
  - Decreased permanent destinations percentage by 8%
  - Served more adults by nearly 200
  - Returns to homeless increased 9 households out of 147
  - Usability is down - non-participating agencies

TECHNICAL ASSISTANCE

Status of Requests

2695
Total Requests

1
New Requests

2574
Tasks Completed

1
Tasks in Process

99
Tasks Unable to Be Completed

Avg. Time Needed to Complete Tasks: **22.4** minute(s)

Request Types

Deletions or Edits in the System	**1105**	Deactivate Login	**27**
Password Reset	**109**	Training Request	**140**
Create New Login	**134**	Data Quality & Reporting	**114**
New Project Setup	**14**	Program Access	**78**
General HMIS Questions / How-To's	**253**	Backdating For Editing	**519**
Backdating Request - Admissions	**12**	Backdating Request - Discharge	**7**
Backdating Request - Residence Units	**9**		

Agencies Requesting Technical Assistance

Legend:
- AIDS Services Caolition
- Bolivar County CAA
- Catholic Charities
- CMRC
- Hinds Behaviorial Health Services
- MS BoS Outreach
- Multi-County CSA
- MUTEH Inc.
- PBMHR
- Recovery House
- Region IV
- SAFE Inc.
- Sally Kate Winters
- Salvation Army - Hattiesburg
- Salvation Army - Laurel
- Salvation Army - Meridian
- Salvation Army - Tupelo
- St. Gabriel Mercy Center
- USM-IDS
- Veteran Affairs
- Warren-Yazoo - Region XV
- WWISCAA

Chart percentages: 12%, 2%, 4%, 0%, 3%, 1%, 62%, 5%, 3%, 0%, 3%, 0%, 2%, 0%
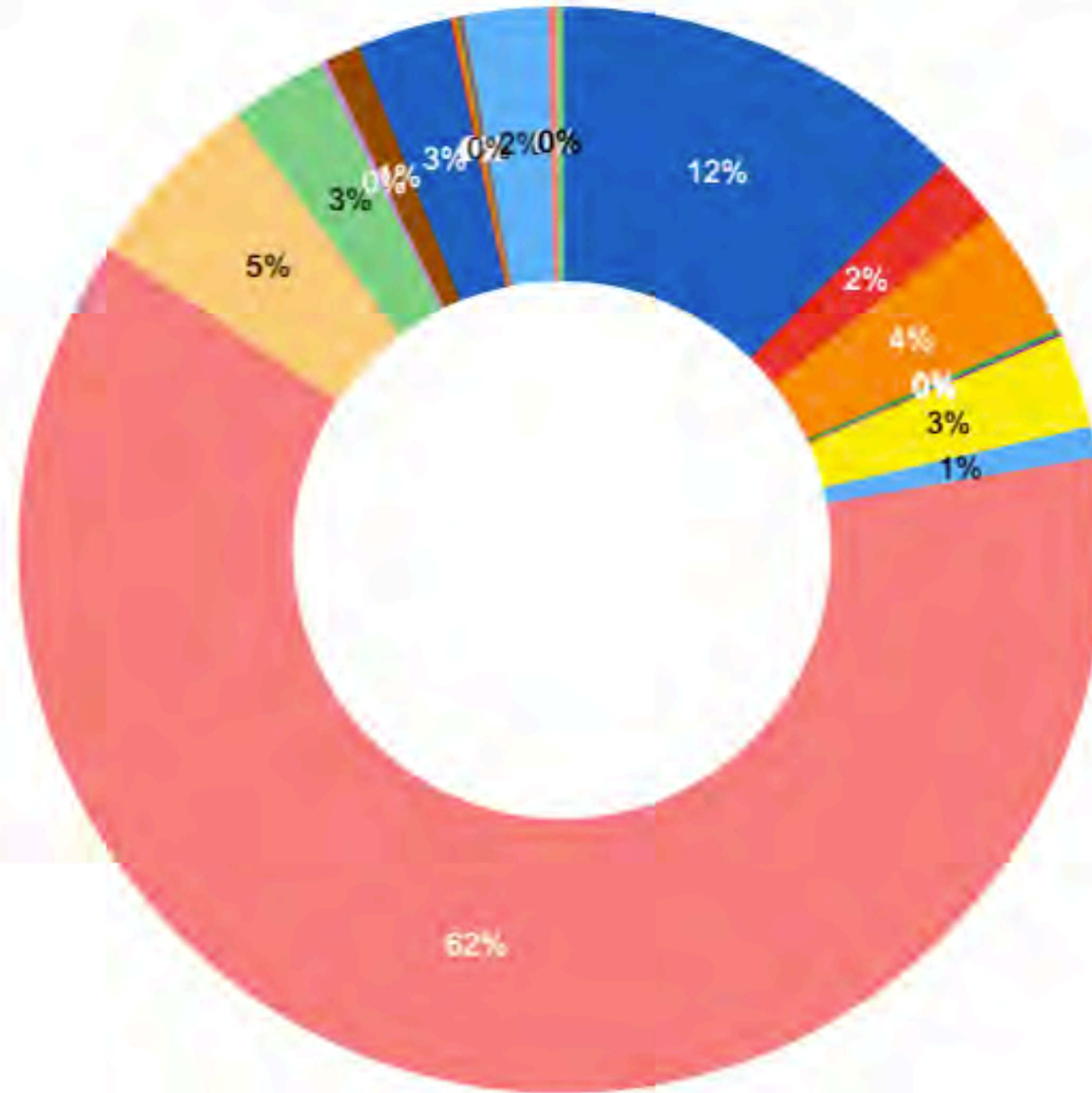
TEAM REPORTS

Move-Ins
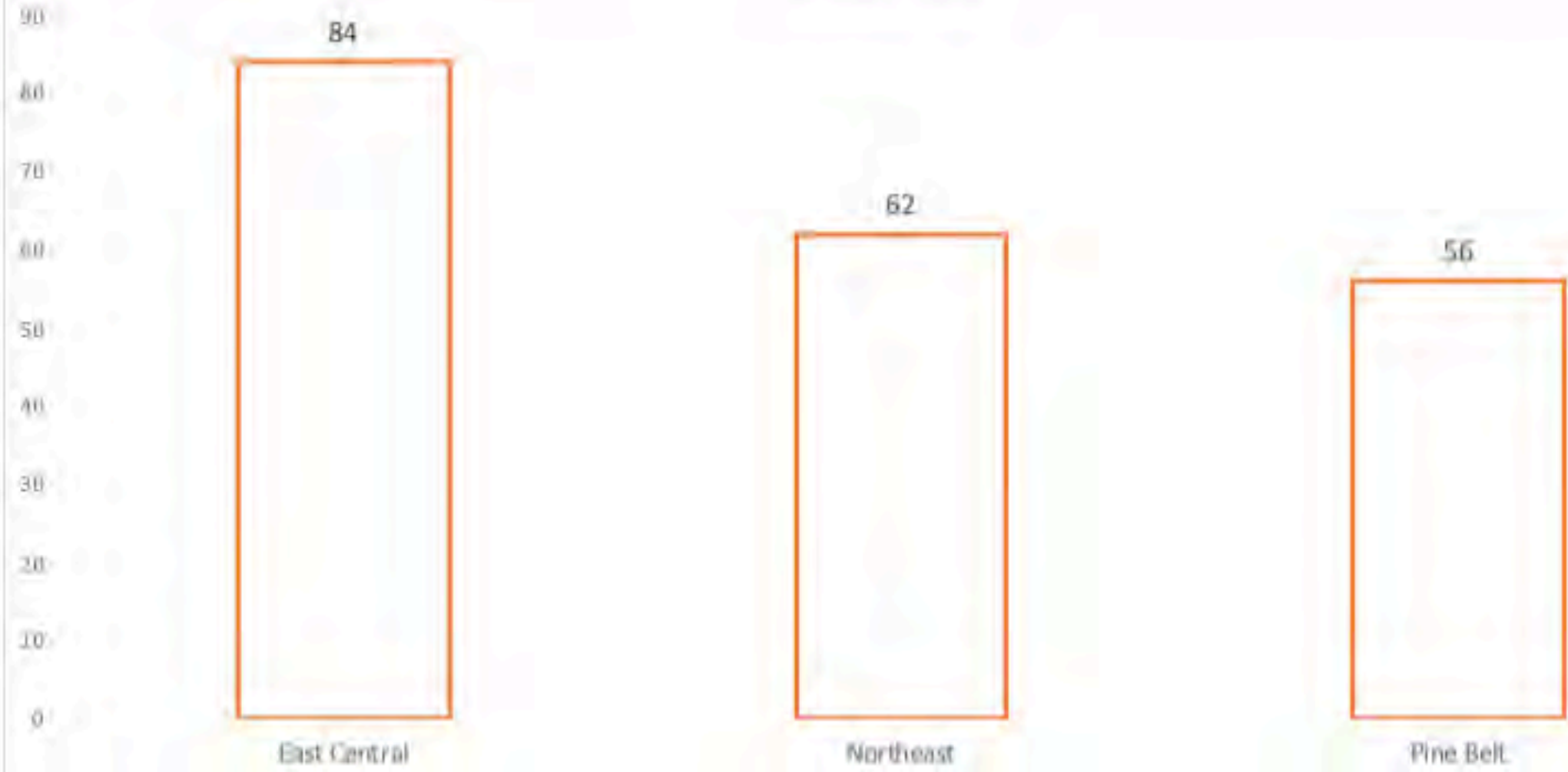
Caseloads
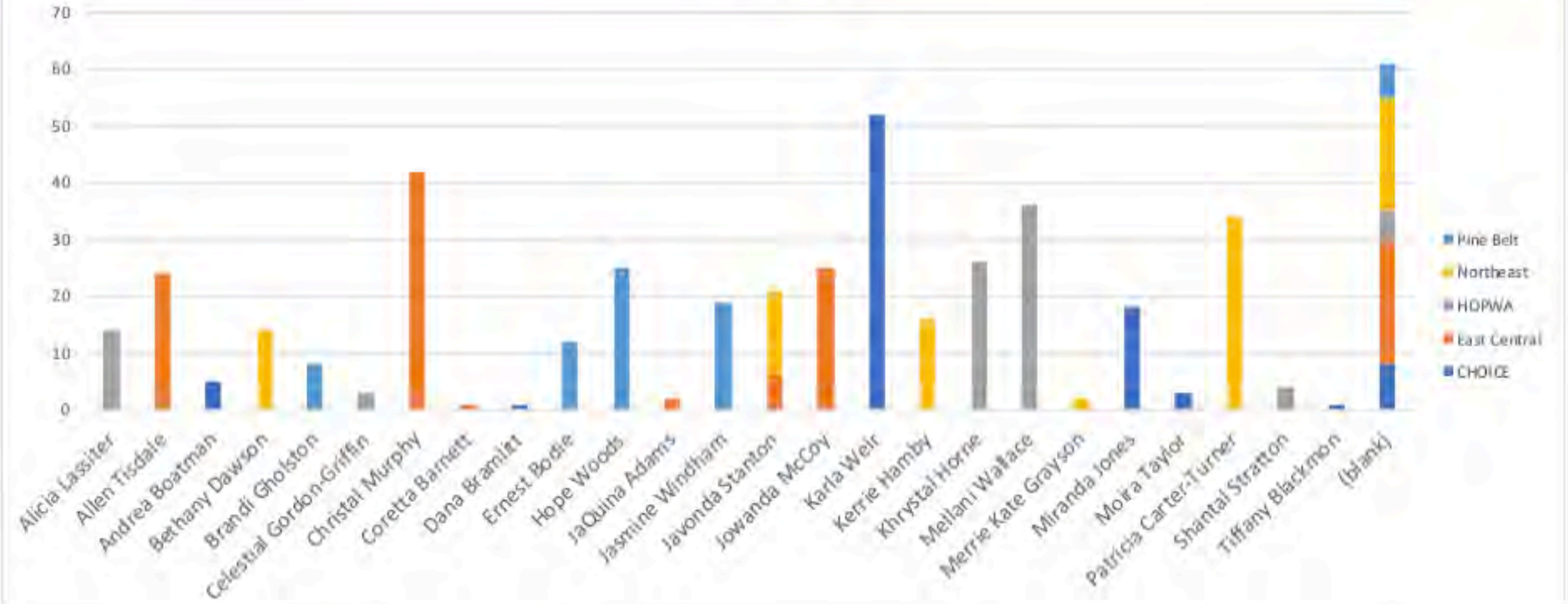
Count of Destination							
	Alicia Lassiter	Celestial Gordon-Griffin	Khrystal Horne	Mellani Wallace	Shantal Stratton	(blank)	Grand Total
Data not collected			1				1
Jail, prison or juvenile detention facility				1			1
Rental by client in a public housing unit			1				1
Rental by client, no ongoing housing subsidy	4		1	1	1		7
Rental by client, with other ongoing housing subsidy						1	1
Staying or living with friends, temporary tenure			1		1		2
(blank)							
Grand Total	4	3	1	2	2	1	13

Row Labels	Count of Name (First Last)	Sum of Duration (Minutes)	Sum of Total Cost
April Hatchett	314	8625	$ —
Bethany Dawson	413	9970	$ 49,531.17
Blakely Beggs	111	3270	$ —
Kerrie Hamby	158	5370	$ 26,009.01
Merrie Kate Grayson	243	9575	$ 1.00
Patricia Carter-Turner	116	2930	$ 19,687.58
Grand Total	1355	39740	$ 95,228.76

CASELOADS WITH NO PRIMARY WORKER

Sum of Duration (Minutes)

AWARDS Updates

- LSA submitted

- SPM's submitted

- Invoicing finalized for match

- PATH Training

- Building Team Reports

DATA COMPLETENESS & ACCURACY

TOTAL PERSONS:	46

UNIVERSAL DATA ELEMENTS	# MISSING	% MISSING
NAME	0	0.00%
SOCIAL SECURITY #	2	4.35%
DATE OF BIRTH	0	0.00%
GENDER	1	2.17%
RACE	0	0.00%
ETHNICITY	1	2.17%
DISABLING CONDITION	1	2.17%
VETERAN STATUS	1	2.17%
TYPE OF RESIDENCE	1	2.17%
DOMESTIC VIOLENCE	1	2.17%
CHRONICALLY HOMELESS	1	2.17%
CLIENT LOCATION	0	0.00%
DESTINATION	0	0.00%
RELATION TO HEAD OF HOUSEHOLD	0	0.00%
ANNUAL UPDATE	1	2.17%

PROGRAM SPECIFIC DATA ELEMENTS	# MISSING	% MISSING
INCOME	1	2.17%
BENEFITS	0	0.00%
HEALTH INSURANCE	0	0.00%

USERS	LAST LOGIN
Marika Baliko	2/26/21
Sara Ekiss	2/26/21
Javonda Stanton	2/26/21

HAS THE AGENCY/PROGRAM BEEN ACTIVE IN HMIS IN THE PAST 30 DAYS? ☑ Yes ☐ No

1 client(s)	**TIMELINESS:** entered into AWARDS 7+ days AFTER admission date		
12 client(s)	**WAITLIST REFERRALS:** clients taken from CoC CES waitlist	6 client(s)	**MOVED-IN:** housed within MPR date range

HOMELESS BEDS/UNITS CAPACITY

PROGRAM TYPE	# OF PERSONS	AVG. LoS (DAYS)	UTILI...
RRH & HP combined	46	96	

DESTINATION AT DISCHARGE

TOTAL # OF CLIENTS DISCHARGED DURING DATE RANGE: 6

	TOTAL CLIENTS	
PERMANENT DESTINATIONS	4	67%
TRANSITIONAL DESTINATIONS	2	33%
EMERGENCY DESTINATIONS	0	0%

SUMMARY OF FINDINGS

DATA COMPLETENESS
MISSING FIELD RATE:

PROGRAM UTILIZATION
OPERATING CAPACITY:

MEET OUR STAFF
MEET THE PEOPLE BEHIND THE SCENES

AWARDS HMIS

NEED TECHNICAL ASSISTANCE?
MAKE A REQUEST TO OUR HMIS TEAM

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Admit into OUTREACH

Services - Assessment VI-SPDAT 2.0

Face Sheet -ADD to Wait List

Services - Contact Log

Services (outcome occurs) - HMIS Event

Intake - Placement from Wait List

Discharge from Outreach
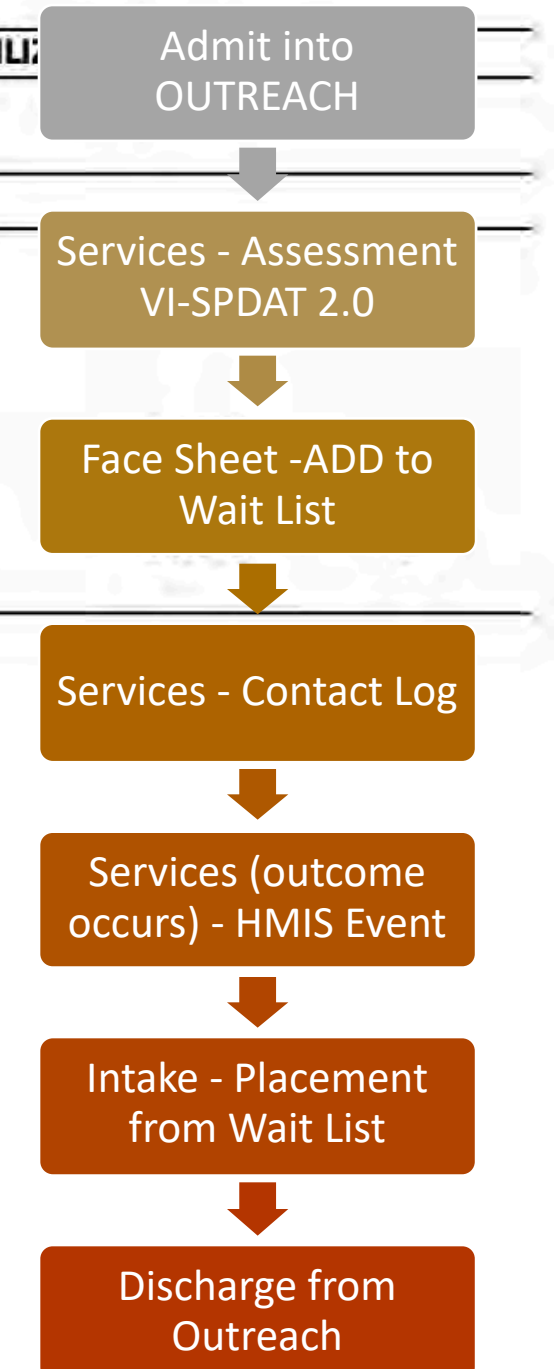
QUESTIONS?

MONITORING AND COMPLIANCE

Presented by: Cristina Sequeira

THE MONITORING PROCESS

PRE-MONITORING

1. Notice of Monitoring

    A. Dates of Monitoring Visit

    B. Information Packet

    C. Internal Wellness Checklist

INTERNAL WELLNESS CHECKLIST FOR THE CONTINUUM OF CARE

CONTINUUM OF CARE (CoC) PROGRAM
INTERNAL WELLNESS "TOP TEN" LIST

This "Top Ten" checklist is a supplement to the *CoC Internal Wellness Checklist*. It is intended to highlight ten critical recordkeeping areas in the operation of the CoC Program. Grantees are encouraged to utilize this resource to proactively monitor the current "health" of their CoC grants.

Program Participant-Level Recordkeeping

The critical records to be maintained for each program participant include:

1. ☐ Participant Eligibility Ensure documentation of a participant's homelessness or at-risk of homelessness status and disability, if applicable, is obtained at intake. **24 CFR 576.500(b) or (c); 24 CFR 578.103(a)(3), (4), or (5); and 24 CFR 103(a)(17)**	**4. ☐ Housing Quality Standards (HQS)** Ensure structures or units assisted with CoC funds meet HQS at lease-up and are re-inspected at least annually thereafter. **24 CFR 578.75(b) and 24 CFR 578.103(a)(8)**
2. ☐ Leasing and Rental Assistance Requirements Ensure rents charged for a structure or unit assisted with leasing or rental assistance funds meet standards of FMR or rent reasonableness. **24 CFR 578.49 and 24 CFR 578.51**	**5. ☐ Use of a Coordinated Entry System** Ensure participants are assessed and referred using the CoC's coordinated assessment system. **24 CFR 578.23(c)(9) and 24 CFR 578.103(a)(17)**
3. ☐ Examination of Income Ensure participant income documentation is examined at intake and re-examined at least annually. **24 CFR 578.77(b)(4) and 24 CFR 578.103(a)(6)**	**6. ☐ Use of Homeless Management Information System (HMIS)** Ensure participants are entered in the CoC's HMIS or a comparable database. **24 CFR 576.500(b) or (c); 24 CFR 578.103(a)(3)**

General Recordkeeping and Financial Files

The critical records to be maintained by each recipient and/or subrecipient include:

7. ☐ Standard Operating Procedures Maintain policies and procedures for intake, program operation, recordkeeping, and subrecipient oversight/monitoring to ensure that CoC funds are used appropriately. **24 CFR 578.103(a) and 24 CFR 578.23(c)**	**9. ☐ Match Sources and Uses** Ensure grant funds, except leasing funds, are matched with no less than 25 percent of cash or in-kind contributions from other sources. **24 CFR 578.73 and 24 CFR 578.103(a)(10)**
8. ☐ Financial Policies and Procedures Maintain fiscal controls, accounting procedures, and procurement procedures to ensure that CoC funds are used appropriately. ***2 CFR Part 200**	**10. ☐ Homeless Participation** Enable homeless or formerly homeless persons the opportunity to participate in policymaking on the board of directors or other equivalent policymaking entity. **24 CFR 578.75(g)(1) and 24 CFR 578.103(a)(12)**

NOTE: For additional guidance, please refer to the following resource materials:
(1) Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program CoC Regulations at 24 CFR Part 578, and (2) CPD Monitoring Handbook 6509.2 REV-6 CHG-2 at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/6509.2.

*(BLOCK 8) If a recipient chooses to utilize this document for projects funded <u>prior</u> to the FY 2015 CoC competition, please refer to 24 CFR 578.103(a), 24 CFR Part 84 and 24 CFR Part 85 for applicable financial requirements.

PRE-MONITORING

2. **Request for Preliminary Documentation**

    A. **Documentation for Drawdowns**

        a. **Receipts and Invoices**

        b. **Copies of Checks**

        c. **Timesheets**

    B. **Policy and Procedure Manuals**

    C. **Other Documentation, Accounting Records, and Reports**

PRELIMINARY DOCUMENTATION

Please also be prepared to provide the following:

- HMIS Listing for the Program Year (10/01/22 – present)
    - I will randomly select 10-15 client files from the list to review
- eLOCCS Listing for the Program Year (10/01/22 – present)
    - I will randomly select three drawdown vouchers from the list to review
    - Please be prepared to provide the following as required by the selected drawdown vouchers:
        - Documentation for all administrative expenditures
        - Listing of travel expenses with dates charged to the program
        - Time and attendance documents for staff salaries charged to the program
- Policies and Procedures
- Personal Identifying Information Policy
- Internal Controls Policy, including evidence that the internal control procedures have been reviewed for effectiveness
- Match Documentation
    - Initial Cash Match Documentation (Letter from donating agency)
        - Match expenditures and application
    - In-Kind Match Memorandums of Understanding (MOUs)
        - Evidence of application of in-kind match (e.g., timesheets for service providers)
- Chart of Accounts, including any subaccounts identifying CoC funds
- Organizational Chart reflecting line of authority/responsibility for CoC program implementation (may need to include position descriptions)
- Project Budget

DOCUMENTATION REVIEW

> **Financial Management**

> **Internal Controls**

> **Improper Payments**

> **Match**

> **Program Compliance**

> **Eligible Costs**

SITE VISIT

> **Entrance Conference**

> **Documentation Review**

> **Participant File Review**

> **Employee Interviews**

> **Housing Site/Client Visits**

> **Exit Conference**

PARTICIPANT FILE REVIEW

❯ **Intake Documentation**

- **Assessment**

- **Documentation of Eligibility**

  ▸ **Homeless Status**

  ▸ **Income**

  ▸ **Disability (for PSH)**

- **Application**
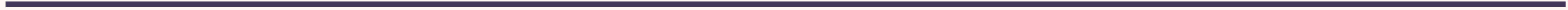
PARTICIPANT FILE REVIEW

> **Fully Executed Lease Agreement**

> **Case Management Notes**

> **First and Last Voucher/Copies of Checks**

> **Rent Reasonableness**

> **Evidence of Supportive Services***

MONITORING SCHEDULE

MONITORING SCHEDULE

> **AIDS Services Coalition -** **Complete**

> **Bolivar County Community Action Agency -** **Complete**

> **Care Lodge -** **April 11, 2023 - April 13, 2023**

> **Recovery House -** **May 9, 2023 - May 11, 2023**

> **USM - Institute for Disability Studies -** **June 13, 2023 - June 15, 2023**

FINDINGS AND CONCERNS

CONCERNS VS. FINDINGS

❯ A *concern* is a deficiency in program performance and will result in a finding if the concern is not remedied by the date requested in the Corrective Action Report.

❯ A *finding* is a deficiency in program performance based on material noncompliance with a statutory, regulatory, or program requirement for which sanctions or other corrective actions are authorized. A finding, depending on it nature may be immediately reportable to HUD.

KUDOS

> **Third-Party Documentation**

- **Homeless Status**

- **Verification of Employment**

- **Disability (for PSH)**

> **Proof of Income**

> **Achieving Housing Stability**

BE SURE TO GET CLIENT **SIGNATURES** FOR ANY TYPE OF AUTHORIZATION (ROI) OR AGREEMENT (HSP/ISP).

DATE YOUR FORMS, ESPECIALLY THOSE FORMS THAT ARE REQUIRED TO BE UPDATED PERIODICALLY

COMMON FINDINGS

> **On the financial side -**

- **Source Documentation should include:**

  - ▶ **Receipts, not just invoices**

  - ▶ **Allocated share of any expenses that are pooled**

- **Self-Assessment of Internal Controls:**

  - ▶ **Response to audits or other program monitoring findings**

  - ▶ **Use of self-monitoring checklists**

COMMON FINDINGS

❯ **On the participant file side -**

- **Lease agreements should be:**

  ▸ **Fully executed (signed by <u>BOTH</u> the participant and landlord)**

  ▸ **For a term of one year, automatically renewable for a minimum term of one month**

  ▸ **Terminable only for cause**

- **Addendum**

COMMON FINDINGS

❯ **On the participant file side -**

- **Rent Reasonableness:**

    ▶ **The rent charged for the unit receiving rental assistance must be reasonable in relation to the rents being charged for comparable unassisted units, taking into account the location, size, type, quality, amenities, facilities, and management and maintenance of each unit.**

    ▶ **Reasonable rent must not exceed rents currently being charged by the same owner for comparable unassisted units.**

    ▶ **Proposed Rent + Utilities Client Must Pay $\leq$ FMR**

COMMON FINDINGS

❯ **On the participant file side -**

- **Copies of checks should accompany their corresponding payment vouchers and be placed in participant files.**

- **Evidence of receiving supportive services**

  ▸ **Case Notes/Contact Logs**

  ▸ **Supportive Services Log**

- **Case Notes**

  ▸ **Need to document ALL contact, including unsuccessful attempts at contact**

COMMON FINDINGS

❯ **On the participant file side -**

- **Housing Quality Standards (HQS) Inspection**

  ▸ **Cannot contain a mark of "Inconclusive" or "No" and PASS inspection.**

    ▪ **Use N/A when appropriate.**

  ▸ **Be sure to include the unit's complete address, including its unit number.**

  ▸ **Make sure the number of bedrooms is both accurate and reflects the number of bedrooms used to determine FMR.**

COMMON FINDINGS

❯ **On the participant file side -**

- **Case Management**

    ▶ **Case managers must meet with their clients face-to-face once per month.**

    ▶ **Housing Stabilization Plan/Individual [Housing] Service Plan**

        - **A tool to be used at each case management meeting.**

        - **To be reviewed and updated as needed.**

QUESTIONS? COMMENTS?

MONITORING RESULTS

MONITORING RESULTS

> **Used to:**

- **Improve Program and System Performance**

- **Contribute Data for CoC Federal Grant Applications**

- **Inform CoC Funding Eligibility and Awards**

CORRECTIVE ACTION REPORT

> Within 30 calendar days of completing the on-site monitoring, the monitor will submit a Corrective Action Report (CAR) to the agency.

> The CAR documents all of the concerns and/or findings, addressing them with a list of actions and measurable goals to correct the problem(s).

> The monitor has the right to request immediate corrective action for housing quality standard issues that may affect the health and safety of participants.

> The agency has 15 calendar days to provide a response to the proposed recommendations in the CAR.

Reginald Glenn, CES Director | rglenn@msbos.org

MS Balance of State
Coordinated
Entry System

Thursday, March 16th, 2023

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MS Balance of State
Coordinated
Entry System

Thursday, March 16th, 2023

New Committee Members

Welcome to the Committee!

- **Takiva Bell**, Executive Director - SAFE Inc., *Tupelo, MS*

- **Lakinta Griffin**, Program Director - Oak Arbor SSVF, *Hattiesburg, MS*

- **Brett Butler**, Executive Director - Crosswind Ministries, *Corinth, MS*

CES Outreach Statistics

RRH-PSH Referrals By Coalition   - Since 12/9/22

Northeast Region   7

Delta Region   3

East Central Region   0

Southwest Count   3

Pine Belt Region   50

Total Referrals =   63

Reported Living Situations - Since 12/9/22

Situation	Count		Situation	Count
House or Apartment Rental	0		Under Bridge/Overpass	1
Abandoned Building	9		Vehicle	24
Bus /Train /Airport	0		Emergency Shelter	3
Motel/Hotel - Paid by Agency	3		Hospital	1
Outdoor Encampment	16		Jail	0
Park	3		Motel/Hotel - Paid for with your own funds	0
Street or Sidewalk	2		Treatment Program	1
With Friend/Family	0		Transitional Housing	0
			Other	0

Homelessness Prevention Referrals By Coalition - Since 12/9/22

Northeast Region 1

Delta Region 1

East Central Region 0

Southwest Count 1

Pine Belt Region 1

Total Referrals = 4

Homelessness Prevention Reported Living Situations - Since 12/9/22

House or Apartment Rental	**3**	
Abandoned Building	0	
Bus /Train /Airport	0	
Motel/Hotel - Paid by Agency	0	
Outdoor Encampment	0	
Park	0	
Street or Sidewalk	0	
With Friend/Family	0	

Under Bridge/Overpass	0
Vehicle	0
Emergency Shelter	0
Hospital	0
Jail	0
Motel/Hotel - Paid for with your own funds	0
Treatment Program	1
Transitional Housing	0
Other	0

Coordinated Entry System Performance

Coordinated Entry System Performance

How It Started
A Look at CES Utilization in 2022

Coordinated Entry System Performance

How It Started
A Look at CES Utilization in 2022

RRH-PSH - System-Wide CES Utilization
June-December 2022
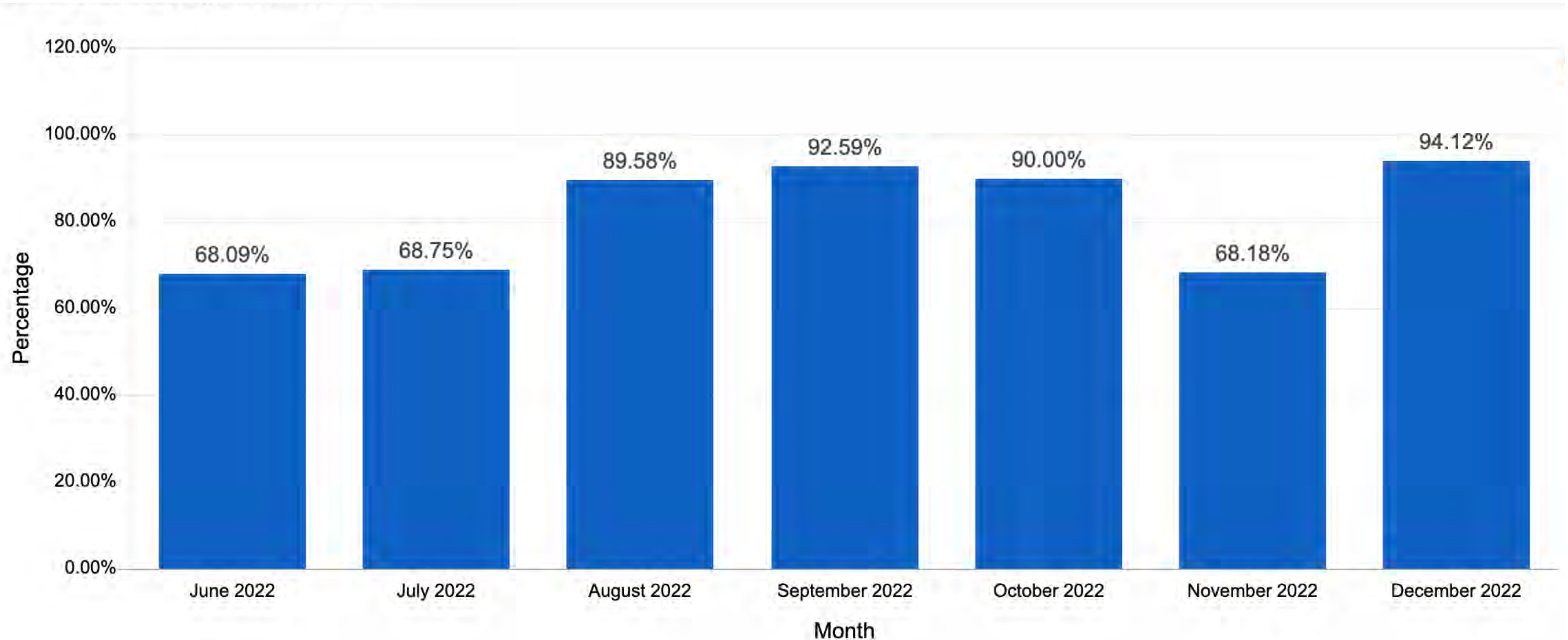
RRH-PSH - System-Wide CES Utilization
June-December 2022

200

Total Waitlist Placements
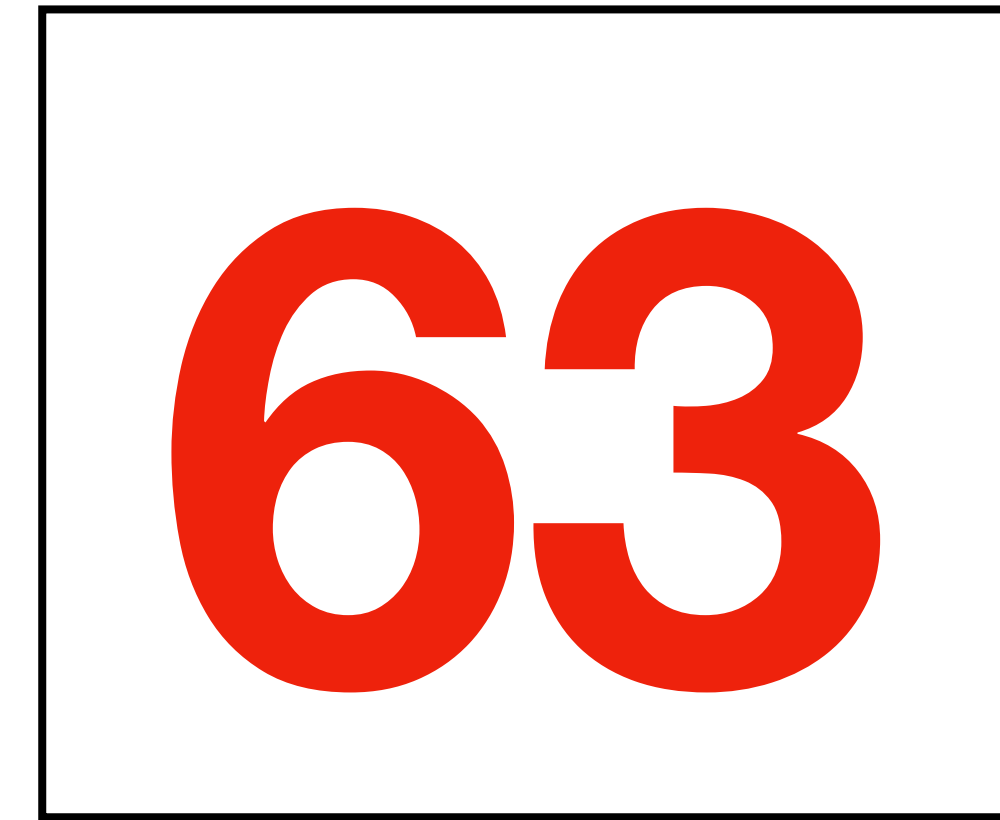
249

Total Program Admissions

80%

System-wide CES Utilization Rate
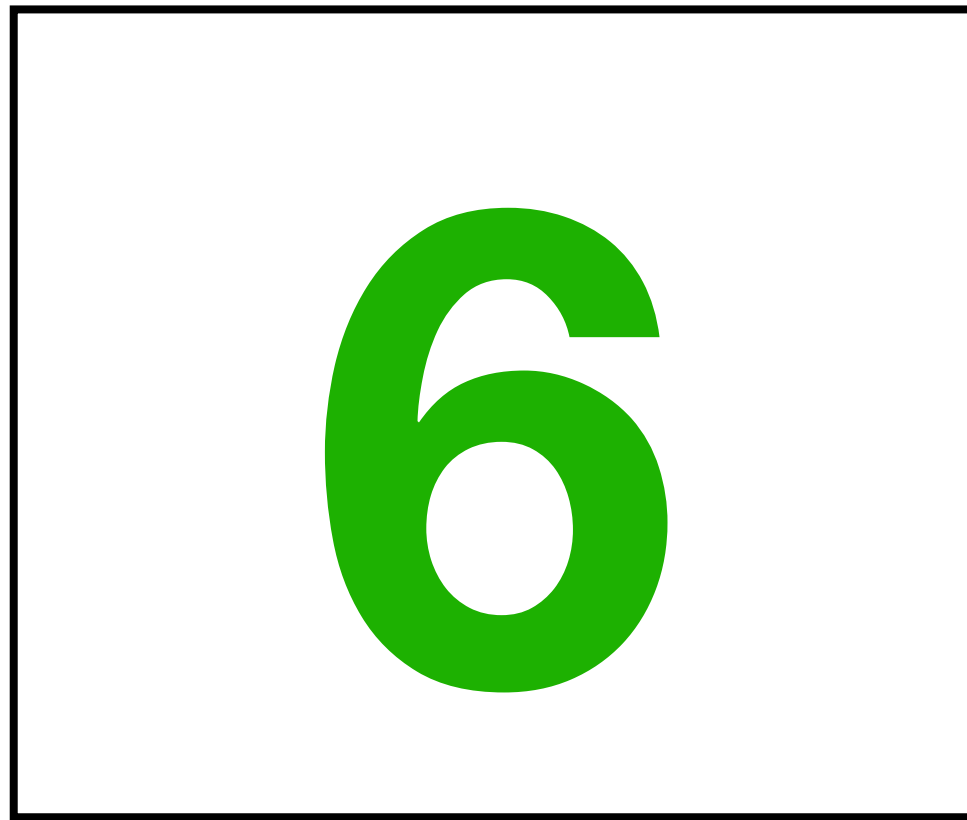
RRH-PSH - System-Wide CES Utilization
June-December 2022

6

Average VI-SPDAT Score

63

**Average MMA Score
(Of 100)**
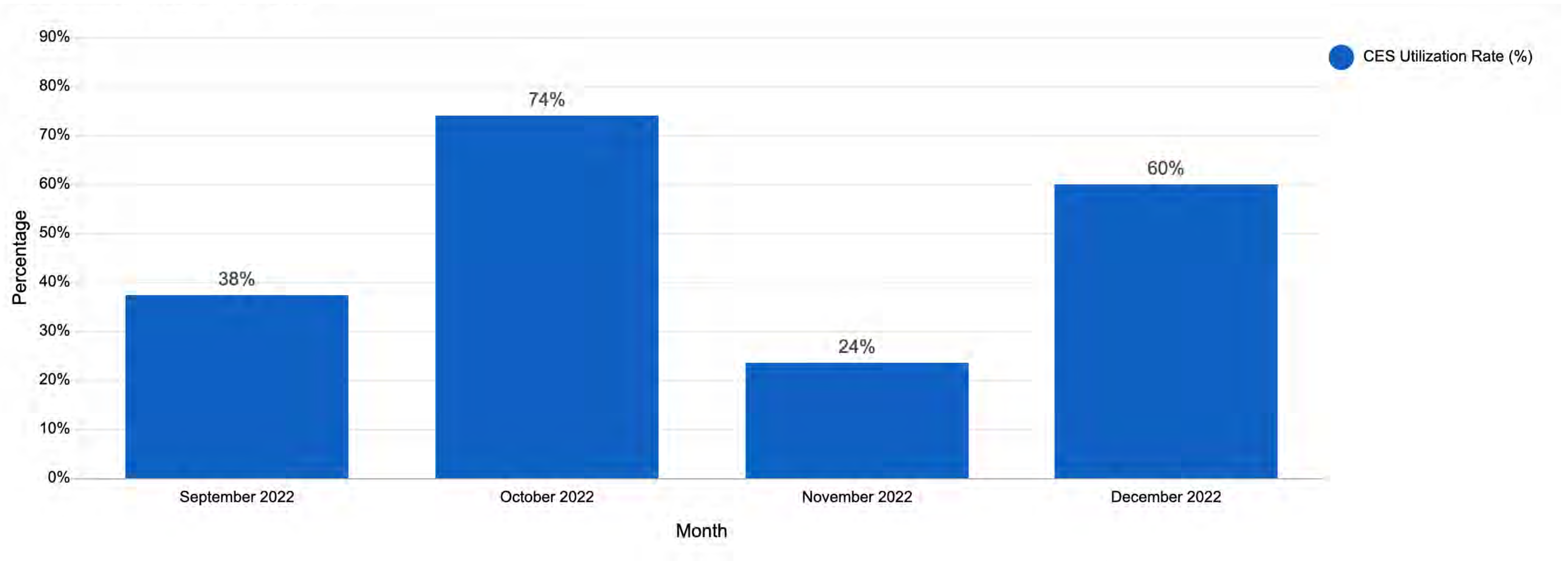
HP - System-Wide CES Utilization
September - December 2022

33

Total Waitlist Placements

65

Total Program Admissions

51%

System-wide CES Utilization Rate

HP - System-Wide CES Utilization
September - December 2022

10

Average HP Score

42.87

Average HP MMA Score
(Of 100)

Coordinated Entry System Performance

How It's Going
A Look at CES Utilization in 2023 (so far...)
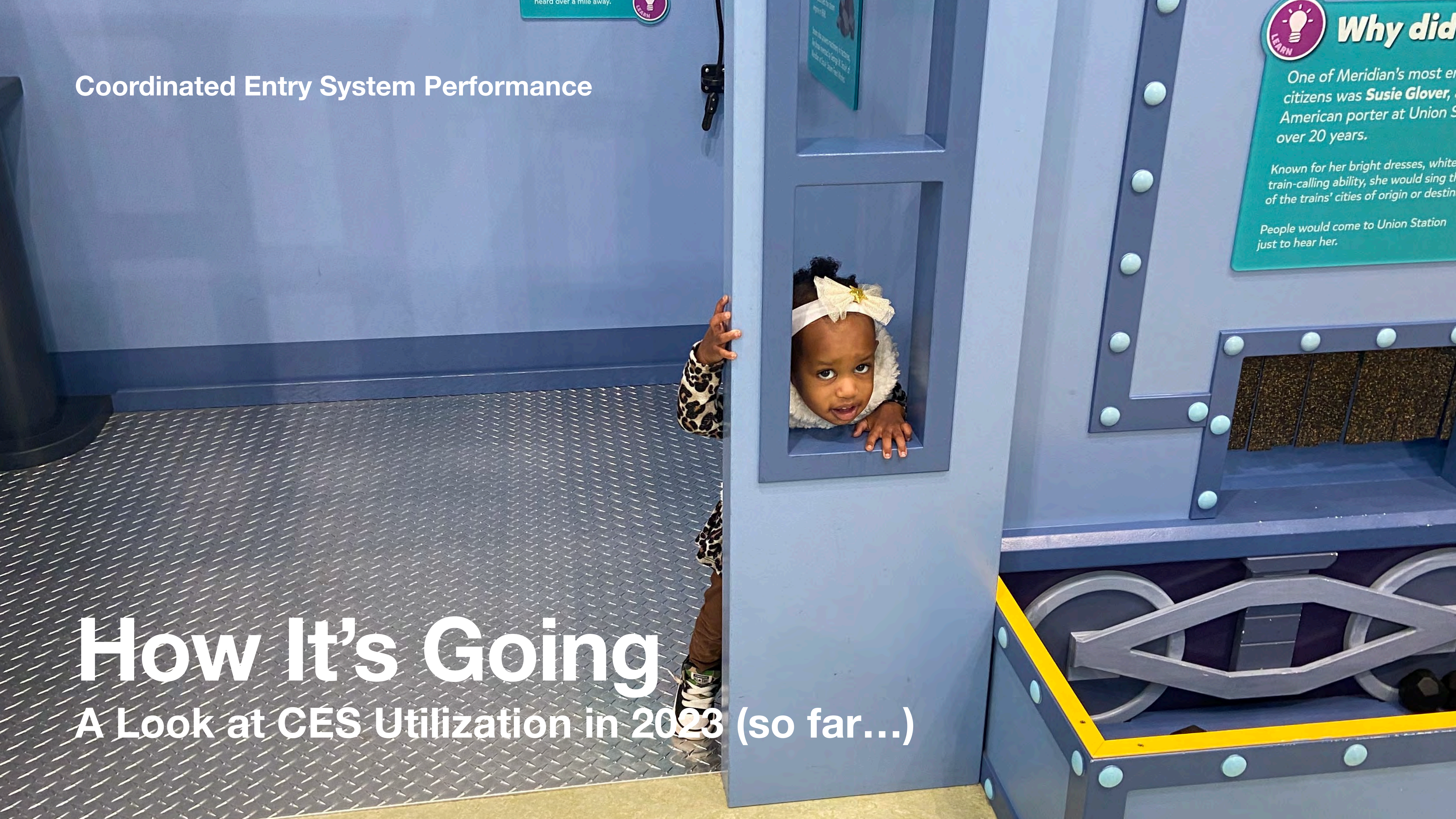
Coordinated Entry System Performance

How It's Going
A Look at CES Utilization in 2023 (so far…)

RRH-PSH - System-Wide CES Utilization
January-February 2023

30

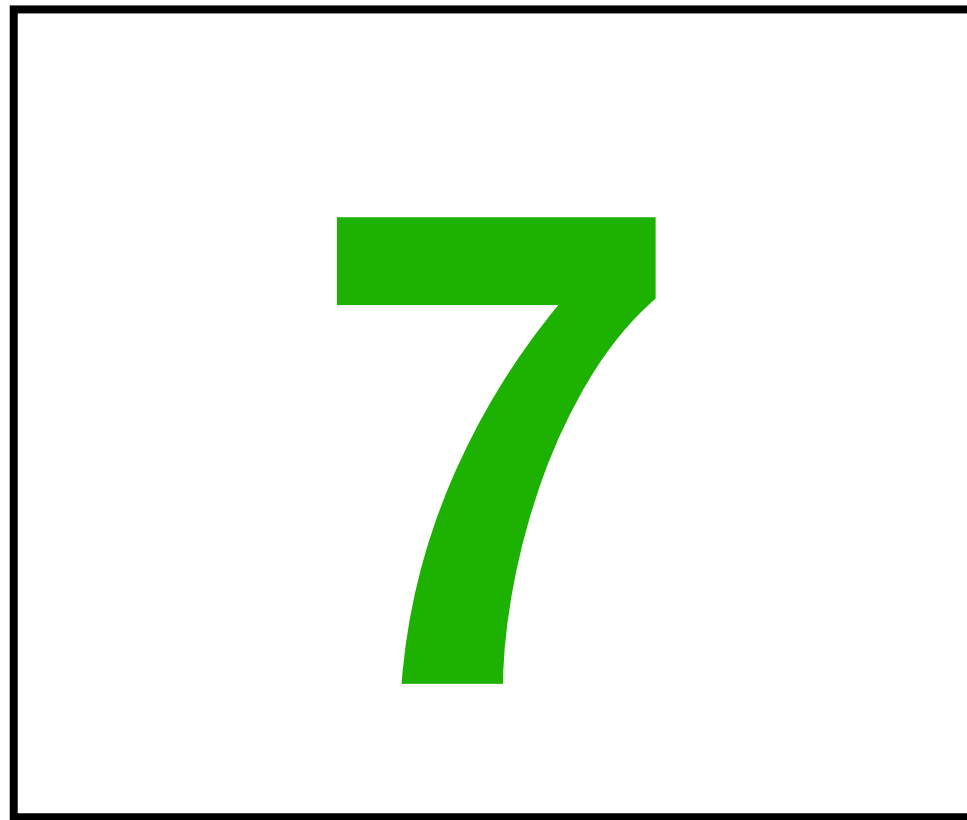**Total Waitlist Placements**

37

Total Program Admissions

81%

System-wide CES Utilization Rate

RRH-PSH - System-Wide CES Utilization
January-February 2023

7

Average VI-SPDAT Score

74

**Average MMA Score
(Of 100)**

HP - System-Wide CES Utilization
January - February 2023

12

Total Waitlist Placements

22

Total Program Admissions

55%

System-wide CES Utilization Rate

HP - System-Wide CES Utilization
January - February 2023

11

Average HP Score

50

**Average HP MMA Score
(Of 100)**

Compliance Statistics

Request Types

Assign Clients	Remove Clients	Status Updates	System Questions
84	29	60	1

Client Assignments

145
CT Assignments Requested

32
Delta

Household Type of Assignments	
Individual	27
Families	28
Navigator's Choice	12

3
South…

Assignments by Region

REGIONAL COALITION COVERAGE MAP

53
Northeast

19
East Central

38
Pine Belt

Special Population Requests

Chronically Homeless	**28**
Experienced Domestic Violence	**3**
HIV+	**0**

Requests by Agency

1

2

1%

31%
(54)

34%
(59)

11%
(20)

23%
(40)
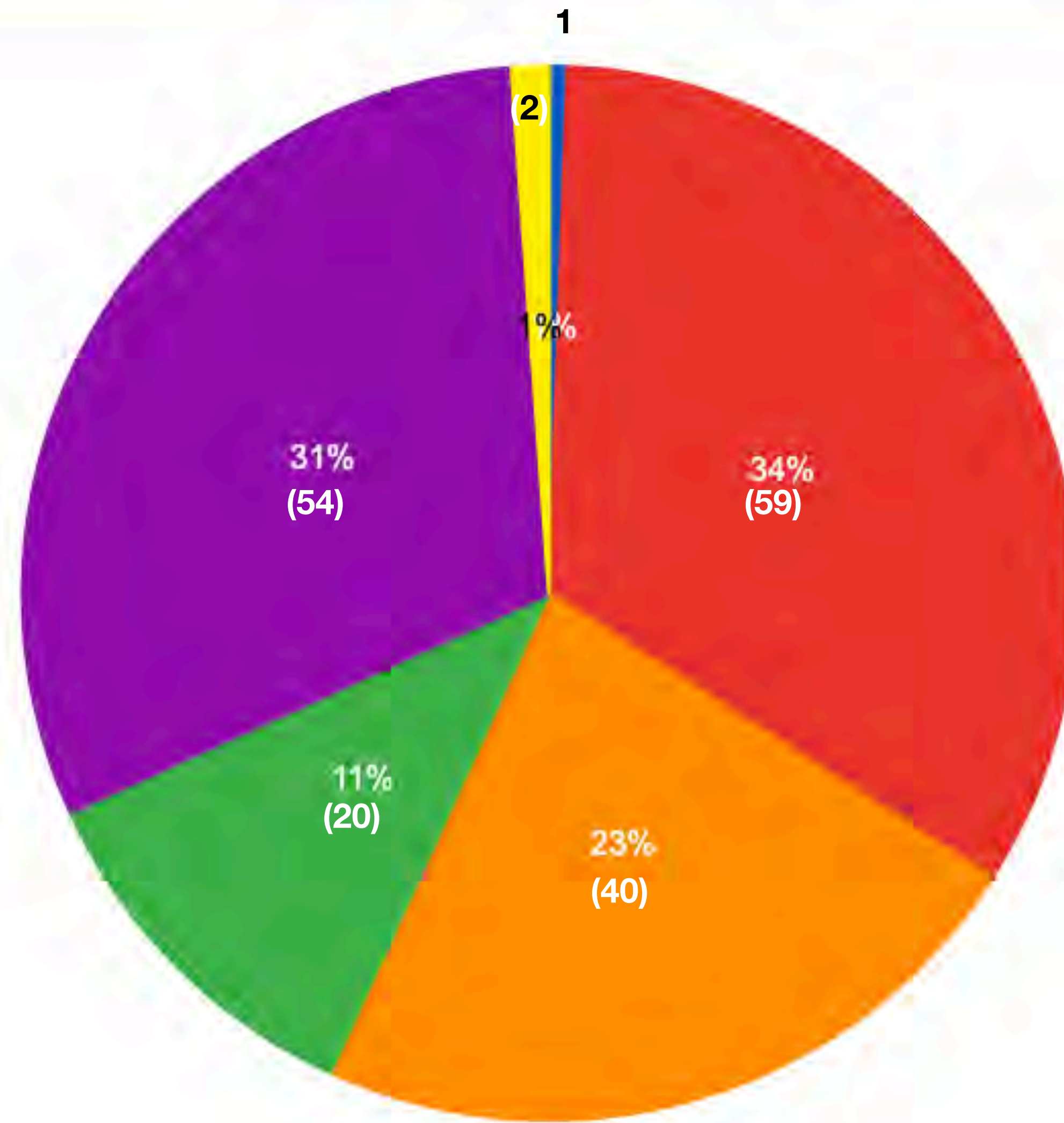
- Requests - ASC
- Requests - BCCAA
- Requests - CCSM
- Requests - IDS
- Requests - MUTEH
- Requests - SAFE Inc.

Point-In-Time Count, HMIS, and Waitlist Comparison

Point-In-Count - January 24th

- The Point-In-Time Count was conducted in late January and we are currently working to compile reports to submit to HUD and the CoC. The map to the left contains incomplete data mostly comprised of unsheltered data.

Our Aim

- The CoC would like to obtain the goal of having our PIT Count match within a 5% discrepancy of our HMIS records concerning homeless individuals in our CoC.

The Trend

- Our count seems to yield many 'new' persons in homelessness—many not encountered by our outreach across the state. **Why do you think this is happening? How can we improve our efforts?**

Working with VSPs in CES

Points of Note

- Navigators refers clients to victim service providers when clients disclose that they are experiencing domestic or intimate partner violence (by hotline or connecting with VSP directly).

- Often clients within VSPs reach out with a desire for housing support and the like, however, some organizations are hesitant to share plans for client stability which can hinder client service plans and outcomes.

- We are working with Takiva Bell (SAFE Inc.) to establish better relationships with VSPs across the State. Also, we are working to draft a uniform MOU with the MS VSPs to ensure that communication for client services can effectively be maintained no matter where a client shelters within the VSP system.

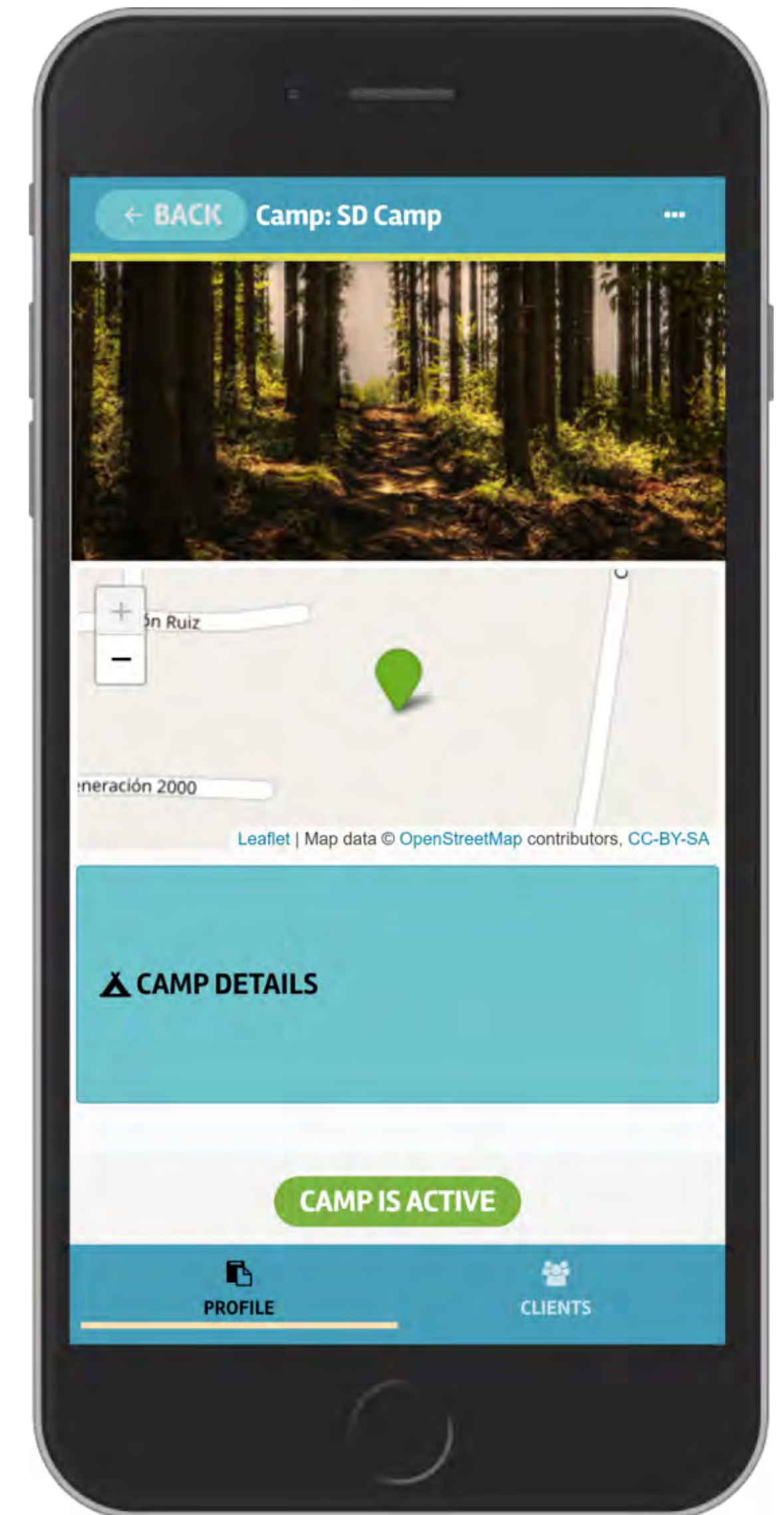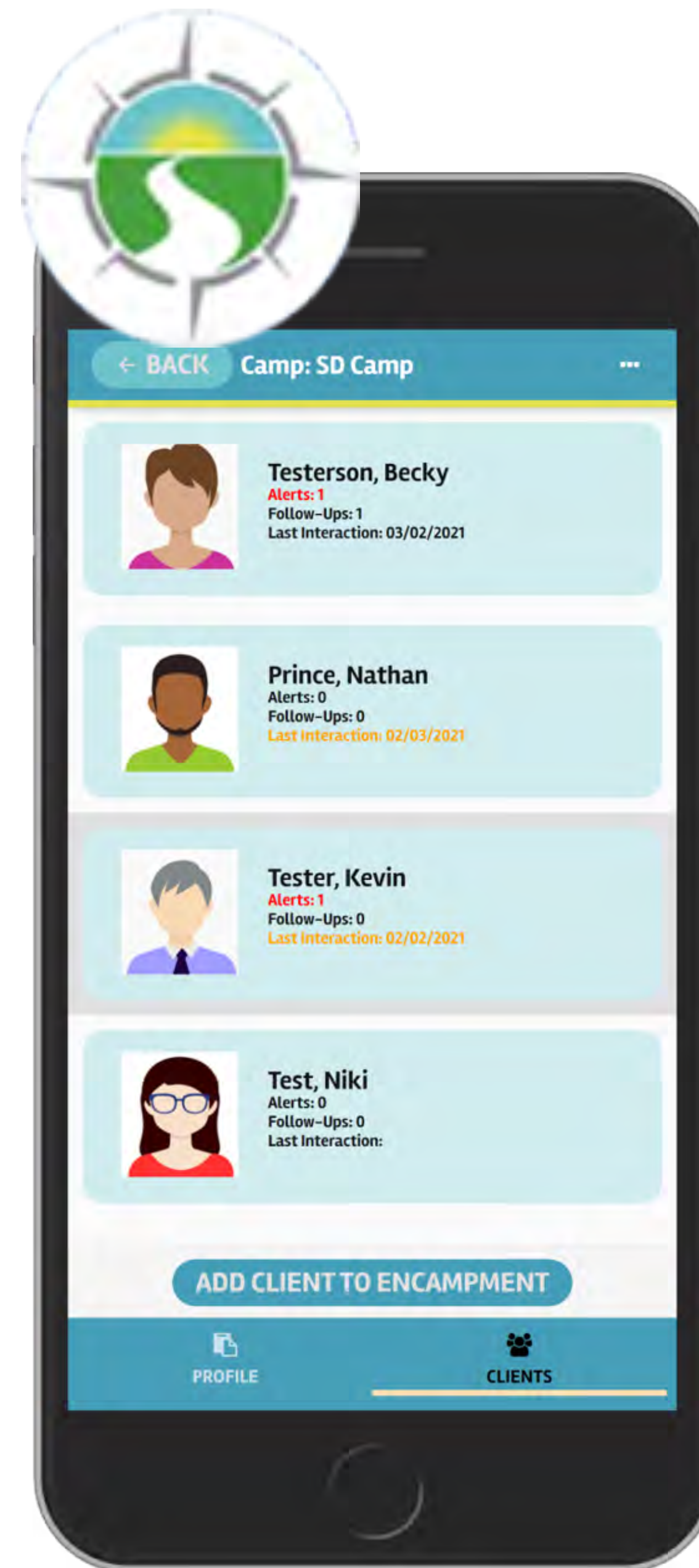# Mobile App for Outreach

Show The Way

- In Mid-September the CoC signed a contract with SimTech Solutions for the procurement and development of Street Outreach App.

- Show the Way is an app for self-help tools to guide people from homeless to housed.

- The App will interface with our HMIS to help the continuum strengthen their outreach presence with convienient data entry.

- We currently in the "data handshake" phase of the project and will begin trial testing of the system soon.
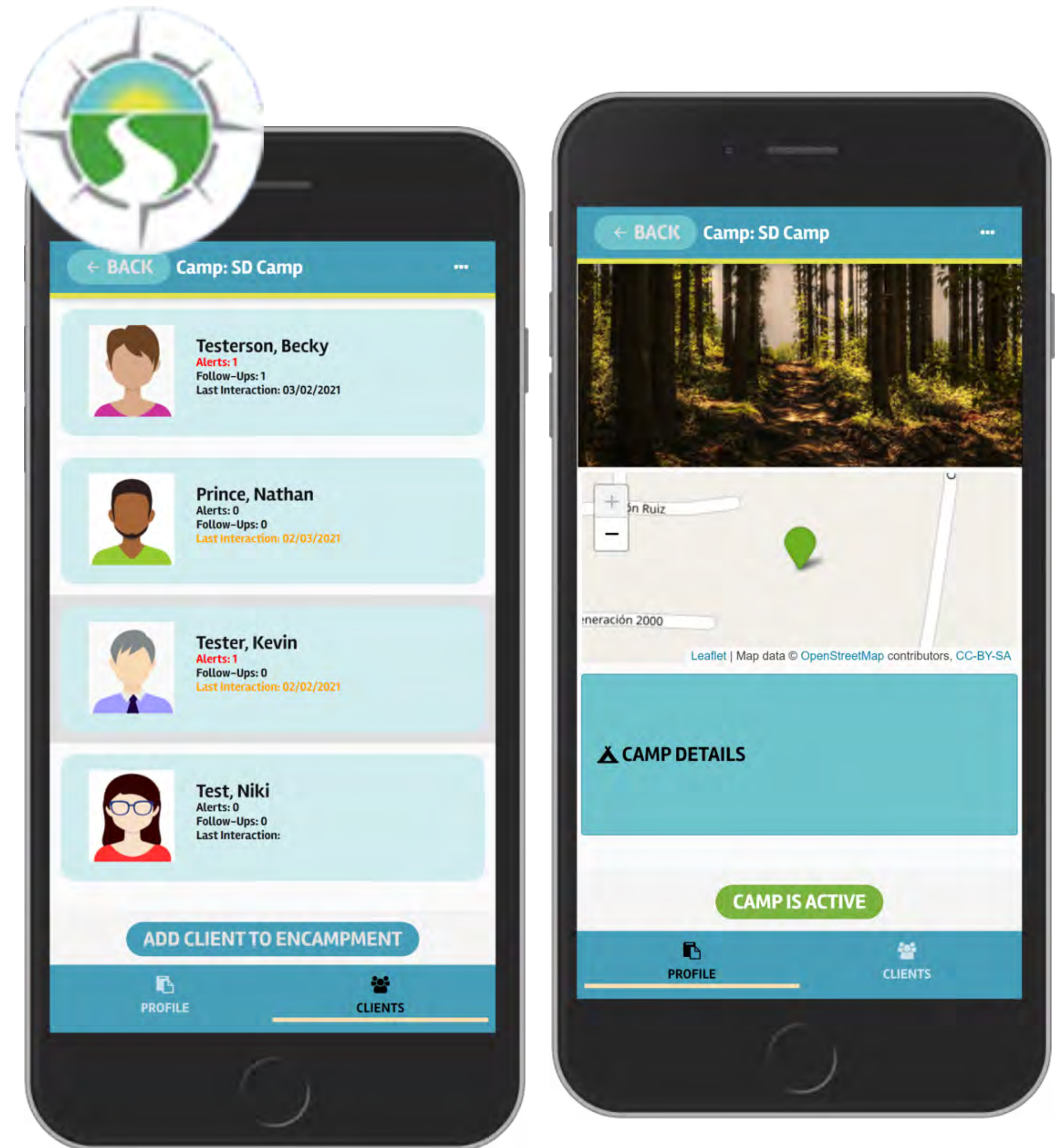
Mobile App for Outreach

Recent Events

- Introduction & Vision Meeting - January 23rd

- Formal Training for Navigators - February 7th

- Administrative Training - February 22nd

- **Next Steps: Continued System Setup and Initial Testing**

Questions?