

Western PA Continuum of Care Governing Board Meeting

January 28, 2020 (10:00AM – 12:00PM)

(Continuation of December 11th Board meeting)

Conference Call: +1 (267) 332-8737, code: 110584264#

AGENDA

Funding Updates – Leigh Howard

- 2019 CoC awards

2020 HUD CoC NOFA – Leigh Howard

- Reallocation Discussion
 - Supportive services budgets
 - Housing dollars exceeding FMR
 - Other issues

DMA Priorities – Leigh Howard

- Affordable Housing strategy – Discussion of process and product
- Diversion strategy – Discussion of process and product

Board Governance – Amanda Feltenberger

- Update on Deb Thompson (Get Strategy) work with Board
- Discussion of adding YAB members to Governing Board
- Recruitment of Sub-Committee members

Training Priorities – Leigh Howard

- Review proposed training and identify priorities/ timeline

Updates to Board

- Process for Updating Rapid Re-Housing Written Standards
- Proposed Updates to Emergency Transfer Plan
- Upcoming CoC Required Submissions:
 - System Performance Measures – 2/28/20 (changed from May 31)
 - Point-in-Time and Housing Inventory Chart (HIC) – 4/30/20
- Northwest Collaborative Provider Network
- Discussion of questions from Committee reports (attached)

Western PA CoC Reallocation Analysis – DRAFT, 11/25/19

The FY19 Western CoC-Funding Process and Policies outline the following criteria by which a CoC-funded project may be fully or partially reallocated: 1) underperformance; 2) cost effectiveness; 3) funds not fully utilized/underspending; 4) lack of need; 5) funds needed to respond to an urgent/emerging issue within the CoC; 6) monitoring indicates serious problems with the project (which could include a lack of compliance with CoC policies such as housing first and following Coordinated Entry policies/procedures), and 7) voluntary reallocation or project convert from one project type to another.

The analysis below includes a review of data related to the following criteria, following the parameters outlined in the Funding Process and Policies: 1) underperformance; 2) cost effectiveness, 3) funds not fully utilized/underspending. This analysis also analyzes unit utilization.

Underperformance

“Low performing projects will be considered for reallocation and projects scoring the least number of points for three consecutive years... A project is considered to be low performing when the project’s score places the project in the bottom 10% of the projects scored. To be considered for reallocation, a project would need to have operated long enough to be competitively ranked for three years.”

There were two projects that were in the bottom 10% of all scored projects for two years in a row: 1) Cameron/Elk Counties Behavioral and Developmental Programs- AHEAD and 2) Westmoreland Community Action- WCA PSH for Families; *however, there were no projects that were in the bottom 10% of all scored projects for three years in a row.*

In addition, Westmoreland Community Action- WCA PSH for Families was not competitively ranked in 2017; therefore, *this project does not meet the guidelines within the Funding Committee policies of having been competitively ranked for 3 years.*

- **2017:** 48 projects were competitively ranked. The following 5 projects fell in the bottom 10%

Cameron/Elk Counties Behavioral & Developmental Programs	AHEAD	55 points
Greene County Human Services	Greene County Permanent Supportive Housing Project	54 points
Community Connections of Clearfield and Jefferson Counties	Housing First FY16 Project Application	50.50 points
Housing Authority of the County of Butler	Deshon Place	48.50 points
MERCER COUNTY HOUSING AUTHORITY	S+C RENEWAL APPLICATION	43 points

- **2018:** 55 projects were competitively ranked. The following 5 projects fell in the bottom 10%

Human Services Center	Pearson Street SHP	65.17 points
Cameron/Elk Counties Behavioral & Developmental Programs	AHEAD	64.83 points

Greene County Human Services	Greene County Shelter + Care Project	63.50 points
Westmoreland Community Action	WCA PSH for Families 2017	57.75 points
Community Action Partnership of Mercer County	Supported Housing for the Seriously Mentally Ill	53.17 points

- **2019:** 52 projects were competitively ranked. The following 5 projects fell in the bottom 10%

Westmoreland Community Action	WCA PSH-Pittsburgh Street House 2018	67 points
DuBois Housing Authority	2018 Renewal App - DuBois Housing Authority - Shelter Plus Care 1/2/3/4/5	65 points
County of Washington	Shelter plus Care - Washington City Mission	63 points
Armstrong County Community Action Agency	Rapid Rehousing Program of Armstrong County	62.5 points
Westmoreland Community Action	WCA PSH for Families 2018	62 points

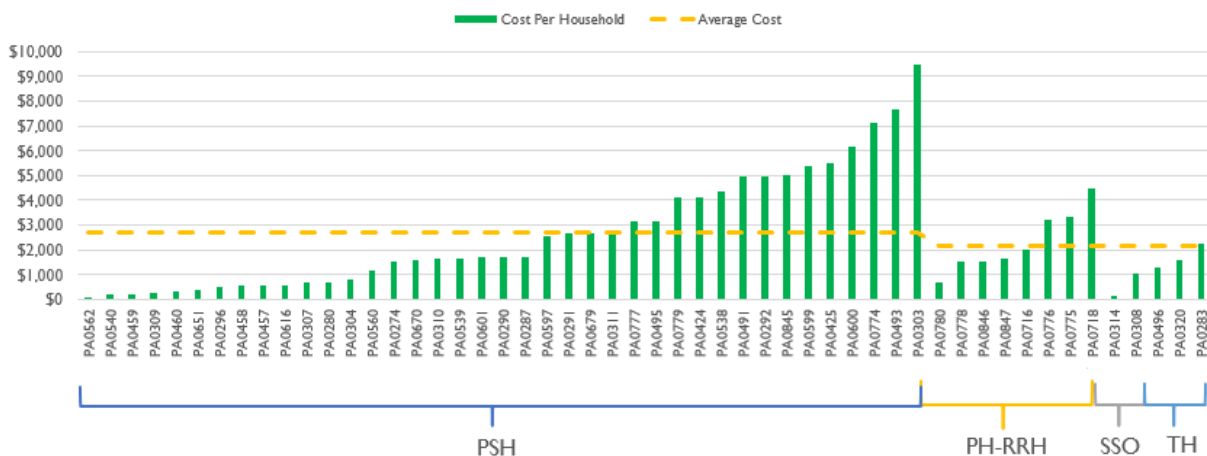
Cost Effectiveness- Supportive Services + Admin

“If it is determined that a project’s budget exceeds the typical cost of similar projects, additional information to explain the higher costs may be requested from the grantee. In some circumstances, the Funding Committee may determine that a partial reallocation of CoC-funds is appropriate.”

The charts and graphs below include information about the average cost of TH/RRH and PSH projects, for Supportive Services/Administrative costs ONLY, as well as information regarding the most expensive TH/RRH and PSH projects related to Supportive Services/Administrative budgets.

This analysis **does not** include projects’ housing costs because Fair Market Rent ranges widely across the CoC and in general projects follow Fair Market Rent when setting their rental assistance or leasing budgets.

16a/b. Cost effectiveness: Cost per Household	*TH/RRH Average:	*PH Average:
Average Cost Per Household	\$2,137.47	\$2,675.84



Top 10% most expensive PSH projects in 2019 (top 4 out of 39 projects):

Agency Name	Project Name	Project Type	Households Served	Cost Per Household
Connect, Inc.	Westmoreland Permanent Supportive Housing Expansion	PSH	9	\$,9451
Housing Authority of the County of Butler	Franklin Court Chronically Homeless	PSH	5	\$7,647
Westmoreland Community Action	WCA PSH for Families 2018	PSH	20	\$7,129
Westmoreland Community Action	Consolidated WCA PSH Project FY2018	PSH	16	\$6,150

Top 25% most expensive RRH/TH/SSO projects in 2019 (top 3 out of 13 projects):

Agency Name	Project Name	Project Type	Households Served	Cost Per Household
Lawrence County Social Services, Inc.	Veterans RRH	RRH	16	\$4,492
Lawrence County Social Services, Inc.	TEAM RRH	RRH	11	\$3,314
Armstrong County Community Action Agency	Rapid Rehousing Program of Armstrong County	RRH	21	\$3,201

Funds Expended

“Identifying whether funds are fully utilized by each project. If there is a history of underspending, the Funding Committee will seek to determine where a reallocation plan should be developed to ensure all funding awarded to the CoC is furthering progress to reduce and end homelessness.”

The following projects expended less than 90% in 2019, 2018, or 2017.

Agency Name	Project Name	Project Type	Spend Down % 2019	Spend Down % 2018	Spend Down % 2017
Armstrong County Community Action Agency	Rapid Rehousing Program of Armstrong County	RRH	86%	100%	n/a
County of Greene	Greene County Rapid Rehousing Project	RRH	70%	52%*	n/a
County of Greene	Greene County Shelter + Care	PSH	78%	89%	100%
County of Washington	Shelter plus Care - Washington City Mission	PSH	80%	100%	65%
McKean County Redevelopment & Housing Authority	Northwest RRH	RRH	89%	100%	n/a
Westmoreland Community Action	WCA PSH for Families 2018	PSH	87%	73%	n/a

*consolidated with Greene County Rapid Rehousing Project 2, which had a 90% spend down rate in 2018

Unit Utilization

The following projects had less than 85% average utilization rate in 2019, 2018, or 2017, and were competitively ranked for 2 years or more.

Agency Name	Project Name	Type	Households Served 2019 (Quarterly Avg.)	Physical Units 2019	Unit Utilization % 2019	Unit Utilization % 2018	Unit Utilization % 2017
City Mission-Living Stones	Gallatin School Living Centre	TH	9.75	12	81%	92%	96%
Connect, Inc.	Westmoreland Permanent Supportive Housing Expansion	PSH	7	21	33%*	82%	68%
County of Greene	Greene County Supportive Housing	PSH	5.875	12	49%	97%**	16%
County of Greene	Greene County Shelter + Care	PSH	5	8	63%	88%	116%
County of Greene	Greene County Rapid Rehousing	RRH	5.25	8	66%	63%***	n/a
County of Washington	Permanent Supportive Housing	PSH	37.25	46	81%	74%	80%
County of Washington	Shelter plus Care - Washington City Mission	PSH	14	19	74%	83%	96%
DuBois Housing Authority	Shelter Plus Care 1/2/3/4/5	PSH	60.25	72	84%	101%	97%
Victim Outreach Intervention Center	Enduring VOICe	PSH	22.75	27	84%	91%	96%
Westmoreland Community Action	WCA PSH for Families 2018	PSH	13.75	17	81%	54%	n/a

* Expanded from 7 units to 21 units from 2018 to 2019.

**Consolidated with Greene County Permanent Supportive Housing Expansion Project, which had utilization rate of 81%.

***Consolidated with Greene County Rapid Rehousing Project 2, which had utilization rate of 81%.

Cost Effectiveness- Housing Costs vs. FMR – interest in pursuing?

Western PA CoC: Coordinated Entry Committee Update to the Governing Board

Date:	10/3/2019
Committee Chair(s):	Natalie Pacy, Dan Carney
Last Committee meeting date:	September 24, 2019
Next Committee meeting date:	TBD in 2020
Update on Committee activities:	<p>The Committee has finalized the evaluation tool for the CE system. We have experienced delays due to compatibility issues across internet browsers relative to the electronic format of the tool. Once these issues are resolved, the tool will be released and will be open for a period of 30 days to collect responses.</p> <p>The Committee has reviewed a variety of critical issues relative to the CE system, including pre-screening workflow, integration of the VISPDAT across all household configurations, assessment/prioritization scoring, policy updates, additional system needs, and cultural competence (relative to DV and Youth). Results from several of these conversations are expounded upon below and within the approval section of this review.</p> <p>211 has been engaged and is under contract with LCCAP. The back-end work is underway and we hope to roll out this service simultaneous to training opportunities and marketing within the CoC.</p> <p>The committee has also reviewed some necessary changes to the status categories currently within the system (e.g. placed, closed, missing), and will be making changes that will make identification of the correct status more user-friendly and that will also allow for stronger examination of data relative to performance.</p> <p>The committee also reviewed procedural best practices and identified training gaps/needs relative to building a strong training program. The committee also reviewed the need for additional filters (e.g.</p>

	<p>income > 0) to assist with programs being able to manipulate the priority list for service inquiries.</p> <p>The committee discussed “checking-in” with the assessment centers in each county and voting members (LHOT) to identify gaps caused by changes to operations or staffing.</p> <p>The committee also discussed moving to quarterly meetings with an “Executive Work-group” who would meet more regularly to continue to advance the work of the CE committee.</p>
<p>Action/approval requested from the Board:</p>	<p>The committee is recommending that we be permitted to integrate the new workflow into CE, which has been reviewed by the youth and DV subcommittees, as well as, the YAB.</p> <p>Scoring Changes: In updating the workflow and creating separate tracks for individuals and families, the committee would like to change scoring relative to income to incorporate family income rather than HoH income. <i>Additional scoring changes are highlighted on the attached page.</i></p> <p>To prioritize our Transitional Housing occupants so that we are working toward reducing overall CoC length of homelessness, we recommend to utilize technical homelessness rather than literal homelessness to assign points for length of time homeless. Additionally, we wish to create a procedure so providers update the assessment tool relative to location where household last slept, so as to preserve prioritization of points for those who are literally homeless. In a sense, this will focus on prioritizing households based on total length of time homeless and those who are still not receiving a housing intervention.</p>

	<p>Transfers:</p> <p>The committee recommends to the Board for approval that once the Emergency Transfer policy for survivors of DV be finalized that our procedure will be to prioritize any of those households <i>flagged above the entire CE priority list.</i> We recognize that preference will be for agencies to perform intra-agency transfers wherever possible, but also want to expedite inter-agency transfers and also prevent any “side-doors” from being created within the system.</p> <p>The committee recommends to the Board for approval that once the RRH Transfer policy is developed and approved, that the procedure be to place these households <i>beneath the chronic homeless households who have not received any housing interventions and above all others on the CE priority list.</i> The committee recognizes doing so will create stronger flow through the continuum and will help prioritize the limited resource of PSH.</p> <p>The committee is also willing to develop the policy for RRH Transfer if this would be helpful to the BOD. Essentially, a policy needs to be built to include what would trigger a transfer categorization and when. We believe a standard tool should be developed to guide RRH case manager’s in making this determination.</p> <p>Missing:</p> <p>The current P/P included updates on this status which focused more on what happens after a client is marked as missing, and missed explaining the criteria for being able to identify a household as missing. The committee would like to update the P/P to include this process, which is 3 engagement attempts over a 30 day period w/ exhaustion of all resources.</p>
<p>Other?</p>	

1. Do school-aged children attend school more often than not each week?

Answers	Actions	CE	SPDT	HMIS
a. Yes				
b. No		20		

NOTE: THIS REPRESENTS A CHANGE IN CE SCORING. PREVIOUSLY 20 POINTS WAS SCORED IF HAD ANY SCHOOL-AGED CHILDREN NOT ENROLLED OR MISSING SCHOOL DUE TO HOMELESSNES.

2. In the last 180 days have any children lived with family or friends because of your homelessness?

Answers	Actions	CE	SPDT	HMIS
a. Yes				
b. No				

(NOTE: THIS REPRESENTS A CHANGE IN CE SCORING. PREVIOUSLY 20 POINTS WAS AWARDED FOR CHILD REMOVED DUE TO HOMELESSNESS IN PAST 90 DAYS - Moved this to Question 57.

3. Have any children been removed from the family by a child protection service within the last 180 days?

Answers	Actions	CE	SPDT	HMIS
a. Yes		20		
b. No				

NOTE: THIS REPRESENTS A CHANGE IN CE SCORING. PREVIOUSLY 20 POINTS WAS AWARDED FOR CHILD REMOVED DUE TO HOMELESSNESS IN PAST 90 DAYS

SUGGESTED WE REMOVE THIS FROM FLOW

4. Does your household currently have an open Child Protective Services Case?

Answers	Actions	CE	SPDT	HMIS
a. Yes				
b. No				

NOTE: REMOVING THIS QUESTION REPRESENTS A CHANGE IN CE SCORING. PREVIOUSLY 10 POINTS SCORED FOR AN OPEN CHILD PROTECTIVE SERVICE CASE.

5. In the past six months, how many times have you...

Answers	Actions	CE	SPDT	HMIS
a. Talked to police because you witnessed a crime, were the victim of a		5		

crime, or the alleged perpetrator of a crime or because the police told you that you must move along? {Number}				
b. Stayed one or more nights in a holding cell, jail, prison or juvenile detention, whether it was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between? {Number}		5		

NOTE: THIS REPRESENTS A CHANGE IN CE SCORING. PREVIOUSLY 5 POINTS SCORED FOR INTERACTIONS WITH POLICE IN PAST 90 DAYS (3 MOS) AND 5 POINTS SCORED FOR BEEN ARRESTED/INCARCERATED IN PAST 90 DAYS (3 MOS)

Western CoC Coordinated Entry

Lawrence County Social Services, Inc.

REVENUES					
Program	Grant Period	Budgeted Amount	Expended as of 11/30/19	Pending Expenses	Balance less Pending Expenses
Coordinated Entry	12/1/18-11/30/19	71,865.00	\$71,865.00	-	-
Coordinated Entry Exp	10/1/19-9/30/20	78,135.00	\$11,251.89	-	66,883.11
Coordinated Entry Imp	9/1/19-8/31/20	80,000.00	\$20,726.83	-	59,273.17
Coordinated Entry DV	10/1/19-9/30/20	95,884.00	\$0.00	-	95,884.00
Total Revenues		325,884.00	\$103,843.71	-	222,040.29

EXPENSES				
Description	Budgeted Amount	Expended as of 11/30/19	Pending Expenses	Balance less Pending Expenses
Salary/Benefits	128,050.00	77,656.51	-	50,393.49
Office Space (rent, utilities, ect.)	7,200.00	3,674.44	-	3,525.56
Communications	2,100.00	647.65	-	1,452.35
Insurance	750.00	180.17	-	569.83
Travel/Meeting Space	3,500.00	1,140.48	-	2,359.52
Marketing/Outreach	20,000.00	750.00	-	19,250.00
Supplies	7,500.00	364.49	-	7,135.51
24 Hour Referral Service	40,000.00	10,000.00	-	30,000.00
DV Specialist	87,167.00	-	-	87,167.00
Indirect Cost Allocation	29,617.00	9,429.97	-	20,187.03
Total Expenses	325,884.00	103,843.71	-	222,040.29

<i>Balance Uncommitted</i>	-	-	-	-
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Western PA CoC: Coordinated Entry Committee Update to the Governing Board

Date:	12/5/2019
Committee Chair(s):	Kathy Presnar
Last Committee meeting date:	December 2, 2019
Next Committee meeting date:	January 6, 2019
Update on Committee activities:	<ul style="list-style-type: none">* USICH Claim Officially approved on 9/12/2019* Formal Announcement to be held 12/12/ at the* Reduced frequency of committee meeting to once a month—to be held on the 1st Monday of the month at 1:00 via Go-To Meeting (no longer Doug’s Call in Line)* Working to educate and train SSVF providers on Coordinated Entry* Continue to have a weekly “scrub” call to maintain the benchmarks on the Master List and help Veterans move on/off of Coordinated Entry* Working with Coordinated Entry Committee on revised workflow in CE* Working with Coordinated Entry Committee on implementing SSVF Rapid Resolution requirement* Will be working to formalize policies and procedures/best practices discovered while working on Veteran Claim—First Policy to be completed will be Outreach/Engagement of Veterans
Action/approval requested from the Board:	* Asking that Board Representation be available for formal USICH announcement
Other?	

Name	Organization	Title	County	Email	Phone Number	Agency Offers ReEntry Services	Types of Services
Vince Karabin	PA Board of Probation and Parole	Parole Agent II, ASCRA, Mercer District Office	Pennsylvania	vkarabin@pa.gov	1 724-662-2380	Yes	
Brendan Auman	PA DCED	Economic Development Analyst II	PA	brauman@pa.gov	717-720-7443	Yes	Housing Assistance, Case Management (ESG)
Robbin Puvel	YWCA Bradford	HES Service Manager	McKean	robbinp@ywcabradford.org	814-368-4235 X144	No	
Deborah	Price	CEO	McKean	dprice@everreen.elm.org	8143626853	Yes	Housing Assistance
Alcherrie Williams	McKean County Redv & Hsg Auth	ED	McKean	aawilliams@mckeancountypa.org	8148875563	No	
Rick Freeland	SPHS	Resident Program Worker	Butler	rfreeland@sphs.org	7242835228	Yes	Housing Assistance; Mental Health Services; Behavioral Health Services; Substance Abuse Services; Education Services; Life Skills and Employment Services
Linda Thompson	McKean County RHA	Housing & Homeless Services Coordinator	McKean	lathompson@mckeancountypa.org	8148875563	Yes	Housing Assistance; Mental Health Services; Behavioral Health Services; Substance Abuse Services; Education Services; Life Skills and Employment Services
Bryonna Swede	Potter County Human Services	Director - Mental Health	Potter	bswede@pottercountyhumansvcs.org	814-544-7315	Yes	Abuse Services; Education Services; Life Skills and Employment Services; Legal Services
Deborah	Barr	IMCW Supervisor	Washington	debarr@pa.gov	724-223-4588	Yes	Mental Health Services; Behavioral Health Services; The Dept of Human Services offers MA coverage
Jennifer Quiggle	CE Behavioral and Developmental Programs	Forensic Case Manager	Elk	jquiggle@cemhmr.com	814-772-8016 ext. 165	Yes	Case Management
Susan Bowser	PA CareerLink Butler County	Site Administrator	Butler	sbowser@triconvct.com	724-431-4040	Yes	Life Skill and Employment Services
al lane	Grapevine Center	Director of Peer Supports	butler	alane@grapevinecenter.org	724 283-1704 ext 5	Yes	Forensic Certified peer specialist
Wendy Beeching	Neighborhood Legal Services	LSW	PA	beechingw@nlisa.us	17245984193	No	
John E Flower	First United Methodist Church	Pastor	Pennsylvania	jflower5@verizon.net	8142266660	No	
Holly Blake	SPHS/Connect DWEL/Crossing Pointe	Case Manager	Westmoreland/Washington County	hblake@sphs.org	724-289-3486	Yes	Housing Assistance; Mental Health Services; Behavioral Health Services
James Campbell	CHAPS	Everything	CRAWFORD	jcampbell@chapsinc.org	814-373-5086	Yes	accumulated to society and make as well as attend all physical and psychological appointments, assist them with applying for public assistance, etc.
tracy scott	Connect Inc.	housing Supervisor	Westmoreland	tscott@sphs.org	724-838-9133	Yes	Housing Assistance; Mental Health Services; Behavioral Health Services; Substance Abuse Services; Education Services; Life Skills and Employment Services
Whitney Clapper	Mercer County CYS	IL Program Specialist	Mercer	wclapper@mcc.co.mercer.pa.us	724-662-3800 ext 3125	Yes	Housing Assistance; Life Skill and Employment Services; Linking youth to community resources
Lisa Spencer	Indiana County Department of Human Services	Director	PA	lspencer@indianacountypa.gov	7244638200	No	
Cassandra Reasbeck	Children and Youth Services	Independent Living Coordinator	Warren	reasbeckcm@wc-hs.org	814-726-2100	Yes	Abuse Services; Education Services; Life Skills and Employment Services; Legal Services; All youth resuming jurisdiction/staying in care are offered assistance in
Erin Wallace, BS	Center for Community Resources	Housing Program Coordinator	Clarion	ewallace@ccrinfo.org	814-227-3589	Yes	Housing Assistance; Mental Health Services; Behavioral Health Services
Bill Mendat	Community Connections of Clearfield/Jefferson Counties	BH Program Director	Clearfield and Jefferson	bmendat@ccc-j.com	(814)590-8877	Yes	Housing Assistance; Mental Health Services; Behavioral Health Services
Brandy Ambrose	Warren Forest EOC	Housing Director	Warren/Forest	bambrose@wfeoc.org	814-726-2400 X125	Yes	Housing Assistance; Life Skill and Employment Services; We operate a Reentry Housing program for Warren County
Grishma Solanki	Arc Human Services	Director of Integrated Clinical Services	Pennsylvania	solankig@archumanservices.org	7247453010	No	Housing Assistance; Mental Health Services
Matt Darr	Clarion County Housing Authority	HCPV	Pennsylvania	mattdarr@clarionhousing.com	8142268910	No	
Alcherrie Williams	McKean County Redv & Hsg Auth	ED	McKean	aawilliams@mckeancountypa.org	8148875563	No	
Rick Freeland	SPHS	Resident Program Worker	Butler	rfreeland@sphs.org	7242835228	Yes	Housing Assistance; Mental Health Services; Behavioral Health Services; Substance Abuse Services; Education Services; Life Skill and Employment Services
John E Flower	First United Methodist Church	Pastor	Pennsylvania	jflower5@verizon.net	8142266660	No	
Rita Masi	Fayette County Community Action	Director of Customer Sdrvices	Fayette	rmasi@fcaa.org	724-430-3013	Yes	Home4Good Grant
Susan Nicolli	Family Counseling Center of Armstrong County	Law Enforcement Liasion	Armstrong County	senicolli@fccac.org	724-545-4656		
Mindy Davis	Parole Agent	PA Board of Probation and Parole	Northwest Region	minddavis@pa.gov	+1 814-871-4201 x206		
Bob LaBenne	Parole Manager	PA Board of Probation and Parole	Northwest Region	rolabenne@pa.gov	+1 724-662-2380 x207		

Systems Performance Committee Voting Members

*Core Data Group

County	Name	Email Address
Armstrong	Vacancy	
Butler	Amber Crowe	acrowe@ccpgh.org
Fayette	Heather Pirl	hpirl@fccaa.org
	Mallory McCune	mmccune@fcaa.org
Greene	Amy Switalski	aswitalski@co.greene.pa.us
Indiana	Vacancy	
Washington	Rebecca Cook	rcook@sphs.org
	Melissa Marini	mmarini@sphs.org
Westmoreland	Lyndsay Burik	lburrik@sphs.org
	Tracy Scott	tscott@sphs.org
Cameron and Elk	*Tammy Barnett	thpcoordinator@hotmail.com
Clarion	Cheryl Craft	ccraft@jccap.org
Clearfield	Amy Rosman	arosman@ccc-j.com
Crawford	Sharon Fuller	S_Fuller@hotmail.com
Warren and Forest	*Melanie Swab	mswab@wfeoc.org
Jefferson	*Amy Rosman	arosman@ccc-j.com
	Cheryl Craft	ccraft@jccap.org
Lawrence	*Steve Ramey	sramey@lccap.org
	Missy Russell	mrussell@lccap.org
McKean	Vacancy	
Mercer	Vacancy	
Potter	Vacancy	
Venango	Pat Owoc	powoc@co.venango.pa.us
	Mary Gavin	mngavin@csvganango.com

Committee Responsibilities			(est time commitment)
Core Data Group	Meets Monthly	Review Project-Level Metrics	2-3 hrs/month
		Identify Low-Performing Projects	
		Report Projects/Agencies to Full Committee	
Full Committee	Meets Quarterly	Review System-Level Metrics	4-6 hrs/quarter
		Recommend QIPs to Board	
		Ongoing	
	Meets Annually	Review Policy/Grants/Participation	8 hrs/year

Data Monitoring Responsibility Chart

Area	Activity	Committee Responsible	Tools	Frequency
HMIS Data Quality	Review HMIS Data Quality	HMIS Lead Agency & System Performance Committee	HMIS Data Quality Reports	Monthly
Project Level Data Quality	Review Project Performance per Criteria	System Performance Committee	Project Level HMIS (comparable Database for DV) Reports	Monthly
System Level Data Quality	Review System Performance per Criteria	System Performance Committee	System Level HMIS Reports (APR from DV projects)	Quarterly
Coordinated Entry	Review CE System Performance per Criteria	CoC in Collaboration with Coordinated Entry Committee	CE Monitoring Plan	Quarterly
Supplementary Data	Monitor Supplementary Data		eLOCCS, Draw Dates and Amounts, and other elements TBD	Quarterly
Project Admissions/Intake	Review Policies to assure Housing First compliance			Annually
HUD Policy Priorities	Update policies to conform w/HUD Priorities	Governing Board	Review relevant documents	Annually
Grant Management	Review Grant Management per Criteria	Collaborative Applicant/CoC Consult In Coordination with RHAB Chairs		Annually
CoC Participation	Review CoC Participation	CoC Staff in partnership with RHAB Chairs & Governing Board	Review Meeting Participating Records (CoC Staff & LHOTS/County Coalitions)	Annually (Ranking)

Christy Rubenstein and Jessica Sones from DMA will join the core group to add HUD and CoC perspective
 Brendan Auman and Tony Diaz will join the core group as DCED representatives

Western PA CoC: Systems Performance Committee Update to the Governing Board

Date:	12/11/2019
Committee Chair(s):	Steve Ramey, DCED TBD
Last Committee meeting date:	November 21, 2019
Next Committee meeting date:	December 19, 2019
Update on Committee activities:	<p>The Committee continues to work on the SPC Monitoring Plan Document. Currently reviewing against HUD monitoring plan template pre-released at Data Conference in October.</p> <p>The Committee has created data monitoring tools that identify project and system-level issues. We have had some issues populating the data due to turnover at DCED, but this should be solved shortly.</p> <p>We launched a recruitment effort in October, and now have representation from all but Armstrong, Indiana, Mercer, and Potter Counties. We believe our regional coverage is now sufficient, but will continue to recruit for these gaps.</p> <p>We have discussed and are creating policies related to our work, particularly protocols for disseminating data-related issues agencies and for determining and supporting the need for Quality Improvement Plan recommendations.</p> <p>We have created a “Core Data Group” whose responsibility is to meet monthly and perform the actual data/trend analysis. This group reports identified issues to the appropriate representative(s) on the Full Committee whose responsibility is to communicate these issues directly or through the RHAB to the affected agency.</p>
Action/approval requested from the Board:	None at this meeting.

Systems Performance Committee Roster

*Core Data Group

County	Name	Email Address
Armstrong	Vacancy	
Butler	Amber Crowe	acrowe@ccpgh.org
Fayette	Heather Pirl	hpirl@fcaa.org
	Mallory McCune	mmccune@fcaa.org
Greene	Amy Switalski	aswitalski@co.greene.pa.us
		-
Indiana	Vacancy	-
		-
Washington	Rebecca Cook	rcook@sphs.org
	Melissa Marini	mmarini@sphs.org
Westmoreland	Lyndsay Burik	lburrik@sphs.org
	Tracy Scott	tscott@sphs.org
Cameron and Elk	*Tammy Barnett	thpcoordinator@hotmail.com
		-
Clarion	Cheryl Craft	ccraft@jccap.org
Clearfield	Amy Rosman	arosman@ccc-j.com
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Crawford	Sharon Fuller	S_Fuller@hotmail.com
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Warren and Forest	*Melanie Swab	mswab@wfeoc.org
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Jefferson	*Amy Rosman	arosman@ccc-j.com
	Cheryl Craft	ccraft@jccap.org
Lawrence	*Steve Ramey	sramey@lccap.org
	Missy Russell	mrussell@lccap.org
McKean	Linda Thompson	LAThompson@mckeancountypa.org
Mercer	Vacancy	-
		-
Potter	Vacancy	-
		-
Venango	Mary Gavin	mgavin@csvganango.com

Western PA CoC Reentry Committee Updates

1. The Reentry Committee had their first meeting on Dec. 4, 2019 which had a good turnout (13 participants). The primary focus of this committee meeting was on capacity. Vince would like to see us expand the roster as much as possible to help with the work and collaboration/insight needed to accomplish the goals of the committee. Requested committee members to help identify other potential committee members.
2. A survey will be going out to the committee to determine the meeting schedule for reoccurring meetings going forward. Vince wants to maximize participation as much as possible and believes a survey will help determine the best meeting frequency, time, days, for everyone.
3. The committee reviewed the results of the survey sent out in October (you can find the results here:
 - a. Agencies that offer services - <https://www.surveymonkey.com/stories/SM-DZ6GFYW7/>
 - b. Agencies that do not offer services - <https://www.surveymonkey.com/stories/SM-LRJ5BYW7/>

This was more of a basic overview of the survey results as opposed to an in-depth analysis. We plan to revisit the results next committee meeting in hopes to look deeper into the results and help form the priorities of the committee.

dWestern PA CoC: Youth Committee Update to the Governing Board

Date:	12/6/19
Committee Chair(s):	Wendy Kinnear, Carol Dunlap
Last Committee meeting date:	12/3/19
Next Committee meeting date:	January 2019
Update on Committee activities:	<p>Youth Action Board (YAB): 9 active members, with each Region having the possibility of 4 members. Region 4 has 3 slots open, Region 3 has 2. Region 1 and 2 are full.</p> <p>Youth Count: will be held April 22, 23, 24 with all counties agreeing to participate. Street Outreach assessment is being conducted by Valley Youth House. Regions 1 & 2 are done, 3 will be next week and 4 in January. Survey sent to county coordinators, recruiting help from each community. SRU is providing a statistician to oversee survey and outcomes.</p> <p>Needs assessment: YAB is in process of working on next step. Feels that more information is needed from youth themselves. Looking at possibility of incorporating texting or other social media to contact youth.</p> <p>Youth Friendly Coordinated Entry: In "holding pattern" waiting for updates in coordinated entry system. YAB members will be invited to use tool.</p> <p>Youth Housing Programs: Startup Basic Center Grant. Recruiter will be a new position with host home program. 6 host homes by end of year, with 10 referrals and 3 matches.</p> <p>Stakeholder Engagement: National Network 4 Youth Cross-System Collaboration Project system mapping issues. How to reach out to more people, collaboration. Barriers in rural counties, resistance to virtual communication and computer surveys. Targeting front line staff, mid-level managers and those under them.</p> <p>Youth Committee Membership Recruitment is ongoing.</p>

Action/approval requested from the Board:	N/A at this time
Other?	N/A at this time

Name	Organization	Title	County	Email	Phone Number	Types of Services
Ciarra Karnes	DMA	Staff for Western PA CoC	20 counties	westernpa@dma-housing.com	724 674-9905	
Wendy Kinnear	Education for Children & Youth Experiencing Homelessness & Educational Stability for Youth in Foster Care Programs	Regional Coordinator, Region 5	Midwestern Intermediate Unit IV	wendy.kinnear@miu4.org	724-730-4859	homeless services for youth in school
Carol Dunlap	Valley Youth House	Bridge2Home Host Home Coordinator	Westmoreland Indiana Armstrong Washington	cdunlap@valleyyouthhouse.org	412-742-7474	homeless services for youth aged 16-20
Andrew Palomo	National Network 4 Youth	Director of Community Strategies	Consultant	andrew.palomo@nn4youth.org	610-462-6472	consulting on youth count, YAB and cross-systems mapping
Bill Motsavage	Valley Youth House	Senior VP Central and Western PA	Westmoreland Indiana Armstrong Washington	bmotsavage@valleyyouthhouse.org	484-866-7894	creating host homes
David Mutich	Fayette Co Community Action Agency		Fayette	dmutich@fcca.org		
Chrisy Rubenstein	DMA	Senior Associate	Consultant	christy@dma-housing.com	215-277-7830	consultant
Brittany Sadler	Connect Inc.	RRH	Washington Westmoreland Fayette Greene	bsdler@sphs.org		RRH for youth aged 18-24
Rikkilee Rose	Connect Inc.	RRH	Washington Westmoreland Fayette Greene	rrose@sphs.org		RRH for youth aged 18-24
Jessica Sones	DMA	Junior Associate, Data and Housing Program Analyst	Consultant	jessica@dma-housing.com	215-576-6410	consultant
Karol Hill	CEMHMR	PATH Coordinator	Cameron/Elk	khill@cemhmr.com		PATH with youth aged 18-24
Kathy Presnar	Lawrence Co Community Action Agency	Emergency Services Coordinator	Lawrence	kpresnar@lccap.org	724-658-7258 ext - 1213	RRH youth aged 18-24
Stephanie Glavan	Lawrence Co Community Action Agency		Lawrence	sglavan@lccap.org		RRH youth aged 18-24
Jo Ann Jankoski	Penn State Fayette	Professor	Fayette	jj17@psu.edu		sex trafficking task force

2019-2020 Key HMIS Needs & Timelines for East and West CoCs

Timeline & Deadline	Task
Point in Time (PIT) Count and Housing Inventory Chart (HIC) Submission	
November 2019- December 2019 (deadline of 1/15/20)	Update sheltered and unsheltered PIT survey in HMIS with any updated questions/language for January 22, 2020 PIT Count
January 10, 2020	Complete data quality check in HMIS for all emergency shelter and transitional housing programs in prep for PIT Count; generate report of programs for whom PIT data can be run in HMIS vs. programs that will need to submit their data via surveys
January-March 2020	Clean and deduplicate PIT and HIC data, in partnership with DMA. Identify missing data, in partnership with DMA. Generate PIT and HIC reports from HMIS in order to submit PIT and HIC reports in HDX. This year the goal is to submit PIT and HIC by March 30, 2020.
April 30, 2020	PIT and HIC DUE IN HDX. However, this year the East and West CoC's have set a goal to submit in HDX by March 30, 2020.
System Performance Measures (SPM) submission	
November 2019- February, 2020	<p>Reach out to HMIS users to remind them to clean up their data in preparation for SPM submission. Provide information on how to access key HMIS reports agency staff may need to pull to review data and identify areas where clean up is needed. Reach out several times leading up to SPMs submission. (It might also be helpful if the HMIS Administrator can confirm/identify a lead data contact within each agency for the purposes of data follow-up.)</p> <p>Run preliminary System Performance Measure Reports. Review project-level data to identify data issues for specific providers/programs. Conduct outreach to specific providers who need to clean up their data, providing TA as needed.</p> <p>HUD recommends that HMIS Leads work with their vendors to ensure they have access to the necessary reports and materials for their CoCs to meet upcoming deadlines and confirm/update their HDX 1.0 login information as necessary.</p>
February 28, 2020	System Performance Measures due in HDX. NOTE: HUD moved up the deadline this year (previously due end of May)

CoC NOFA	
March-June, 2020	Work in tandem with DMA to update renewal scoring calculator in HMIS. Each year the renewal scoring criteria is updated/approved by the Funding Committees/Boards in each CoC, and the HMIS team in turn needs to configure these updates in the HMIS in the renewal scoring calculator. We anticipate that there will be several changes to the scoring criteria in 2020.
April-June 2020	CoC renewal scoring. DMA anticipates moving up the annual CoC renewal scoring process this year. This requires heavy HMIS team support to update the HMIS renewal scoring calculator, generate the calculator (including several iterations of the calculator when/if issues arise with the calculator), and answer grantee questions about the calculator.
Longitudinal System Analysis (LSA) Submission	
November 2019-March 2020	HUD recommends that HMIS Leads conduct FY2019 LSA Preparatory Work with their HMIS Software Vendor from November to March 2020 in prep for the submission
Mid-May 2020	FY 2019 LSA Data Cleaning and Confirmation in HDX 2.0
May 2020-July 2020	FY 2019 LSA Data Cleaning and Confirmation in HDX 2.0