



HOMELESS ACTION NETWORK OF DETROIT

Applying for Continuum of Care or Youth Homelessness Demonstration Program Funding: What to Expect

June 1, 2022

Outline of Today's Content

- ❖ Webinar Purpose and Goals
- ❖ Continuum of Care Virtual Binders
- ❖ Financial Requirements
- ❖ Programmatic Expectations
- ❖ Staffing Considerations
- ❖ Reporting Requirements
- ❖ Additional Expectations

Purpose of Today's Webinar



To educate and inform



To empower

Continuum of Care (CoC)

VS

Youth Homelessness Demonstration Program (YHDP)

CoC	YHDP
Direct recipient (typically)	Subrecipient of HAND
Applications: Local CoC competition	Applications: In response to Coordinated Community Plan (CCP)
Projects: NOFO, local RFP	Projects: CCP
Regulatory requirements	Regulatory flexibilities
Target Populations: Chronically homeless, individuals/families, people fleeing D.V.	Target Populations: Youth
Initial grant term: 1 year	Initial grant term: 2 years
Annual renewal	Annual renewal

Webinar Goals


- 1 To help agencies feel more confident in applying for CoC/YHDP funding

- 2 To educate potential applicants on expectations from HUD and the CoC

- 3 To inform potential applicants on performance and programmatic expectations

- 4 To assist potential applicants with thinking through project design and staffing considerations

- 5 To provide a high-level overview of types of projects CoC funding supports



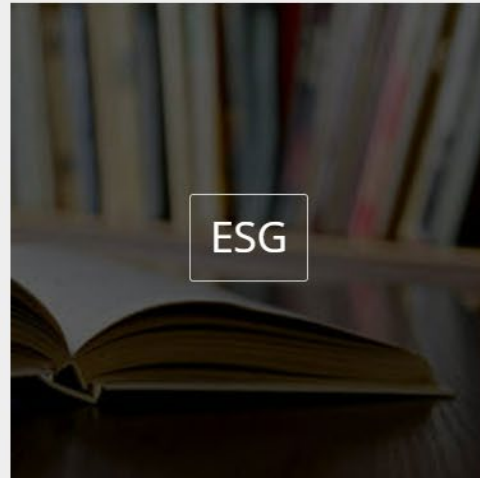
This webinar is not specific to any released RFP or application currently available for agencies to respond to.

Continuum of Care Virtual Binders

Eligible Activities

The CoC Eligible Activities Binder describes eligible costs and activities by program component that can be funded with HUD CoC funds.

[View the CoC Binder](#)



Environmental Review



Financial Management



Grant Administration



Continuum of Care Virtual Binders

Eligible Activities

The CoC Eligible Activities Binder describes eligible costs and activities by program component that can be funded with HUD CoC funds.

[View the CoC Binder](#)

- Will be referencing this site throughout webinar
- Goes into much greater depth of what is being covered, plus more
- These virtual binders are intended to help agencies understand and interpret the regulatory requirements governing CoC funding

www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/

Financial Requirements



HOMELESS ACTION NETWORK OF DETROIT

Match Requirements

The screenshot displays a web browser window with the following elements:

- Browser Tab:** CoC and ESG Virtual Binders - HU x +
- Address Bar:** hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/ (circled in red)
- Header:** HUD EXCHANGE logo and text.
- Main Content:** A section titled "Match" containing two cards:
 - CoC Card:** Features a pencil on a notepad with the text "CoC" in a white box. This card is circled in red.
 - ESG Card:** Features a calculator with a yellow banner that reads "ESG BINDER COMING SOON".

Match Requirements: CoC Projects

- Generally, for every dollar of HUD CoC funding received, you need to match 25% of those dollars with another source of funding.
 - Exception to this is leasing dollars, which do not require a match.

Example #1:

Budget Lines	Amount of CoC Funding Received
Rental Assistance	\$200,000
Supportive Services	\$75,000
HMIS	\$25,000
Administrative	\$30,000
Total CoC Funding Received	\$330,000
Match Requirement (25%)	\$82,500

Match Requirements: CoC Projects

Example #2:

- In this example, the match requirement is significantly less because this budget has a leasing line, which is the only budget line that does not require match.
- An agency should not automatically request a leasing line (rather than rental assistance) to reduce the match they need as there are significant differences between leasing and rental assistance other than just match requirements.

Budget Lines	Amount of CoC Funding Received
Leasing	\$200,000
Supportive Services	\$75,000
HMIS	\$25,000
Administrative	\$30,000
Total CoC Funding Received	\$330,000
Match Requirement (25%)	\$32,500

Match Requirements: CoC Projects

- Sources of match
 - Cash
 - In-Kind
- Match must be used for CoC program eligible costs, even if those costs are not included in the program budget
- Other sources of federal, state, local, private funding so long as that funding source is not prohibited from being used as match
- Reference the Virtual Binder

Match Requirements: YHDP Projects

- The discussed match requirements *may also* apply to YHDP projects.
- The CoC may be able to receive a waiver from HUD relaxing some of the match requirements for YHDP.
- If this waiver is granted, there will be no need to demonstrate match for at least the first term of the project, provided we are able to demonstrate other resources are being used to serve youth experiencing homelessness.
- It is possible, however, that subsequent renewals of the grant may then have to demonstrate match.

Allowable Uses of Funding

← → ↻ hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/



HUD EXCHANGE

Financial Management



CoC and ESG

Allowable Uses of Funding

- Regulations and approved project budget govern what you may (or may not) spend CoC or YHDP funding on
- **CoC projects**: Money spent on things that are not allowed will likely need to be paid back when discovered during a HUD monitoring visit.
- **YHDP projects**: Money spent on unallowable costs will not be reimbursed by HAND.

Allowable Uses of Funding: CoC Projects

Common expenses CoC funding in general *does not* cover:

- Appliances or Furniture (other than mattresses) that stay with the client
- Bedding/linen/dishes
- Rental arrears
- Utility arrears or on-going utility assistance

Common expenses CoC funding *may* cover, depending on specific project budget lines:

- Appliances or Furniture that stays with the program
- Mattresses that stay with the client
- Food for Clients
- Utility deposits (but not on-going utility assistance)
- Security deposits

Allowable Uses of Funding: CoC Projects

- Furniture and home furnishings is often a top need providers relate clients need when moving into housing. As the ability to use CoC funding for these items is limited, providers are encouraged to identify other resources for these items.

Allowable Uses of Funding: **YHDP Projects**

- There may be more flexibility for YHDP projects to pay for a limited amount of furniture/furnishings for program participants.

Poll Question #1

Receiving HUD Funding: CoC Projects

- Separate set of regulations: 2 CFR part 200
 - Regulations covering Federal funding overall. Compliance with these regulations will also be monitored by HUD.
- Grants operate on a reimbursement basis
 - Means your agency will need to have cash flow
- Draw-down funds (ie, request reimbursement) from HUD via an on-line system (eLOCCS)
 - Must drawn-down at least quarterly; may draw down more frequently
- Supporting documentation for expenses is reviewed by HUD when they monitor. You must have this documentation for each draw you do, but you do not submit this documentation at the time of the draw.

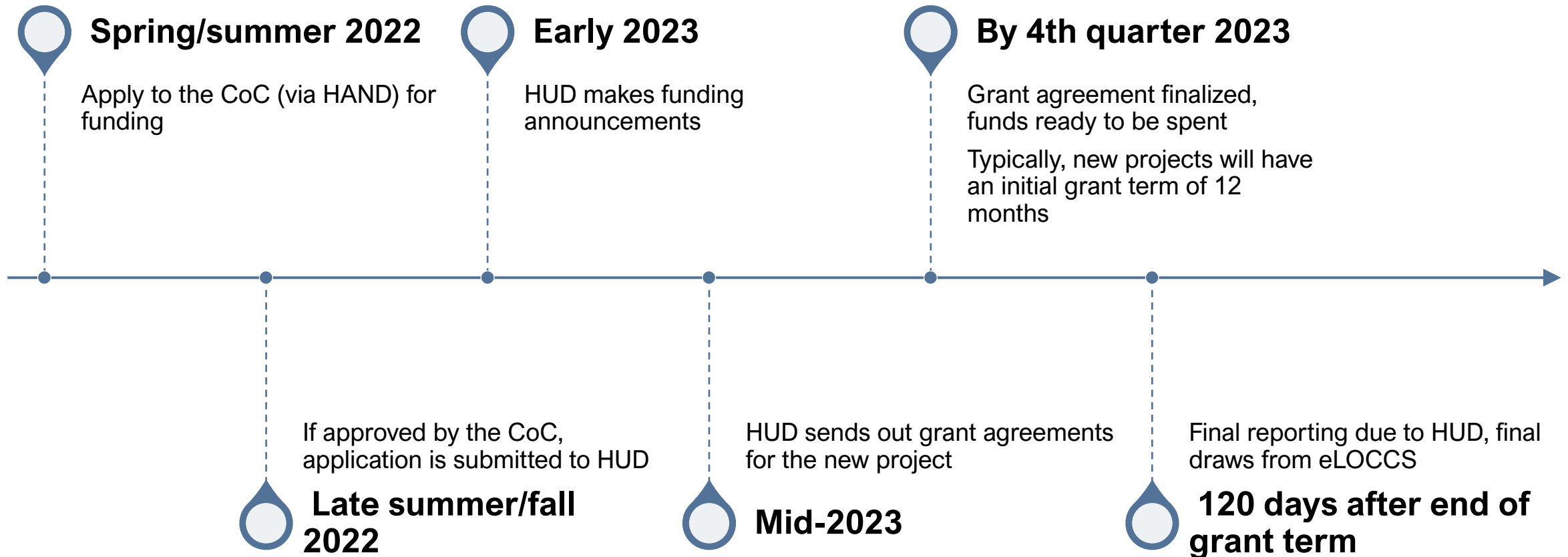
Receiving HUD Funding: **YHDP** Projects

- Separate set of regulations: 2 CFR part 200
 - Regulations covering Federal funding overall. Compliance with these regulations will also be monitored by HUD.
- HAND will be the recipient; individual agencies will be a subrecipient and have a contract directly with HAND
 - HAND will have the contract with HUD
- Grants operate on a reimbursement basis
 - Means your agency will need to have cash flow
- **YHDP subrecipient** will submit monthly reimbursement requests, with supporting documentation, to HAND.
 - After approving reimbursement, HAND will transfer funds to subrecipient.

Receiving HUD Funding: CoC & YHDP Projects

- Staffing/Organizational Considerations
 - A-133 (“single audit”) requirements may now apply.
 - Required if agency expends \$750,000 in federal funding (any source) in a given year.
 - This can be a costly audit (est. ten thousand dollars or more)
 - Agency will need staff who are knowledgeable about how to manage and administer federal funds
 - You will need different layers of staff to ensure separation of duties:
 - Ex: Staff who determine monthly rental payments, staff who cut checks to landlords, staff who balance the books monthly, etc.

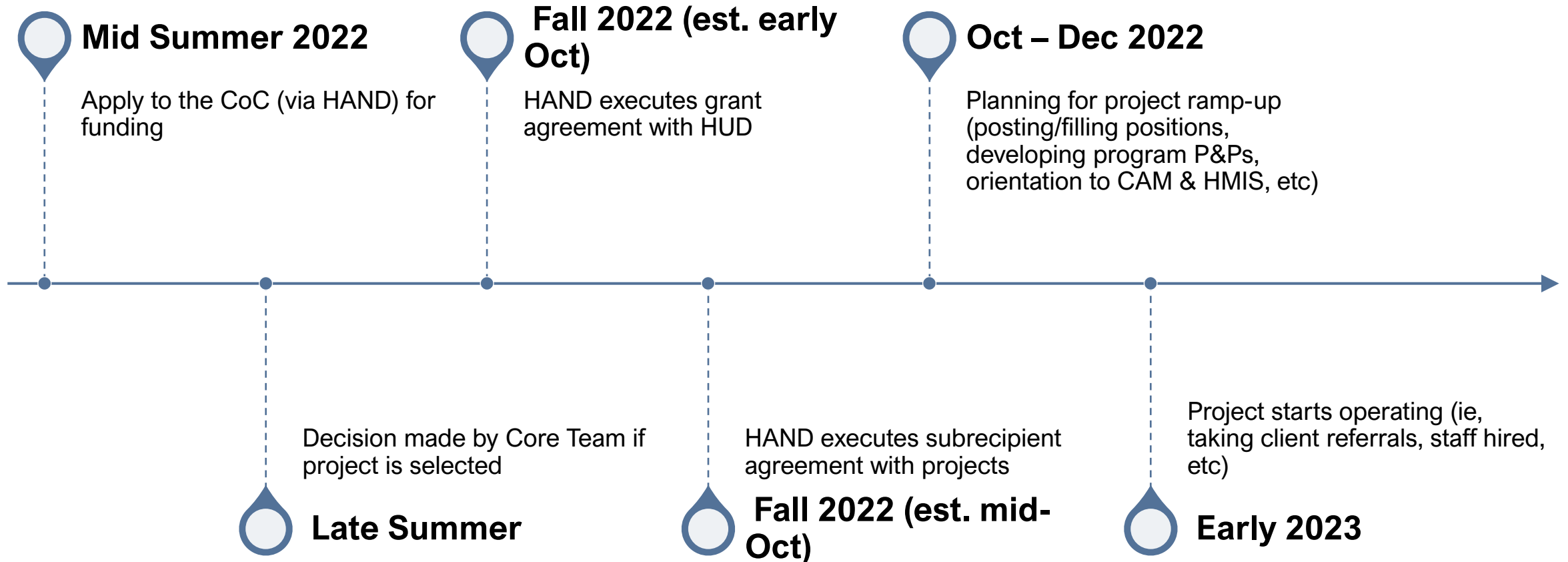
Grant Timing: CoC Projects



Grant Timing: CoC Projects

- Example: Agency receives new project funding in this year's CoC competition
- Grant has a term of 10/1/2023 – 9/30/2024
- May only draw down funds for expenses that occurred during that time period
- By 1/28/2025 (*120 days after 9/30/2024*):
 - Annual Performance Report (APR): due to HUD via Sage
 - Final draws for expenses incurred *during the grant period* must be drawn down from eLOCCS
 - Expenses incurred between 10/1/2024 – 1/28/2025 (ie, staff time spent preparing the APR and the final draw) cannot be charged to this grant, nor the renewal grant; will need to have another source of funding to cover those costs

Grant Timing: YHDP Projects



Grant Timing: YHDP Projects

- Anticipate subrecipient agreements being in place by fall (Oct) 2022
- Period of time for starting to ramp-up (end of 2022)
- Goal: Project starts serving clients by early 2023 at the latest
- Prior to the subrecipient agreement being in place, the agency may need to cover project costs via other sources
- Anticipate there to be annual and end-of-term reporting
- YHDP projects will have an initial grant term of two-year terms, after which the project will be eligible to be renewed on an annual basis

Grant Timing & Staffing Impacts: CoC & YHDP Projects

- How grant timing may impact staffing-up and beginning the new project
 - Agencies will need to consider the timing between receiving the grant agreement and the project ramp-up period.
 - There will be planning work to be done prior to receiving the grant agreement, but staff time doing that work cannot be billed to the grant until the grant agreement is in place.

HUD Monitoring: CoC Projects

- HUD monitors all recipients of CoC funding to ensure compliance with federal regulations
- Monitoring is a regular occurrence for all recipients
- When you are monitored, you will work closely with your HUD representative
 - They will communicate timelines, materials needed, what to expect, etc
 - A monitoring visit is typically multi-day
- Monitoring reports:
 - Concerns vs Findings
 - Responding to findings
 - Findings may result in the need to repay the Federal government if funds were spent on illegible costs

HAND Monitoring: YHDP Projects

- As a subrecipient, YHDP projects will be monitored by HAND
- As HAND is monitored by HUD, YHDP subrecipients will also need to be a part of this monitoring too in some capacity.
- HAND's monitoring of the subrecipients will include a review of client files, financial records, program expenses, and program policies and procedures.
- Monitoring report:
 - Concerns vs Findings
 - Responding to findings

Programmatic Expectations



HOMELESS ACTION NETWORK OF DETROIT

CAM Detroit Partner Outreach Presentation

Provider Training tool

June 2022



Contents

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PART 2 Coordinated Entry

PART 3 Consumer

PART 4 Access

PART 5 Navigation & Prioritization



Introduction

What is CAM?

Coordinated Assessment Model

We are a Detroit based system that was created to streamline the process of homelessness assistance. CAM works in conjunction with a network of independently operating projects to form a fully integrated crisis response system. CAM is not a direct source of housing opportunities, but a single point of contact for our community partners. CAM connects people experiencing homelessness or at risk of homelessness to shelter and housing resources.



CAM Goals

CAM's guiding values: collaboration, responsiveness, accountability, efficiency and continuous quality improvement.



**Strengthen
accessibility for
households in need
of assistance**



**Ensuring the
standardization of
intakes and
assessments.**



**increasing
collaborative
community
partnerships**



**Improve availability
of resources with
local need**

What is Coordinated Entry?

Coordinated Entry is a centralized process for connecting persons experiencing homelessness to emergency shelter and long-term housing. CAM's referral to emergency shelter which is contingent upon bed availability and the client's current circumstance. The referral to emergency shelter occurs the same day the client engages with a representative at an Access Point. Long-term housing solutions are contingent upon the same variables as emergency shelter, as well as the consumers placement on the prioritization list. Detroit's Continuum of Care (CoC) has two main resources that provide long-term housing to clients experiencing homelessness, those being rapid rehousing (RRH) and permanent supportive housing (PSH). The CAM process is carried out by two implementing agencies. Southwest Solutions is the CAM Lead Agency and Community & Home Supports (CHS) is a partner implementing agency.

Coordinated Entry Process

There are four primary components to Coordinated Entry implemented through the CAM process.

ACCESS

Providing a streamlined, centralized process for accessing assistance. Consumers should contact CAM in person or by phone.

ASSESSMENT

Using a standardized process to gather information on people's vulnerability, needs, preferences and barriers (VISPDAT). This tool helps determine which housing program best suits the client's needs and immediate situation.

PRIORITIZATION

Prioritizing resources for the most vulnerable people with the highest needs as identified through assessment. The prioritization criteria are designed to match clients with the most appropriate resource.

REFERRAL

Connecting people to qualifying resources as they become available. Housing programs request referrals from CAM when they have vacancies in their program. CAM staff then refer the next client(s) on the prioritization list to the requesting program.

Categories of homelessness



Category 1 - Literally Homeless

Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided

Category 2 - Imminent Risk of Homelessness

Individuals and families who will imminently lose their primary nighttime residence

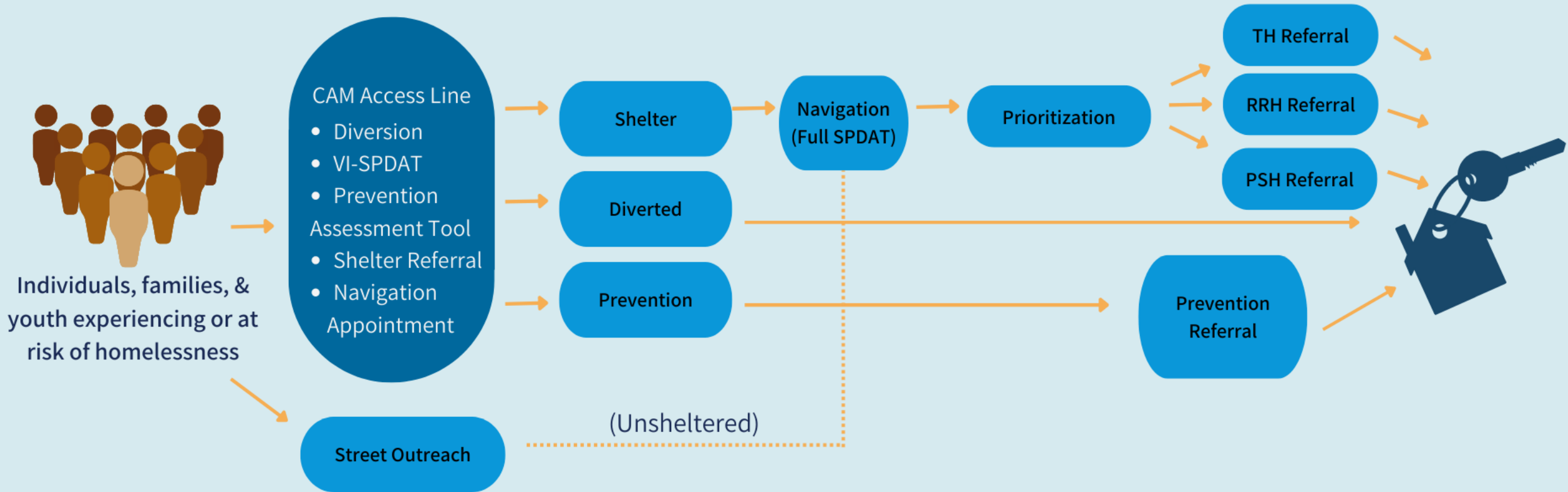
Category 3 - Homeless under other Federal Statutes

Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition

Category 4 - Fleeing/Attempting to Flee Domestic Violence

Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.²

Access Workflow



CAM Access Points

1 HRC

1600 Porter St. Detroit MI 48216

MONDAY-FRIDAY 9AM-6PM

WEDNESDAY 11AM-5PM

DDOT Route 1, Trumbull/Porter

2

VETERANS

4646 John R, Red Tower 2nd floor,
Detroit MI 48201

MONDAY-FRIDAY 8AM-4:30PM

WEDNESDAY 11AM-4:30PM

DDOT Route 4, Woodward/ Adams

3

CAM HOTLINE

313-305-0311

MONDAY-FRIDAY 9AM-6PM

WEDNESDAY 11AM-5PM

To assist consumers outside of CAM business hours, a list of walk in shelters will play.

Faster assistance will be received at in person APs.

Our Consumers

Families experiencing homelessness should not be separated when receiving services unless the health and well-being of children are at immediate risk.

Any group of people that present together for assistance and identify themselves as a family, regardless of age, marital status, actual or perceived sexual orientation, or gender identity, are considered to be a family and must be served together as such.

FAMILIES

Two or more people in a household regardless of age or relationship

INDIVIDUAL

Any single adult over the age of 24

YOUTH

Single Individuals between the ages of 18-24

Access Point Engagement

Two main functions that occur when contacting a CAM access point are diversion and shelter referral. CAM is only able to directly assist those who are literally homeless or fleeing Domestic violence. Essentially this is a household without a safe place to sleep that night. When someone comes into an AP, the immediate goal is to help them find a safe place to stay.



DIVERSION

Entering emergency shelter can be a traumatic experience, as such CAM is committed to preventing consumers from entering emergency shelter whenever possible. All households seeking access to emergency shelter are first engaged in the shelter diversion process at the Access Points. Staff will interview the consumers to identify diversion opportunities with consumers.

Ways that CAM can attempt to divert households with immediate alternative housing arrangements

Staying with family/friends

Greyhound tickets (to a confirmed household)

Grocery or gas cards

When funds available, assisting with move-in costs and/or utility arrearages



SHELTER

For those that are unable to be diverted, they will be given the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT). Consumers are then referred to emergency shelter. All emergency shelter vacancies are reported to the CAM as they occur, to best assist our consumers in their search. Depending on the outcome of the VI-SPDAT, some consumers will subsequently be scheduled with a CAM Navigator.

Street Outreach

Unsheltered Consumers

All Consumers encountered by street outreach are offered the same resources as Consumers who contact CAM through Access Points. If a consumer is encountered by street outreach during Access Point operating hours, street outreach will bring the consumer to an Access Point to be assessed and referred to shelter, if shelter is available. If a consumer is encountered by street outreach after Access Point operating hours and is willing to enter shelter, street outreach transports consumer directly to shelter for the night, and notifies the CAM so the consumer can be assessed the following day



Navigation & Prioritization

Navigation staff assist clients after they enter shelter. Based on the VI-SPDAT assessment, one of three recommendations is made regarding further assistance:

Lowest level of vulnerability: Mainstream Resources Only

Mid level of vulnerability: Rapid Re-Housing (RRH) or Transitional Housing (TH), and Housing Choice Voucher (HCV)

Highest level of vulnerability: Additional Assessment

Clients who are recommended for Mainstream Resources Only will not meet with CAM Navigation staff. These clients will work with shelter staff to access other resources and resolve their homelessness

Housing Resources

RAPID RE-HOUSING

1 Rapid re-housing provides short-term rental assistance and services. The goals are to help people obtain housing quickly, increase self-sufficiency, and stay housed. Public Housing and Voucher Programs Administered by HUD, public housing and voucher programs provide decent and safe affordable housing for low-income people and play a critical role in reducing homelessness

2

PERMANENT SUPPORTIVE HOUSING

Permanent supportive housing pairs long-term rental assistance with supportive services. It is targeted to individuals and families with chronic illnesses, disabilities, mental health issues, or substance use disorders who have experienced long-term or repeated homelessness.

3


HOUSING CHOICE VOUCHER

Commonly known as “Section 8” has become the dominant form of federal housing assistance. The program, which provides vouchers to low-income households to help them pay for housing in the private market.

Consumers who have only qualified for mainstream resources can access the CAM resource guide or make contact with shelter staff for housing assistance.



 1600 Porter St Detroit 48216

 313-963-6601



www.camdetroit.org

 camdetroit@swsol.org

Hotline: 313-305-0311

Arieona Branch

Information Management Specialist

Communications

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Scott Jackson

CAM System Supervisor

313-481-7961 office

scjackson@swsol.org

We thank you for your continued support in our efforts to collaborate and expand our community partnerships!

Project Types: CoC & YHDP

Permanent Supportive Housing (PSH)

- Provides long-term subsidized housing with wrap-around services to help people remain housed
 - People pay a portion (30%) of their income towards rent, if they have an income
- PSH is not short-term or temporary
- Target Populations: People with a disability and long histories of homelessness
 - **YHDP PSH:** Lesser eligibility requirement around length of time homeless
 - PSH typically serves people who are chronically homeless and have significant barriers to housing



Project Types: CoC Projects

Rapid Rehousing (RRH)

- Provides a time-limited rental subsidy (up to 2 years) and services to help people stabilize their housing situation and move to permanent housing
 - People pay a portion of their income (30%) towards rent if they have income
- RRH is not a long-term/permanent subsidy
 - Expectation is that project will help participant transition to a permanent housing resource upon exit from the project.
- Target Population: People who are not chronically homeless, and who have moderate barriers to housing
 - While typically we do not refer people who are chronically homeless to RRH, at times people who are chronically homeless may be referred based on our prioritization policies
- **YHDP**: RRH projects will be incorporated into the Joint Component Transitional Housing-Rapid Rehousing

Project Types: **CoC** & **YHDP**

Transitional Housing - Rapid Rehousing (TH-RRH)

- TH-RRH combines the short-term, immediate housing intervention of Transitional Housing with Rapid Rehousing
- TH-RRH is not just TH alone. It is a project type that combines both TH and RRH
- Expectation is that project will help participant transition to a permanent housing resource upon exit from the project.
- Target populations:
 - **YHDP TH-RRH**: Youth
 - **CoC TH-RRH**: People fleeing domestic violence/human trafficking

Project Types: YHDP Projects

Crisis Mental Health Team

- A new type of project that the CoC has not funded before
- Purpose of this project is to provide a team of trained mental health professional and peer support to provide immediate response and intervention for youth experiencing mental health crises that are impacting their housing stability
- Target population: Youth

Project Types: **CoC Projects**

Coordinated Entry Supportive Services Only (CE-SSO)

- CE-SSO provides services funding only to support our Coordinated Entry system (known locally as CAM)
- CE-SSO does not provide funding for housing (ie, rental assistance or services for those in housing)
- Target population: Any person accessing the homeless services system via the Coordinated Entry process

Poll Question #2

Service Provision Expectations: CoC & YHDP Projects

Low Barrier

- “Screen people in” vs “screen people out”
- Funder-required eligibility requirements only

Housing First

- No pre-conditions
- Services provided based on client’s expressed desires

Housing Retention

- Goal: To help people move to, or maintain, permanent housing
- Eviction vs Termination

Comprehensive Services

- In-house or via referral
- Trauma informed
- Culturally competent

Program Performance Monitoring: CoC & YHDP Projects

- Monitored and evaluated by HAND for meeting performance expectations
- Annually during renewal application and at points throughout the year
- Underperformance may result in corrective action plans and/or technical assistance
- Consistent underperformance will likely result in project not being submitted for continued CoC funding

Program Performance Monitoring: CoC & YHDP Projects

Housing Outcomes

- Expectation: Projects are ending a person's homelessness by exiting them to permanent housing or (for PSH) helping them retain permanent housing

Utilization Rates

- Expectation: Resources (beds/units the project is funded to provide) are fully used.

Income & Employment

- Expectation: Program participants are assisted to increase their income/employment (particularly time-limited programs like RRH)

Length of Time to Housing

- Expectation: that projects are moving people into housing as quickly as possible, so as to reduce how long a person experiences homelessness.

Project Eligibility & Low Barrier Expectations: CoC & YHPD Projects

- HUD's regulations establish very basic eligibility requirements for CoC projects.
- Locally, we expect providers to not establish any additional eligibility requirements for their projects, although they may target specific populations in their projects.
- Eligibility = without this characteristic, a person/household cannot be served by the CoC project
- Target Population = A population group a project is specifically proposing to serve (ie, youth or people fleeing domestic violence)

Working with Landlords or Property Management: CoC and YHDP Projects

- PSH and RRH projects: scattered-site units
- Unit requirements:
 - Located within Detroit, Hamtramck, Highland Park (CoC jurisdiction)
 - Housing Quality Standards
 - Cost standards
 - Client Choice
- Challenges over past years with unit availability and landlord willingness
- Staffing considerations

Working with Landlords or Property Management: CoC and YHDP Projects

- Project based projects and property management companies
- Separation of property management and case management duties
- Blended management
- Understating property management may have a different perspective and less tolerance for lease violations

Staffing Considerations: CoC & YHDP Projects



Staffing Considerations: CoC & YHPD Projects

- Consider staffing skills and backgrounds needed
- For PSH & RRH Projects:
 - Housing search and negotiation will be a key component of the project
 - Projects with staff with the skills/background to recruit landlords, negotiate terms of lease agreements, and mediate between landlords and case managers or clients may have greater success in housing people.
 - These may or may not be skills general social work/case management staff have.
 - Consider how you may need to hire or train differently.

Staffing Considerations: CoC & YHPD Projects

- Consider how your staff will be equipped to work with clients who have complex needs and significant barriers to housing.
- It will be important your staff are comfortable and skilled in engaging with clients, particularly when clients themselves may or may want to participate in services.
- Consider training and supervision needs to ensure services are provided in a trauma-informed manner and to reduce secondary trauma on staff.
- The CoC strongly encourages agencies to also hire peer support staff to augment case management staff.
 - Peer support staff should receive the same opportunities for training, supervision, and professional development as other agency staff

Staffing Considerations: CoC & YHDP Projects

- Project ramp-up timing and staffing:
 - Will you need to hire staff to begin ramping up your project prior to the start of your grant term?
 - If so, what funds will you use to pay them?
 - Cannot use CoC grant funds to pay costs incurred prior to the start of the grant
- Current challenges with staff vacancies and filling open positions
 - Pay people a competitive wage may be a way to attract and retrain staff

Poll Question #3

Reporting Requirements



HOMELESS ACTION NETWORK OF DETROIT

Homeless Management Information System (HMIS) Requirements: CoC & YHDP Projects



What is HMIS?

- An electronic data collection system that stores person-level information about clients who access the homeless service system.
- Homeless Management Information Systems (HMIS)
 - First developed in the late 1990s in response to a mandate by Congress requiring States to collect data on homelessness as a condition of receiving federal funding from HUD to serve homeless populations
 - Administered by the U.S. Department of Housing and Urban Development (HUD) through the Office of Special Needs Assistance Programs (SNAPS) as its comprehensive data response to the congressional mandate to report annually on national homelessness.



What HMIS Software Do We Use?

- Michigan's HMIS is often referred to as the Michigan Statewide Homeless Management Information System (MSHMIS).
- Michigan's HMIS Software
 - Community Services (formerly ServicePoint)
- Michigan's HMIS Vendor
 - Wellsky
- MSHMIS URL: <https://michigan.servicept.com/>



Why is HMIS Important?

- On May 20, 2009, the HEARTH Act was enacted into law and implemented a **requirement** that all communities have a Homeless Management Information System (HMIS) with the capacity to collect unduplicated counts of individuals and families experiencing homelessness.
- The Act codifies into **law** certain data collection requirements integral to HMIS.
 - These requirements are outlined in HUD's HMIS data and technical standards guidebook (current version updated June 2020)
- The Act also **requires** that HUD ensure operation of and consistent participation by recipients and subrecipients in HMIS.



Why is HMIS Important?

- Each Continuum of Care (CoC) must implement a HMIS
 - You may be required to implement a Comparable Database if your agency is serving DV clients and restricted from entering data in HMIS
- HUD assesses and scores progress in the annual CoC application
- Local HMIS data is critical for regulatory reporting.
 - Examples are: Longitudinal System Analysis (LSA), System Performance Measures (SPM's), & Point In Time/Housing Inventory Count (PIT/HIC)
- Implementation of HMIS at the local level supports agency and system-wide reporting. Coordinated service planning and tracking case management can be benefits as well.



Why is HMIS Important?

- HMIS enables:
 - Collection of a common set of data elements in one place
 - Identifying who is literally homeless or at risk of homelessness
 - Tracking all HUD client level assistance provided (CoC, ESG, SSVF, HOPWA, RHYMIS, PATH etc.)
 - Reporting client progress and program performance
 - Monitoring of ongoing data completeness, data quality and report



HAND - Lead Agency

- Homeless Action Network of Detroit (HAND)- Independent Jurisdiction, CoC Lead Agency & HMIS Lead for the Detroit CoC
- One of the roles of the HMIS Lead is to develop the plans, policies and procedures for the local HMIS implementation
 - Execute Participation Agreements and Memorandum of Understanding (MOU) with each contributing HMIS organization
 - Ensures that each HMIS user has signed an HMIS User Agreement
 - Manage the system on a day-to-day basis
 - Provides technical support and training to users



HAND - Lead Agency & Coverage

- The Detroit CoC HMIS Implementation:
 - 37 Agencies
 - 142 Projects
 - 311 HMIS End Users
- Currently 90% of the Projects that enter into HMIS are mandated and 10% are voluntary



Benefits of Utilizing HMIS

Clients

- Decreases duplicate intakes, assessments & services
- Coordinates case management
- Improves access to mainstream benefits

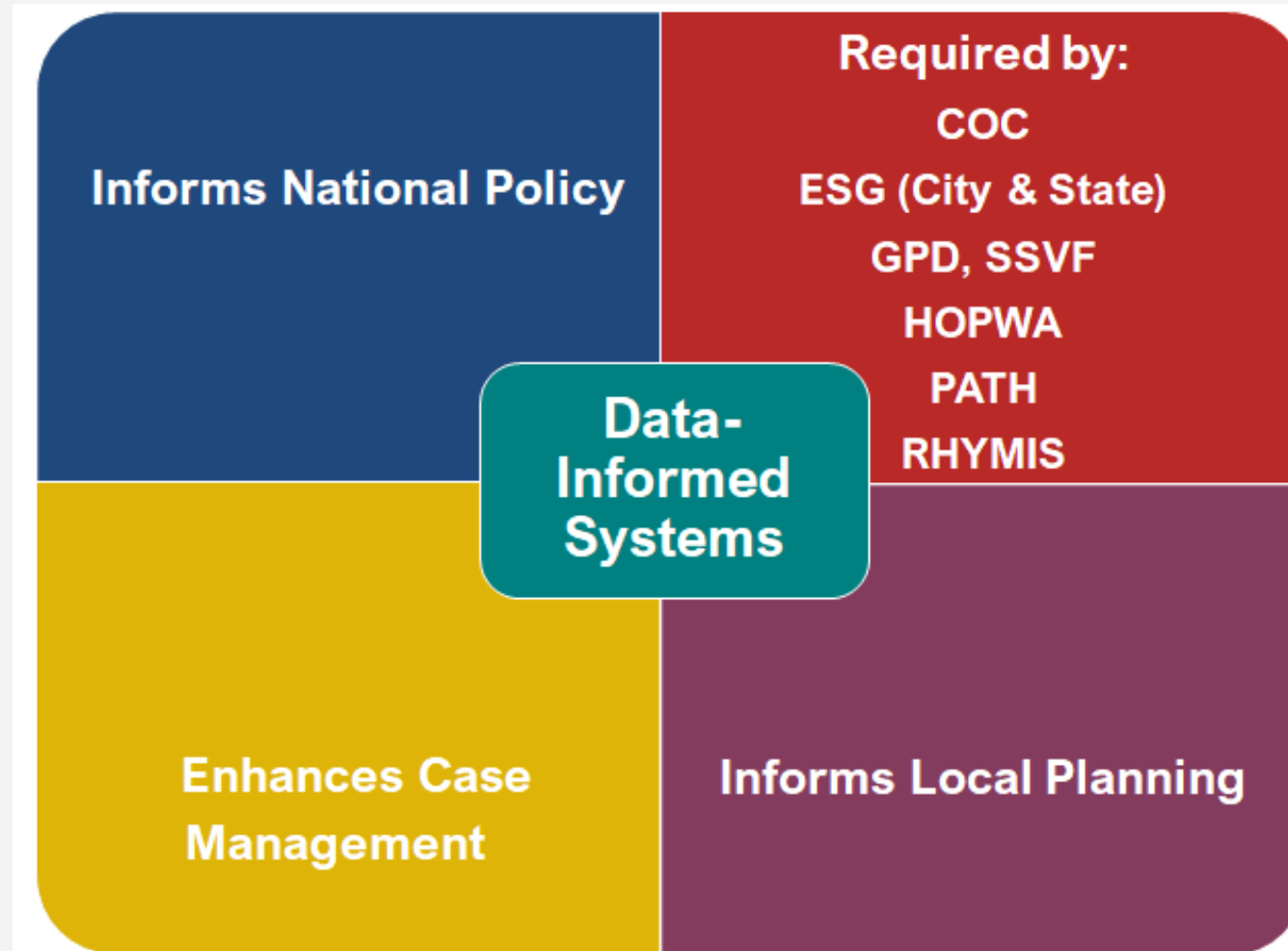
Service Providers

- Increases ability to track client outcomes and measure success
- Measures effectiveness of services and identifies any gaps in services
- Promotes collaboration with other providers
- Allows providers to prepare reports for funders, boards and stakeholders

Policy Makers and Stakeholders

- Provides access to system wide data
- Improves knowledge of services and gaps
- Enhances community planning and policy decisions

How HMIS Data Is Used





Accessing HMIS

- HAND's HMIS website is the first step in accessing and onboarding to HMIS.

HMIS Website

www.handetroit.org/hmis

- Program Specific Job Aids, Materials, & Trainings (Recorded)
- Agency Administrator Meeting Minutes & Recordings
- Detroit CoC Reports

HMIS Help Desk

www.handetroit.org/helpdesk

- Requesting ACCESS to HMIS
- Updating Existing Provider Pages
 - Trainings (Request)
- Reporting changes with staff and licenses
- Help with Data Quality and Errors



HMIS - Other Administrative Requirements

- Agency Administrator Meetings - Mandatory
 - Occur Every 6 weeks throughout the calendar year
 - Scored ELEMENT for CoC funded projects
- Participation in the Annual PIT (Point in Time) & HIC (Housing Inventory Count) for ES, TH, RRH, & PH
- Annual HMIS Policy & Procedures Webinar
- HMIS Trainings offered by CIHHS (partner with us for Emergency Shelter, HOPWA & PATH)
- Continuous Quality Improvement - Including HMIS in your agencies CQI processes and plans
- Additional Program-Specific Data Reporting is also required at various intervals



Funding Recommendations for HMIS

- HMIS is an allowable cost through several funding sources
 - *Your agency will incur costs for HMIS: staffing, licensing, equipment: CoC funds can be used to cover these costs, and you should request funds in your budget for them!*
- We encourage agencies to plan for staffing and management of HMIS activities
- We recommend considering at a minimum direct data entry staff & HMIS agency administration staff. Data analysis staff can also be beneficial.
- The HMIS Policy & Procedure requires a Continuous Quality Improvement (CQI) component that will likely include a combination of HMIS and compliance staff from your agency.

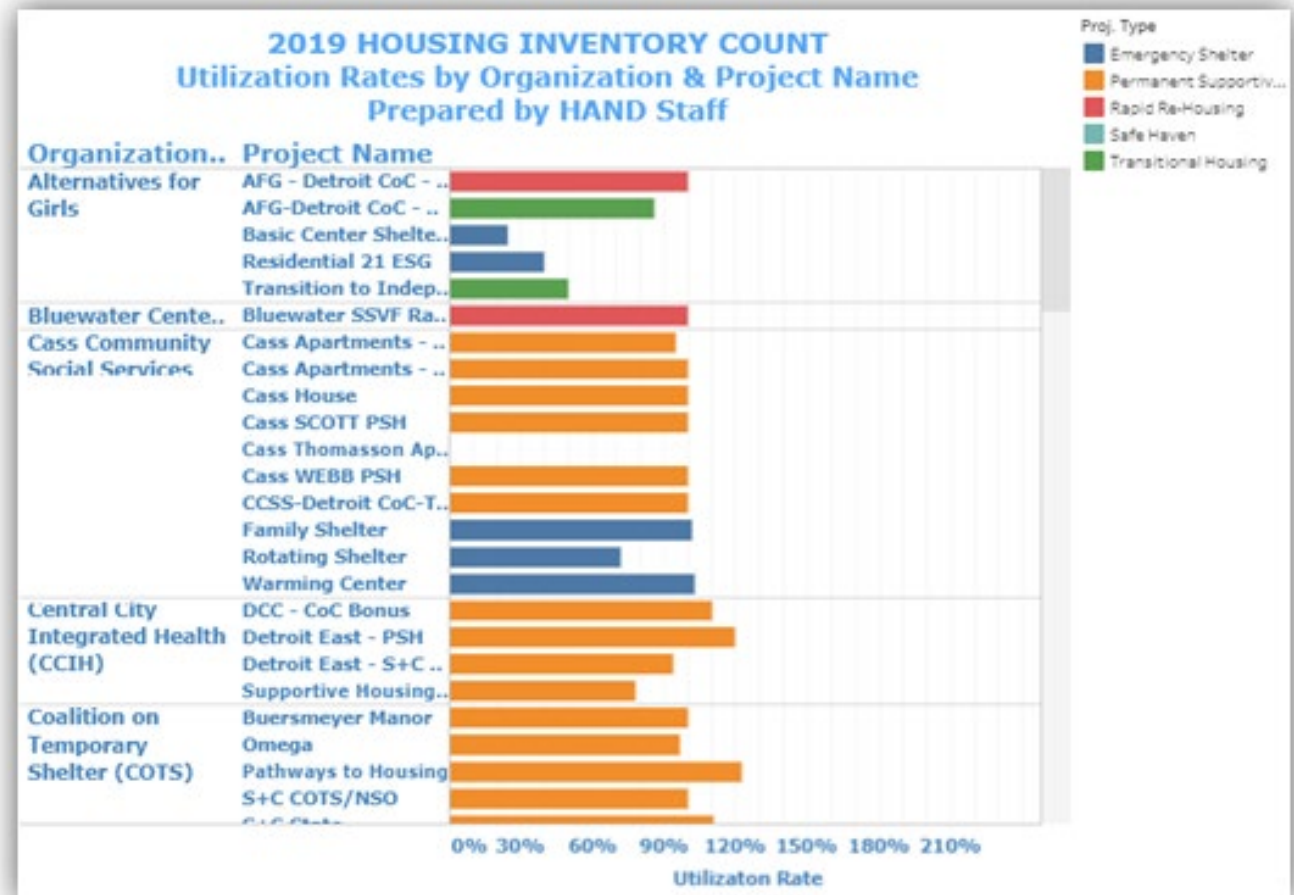
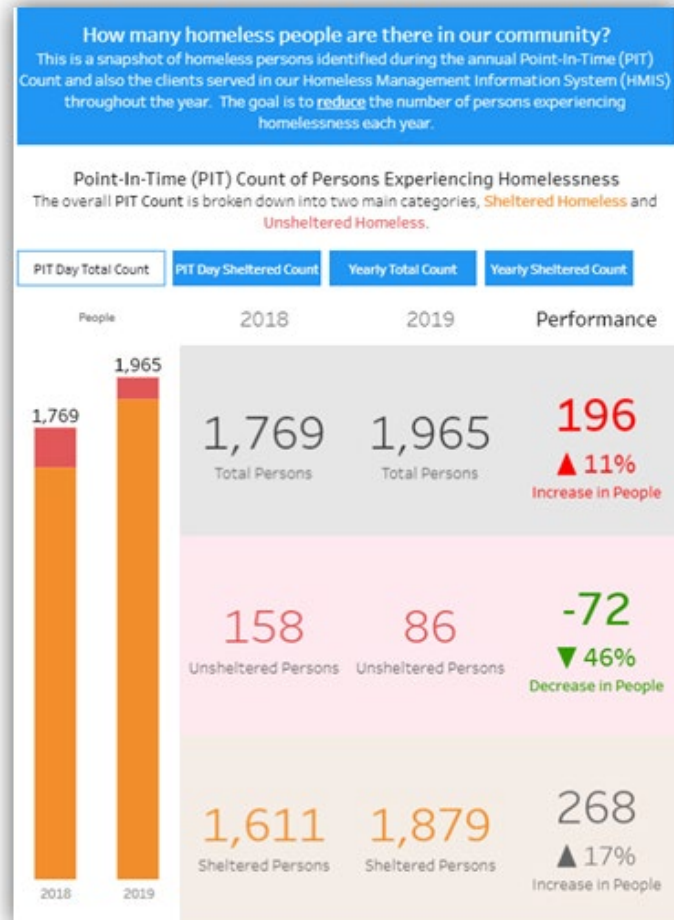


How Much Time is Spent in HMIS?

- HAND polled some of our existing agencies to get an idea of how much time is being spent on HMIS data entry and or management of data and these are the results.
- On average for Emergency Shelter (ES &TH):
 - 32 minutes per individual
 - 90 min for a family
 - 3 hours/month data clean-up
- Rapid Rehousing (RRH), Street Outreach (SO), and Prevention:
 - 56 minutes per individual
 - 90 min per family
 - 7 hours/month data clean-up

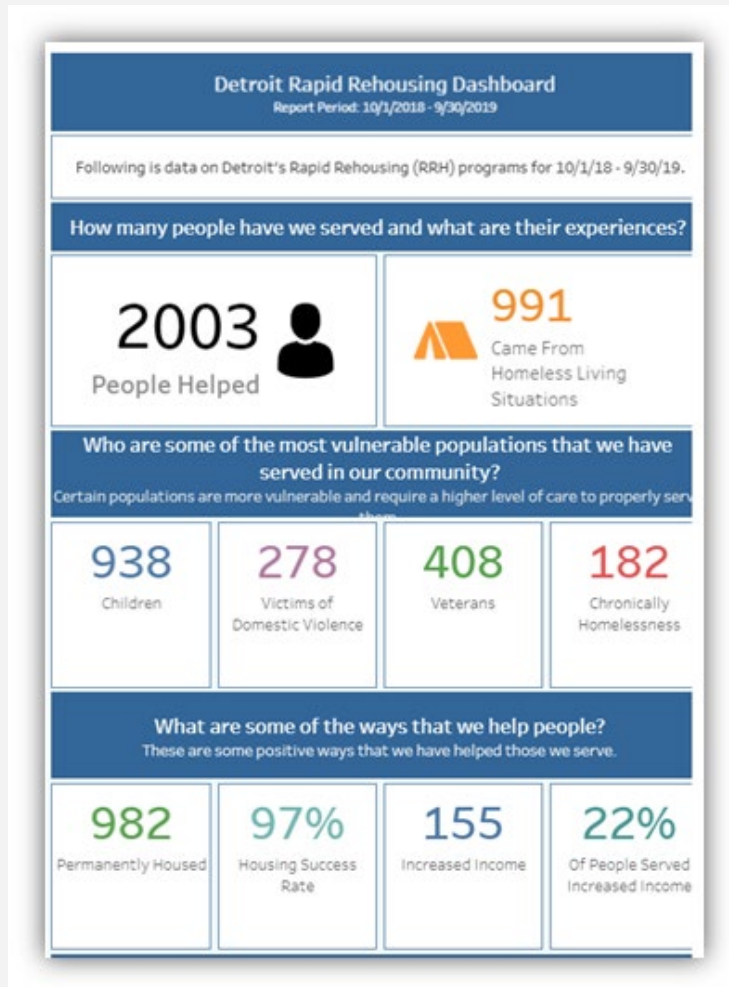
Snapshots - What Comes Out of HMIS?

SPM & HIC Report Data Visualizations



Snapshots - What Comes Out of HMIS?

APR Data Visualizations





HMIS Resources

- HUD expects every required grantee to meet the baseline requirements as defined in the HMIS Data and Technical Standards. The most recent standards are effective June 2022 and can be found here:
<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>
- For more information or to request HMIS technical assistance
 - Contact via www.handetroit.org/helpdesk
- Understanding the Interconnectedness of HMIS Data, Abt Associates, Online.
 - <https://www.hudexchange.info/trainings/courses/hmis-101-understanding-the-interconnectedness-of-hmis-data/>
- HMIS Interactive Tool
 - <https://www.hudexchange.info/programs/hmis/hmis-data-standards/>



HMIS - Key Contacts

- Anita Posey, Program Assistant, HMIS: anita@HANDetroit.org
- Denise Goshton, HMIS Reports Administrator: denise@HANDetroit.org
- Jared Leys, HMIS Data Analyst: jared@HANDetroit.org
- Katherine Izzo, HMIS Vaccine Data Coordinator: katherine@HANDetroit.org
- Kiana Harrison, HMIS Manager: kiana@HANDetroit.org
- Nona Ingram HMIS System Administrator: nona@HANDetroit.org
- Shanna Cherubini (MTAN), HMIS System Admin Support: shanna@HANDetroit.org
- Shautoya Redding, HMIS Data Supports/P/T System Admin: shautoya@HANDetroit.org
- Viki DeMars, HMIS System Administrator (ESG-CV Programs): viki@HANDetroit.org
- Violet Ponders, HMIS Vaccine Data Coordinator: violet@HANDetroit.org

Additional Reporting Systems: **CoC Projects**

- **eSNAPS**

- For submitting project applications to HUD
- For finalizing grant agreement with HUD

- **eLOCCS**

- For drawing down funding from HUD on an at-least quarterly basis

- **Sage**

- For submitting Annual Performance Report (APR) to HUD each year after the end of your grant term

- **Grantee Document Exchange (GDX)**

- For document exchange with HUD during HUD's monitoring visits

Additional Expectations



HOMELESS ACTION NETWORK OF DETROIT

CoC Expectations: CoC & YHPD Projects

- Meeting attendance
 - Monthly workgroup meetings for agencies that receive PSH or RRH funding; AND
 - HMIS Agency Administrator meeting attendance; AND
 - Bi-Monthly CoC General membership meeting attendance; AND
 - At times, additional meetings as needed
 - Meetings currently held virtually

CoC Expectations: CoC & YHDP Projects

- Annual assessment fee paid to HAND
 - 0.75% of your total CoC grant award
 - Paid to HAND to cover costs the agency incurs in our role as the CoC Lead agency and Collaborative Applicant
- Example:
 - CoC grant award is \$100,000
 - \$750 is due to HAND

Next Steps



HOMELESS ACTION NETWORK OF DETROIT

Request for Proposals (RFP) and Applications

- **CoC Projects:**

- Request for Proposals (RFP) and applications will be released in early June
- Webinar specifically for these applications: June 16, 9:00 am
- Applications due: Late July

- **YHDP Projects:**

- Request for Proposals (RFP) and applications released late June/early July
 - Webinar specifically for those applications: TBD
 - Applications due: Early August
- All information here: www.handetroit.org/continuum-of-care-funding

Questions?

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