



**Policies, Procedures and Standards  
Committee  
July 13, 2021**

## **Welcome and Introductions**

Maricela Rios-Faust

Policies, Procedures and Standards (PPS)

Committee Chair

## **Public Comments**

Maricela Rios-Faust  
PPS Committee Chair

**Coordinated Entry System Seat  
Appointment**

Zulima Lundy, CoC Manager

# Agenda Item #5

## Recommendation

Approve Natalie Bui as the Coordinated Entry System representative of the Policies, Procedures and Standards Committee

# **Emergency Housing Voucher Update**

Zulima Lundy, CoC Manager

# Business Calendar – Item #3

## Overview of Emergency Housing Vouchers

The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV, HUD is providing 70,000 housing choice vouchers to local Public Housing Authorities (PHAs) in order to assist individuals and families who are:

- Experiencing Homeless,
- At risk of homelessness,
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or
- Were recently homeless or have a high-risk of housing instability.

# Business Calendar – Item #3

## Overview of Emergency Housing Vouchers

- The four PHAs in Orange County have been awarded EHV's by HUD's Office of Public and Indian Housing
- The allocation per PHA are as follows:
  - Orange County Housing Authority – 557 vouchers
  - Anaheim Housing Authority – 272 vouchers
  - Garden Grove Housing Authority – 117 vouchers
  - Santa Ana Housing Authority – 87 vouchers

# Business Calendar – Item #3

## Target Populations for EHV's

Individuals

Families

Veterans

Transitional  
Aged Youth

Move-On  
Strategy

Re-Entry and  
Exiting  
Facilities

Domestic  
Violence

# Business Calendar – Item #3

## Move-On Strategy and Stepping Up

- Eligibility
  - Interested in Moving On or Stepping Up to ongoing rental assistance with limited and/or mainstream supportive services
  - Meets all eligibility requirements detailed below

### Eligibility Requirement

- Y / N** Current Housing Program Receives Referrals from Orange County Coordinated Entry System
- Y / N** Living in Current Housing Program for At Least 1 Year
- Y / N** Is Not a Lifetime Registered Sex - Offender
- Y / N** Have Not Been Convicted of Manufacturing Meth in Public Housing
- Y / N** Do Not Have a Current Warrant
- Y / N** Do Not Have Any Current Rent Violations
- Y / N** Do Not Owe Any Public Housing Agency or the Property Management Company
- Y / N** At least one member of the household is a citizen or has eligible immigration status

# Business Calendar – Item #3

## Moving – On Assessment

- To assist participants in permanent supportive housing programs to transition to a less intensive level of care.
- Vacancies created by participants transitioning from permanent supportive housing program must be filled through the Coordinated Entry System.

Tenant Self - Assessment				
	1	2	3	Score
Rent Payment	I have paid rent on time less than 6 times in the last 12 months	I have paid rent on time 6-11 times in the last 12 months	I have paid rent on time every month in the last 12 months or my portion of the rent is \$0	
Utility Bills	I have paid my utility bills on time less than 6 times in the last 12 months	I have paid my utility bills on time 6-11 times in the last 12 months	I have paid all of my utility bills in the last 12 months or utilities are included in my rent	
Income	I have not had any income through employment or benefits for the past 12 months	I have had unstable income through employment or benefits for the past 12 months	I have had stable income through employment or benefits for the past 12 months	
Community Living	I have had more than 2 police visits or landlord complaints in the past 12 months	I have had 1-2 police visits or landlord complaints in the past 12 months	I have not had any police visits or landlord complaints in the past 12 months	
Community Services	I am not connected with any services and I have not had any contact with my primary health care provider in the past 12 months	I am connected with some services, but there are other services that I need	I am connected with the services I need in the community such as a primary health care provider, mental health services or other specialized services	
Housing Stability	I am not confident that I can maintain stable housing	I am somewhat confident that I can maintain stable housing	I am very confident that I can maintain stable housing	
<b>TOTAL</b>				

# Business Calendar – Item #3

## Stepping Up Assessment

- To assist participants in rapid rehousing programs who would be at highest-risk for homelessness at the end of the program.
- Original referral to rapid rehousing program must have come from the Coordinated Entry System.

Stepping Up Assessment				
	1	2	3	Score
Income Amount	Household income is less than 50% AMI	Household income is less than 30% AMI	Household income is less than 15% AMI	
Income Potential	Household is likely to increase their income through employment and/or benefits in the next 12 months	Household is unlikely to increase their income through employment and/or benefits in the next 12 months	Household is on fixed income and has limited ability to increase their income	
Rent Payment	All rent is past due for the past three months	Partial rent is past due for the past three months	No rent is past due for the past three months	
Utilities	Household does not have sufficient income to meet basic needs and pay for utilities	Household has sufficient income to meet basic needs and pay for reduced cost utilities	Household has sufficient income to meet basic needs and pay for utilities	
Lease Compliance	Household has had more than 2 lease violations in the past three months	Household has had 1-2 lease violations in the past three months	Household has not had any lease violations in the past three months	
Disabling Condition	None of the household members have a permanent disabling condition		At least one household member has a permanent disabling condition	
Service Needs	Household is not connected with any services in the community	Household is connected with some services, but there are other services that they need	Household is connected with the services they need in the community such as primary health care provider, mental health services, childcare services or other specialized services	
<b>TOTAL</b>				

# Business Calendar – Item #3

## Domestic Violence

- Opportunity to work more closely with this subpopulation
- Working with Victim Service Providers to develop a parallel Coordinated Entry System
- Development of an assessment tool that helps identify eligible households for connections to housing resources in the Continuum of Care

# Business Calendar – Item #3

## Re-Entry and Institutional Setting Certification

- Opportunity to work more closely with this subpopulation.
- Approved Coordinated Entry System prioritization schema approved by the Continuum of Care Board will be utilized.

**RE-ENTRY AND INSTITUTIONAL SETTING CERTIFICATION FOR EMERGENCY HOUSING VOUCHERS**

 

Client Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

This is to certify that the above-named individual's current or previous residence in an institutional setting. This certificate must be completed by a representative of an institution or component of the system of care, such as a health care facility, a mental health facility, foster care or other youth facility, or correction program or institution. The individual above must also be experiencing homelessness or at-risk of homelessness as defined in the McKinney-Vento Homeless Assistance Act.

Please check the applicable section(s).

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**Current Living Situation: Institutional Setting**

The person named above is currently living in a publicly funded institution, including a foster care home or foster care group home, hospital or other residential non-psychiatric medical facility, jail, prison or juvenile detention facility, long-term care facility or nursing home, psychiatric hospital or other psychiatric facility, or a substance abuse treatment facility or detox center, and will be discharged to a community setting.

The expected discharge date for this person is: \_\_\_\_\_

**Prior Living Situation: Institutional Setting**

In the past 90 days, the person named above was living in an institutional setting, including a foster care home or foster care group home, hospital or other residential non-psychiatric medical facility, jail, prison or juvenile detention facility, long-term care facility or nursing home, psychiatric hospital or other psychiatric facility, or a substance abuse treatment facility or detox center.

The discharge date for this person was: \_\_\_\_\_

**Criminal Justice Supervision**

The person named above is currently receiving criminal justice supervision such as probation or parole.

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I certify that that the information reported above is accurate and correct.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Homeless Management Information System (HMIS) Policies and Procedures

Zulima Lundy, CoC Manager

Erin DeRycke, Director of CoC Data and Operations

# HMIS Policies and Procedures

July 13, 2021

# Policies and Procedures (P&P) Annual Review

- Create Working Group of HMIS Agency Administrators and 1 – 2 CoC Board Members to review HMIS Policies and Procedures on an annual basis; 2021 review to begin in August
- Revisions and feedback will be sent to the Policies, Procedures and Standards (PPS) Committee for feedback and approval
- CoC Board and PPS Committee will provide guidance, as needed, on new policies that need to be developed

# Data Quality Plan

- Data Quality Components
- Monitoring and Reporting
- Data Quality Reports and Tools
- Incentives and Enforcements

# Data Quality Components

- Data Completeness
  - Data Coverage
  - Bed Utilization
- Data Timeliness
- Data Accuracy
- Data Consistency

# Monitoring and Reporting

Quarters	Step 1 211OC Sends DQ Corrections to Agency Administrators	Step 2 Agencies correct DQ errors and missing information in HMIS	Step 3 211OC publishes Data Quality Report Cards
Q1: 1/1 – 3/31	April 5 <sup>th</sup>	April 18 <sup>th</sup>	April 30 <sup>th</sup>
Q2: 4/1 – 6/30	July 5 <sup>th</sup>	July 18 <sup>th</sup>	July 30 <sup>th</sup>
Q3: 7/1 – 9/30	October 5 <sup>th</sup>	October 18 <sup>th</sup>	October 30 <sup>th</sup>
Q4: 10/1 – 12/31	January 5 <sup>th</sup>	January 18 <sup>th</sup>	January 30 <sup>th</sup>

# Data Quality Reports and Tools

- Data Quality Plan Appendices
- Data Quality Corrections Reference Guide
- Summary of the Tools and Reports for Data Quality Review in the OC HMIS

# Potential Incentives

- \$50 award for each project at the agency that met data quality thresholds for all four quarters in the calendar year (82 projects in 2020)
- Agencies awarded will also be announced on ochmis.org website

# Potential Enforcements

- Projects whose average data quality score is less than 80% for all four quarters in the calendar year will be put on a performance improvement plan for the following calendar year. (0 projects in 2020)
  - Agencies that do not meet performance improvement goals in the following year and are not required to participate in HMIS will be removed. The agency may reapply for access after one year.
  - Funders will be notified for those agencies that are required to participate in HMIS and do not meet performance improvement goals by the end of the following year.
- Projects with at least four data elements under 80% in any quarter will receive customized technical support from 211OC.
  - 5 projects in Q1 2021

