



Seattle-King County CoC Board Regular Meeting Agenda

Theory of Change

If we create a homelessness response system that centers the voices of people with lived experience of homelessness, then we can focus on responding to needs and eliminating inequities, to end homelessness.

Context

The Seattle King County Continuum of Care Board (referred to as the Advisory Committee in the Interlocal Agreement) serves as our region’s CoC Board and carries out mandatory functions required by HUD regulations. The CoC Board plays an important role in ensuring that King County receives federal funding. Under HUD regulations, the full CoC membership has authority over the continuum’s work and the CoC Board.

Date/Time

August 7th, 2024; 2:00 PM – 4:00 PM

Location

Hybrid: KCRHA + [Zoom](#)

[Passcode: 804934](#)

Agenda – Final

Time	Intent	Weight	Topic	Presenter
2:00 pm	Convening	N/A	Welcome & Roll Call	Ruby Romero
2:05 pm	Grounding	N/A	Land Acknowledgement & Theory of Change	Board Members
2:10 pm	Vote Decisional	High Influence Low Impact	July 2024 CoC Board Meeting Minutes Review	Ruby Romero



Seattle-King County CoC Board Regular Meeting Agenda

2:15 pm	Open Forum	N/A	Public Comment & Responses to July Questions	Ruby Romero
2:20 pm	Workgroup Updates	High Influence High Impact	Crosscutting Policy Update, NOFO, Charter Review Workgroup	Workgroup Members
2:30 PM	Board & Committee Updates	Medium Influence Medium Impact	SPC, CEC, YAB	Committee & Board Members
	5 Minute Break		5 Minute Break	
2:40 pm	Vote	Low Influence High Impact	Live Inventory Presentation & Vote	Janelle Rothfolk Daniel Ramos
3:15 pm	Informational	Low Influence Medium Impact	YAB Presentation	Caitlyn Adkison Aisha Jeng Taviance Laster
3:45 pm	Informational Update	Low Influence High Impact	Election Process	Austin Christoffersen
4:00pm	Closing	N/A	Adjourn + Next Steps	Ruby Romero

Next Regular Meeting

September 4th, 2024; 2:00-4:00pm

Seattle-King County CoC Board Special Meeting Minutes

Date/Time

July 8th, 2024; 2:00 PM – 4:00 PM

Roll Call

Name	Present
Patricia Sam	Y
Tamara Bauman	Y
Kenyatta CarrollHillman	Absent
Zsa Zsa Floyd	LOA
Bella Irons	Y
Antoinette Lambert	Y
Amaiya Leonor	Absent
Victor Loo	Y
Elizabeth Maupin	Y
Lacee Morgan	Y
Dorsol Plants	Y
Ruby Romero	Y
Martha Sassorossi Kate Speltz	Y
Kristina Sawyckj	Y
Amy Thomas	Y
Titi White	Y

- Roll Call – 10 members present – 3 members absent
- Quorum is Met
 - Notes – Zsa Zsa Floyd is on a LOA, Dorsol Plants had a prior engagement and left at 2pm, Bella Irons had a prior engagement and came at 2:30pm.

Land Acknowledgement & Theory of Change

- **Land Acknowledgement:** The King County Continuum of Care Board acknowledges that we work on the unseated traditional lands of the Coast Salish peoples, especially the first peoples of Seattle, the Duwamish people. The original stewards of the land, past and present. We honor with gratitude the land itself and the Duwamish tribe. This acknowledgement only becomes meaningful when combined with accountable

relationships and informed action and is the first step in honoring the land that we today sit on and their peoples.

- **Theory of Change** – If we create a homelessness response system that centers people who have lived experience of homelessness, then we will be able to meet needs and eliminate inequities, in order to end homelessness for all.

Vote to Approve June 5th Meeting Minutes – Passed with voice vote

- Vote: To Approve the June 5th CoC Meeting Minutes
- Motion: Tamara motioned to approve June 5th meeting minutes
 - Martha 2nd
- Motion to approve the minutes is passed

Name	Present
Patricia Sam	
Tamara Bauman	
Kenyatta Carrollhillman	
Zsa Zsa Floyd	
Bella Irons	
Antoinette Lambert	
Amaiya Leonor	
Victor Loo	Abstain
Elizabeth Maupin	
Lacee Morgan	
Dorsol Plants	
Ruby Romero	
Martha Sassorossi Kate Speltz	
Kristina Sawyckyj	
Amy Thomas	
Titi White	

Vote to Approve NOFO Rating and Key Indicator body of work:

- Vote: To Approve NOFO Rating and Key Indicator
- Motion: Elizabeth motioned to approve the NOFO Rating and Key Indicator body of work
- Tamara 2nd
 - Motion is Passed with 11 Yeas

Name	Present
Patricia Sam	Y
Tamara Bauman	Y
Kenyatta CarrollHillman	Absent
Zsa Zsa Floyd	LOA
Bella Irons	Y
Antoinette Lambert	Y
Amaiya Leonor	Absent
Victor Loo	Y
Elizabeth Maupin	Y
Lacee Morgan	Y
Dorsol Plants	
Ruby Romero	Y
Martha Sassorossi Kate Speltz	Y
Kristina Sawyckyj	
Amy Thomas	Y
Titi White	Y

Public Comment & Responses to “Parking Lot” Questions:

Next Steps & Adjourn

- Next meeting: Wednesday, August 7, 2024; 2:00 PM – 4:00 PM



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FY24 NOFO Updates

Seattle-King County Continuum of Care (CoC) Board

Wednesday, August 7, 2024

Today's Objective

- NOFO Overview
- Updates on FY24 NOFO Timeline
- Anticipated Board Votes
- Questions and Answers



CoC Notice of Funding Opportunity (NOFO) Overview

- Annual competition for CoC renewals AND new funding
 - Moving to bi-annual, no guidance on impact to new funding opportunities
- July – September timeline: this is a **fast** process.
- KCRHA as the CoC Lead will submit 2 things:
 - Priority List
 - Consolidated Application



Eligible New Program Components

- Permanent Supportive Housing (site-based and scattered site)
- Rapid Rehousing
- Joint Component: Transitional Housing-Rapid Rehousing
- HMIS
- Support Services Only – Coordinated Entry



Known System Needs

- Housing
- Increased Navigation into Housing
- Improving our CE-DV System
- Ongoing/Additional Funds for TH (Transition to Joint Component)



Key NOFO and Board Dates*

- **August 16**: Earliest Application Due Date
- **August 19 – September 6**: Rating and Ranking
- **September 11**: CoC Board Special Meeting to Review and Vote on Priority List.
 - Must post the approved Priority List 15 days before the NOFO is due
- **September 24/25**: CoC Board Special Meeting to Vote on Consolidated Application
 - Must post the approved Consolidated Application 2 days before the NOFO is due.
- **September 27**: Anticipated NOFO Due Date





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Continuum of Care Board

Inventory Management in HMIS

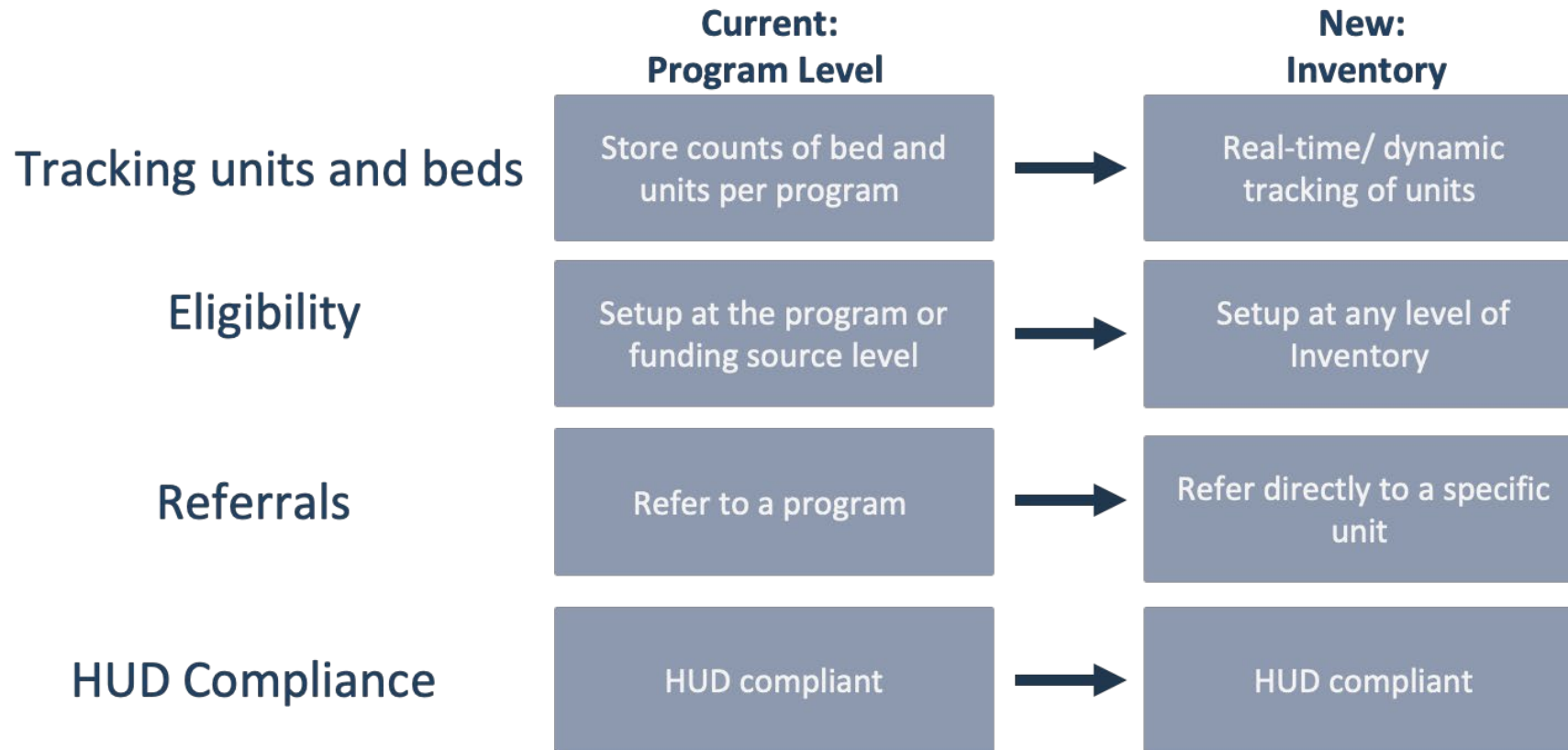
Purpose:

For the CoC to approve the updated policy and procedures for the inventory enhancement project in HMIS.

This project is a deliverable in the KCRHA 5-year plan, year 1-2, section A1.

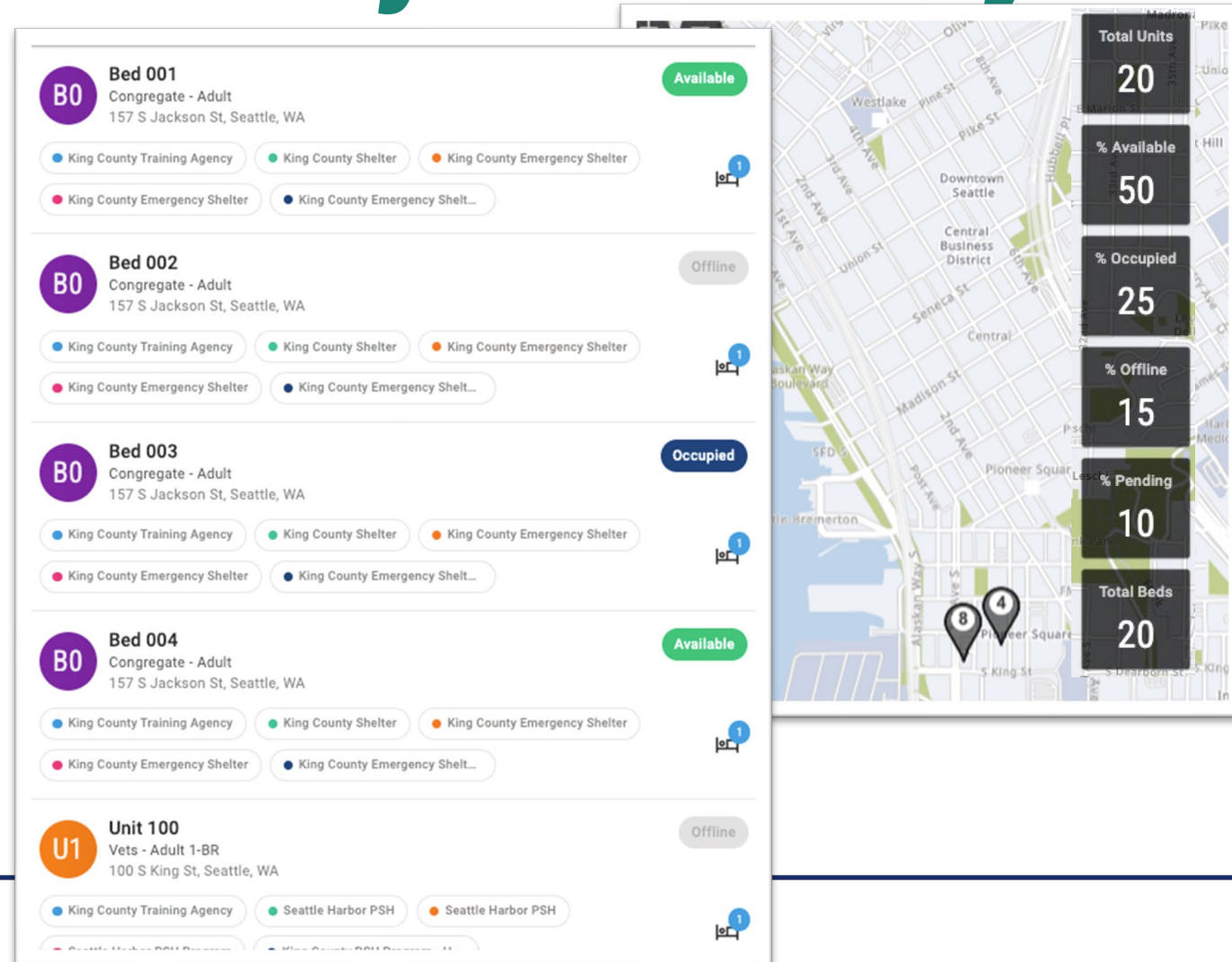


Inventory Management in HMIS



Real Time Inventory Availability

- Map view of unit/bed/slot details and locations
- Filters can be used to control what information is being share



Governance Process

- Project approved in KCRHA 5-year plan: *"Create an accurate and live inventory of all publicly funded homeless housing and shelter projects in the region."*
- System Performance Committee voted to recommend changes to the HMIS Data Quality Improvement Plan to the CoC Board, July 17th, 2024 – **Passed**
- Coordinated Entry Committee voted to recommend changes to the CE Policy and Procedure manual to the CoC Board, July 25th, 2024 – **Passed**
- CoC board votes to approve on August 7th, 2024



Update: HMIS Data Quality Improvement Plan Policy

HMIS Inventory Management

HUD requires that every CoC track its bed inventory in the HMIS to be in federal compliance.

To account for the complexities of this system, inventory workflow will be entered using one of two HUD compliant systems:

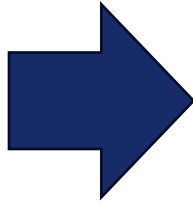
Traditional Inventory System: The traditional system tracks bed and units but are not connected to program enrollments. This system is used for housing, shelter and transitional programs that provide specialized care in which there is not a designated HUD HMIS program type that meets their particular service delivery model, (i.e., Diversion programs for example). Night by Night shelters will also use the Traditional Inventory system, which already connects bed nights to inventory through a program service.

Live Inventory System: This system is the main system used in King County and connects beds/units/slots of the inventory to the Head of Household enrollments. Agencies will manage their bed/unit/slots, designating them active, inactive, offline as appropriate. Heads of Households will be connected to a bed/unit/slot for the program they currently reside in.



HMIS Data Quality Improvement Plan

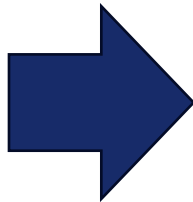
- Data Completeness



<u>Data Element</u>	<u>Applies to:</u>	<u>Don't Know/Refused Should Not Exceed</u>
<u>Unit Assignment</u>	<u>Projects tracking inventory in live system at the HoH level</u>	<u>5%</u>
Race/ <u>Ethnicity</u>	All Clients	5%

Entry/Exit Bed/Unit/Slot Assignment

- Data Timeliness

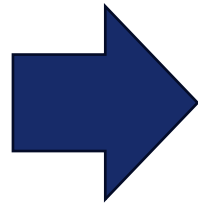


<u>Program Type</u>	<u>Data timeliness Standard at Entry</u>	<u>Data Timeliness at Exit</u>
<u>All HMIS participating housing, Entry/Exit shelter and transitional programs, unless otherwise exception has been granted by the CoC lead.</u>	<u>Within two business days of intake the bed/unit/slot assignment needs to be entered</u>	<u>Within two business days of exit or upon the entry of the next client occupying the unit</u>



HMIS Data Quality Improvement Plan

- Data Integration Agencies



Agencies participating in data integration are expected to enter data into their own data systems in a manner that complies with the timelines and completeness expectations stated above. Agencies are required to upload all data elements into HMIS at least weekly. Coordinated Entry for All (CEA) data entry happens directly in HMIS. For programs with inventory, bed/unit/slot assignment or changes will happen directly in HMIS. Client HMIS ROI consent forms must be directly uploaded unless verbal consent was given.



HMIS Data Quality Improvement Plan

Procedures Added

Live Inventory Requirements

All programs that are expected to participate in the Live Inventory will follow the below guidance:

- **Beds/Units/Slots Active, Inactive, and Offline:** Agencies will update inventory of their beds/units/slots within the HMIS, clearly indicating which units are presently active, inactive or offline. Programs have an approved grace period from when a client exits a program and when the unit regains active status. After any approved grace period, the expectation is that within 2 business days the beds/units/slots will be reviewed and updated. This ensures up-to-date and precise information regarding available units and beds.
- **Add/Removing Building and Beds/Units/Slots:** Agencies will inform and request new buildings and units/beds to be configured or removed by the HMIS lead entity as needed and within 2 days of from when the determination was made that the change is needed.



HMIS Data Quality Improvement Plan

CE Procedures Added

Coordinated Entry and Live Inventory Requirements

Programs that have bed/units/slots that participate in the HMIS, the following requirements apply:

- **CE Bed Configuration:** Providers with contractually obligated CE beds/units/slots shall specify the building and/or the beds/units/slots that are CE participating. This ensures beds are properly designated in the system for coordinated entry.
- **Referral and Enrollment Linkage:** Referrals will be linked to head of household enrollments to properly assign clients to beds/units/slots.
- **Link Enrollments to Beds/Unit/Slots:** Agencies will link enrollment head of household to specific units/beds at the time of enrollment within the HMIS. DIT agencies will have to link enrollments to units after each data transfer and will exit clients from units from each exit import.



Update: CE Policies and Procedures

Housing Inventory Maintenance Policy

- Added language to reflect providers with contractually obligated CE beds must maintain unit/bed availability in HMIS as part of Housing Inventory. Includes reference to the HMIS Data Quality Improvement Plan procedures.

Nomination Policy

- Added a new section on the nomination process which was not historically outlines in the manual. Includes reference to Nomination Job Aid. Added Housing Inventory Maintenance language to reflect providers with contractually obligated CE beds must maintain unit/bed availability in HMIS as part of Housing Inventory. Includes references the HMIS Data Quality Improvement Plan.



CE Policies and Procedures

Minor language updates

- Prioritization: added reference to locate current prioritization methodology on KCRHA website; did **not** change methodology
- Connecting to CE and CE Assessors: added CE Assessors are not only located at RAP sites but are also on outreach teams, at shelters and day centers
- Assessment Process: replaced VI-SPDAT and COVID language (no longer in use) with current process in HMIS
- Office Hours: added section that references provider office hours (an extra layer of support for providers during nomination process)
- External Fills: removed section as no longer in practice; all CE units must go through CE process
- Tiebreaking: removed section as no longer in practice
- Mobility Requests: updated priority language to mirror current practice, to ensure households with safety concerns followed by in danger of losing housing are prioritized first
- CE Active Calculation and Population Permeability: removed sections as no longer in practice





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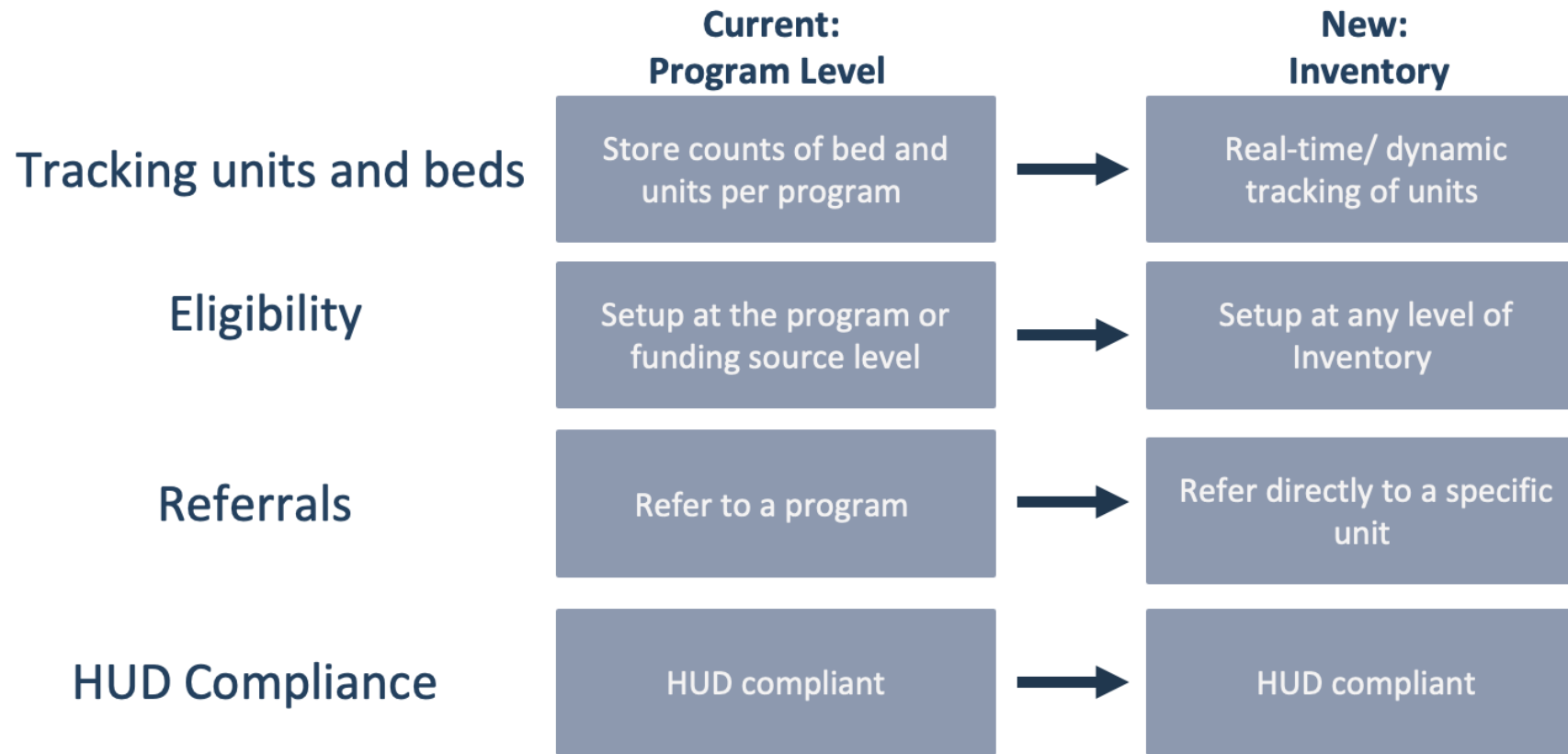
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System Performance Committee

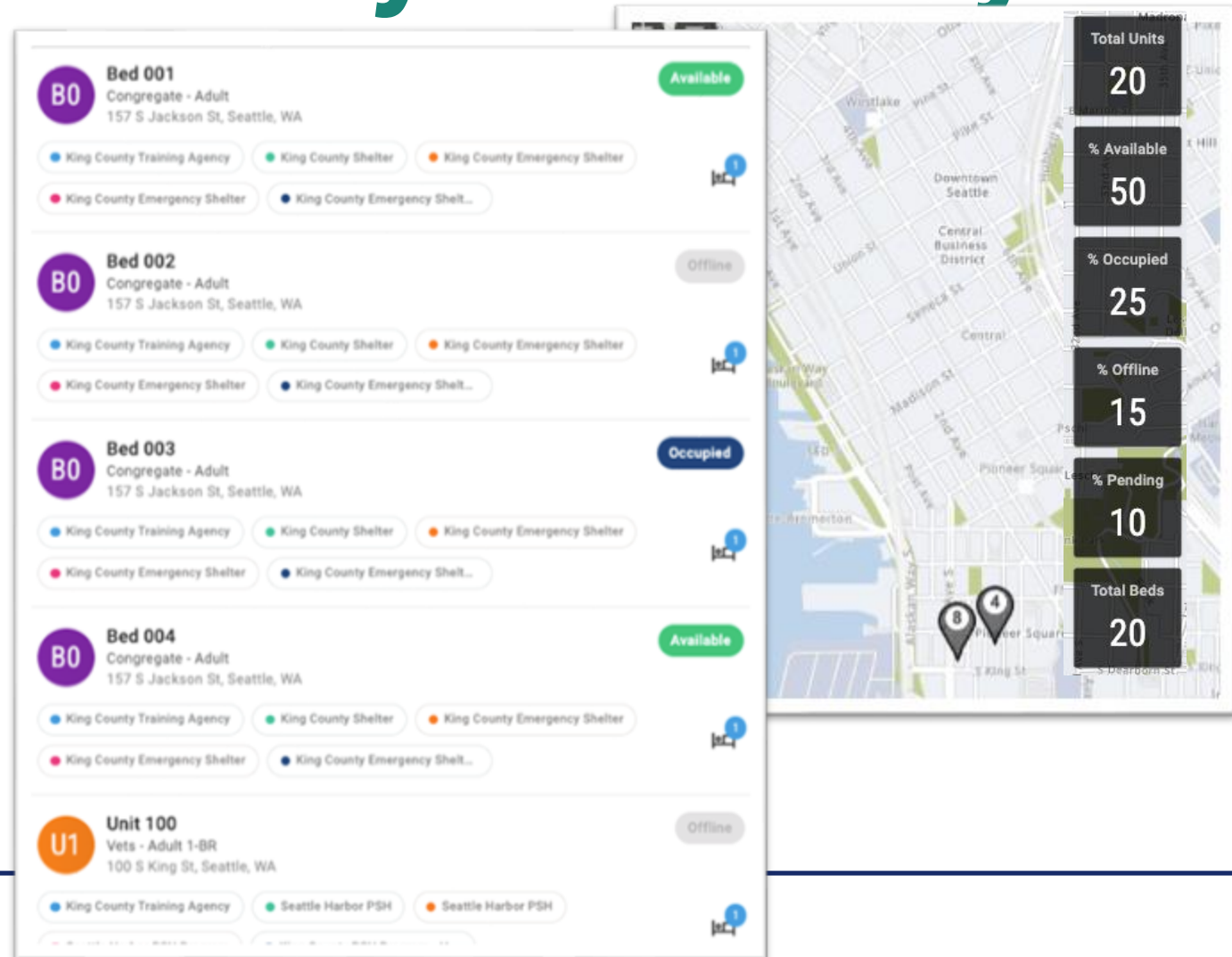
Vote to Recommend Agencies Manage Inventory in HMIS

Inventory Management in HMIS



Real Time Inventory Availability

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- System Performance Committee vote to recommend changes to the HMIS Data Quality Improvement Plan to the CoC board, July 17th, 2024 – **Passed**
- Coordinated Entry committee voting to recommend changes to CE Policy and Procedure manual July 3rd, 2024, to reflect new CE procedure
- CoC board vote August 7th, 2024



Updates included in the HMIS Data Quality Improvement Plan Policy

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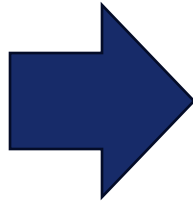
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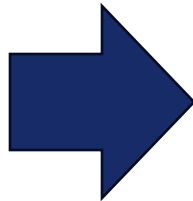
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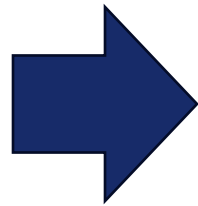


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