

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
 2. Ensuring all questions are answered completely.
 3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
 4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
 5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
 6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.
- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions [click here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: VA-601 - Fairfax County CoC

1A-2. Collaborative Applicant Name: Fairfax County Office to Prevent and End Homelessness

1A-3. CoC Designation: CA

1A-4. HMIS Lead: FFX County Office to Prevent and End Homelessn

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	No
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	Yes
Hospital(s)	No	No
EMT/Crisis Response Team(s)	No	No
Mental Health Service Organizations	Yes	No
Substance Abuse Service Organizations	Yes	No
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	No
Disability Advocates	Yes	No
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	No
Non-CoC Funded Youth Homeless Organizations	Not Applicable	No
Youth Advocates	Yes	No
School Administrators/Homeless Liaisons	Yes	No
CoC Funded Victim Service Providers	Yes	No
Non-CoC Funded Victim Service Providers	Yes	No
Domestic Violence Advocates	Yes	No
Street Outreach Team(s)	Yes	No
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	No	No
LGBT Service Organizations	No	No
Agencies that serve survivors of human trafficking	Yes	No
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Community Foundation	Yes	Yes
Faith Based Community Representatives	Yes	Yes
Business Representatives	Yes	Yes

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

**1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 1000 characters)**

The CoC's Lead Agency has built relationships with the wide range of partners that are vital for an inclusive housing crisis response system and reaches out to them on a frequent basis, ensuring free exchange of ideas and representation on relevant committees. This past year, in order to hear from a broader segment of the community, a survey on homelessness was developed by a professor and class at a local university and distributed widely. Thousands of people completed the survey; the results have been analyzed and are being used in strategic planning. As our CoC is approaching the end of our 10-year plan, the Governing Board has hosted a number of meetings soliciting input for future planning. In addition, as our community is redesigning a number of shelters to include PSH and there have been numerous public hearings as which community members have been able to provide input on many issues related to homelessness, shelter, and permanent supportive housing.

**1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach.
(limit 1000 characters)**

On an annual basis the CoC publicizes CoC membership, through email, website, and on social media. Throughout the year membership forms are provided to any new agency or individual that becomes involved or to the attention to employees of the Lead Agency. For example, invitation to become members were provided to all the instructors in our Housing Location series of classes as well as to new agencies applying to be the sponsor of reallocated or PH bonus funding; a number of them became new members. Our Consumer Advisory Council (CAC) remains an important part of our governance structure. Outreach is completed regularly to increase membership and to include new perspectives. Recently a formerly homeless man applied for a position at the Lead Agency. Although he did not have the qualifications for the job, he was immediately invited to join the CAC and accepted. Major issues are discussed at the CAC meetings and input is utilized throughout our CoC for planning and advocacy.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to

**proposals.
(limit 1000 characters)**

Our CoC notified the public of the opportunity to apply for both reallocated and bonus funding by email, website and social media on July 31, August 1 and 2, 2017. Email was sent to all CoC members as well as all nonprofit or governmental agencies that have been involved or demonstrated interest in past years. All forms of public notification contained information on how to apply for current grantees as well as prospective grantees as there was an additional capacity section for new applicants, indicating their applications were welcome. This was successful as 4 of 7 applications for the PH bonus were not current grantees. The CoC Committee read all the applications for new and reallocated funding (3); representatives of the agencies applying for PH bonus funding appeared before the committee to present and answer question about their projects; and the committee decided on the new projects based on previously agreed upon objective criteria that was included in the application.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient's in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)

Fairfax County local government is the ESG recipient. ESG is administered by the Office to Prevent and End Homelessness (OPEH) and Department of Housing and Community Development (DHCD). OPEH is also the CoC lead

agency and, as such, consults with CoC members in planning and evaluation via face-to-face meetings, as well as telephone and email communication. Fairfax County currently allocates nearly all ESG funds towards homelessness prevention and rapid rehousing. The Fairfax County CoC and Consolidated Plan jurisdiction cover the same geographic area. Local government administers CDBG, HOME, and ESG, and prepares the Consolidated Plan. Data from the PIT and HIC, most of which comes from HMIS, are shared with staff involved in the Plan and communicated in the Plan updates. OPEH staff assist DHCD in writing the updates and reports. The CAPER specifically utilizes a large amount of HMIS data on people served and ESG-funded program outcomes, which is shared publicly for comment.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.
(limit 1000 characters)**

The Office to Prevent and End Homelessness is co-located with the Office for Women & Domestic and Sexual Violence Services to promote collaboration and regular interaction in the provision of services. The OPEH Director chairs the county's DV Housing Committee. CoC's CE provides linkages to victims' services, domestic violence shelters and other housing/service options appropriate for to each client. CoC agencies provide DV specific shelter and housing with CoC, DOJ and local funding. Shelter and housing is provided in safe, scattered sites and client's choice is a priority. Case management with DV/homeless clients is done from a trauma informed perspective and regular training is provided. The CoC also implemented a new CoC funded RRH program prioritizing DV shelter clients, as part of the strategy to ensure access to mainstream resources for those experiencing DV. Confidentiality is paramount; DV clients' information is kept in secure databases and is not shared electronically.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.
(limit 1,000 characters)**

The Office for Women & Domestic and Sexual Violence Services conducts CoC wide training twice/year. A 20 hr. training includes best practices serving victims of DV, statistics, court and victim services, protective orders, vicarious trauma, impact of DV on children, cultural issues, etc. State & local data are tracked and mapped by zip code to determine areas of need and to identify gaps in services. Information from local police on domestic violence calls for service is also analyzed. A separate confidential data base has been developed to capture information on DV clients not in HMIS. The Coordinated Entry System includes processes for anonymizing clients in HMIS so that they are included in the

Prioritization Pool for housing. A DV hotline is available to assess risk of lethality for individuals and placement into dedicated DV shelter. The system is designed to be flexible and there are several points of access for clients fleeing DV.

1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Fairfax Couty Redevelopment and Housing Authority	17.71%	Yes-Both

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

**1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 1000 characters)**

NA

**1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy.
(limit 1000 characters)**

The programs in our homeless system approach serving LBGT clients as others, always attempting to meet the particular needs of the clients. Lead Agency program staff are available to partners to assist with specific client needs when they arise. Our youth provider has specific expertise in this area

and serves LGBT TAY on a regular basis. HUD's webinar on Equal Access was distributed to all providers in our CoC this past year. Equal Access instruction is currently incorporated and emphasized in Coordinated Entry training and work sessions, as well as other meetings and trainings. A CoC-wide Equal Access specific training is planned for this coming year. In addition, the county anti-discrimination policy does not include sexual orientation or gender identity so the CoC will develop, adopt and implement a CoC policy to be added to the CoC Charter this coming year.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="checked" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="checked" type="checkbox"/>
Engaged/educated local business leaders	<input checked="checked" type="checkbox"/>
Implemented communitywide plans:	<input checked="checked" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

When "No Strategies have been implemented" is selected no other checkbox may be selected.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input type="checkbox"/>
Mental Health Care:	<input type="checkbox"/>
Correctional Facilities:	<input type="checkbox"/>
None:	<input type="checkbox"/>

1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

The CoC does not have policies in place with most systems of care to ensure those who are discharged do not go to ES. Policies facilitate these transfers to ensure homeless individuals are quickly connected to ES rather than the streets, and then to RRH to shorten length of homelessness. Our CoC's medical respite program is used in these efforts. Efforts to improve coordination will focus on engagement with local hospitals, which are operated by private entities, to increase prevention, when possible, and maintain safe discharges to ES. Local Foster Care does have policies to prevent discharges to homelessness and the jail is operated by the local Sheriff's office, who has improved some discharge policies. New Coordinated Entry policies will help improve safe discharges from MH care to ES/SO. In future years, engaging the state-operated prisons are an opportunity to improve coordination, although limited staff capacity for prevention in the CoC and in the prisons poses a barrier.

1D-2. Discharge Planning: Select the system(s) of care within the CoC's geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input type="checkbox"/>
Mental Health Care:	<input type="checkbox"/>
Correctional Facilities:	<input type="checkbox"/>
None:	<input type="checkbox"/>

1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	No

1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
(limit 1000 characters)**

Although our CoC's monitoring and evaluation tool includes a section on the vulnerabilities, including serving veterans and TAY, of program participants, an additional element was added this cycle. Each project was required to complete a form which tallied how many of their clients had experienced the following vulnerabilities: history of victimization – DV and/or Child Abuse; previous episodes of homelessness; chronic homeless, unsheltered or no income at entry, criminal, bad credit or rental history including not having been a lease holder; mental illness, substance abuse disorder, physical disability, and more than one disability. A formula was established based on the totals divided by numbers of clients served. Totals varied from 3-8. This number was provided to the Ranking Committee for consideration during their deliberations. The vulnerability score of each project was discussed during project appraisal and influenced the ranking placement of projects.

1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC's may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 1

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 08/30/2017

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 08/30/2017

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.

Reallocation Supporting Documentation

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No	Reallocation Supp...	09/27/2017

Attachment Details

Document Description: Reallocation Supporting Documentation

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Yes

Attachment Required: If "Yes" is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. HMIS Governance Charter Page 3

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was "Yes", attach a copy of the HMIS Policies and Procedures Manual. Yes

2A-3. What is the name of the HMIS software vendor? Bowman Systems (A Mediware Company) ServicePoint

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area. Single CoC

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	504	80	424	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	256	83	173	100.00%
Rapid Re-Housing (RRH) beds	210	28	169	92.86%
Permanent Supportive Housing (PSH) beds	693	0	575	82.97%
Other Permanent Housing (OPH) beds	308	0	249	80.84%

**2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.
 (limit 1000 characters)**

The only project types that do not have more than 85% bed coverage in HMIS are Permanent Supportive Housing and Other Permanent Housing. The only PSH beds which are not included in HMIS is VASH. Our local VA and PHA have not agreed to enter VASH beds at this time. We recognize the importance of inclusion of these beds and will continue to work with the VA and local PHA to explore all possibilities regarding entering this data in HMIS. All other PSH beds are included in HMIS. The reason OPH beds are not all included is that we have encouraged local non-profit partners to designate their beds as OPH in order to increase housing opportunities for those experiencing homelessness and they are not all current HMIS users. They will be trained and their projects will be entered into HMIS during the upcoming year.

**2A-6. Annual Housing Assessment Report 12
 (AHAR) Submission: How many Annual
 Housing Assessment Report (AHAR) tables
 were accepted and used in the 2016 AHAR?**

**2A-7. Enter the date the CoC submitted the 04/29/2017
 2017 Housing Inventory Count (HIC) data into
 the Homelessness Data Exchange (HDX).
 (mm/dd/yyyy)**

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/25/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 04/30/2017

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)

No changes were made to our CoC's sheltered count implementation or methodology.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

2C-2a. If "Yes" was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

Beds Added:	69
Beds Removed:	261
Total:	-192

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT count? No

2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including No

**methodology and data quality changes from
2016 to 2017?**

**CoCs that did not conduct an unsheltered
count in 2016 or did not report unsheltered
PIT count data to HUD in 2016 should
compare their efforts in 2017 to their efforts in
2015.**

**2C-4a. Describe any change in the CoC's unsheltered PIT count
implementation, including methodology and data quality changes from
2016 to 2017. Specify how those changes impacted the CoC's unsheltered
PIT count results. See Detailed Instructions for more information.
(limit 1000 characters)**

Although we used the same methodology as past years there was a change in implementation that accounted for more accurate data. Our community's main drop-in center began entering their clients into HMIS this past year. Many people experiencing unsheltered homelessness in our community utilize the services of this center on a regular basis. The count at the center was more effective as basic information and demographics on these clients were already in HMIS. PIT volunteers primarily needed to ascertain where the clients slept on the night of the PIT and not all other data necessary for a complete count. Bedlists from shelters and hypothermia prevention programs were used to deduplicate. Clients were interviewed at the drop-in center for three days following the night of the PIT. This was an important change in the resources that were utilized to complete a more thorough enumeration of the unsheltered in our community.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

**2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified.
(limit 1000 characters)**

Youth/transitioning aged youth (TAY) volunteers for this effort were recruited through the youth housing services provider and through a local university. Data provided by the Homeless Liaison's office identified the school's that had the highest number of homeless youth. This along with data from the housing services provider that works solely with unaccompanied youth/TAY and CoC HMIS data were used to identify the areas to prioritize. The data was then mapped and locations within those hotspots were identified as places where these populations congregate. Utilizing this information, teams of 2-3 people (including the youth/TAY volunteers) were deployed to 12 locations throughout the CoC. These included community rec centers, teen centers, gyms, a local community college and a local university. Marketing was developed with the Office of Public Affairs publicizing the count in an effort to attract survey

respondents Gift cards were provided to youth that participated in the survey.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)

Continued work with the five SSVF providers in our region contributed to a more accurate count of veterans in general and specifically of families with children and those experiencing chronic homelessness. These agencies have built relationships with people living on the streets that are unknown to other outreach teams. For the first time in years a family with children was enumerated in our unsheltered count, reported by an SSVF provider to be living in a car. In addition, as our community's main drop-in center began entering their clients into HMIS this past year this improved our ability to count those experiencing chronic homelessness who utilize the center. The count at the center was more effective as basic information and demographics on these clients were already in HMIS. PIT volunteers primarily needed to ascertain where the clients slept on the night of the PIT and not all other data necessary for a complete count, which assisted with a more complete count.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.
(limit 1000 characters)

First time entries decreased by 36 persons-from 1,878 in FY15 to 1,842 in FY16. The CoC's efforts begin at the key point of entry into the system, Community Services Planning (CSP), whose staff are trained to identify housing crises and intervene with needed resources. They work with providers to stop evictions and refer households at higher risk to intensive prevention services. CSP explores multiple solutions in each situation and provides referrals to community resources as part of diversion efforts, producing data for evaluation and response. Each shelter has case managers to work with households to prevent entry into the system. Risk factors are identified using CSP and HMIS data, determining specific regions and demographics in need of prevention. These efforts, in concert with improved coordinated entry, allow the CoC to compile data to assist in determining more accurately whose homelessness can be prevented and how. OPEH is responsible for overseeing these strategies.

3A-2. Performance Measure: Length-of-Time Homeless. CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.
(limit 1000 characters)

The length of time homeless (LOT) for ES/SH decreased from 71 days to 62. For ES/SH/TH from 125 to 108. Dedicated resources to increase PSH and RRH continue. In addition to tracking HUD projects, County contracts include shortening the LOT as a primary performance measure which is monitored regularly. CH followed by longest LOT are the data points used to sort CoC's

Housing Prioritization Pool used in Coordinated Entry (CE). Pools for singles & families are updated weekly in HMIS. Info is tracked to ensure that the clients with longest LOT are being housed first. This is fully implemented in our PSH Programs. Other programs will be fully implemented by January 2018. We have a Program Managers for Singles' Programs & Family Programs working directly with providers to strategize reduction of LOT. The CE System Manager tracks info in the Prioritization Pool and addresses those with longest LOT and the efforts to house them to date at regular CE meetings. OPEH oversees these strategies.

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC's strategy for retention of, or placement in permanent housing.
(limit 1000 characters)

In FY16 45% of persons exited successfully from ES, TH, PH-RRH. This was a slight decrease from 48% in FY15. In PH, the percentage of successful exits to, or retention of, PH increased from 95% in FY15 to 96% in FY16. The Office to Prevent and End Homelessness is responsible for the strategy for retention/placement to PH. Last year, a system-wide landlord recruitment program was designed to increase the number of landlords that will rent to people experiencing homelessness. The implementation of this program is expected to bring positive results. Also permanent housing resources (PSH, RRH) increased due to new CoC-funded projects coming online. The CoC also initiated a system-wide training program for frontline staff on housing-related skills. The CoC plans to continue increasing permanent housing with limited resources and building staff capacity for services through training. All programs are monitored regarding PH placement and retention and assistance is provided as necessary.

3A-4. Performance Measure: Returns to Homelessness.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC's efforts to reduce the rate of individuals and families' returns to homelessness.
(limit 1000 characters)

The change in "Number of Returns in 2 Years" is an increase of 2%, from 25% in FY15 to 27% in FY16. Fairfax County's Office to Prevent and End Homelessness is responsible for this strategy, while single adults who return to homelessness are identified at the shelter and families with children are identified through a centralized information/referral hotline. Homeless episodes are an important measure for case managers in determining why previous housing placements were not successful and what needs to be different to ensure stability. As the CoC continues to refine the Coordinated Entry System, those individuals/families with at least one return to homelessness will be

flagged and prioritized as needing greater support both while homeless and once rehoused as a strategy to decrease potential returns. There will also be a priority in Homelessness Prevention for those individuals/families who have experienced at least one homeless episode to prevent their return.

3A-5. Performance Measures: Job and Income Growth

**Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits.
(limit 1000 characters)**

The number reported from the SPM reflect the change in population served by CoC projects, as during FY15 our CoC still had family TH and now only PSH and limited RRH. We are confident that these outcomes will improve due to the following efforts: CoC projects have SOAR certified staff to assist eligible clients in obtaining SSI/SSDI and training is provided regularly; Projects all utilize one form to apply for numerous cash and non-cash benefits; Clients are referred to state rehabilitation services and to private mental health employment programs; and Programs assist clients with resumes, job applications, GED, vocational or other educational programs. CoC has a locally funded employment program which includes an employment specialist who provides intensive focused training and case management and a business recruiter who identifies and recruits business partners committed to train and hire clients with employment barriers. OPEH is responsible for overseeing these strategies.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests). No

**3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count?
(limit 1000 characters)**

**3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016.
(mm/dd/yyyy)** 06/05/2017

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for yes by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	242	295	53

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated ad Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:, provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

Total number of beds dedicated as Dedicated Plus	187
Total number of beds dedicated to individuals and families experiencing chronic homelessness	303
Total	490

3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.

Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

History of or Vulnerability to Victimization	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>

Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input checked="" type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

**3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 1000 characters)**

Unsheltered families with minor children are placed in shelter immediately. Our strategy to rehouse every family within 30 days utilizes a low-barrier, housing first approach. Day one, an exit date of 30 days is communicated to the head of household. Case managers assist clients to develop a housing plan within the 1st week of residency. Increased community resources have been dedicated to the creation of housing locator staff positions to help. The strategy is effective as indicated in the average family shelter stay for families exiting to PH is 78 days, which is down from past years. It is highest for those exiting to subsidized housing. The contracts emphasize the outcomes of rapid exits and housing placements. ESG, local and state funds have been prioritized for RRH from shelters. The CoC created one PSH and two RRH projects through reallocation and tiering in FY15 to increase capacity, filling an unmet need for families. OPEH is the organization responsible for this strategy.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	40	39	-1

**3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing.
(limit 1000 characters)**

In July 2016 the Fairfax Board of Supervisors and School Board formally adopted a "One Fairfax" resolution to address disparity issues in racial and social equity. The county has an anti-discrimination policy which internal and external partners must adhere to. When providing information about the policy, guidance is provided to partners to assist them in operationalizing such policies

so that they adhere to the requirements listed above. A non-discrimination policy is in the local Coordinated Entry policies and procedures; highlighting commitment to this issue. Family members are not separated in our shelters or housing programs regardless of gender, gender identity, sexual orientation, marital status, or disability. If any challenges arise, e.g. the structure of the facility/housing presents challenges to adherence, the Program Manager for the respective area (singles, families) works with provider to strategize solution so that none of these issues impact client's opportunities.

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

Human trafficking and other forms of exploitation?	Yes
LGBT youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad Credit or Rental History	<input checked="" type="checkbox"/>

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC's efforts. (limit 1500 characters)

At the end of 2016, our CoC began a new HUD funded RRH project to serve homeless Transitional Age Youth, 18-24. To date, the project has housed 5 individuals and 15 parents and their 12 children. Participants receive longer term rental assistance and intensive case management. The average rental assistance is projected to be approximately 1 year and case management occurs at a minimum of once a week. Because of the unique needs of this

population and to better prepare them for sustaining their housing in the long term, the housing provider offers opportunity for additional supports through twice weekly group sessions on life skills, parenting, budgets, credit risk and management, legal rights/responsibilities, employment skills, nutrition etc. The project utilizes a scattered site model of 1 bedroom (individuals) and two bedroom (parent/s and children) units. The outcome target for this program is that 90% served will increase their income and maintain stable housing. In addition, the unique needs of this population have been a part of regular CoC discussions strategizing ways to better serve them and house them as quickly as possible. Compared to this time last year, the number of sheltered and unsheltered homeless aged 18-24 has decreased by 38%.

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)

The Homeless Liaison Office (HLO) of the Fairfax County Public Schools (FCPS) is included in all CoC meetings where issues specific to homeless youth are discussed (e.g. Family Provider, Coordinated Entry, Governing Board). The head of the HLO meets with the OPEH Director regularly to review policy issues and provides the link between the state and county. OPEH's points of contact for youth and family homelessness interact regularly with the HLO and strategize solutions for complicated issues unique to homeless youth. The HLO brings specific families to the attention of the homeless service system as necessary. Transportation, benefits, tutoring, school access, shelter and housing options are regularly discussed. All shelters and housing projects have staff knowledgeable about education issues and provide the linkage to the HLO. OPEH and FCPS jointly produced a brochure to raise awareness in the community about the needs of children experiencing homelessness.

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No".

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	Yes
Early Head Start	No	Yes
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3	No	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		

--	--	--

**3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 1000 characters)**

Emergency shelter and street outreach staff routinely identify veterans through intake and assessment and then quickly refer homeless veterans to staff from the Washington DC VA Medical Center and regional SSVF providers. All forms ask about military service. Local staff help obtain evidence of service history with the assistance of VA staff, such as the DD-214, and other basic documentation. Chronically homeless and vulnerable veterans are prioritized for VASH vouchers while other homeless veterans typically receive rapid rehousing via SSVF. In limited instances veterans are provided service-intensive transitional housing, such as GPD programs through the VA. A VI-SPDAT is completed with each veteran by the local provider or VA program staff as part of the assessment process. Representatives from homeless and veterans service organizations meet on a monthly basis to review the by-name list and ensure that all appropriate resources and solutions are brought to bear for each veteran.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach? Yes

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

The CoC has facilitated trainings for CoC program-funded project staff via state trainers on SSI/SSDI Outreach, Access, and Recovery (SOAR) certification. The CoC also hosts an ongoing comprehensive educational series, where presenters from public and private organizations host trainings on mainstream benefits and other community-based services. A form for which clients can apply for a range of benefits is used throughout our system and all programs emphasize assisting clients in receiving all applicable resources. Our CoC also has a monthly newsletter which shares relevant contact and referral information for community resources with our partner agencies. The Office to Prevent and End Homelessness (OPEH) is the primary organization responsible to address this performance measure. It has a position, the Housing Locator Support Specialist, that is dedicated to organizing the trainings mentioned above and

providing ongoing technical assistance to staff in-person, via email and phone.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	25.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	25.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	25.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	25.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

Outreach activities are performed through our Singles Outreach (SO) programs, in partnership with the Health Department's Homeless Healthcare Program (HHP) and the Community Services Board's PATH team. There are SO, HHP, and PATH workers assigned to each region of the county who are charged with performing outreach to all unsheltered individuals within that region, with the goal of 100% coverage across the county. The frequency of outreach varies region to region, with a minimum of 20 hours a week, and is also performed by special request from the Chairman, Supervisors, Public Safety, the larger community, etc. Through Coordinated Entry, SO workers keep an inventory/By-Name-List of everyone who is unsheltered in their region, regardless of participation in services, to ensure consistent and ongoing engagement to the hardest to serve. There are also BNL Meetings with all SO workers twice a month to review metrics, staff cases, identify and address barriers to access, etc.

**4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive**

services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

The CoC partners with the local Office of Human Rights and Equity Programs and Disability Services Board to ensure knowledge and compliance. Recurring trainings and technical assistance ensures that all service providers know how to serve people with disabilities and address fair housing requirements. Providers have processes in place for reasonable accommodation and/or modification requests due to a disability. Providers have staff that are fluent in American Sign Language or utilize TTY machines, accommodate service animals, and utilize computers for large print. Staff speak a range of languages and have access to a language translation phone line that lets them communicate in the preferred language of program participants. Shelters policies are designed to allow for people, no matter their race, color, religion or creed, national origin or ancestry, gender identity, sexual orientation, familial status, sex, age, physical or mental disability, or veteran status, to be served.

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	195	210	15

4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Evidence of the C...	09/18/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	CoC Consolidated ...	09/26/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Re...	09/26/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC's Rating and ...	09/26/2017
05. CoCs Process for Reallocating	Yes	CoC's Process for...	09/26/2017
06. CoC's Governance Charter	Yes	Governance Charter	09/18/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	09/18/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	09/18/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC-HMIS MOU	09/18/2017
11. CoC Written Standards for Order of Priority	No	CoC Written Stand...	09/26/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	FY2017 CoC Compet...	09/18/2017
14. Other	No	Accepted-Ranked	09/18/2017
15. Other	No		

Attachment Details

Document Description: Evidence of the CoC's communication to rejected participants

Attachment Details

Document Description: CoC Consolidated Application: Public Posting Evidence

Attachment Details

Document Description: CoC Rating and Review Procedure

Attachment Details

Document Description: CoC's Rating and Review Procedure: Public Posting Evidence

Attachment Details

Document Description: CoC's Process for Reallocating

Attachment Details

Document Description: Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description: CoC-HMIS MOU

Attachment Details

Document Description: CoC Written Standards for Order of Priority

Attachment Details

Document Description:

Attachment Details

Document Description: FY2017 CoC Competition Report

Attachment Details

Document Description: Accepted-Ranked

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	08/22/2017
1B. Engagement	09/27/2017
1C. Coordination	09/25/2017
1D. Discharge Planning	09/18/2017
1E. Project Review	09/25/2017
1F. Reallocation Supporting Documentation	09/27/2017
2A. HMIS Implementation	09/27/2017
2B. PIT Count	09/09/2017
2C. Sheltered Data - Methods	09/11/2017
3A. System Performance	09/25/2017
3B. Performance and Strategic Planning	09/25/2017

4A. Mainstream Benefits and Additional Policies

09/15/2017

4B. Attachments

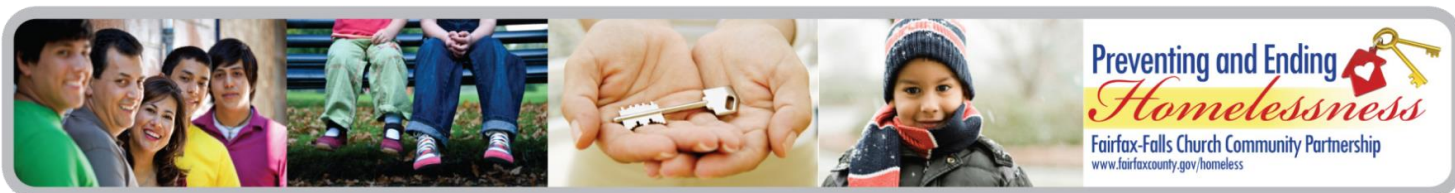
09/26/2017

Submission Summary

No Input Required

Fairfax County VA-601 CoC Application: Reallocation Supporting Documentation

- The total amount reallocated was \$50,000. This was later increased to \$50,076 due to limitations of reducing rental assistance in renewal projects.
- An application for use of this funding was developed and distributed widely by email to all CoC members, homeless services system participants, and any other individual or organization that has indicated interest in applying for HUD CoC Program funding. This email was sent to over 200 people. In addition, announcement of funding availability and application were posted on the Fairfax County Office to Prevent and End Homelessness webpage and Facebook.
- The application contains a separate agency capacity section for applicants that are not current HUD CoC Program grantees, indicating that new agencies are encouraged to apply along with current HUD grantees.
- Application, email, webpage posting and Facebook posting follow in this PDF.



Application for New CoC Project

2017 HUD CoC Program Competition Reallocation Funding

Background:

Fairfax County CoC will be reallocating funding during the 2017 Competition. New projects created with this funding must provide Permanent Supportive Housing, Rapid Rehousing or Transitional Housing/Rapid Rehousing.

Detailed Information:

- **Amount of funding available: \$50,000**
- Applications should utilize the entire funding amount.
- Prospective applications can be **expansion of current projects** or brand new projects.
- The project must meet all requirements and regulations of the Interim CoC Program Rule:
https://www.onecpd.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

The project must meet all requirements and regulations of the 2017 CoC Program NOFA:
<https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>

- Permanent Housing Bonus funding can be utilized to create one of the following three project types (more details provided below):
 - Permanent Supportive Housing serving 100% either chronically homeless or DedicatedPlus individuals and/or families
 - Rapid Rehousing serving individuals and/or families
 - Joint Transitional Housing and Rapid Re-Housing serving individuals and/or families

- The reallocated funding cannot be combined with Permanent Housing Bonus funding.
- The project must commit to accept all clients through the Fairfax County CoC's Coordinated System, utilize HMIS or the comparable DV database, and comply with all federal and local expectations of HUD CoC Program grantees.
- The project must utilize a housing first model:
 - "A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing projects can be considered to be using a Housing First model for the purposes of this NOFA if they operate with low-barriers, work to quickly move people into permanent housing, and do not require any preconditions for moving into the transitional housing."

- **PROGRAM TYPES:**

- **Permanent Supportive Housing (PSH) :**

PSH provides non-time limited housing and appropriate supportive services. Budget line items can be rental assistance or leasing and operations, supportive services, and administrative costs. Agencies must provide a 25% cash or in-kind match for all funding including rental assistance, excluding leasing. The match must be used for items that are eligible expenses according to HUD regulations.

According to the NOFA, CoCs may create new PSH projects that meet the requirements of the DedicatedPLUS or where 100% of the beds are dedicated to chronic homelessness.

DedicatedPLUS – a PSH project where 100% of the beds are dedicated to serve individuals with disabilities and families in which on adult or child has a disability, including unaccompanied youth that at intake are:

- Experiencing chronic homelessness;
- Residing in a place not meant for human habitation or emergency shelter; but the individuals or families experiencing chronic homelessness had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
- Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness prior to entering the project;
- Residing in a place not meant for human habitation or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
- Receiving assistance through a Department of Veterans Affairs funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

- **Rapid Rehousing (RRH):**

RRH provides time limited term rental assistance, case management and optional supportive services. Budget line items can be short- or medium-term tenant-based rental assistance, supportive services and administrative costs. Leases must be exclusively in the client's name and their portion of the rent must be paid directly to the landlord. Grantee agencies do not receive any rental/program income to fund additional services in the program. In addition, the entire RRH budget must be matched by a 25% cash or in-kind agency contribution. The match must be used for items that are eligible expenses according to HUD regulations.

New RRH projects may serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:

- Residing in a place not meant for human habitation or an emergency shelter;
- Persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
- Residing in transitional housing funded by a Joint TH and PH-RRH component project; or
- Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

- **Joint Transitional Housing - Rapid Rehousing (TH-RRH):**

The Joint TH and PH-RRH component project includes two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals experiencing homelessness, including individuals or families fleeing or attempting to flee domestic violence. A Joint TH and PH-RRH component project must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Participants can utilize services for up to a total of 24 months. Budget line items can be leasing of a structure or units and operating costs to provide transitional housing, short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project, supportive services and administrative costs. Agencies must provide a 25% cash or in-kind match for all funding including rental assistance, excluding leasing. The match must be used for items that are eligible expenses according to HUD regulations.

Important Dates:

- There will be a meeting to discuss details of this application and prospective new projects on Thursday, August 3 at the Government Center, 12000 Government Center Parkway; Conference Center room #7 from 1:00 p.m. – 2:00 p.m. Attendance at this meeting is not required but recommended.

- Inform Julie Maltzman by Tuesday August 8 of interest in applying for this funding opportunity – 703-324-3965 or julie.maltzman@fairfaxcounty.gov
- Applications are accepted via email only and are due by Monday, August 14 prior to 12:00 noon.
 - Email to: julie.maltzman@fairfaxcounty.gov
 - Request a delivery and read confirmation to ensure successful receipt.

Application should include the following items and be limited to a maximum of four pages if applying for new project:

- Name of agency
- Point of contact and contact information
- Project Name
- Overall description of proposed project, including project model, number to be served, housing type and quantity, services that will be provided
- Community need for proposed program citing data if possible
- Experience with operating similar programs
- Experience operating Housing First programs
- If applicable, experience with administering rental assistance
- Experience with managing federal funding
- Projected staffing plan for new project
- Simple budget including how the HUD CoC Program funds will be divided between rental assistance, leasing, supportive services, operating and administrative funds and basic description of line items, as well as the sources and amount of cash and in-kind match
- For those organizations which are not currently HUD CoC Program grantees the attached Agency Capacity Tool.

Application should include the following items and be limited to a maximum of three pages if applying for expansion of a current project:

- Name of agency
- Point of contact and contact information
- Project Name
- Which current project will be expanded through this application
- Overall description of proposed project, including project model, number to be served, housing type and quantity, services that will be provided
- Community need for proposed program citing data if possible
- Projected staffing plan for new project
- Simple budget including how the HUD CoC Program funds will be divided between rental assistance, leasing, supportive services, operating and administrative funds and basic description of line items, as well as the sources and amount of cash and in-kind match

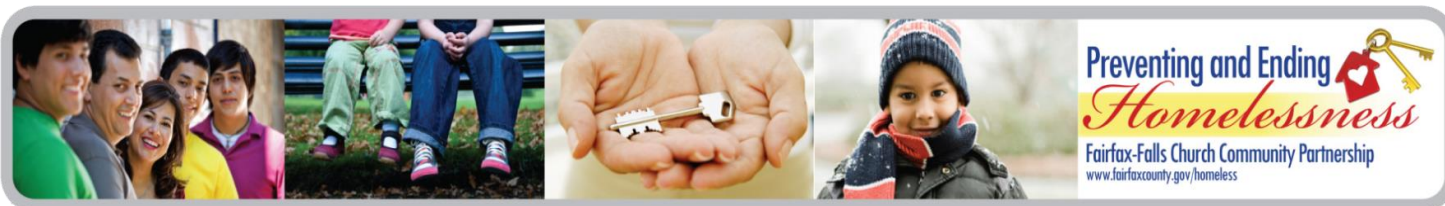
Criteria for Evaluation of Applications:

The CoC Committee of the Governing Board of the Community Partnership to Prevent and End Homelessness will consider the following factors in selecting an project to be included in the CoC application to HUD:

- Need in the community addressed by the project
- Overall quality of the application
- Demonstrated experience of the organization in successfully implementing similar projects
- Number of homeless persons the project will serve
- Range and depth of the services that will be provided to them
- Experience operating Housing First programs
- Commitment to the CoC's Coordinated System and serving those prioritized by the CoC's policies and procedures
- Capacity of organization to implement and operate new program

Procedure following submission of applications:

- Applicants will be notified if further information is required.
- Applicants will be notified if the CoC Committee would like a presentation about the project the week of August 14.
- Applicants will be notified if they are or are not chosen to submit an application to HUD as part of the 2017 HUD CoC Program competition.
- When notified the applicant/s will be required to submit a brief description of the project for the Ranking Committee.
- The applicant/s selected will be required to fill out a new project application in e-snaps as part of the competition. A draft is due to OPEH on August 24 prior to 4:00 p.m. and the final application must be submitted in e-snaps on August 28 prior to 4:00 p.m.
- Following the completion of the application in e-snaps the project will be ranked as part of the CoC-wide ranking process. It will be considered under the new project category.
- Inclusion of the project application in the Collaborative Application does not guarantee funding.
- Decision on funding of all projects will be announced by HUD at a later date.



Fairfax County Continuum of Care

Agency Capacity Form

1. Name of Agency: [Click here to enter text.](#)
2. Governmental or non-profit agency? [Click here to enter text.](#)
 - a. If non-profit attach verification of 501 (c)(3) status*
3. What are the dates of your agency's fiscal year? (Sample 7/1 – 6/30) [Click here to enter text.](#)
4. Attach management letter of most recent financial audit*
5. What is your agency's DUNS # [Click here to enter text.](#)
6. Are you currently registered in System for Award Management (SAM)? Yes ☐ No ☐
7. Attach the first page of most recent IRS Form 990*
8. Attach list of Board of Directors*
9. Does your agency have financial/accounting policies, procedures and controls?
Yes ☐ No ☐
10. Are there agency procedures for evaluating internal programs and then utilizing the results to improve programs? Yes ☐ No ☐
11. Does your agency have a staff policies and procedure manual that covers the following items: non-discrimination, sexual harassment, standards of professional conduct, position descriptions and responsibilities, and conflict of interest? Yes ☐ No ☐
12. Does your agency provide ongoing, services directed, training and staff development?
Yes ☐ No ☐
13. For consumers, does your agency have the following policies: grievance, non-discrimination, confidentiality? Yes ☐ No ☐

The following questions are for informational purposes only but are expectations of HUD CoC Program grantees:

14. Does your agency have a homeless or formerly homeless person on your Board of Directors? Yes ☐ No ☐
15. Do representatives from your agency participate in Fairfax County homeless system committees and meetings? Yes ☐ No ☐
16. Does your agency provide opportunities for former or current consumers to participate via employment or volunteer opportunities? Yes ☐ No ☐

*Please submit all attachments as one PDF























 Reply  Reply All  Forward  IM




Tue 8/1/2017 12:51 PM


Maltzman, Julie


RE: Funding Opportunity - HUD CoC Program


To:  Klein, Dean H.;  Alfred Pavot;  Alice Straker;  Andrea Eck (aECK@nvfs.org);  Arthur Ginsberg;  Becca Burgan;
 Bowler, Nannette M.;  Bryan Krizek;  Carol Mayfield;  Chairman;  'Christopher Fay' (cfay@homestretchva.org);
 Deeghan, Tisha;  Derwin Overton;  Dipti Pidikiti-Smith;  'dlevine@goodhousing.org' (dlevine@goodhousing.org);
 Dorothy Sorrell;  Fernandez, Ina G.;  Fleetwood, Thomas E;  Gayan Pear;  George Alexa;  Gerald Poje;  Gerry Williams;


 This message was sent with High importance.

 Message

 Reallocation Funding Application.doc (931 KB)

 New Project Bonus Funding Application.doc (930 KB)

 Agency Capacity.docx (875 KB)

 SNAPS-In-Focus-The-New-Joint-Transitional-Housing-and-Rapid-Re-Housing-Component.pdf (382 KB)

Good afternoon,

In addition to the Permanent Housing Bonus funding in the amount of \$497,462 that I shared with you yesterday, our CoC is also reallocating funds in the amount of \$50,000. I have attached the application for this funding. I have also reattached all other materials so you have them in one place. Agencies are able to apply for both funding amounts. Deliverable dates apply to both funding sources.

Let me know if you have any questions, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

http://www.fairfaxcounty.gov/homeless/ (83) Fairfax County Office to Pr... Fairfax-Falls Church Comm...

File Edit View Favorites Tools Help

diplexheated - YouTube Google Get YouTube TV

Our Community Partnership

- Online Services
- Our Government
- News and Events
- Maps, Facts & Stats
- State & Federal

10-Year Plan

Programs

Get Involved

The Partnership

Data

News and Events

Continuum of Care Program

The Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) Program provides significant financial resources to communities throughout the country as well as mandating procedures and policies for implementing a local housing crisis response system. **Notices regarding the CoC Program competition and Fairfax County's Collaborative Application** (our community's request for funds) are available here.

2017 HUD Continuum of Care Program Competition:

The HUD 2017 CoC Program Competition is now open and will conclude on September 28, 2017. Our community will be applying for over \$8,000,000 in funding to support ongoing and new housing programs serving those who are experiencing or who have experienced homelessness. All parts of our application will be available here.

New Funding Available:

The 2017 CoC Program competition includes the possibility of applying for a Permanent Housing Bonus. This remains an important resource for our homeless services delivery system. Our CoC is able to apply for \$497,452. In addition, our CoC is reallocating \$50,000 during this competition. Each funding opportunity can be utilized to create one of the following three project types: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH) or Joint Transitional/Rapid Rehousing. The CoC Committee will meet to select projects to include in our Collaborative Application.


For Details:

- [Permanent Housing Bonus Application](#)
- [Reallocation Funding Application](#)
- [Agency Capacity Form](#)

For additional information contact Julie Maltzman at Julie.Maltzman@fairfaxcounty.gov

Join the Partnership: CoC Member Drive

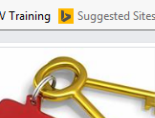
Fairfax County Continuum of Care's mission is to prevent and end homelessness in the Fairfax County-Fairfax Falls Church Community. Members of the Fairfax-Falls


<https://www.facebook.com/fairfaxhomeless/>

[Client Profile - ServicePoint](#)
[Fairfaxnet.fairfaxcounty.gov](#)
[Client Profile - ServicePoint](#)
[Fairfax County Office to Pre...](#)

[File](#)
[Edit](#)
[View](#)
[Favorites](#)
[Tools](#)
[Help](#)

[ServicePoint DV Training](#)
[Suggested Sites](#)
[Get more Add-ons](#)
[https--sp5.servicept.com--](#)



Fairfax County Office to Prevent and End Homelessness
@fairfaxhomeless

Home

About




Photos

Reviews

Posts


Community

Create a Page

 Like
  Share
 

Rebecca Ginn Whitecotton, Ginny McKernan Cooper, Mary Beth Bowen and 4 others like this.

1 Share





Fairfax County Office to Prevent and End Homelessness

August 2 · 🌐


2017 HUD Continuum of Care Program Competition:
The HUD 2017 CoC Program Competition is now open and will conclude on September 28, 2017. Our community will be applying for over \$8,000,000 in funding to support ongoing and new housing programs serving those who are experiencing or who have experienced homelessness.

New Funding Available:
The 2017 CoC Program competition includes the possibility of applying for a Permanent Housing Bonus.
This remains an important resource for our homeless services delivery system. Our CoC is able to apply for \$497,462. In addition, our CoC is reallocating \$50,000 during this competition. Each funding opportunity can be utilized to create one of the following three project types: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH) or Joint Transitional/Rapid Rehousing. The CoC Committee will meet to select projects to include in our Collaborative Application.

For additional information contact Julie Maltzman at Julie.Maltzman@fairfaxcounty.gov

 Like
  Comment

Linda Donaldson Wimpey likes this.



Fairfax County Office to Prevent and End Homelessness shared Fairfax County Government's photo.

July 28 · 🌐


Send Message


Government Organization


People

615 likes

People Also Like


 **Fairfax County Disabilities** Government Organization


 **Fairfax County Government** Government Organization


 **Fairfax County Sheriff** Law Enforcement Agency

Government Organizations in Fairfax, Virginia

Pages liked by this Page

 **Friends of Guest House**

 **Fairfax County Government**

 **ACCA - Annandale Christian Co...**

Places

Fairfax, Virginia

Community

Organization

Government Organization

Fairfax

Fairfax County VA-601 CoC Application: Process for Reallocating

Following are the emails to all applicants whose projects were either rejected (7) or reduced (8). They were sent on August 30 and August 31, 2017.

From: Maltzman, Julie
Sent: Wednesday, August 30, 2017 6:09 PM
To: 'mavery@vetsontherise.org' <mavery@vetsontherise.org>
Subject: 2017 HUD Program Competition Notification of Project Not Included In Application

Good afternoon,

Now that all project applications have been submitted in e-snaps as part of the 2017 CoC Program Competition, this serves as official notice that your application – Veterans on the Rise Permanent Supportive Housing - was not included. The competition was extremely robust this year, including seven applications, proposing three different housing types, with numerous target populations. The CoC Committee decided that your application did not meet the threshold requirements at this time.

Thanks again for your interest in applying for this funding opportunity and the time and effort you dedicated to do so.

Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie
Sent: Wednesday, August 30, 2017 6:08 PM
To: 'gpeart@elnorafoundation.org' <gpeart@elnorafoundation.org>
Subject: 2017 HUD Program Competition Notification of Project Not Included In Application

Good afternoon,

Now that all project applications have been submitted in e-snaps as part of the 2017 CoC Program Competition, this serves as official notice that your application – Elnora Foundation Rapid Rehousing - was not included. The competition was extremely robust this year, including seven applications, proposing three different housing types, with numerous target populations. The CoC Committee decided that your application did not meet the threshold requirements at this time.

Thanks again for your interest in applying for this funding opportunity and the time and effort you dedicated to do so.

Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie
Sent: Wednesday, August 30, 2017 6:04 PM
To: Melonie Barrow <melonie.barrow@gmail.com>
Subject: 2017 HUD Program Competition Notification of Project Not Included In Application

Good afternoon,

Now that all project applications have been submitted in e-snaps as part of the 2017 CoC Program Competition, this serves as official notice that your application – Beth El House Transitional Housing/ Rapid Rehousing - was not included. The competition was extremely robust this year, including seven applications, proposing three different housing types, with numerous target populations. Although your project met the threshold requirements the committee decided that Beth El House did not have the capacity to sponsor this project at this time.

Thanks again for your interest in applying for this funding opportunity and the time and effort you dedicated to do so.

Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie
Sent: Wednesday, August 30, 2017 6:02 PM
To: Judith Dittman <jdittman@second-story.org>
Subject: 2017 HUD Program Competition Notification of Project Not Included In Application

Good afternoon,

Now that all project applications have been submitted in e-snaps as part of the 2017 CoC Program Competition, this serves as official notice that your application – Second Story Transitional Housing/ Rapid Rehousing - was not included. The competition was extremely robust this year, including seven applications, proposing three different housing types, with numerous target populations. Although your project met the threshold requirements the committee decided that other applications addressed a greater unmet need at this time.

Thanks again for your interest in applying for this funding opportunity and the time and effort you dedicated to do so.

Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 6:00 PM

To: Kerrie Wilson (kerrie.wilson@cornerstonesva.org) <kerrie.wilson@cornerstonesva.org>; 'Greg White' (greg.white@cornerstonesva.org) <greg.white@cornerstonesva.org>; 'colin.davis@cornerstonesva.org' <colin.davis@cornerstonesva.org>; 'Anne-Lise Quinn' <anne-lise.quinn@cornerstonesva.org>

Subject: 2017 HUD Program Competition Notification of Project Not Included In Application

Good afternoon,

Now that all project applications have been submitted in e-snaps as part of the 2017 CoC Program Competition, this serves as official notice that your application – Cornerstones Rapid Rehousing - was not included. The competition was extremely robust this year, including seven applications, proposing three different housing types, with numerous target populations. Although your project met the threshold requirements the committee decided that other applications addressed a greater unmet need at this time.

Thanks again for your interest in applying for this funding opportunity and the time and effort you dedicated to do so.

Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie
Sent: Wednesday, August 30, 2017 5:32 PM
To: Pam Michell (pmichell@newhopehousing.org) <pmichell@newhopehousing.org>; Dana Murray <dmurray@newhopehousing.org>
Subject: 2017 HUD Program Competition Notification of Project Not Included In Application

Good afternoon Pam and Dana,

Thank you for taking the time to apply for the 2017 CoC Program Competition Reallocated Funding opportunity; your efforts are appreciated.

This serves as official confirmation that your project was not selected by the CoC Committee to move forward in the competition. As all project applications for reallocated funding met the threshold requirements, the decision was made on the basis of which prospective project would serve the most people.

Thanks again for your participation in this process, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie
Sent: Wednesday, August 30, 2017 5:32 PM
To: Joe Meyer <joe.meyer@shelterhouse.org>; Jamie Ergas <jamie.ergas@shelterhouse.org>
Subject: 2017 HUD Program Competition Notification of Project Not Included In Application

Good afternoon Joe and Jamie,

Thank you for taking the time to apply for the 2017 CoC Program Competition Reallocated Funding opportunity; your efforts are appreciated.

This serves as official confirmation that your project was not selected by the CoC Committee to move forward in the competition. As all project applications for reallocated funding met the threshold requirements, the decision was made on the basis of which prospective project would serve the most people.

Thanks again for your participation in this process, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 5:24 PM

To: 'wgradison@prsinc.org' <wgradison@prsinc.org>; Gillian Gmitter <gdesantis@prsinc.org>; Joseph Getch <jgetch@prsinc.org>; Charlene Williams <Cwilliams@prsinc.org>

Subject: 2017 HUD Program Competition Notification of Reduction in Project Funding

Good afternoon,

As previously communicated on July 31, 2017, this official notification confirms that the project PRS Intensive SHP – VA0112 had its total funding reduced by \$5,000. This amount will be reallocated into a new project. The reason for this reduction is to increase the number of people served with CoC Program funding in the next cycle and to increase efficiency in the PRS Intensive SHP project.

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 5:20 PM

To: Pam Michell (pmichell@newhopehousing.org) <pmichell@newhopehousing.org>; Dana Murray <dmurray@newhopehousing.org>

Subject: 2017 HUD Program Competition Notification of Reduction in Project Funding

Good afternoon Pam and Dana,

As previously communicated on July 31, 2017, this official notification confirms that the project New Hope Housing PSH Group Homes – VA0109 had its total funding reduced by \$5,000. This amount will be reallocated into a new project. The reason for this reduction is to increase the number of people served with CoC Program funding in the next cycle and to increase efficiency in PSH Group Homes project.

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie
Sent: Wednesday, August 30, 2017 5:17 PM
To: lambwood@pathwayhomes.org; Eleanor Vincent (evincent@pathwayhomes.org)
<evincent@pathwayhomes.org>
Subject: 2017 HUD Program Competition Notification of Reduction in Project Funding

Good afternoon Sylisa and Eleanor,

As previously communicated on July 31, 2017, this official notification confirms that the project 2014 Pathways SHP – VA0257 had its total funding reduced by \$10,000. This amount will be reallocated into a new project. The reason for this reduction is to increase the number of people served with CoC Program funding in the next cycle and to increase efficiency in 2014 Pathways SHP project.

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie
Sent: Wednesday, August 30, 2017 5:14 PM
To: Krizek, Bryan <bryan@christianrelief.org>; Tracy Kelso <tracyk@christianrelief.org>
Subject: 2017 HUD Program Competition Notification of Reduction in Project Funding

Good afternoon Bryan and Tracy,

As previously communicated on July 31, 2017, this official notification confirms that the projects Christian Relief Services of Virginia's 1994 CRSVAPH/PRS SHP - VA0097 and 1995 CRSVAPH/PRS SHP - VA0098 each had its total funding reduced by \$5,000 for a total for \$10,000. This amount will be reallocated into a new project. The reason for this reduction is to increase the number of people served with CoC Program funding in the next cycle and to increase efficiency in these two projects.

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 5:10 PM

To: Joe Fay (jfay@facetscares.org) <jfay@facetscares.org>; Maura Williams (mwilliams@facetscares.org) <mwilliams@facetscares.org>

Subject: 2017 HUD Program Competition Notification of Reduction in Project Funding

Good afternoon Joe and Maura,

As previously communicated on July 31, 2017, this official notification confirms that the project FACETS Linda's Gateway – VA0278 had its total funding reduced by \$5,000. This amount will be reallocated into a new project. The reason for this reduction is to increase the number of people served with CoC Program funding in the next cycle and to increase efficiency in Linda's Gateway project.

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Thursday, August 31, 2017 5:09 PM

To: Joe Meyer <joe.meyer@shelterhouse.org>; Jamie Ergas <jamie.ergas@shelterhouse.org>

Subject: 2017 HUD Program Competition Notification of Reduction in Project Funding

Good afternoon Joe and Jamie,

As previously communicated on July 31, 2017, this official notification confirms that the project Shelter House Rapid Rehousing – VA0286 had its total funding reduced by \$10,008. This amount will be reallocated into a new project. The reason for this reduction is to increase the number of people served with CoC Program funding in the next cycle and to increase efficiency in the Shelter House RRH project.

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Thursday, August 31, 2017 5:08 PM

To: Judith Dittman <jdittman@second-story.org>; 'Meghan Huebner' <mhuebner@second-story.org>

Subject: 2017 HUD Program Competition Notification of Reduction in Project Funding

Good afternoon Judith and Meghan,

As previously communicated on July 31, 2017, this official notification confirms that the project Second Story RRH for TAY – VA0277 had its total funding reduced by \$5,064. This amount will be reallocated into a new project. The reason for this reduction is to increase the number of people served with CoC Program funding in the next cycle and to increase efficiency in the RRH for TAY project.

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

Fairfax County VA-601 CoC Application: CoC Consolidated Application: Public Posting Evidence

Following is a screenshot of the email sent to all CoC Members and homeless services system participants informing them of the public posting of the CoC Consolidated Application and all sections and attachments as well as a screenshot of the posting of all parts of the application on the Fairfax County website.

2017 HUD CoC Program Competition - Fairfax County CoC VA 601 Application Available for Review and Comment - Message (HTML)

FILE MESSAGE Foxit PDF

Ignore Delete Reply Reply All Forward More - Meeting Move to: ? To Manager Done Create New Reply & Delete Quick Steps Move Move OneNote Actions Assign Mark Categorize Follow Up Translate Related Select Zoom

Delete Respond

Tue 9/19/2017 5:14 PM

Maltzman, Julie

2017 HUD CoC Program Competition - Fairfax County CoC VA 601 Application Available for Review and Comment

To Klein, Dean H.; Alfred Pavot; Alice Straker; Andrea Eick (aeeck@nrvs.org); Arthur Ginsberg; Becca Burpan; Bowler, Hannelotte M.; Bryan Krizek; Carol Mayfield; Chairman; Christopher Fay (cfay@honeststretchva.org); Deeghan, Tisha; Derwin Overton; Wilson, Michael; Dpt Pidkita-Smith; devine@goodhousing.org (devine@goodhousing.org); Dorothy Sorrell; Fernandez, Ina G.; Fleetwood, Thomas E; Gayan Pear; George Alexa; Gerald Poje; Gerry Williams; k1252@aol.com; Gerry Williams (gerrywms@gmail.com); Greg Burks; Hilary Chapman; 'Jas Boothe' (jalsaluteinc@gmail.com); Joe Meyer (joe.meyer@shelterhouse.org) (joe.meyer@shelterhouse.org); John MacPherson; Judith Dittman; Kari Galloway (director@friendsforguesthouse.org); Kathi Sheffel; Kerrie Wilson (kerrie.wilson@cornerstonesva.org) (kerrie.wilson@cornerstonesva.org); Linda Patterson; Lisa Whetzel; Louise Armitage; Marlene Blum; Mary Brown; Maura Williams;

Good afternoon,

As you know we are preparing to submit our CoC's Consolidated Application to HUD next week. Our CoC is applying for 22 renewal projects, 3 new projects, and a Planning Grant for a total amount of \$8,918,503.

Tomorrow morning the entire application will be available on the OPEH section of the Fairfax County website for review and comment. Please submit all comments to Julie Maltzman at Julie.Maltzman@fairfaxcounty.gov by 4:00 p.m. on Friday, September 22, 2017.

The various sections of the 2017 Consolidated Application, including CoC Application, Project Priority List, Rating and Review Procedure, Committee Members, and Rankings can be accessed at: <http://www.fairfaxcounty.gov/homeless/coc/>

The application will be submitted to HUD early next week.

Thanks to all the project applicants for all their efforts; to the many community partners that participated in the selection, review and ranking of all the projects; and to my OPEH colleagues who contributed substantially to the application. Your assistance is greatly appreciated.

Yours, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

Fairfax County " Agency " 10:27 AM 9/20/2017

←


→

http://www.fairfaxcounty.gov/homeless/coc/

FairfaxNET Homepage

Continuum of Care Progra...

FileEditViewFavoritesToolsHelp



HomeLiving HereDoing BusinessVisitingDepartments & Agencies

Search

Index

Contacts/Directions

Homelessness in Our Community

Prior News & Events

Real Cost of Homelessness

Our Community Plan

Housing First

How to Help

Hypothermia Prevention Program

Programs

Our Community Partnership

Online Services

Our Government

News and Events

Maps, Facts & Stats

State & Federal

homepage > ending homelessness

Printer FriendlyText SizeText Only

Continuum of Care Program

The Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) Program provides significant financial resources to communities throughout the country as well as mandating procedures and policies for implementing a local housing crisis response system. Notices regarding the CoC Program competition and Fairfax County's Collaborative Application (our community's request for funds) are available here.

2017 HUD Continuum of Care Program Competition:

The HUD 2017 CoC Program Competition is now open and will conclude on September 28, 2017. Our community is applying for almost \$9,000,000 in funding to support ongoing and new housing programs serving those who are experiencing or who have experienced homelessness. At this time our application is available here for public review and comment. Please submit any feedback to Julie Maltzman at [julie.maltzman@fairfaxcounty.gov](mailto:jmaltzman@fairfaxcounty.gov) by Friday, September 22, 2017 at 4:00 p.m.

Following is our CoC's application:


- 2017 CoC Application
- 2017 Project Priority List
- 2017 Rating and Review Procedure
- 2017 CoC Program Committees
- 2017 Project Rankings
- 2017 New Funding Opportunity
 - Permanent Housing Bonus Application
 - Reallocation Funding Application
 - Agency Capacity Form

2016 HUD CoC Program Competition

- 2016 CoC Application
- 2016 Project Priority List
- 2016 Rating and Review Procedure
- 2016 CoC Program Committees
- 2016 Project Rankings
- 2016 New Funding Opportunity

2015 HUD CoC Program Competition

- 2015 HUD CoC Program Grant Awards
- CoC Application



Fairfax CountyAgency10:33 AM9/20/2017

Fairfax County VA-601 CoC Application: Rating and Review Procedure

2017 Rating and Review Procedure Packet Order:

- 1. Fairfax County CoC Monitoring, Evaluation, Relocation and Ranking Process**
- 2. CoC, Ranking, and Monitoring and Evaluation (M&E) Committee Members**
- 3. M&E Agenda and Minutes December 1, 2016**
- 4. M&E Agenda and Minutes February 16, 2017**
- 5. 2017 M&E Instructions**
- 6. 2017 M&E Agency Tool**
- 7. 2017 M&E Project Tool**
- 8. M&E Agenda and Minutes May 3, 2017**
- 9. 2017 Final M&E Scores**
- 10. M&E Scores to Grantees Emails**
- 11. Bonus Project Funding Email**
- 12. Bonus Project Funding Website Posting**
- 13. Bonus Project Funding Facebook Posting**
- 14. CoC Committee Agenda and Minutes August 16, 2017**
- 15. 2017 Projects Ranking Information Presented to Committee**
- 16. Vulnerability of Clients Chart**
- 17. Ranking Committee Meeting and Minutes August 28, 2017**
- 18. Rankings Letter**
- 19. 2017 Final Rankings**
- 20. Rankings Communication to Grantees**
- 22. Rating and Review Procedure Public Posting**

Monitoring, Evaluation, Reallocation and Ranking Process 2017

Monitoring and Evaluation Process:

- Our CoC has implemented a comprehensive monitoring and evaluation process.
- It is overseen by the Monitoring and Evaluation Committee which is comprised of representatives of grantee agencies, non-grantee service providers, and CoC Lead Agency – the Fairfax County Office to Prevent and End Homelessness (OPEH) staff.
- The Monitoring and Evaluation tool is updated annually to include new HUD or community standards and newly identified issues, including criteria added to the CoC Program Competition NOFA each year.
- Original meeting to discuss changes was held on December 1, 2016 and consensus was reached on a range of edits as well as schedule for the 2017 process. Final version was adopted by the committee. This was done at Monitoring and Evaluation Committee meeting on February 16, 2017.
- There were two components; one for agencies and one for projects. Together they were able to measure a wide range of competencies including agency capacity, financial stability, adherence to HUD regulations and requirements, commitment to federal and local priorities, and project and client outcomes. APR review is part of this process.
- Community-wide performance measures are included in the tool.
- It is distributed each spring to all CoC Program grantees. Grantees which plan on applying for renewal funding as part of the next competition must complete the tool.
- Upon completion the tools are scored by OPEH staff to ensure impartiality and confidentiality.
- The Monitoring and Evaluation Committee reviews the scores with identifying organizational and project names removed. Any low scores or specific issues are discussed and follow-up is recommended as necessary. This was completed at Monitoring and Evaluation Committee meeting on May 3, 2017.
- The CoC Lead Agency (OPEH) staff performs site visits or request further information, as recommended by the committee. No site visits or request for information were recommended at meeting held on May 3, 2017.
- The Committee agreed that all renewal projects should move forward in the process and be included in the 2017 CoC Application.
- The scores, with comments concerning any issues or underperforming areas, are shared with the grantees. This was done on May 10, 2017. Grantees were provided a two week period to ask questions about or contest their scores.

Reallocation 2017:

- Meeting of HUD grantees was convened on May 2, 2017 to discuss voluntary reallocation. No applicants chose to reallocate a project in whole. Cost effectiveness was discussed and applicants agreed to look closely at each project to see if cost per

client served aligned with community standards and if projects could maintain high quality services with decreased HUD CoC Program funding.

- The Monitoring and Evaluation Committee met on May 3, 2017 to review all project scores. It recommended that the CoC and Ranking Committees did not need to meet to discuss any specific projects for possible reallocation as all projects scored high enough on the M&E tool. They all had excellent or good scores on maintaining housing stability, increasing income, and increasing employment thus contributing positively to our CoC's system wide performance. In addition, all projects provide permanent housing, maintain low barriers for entry, and operate under a housing first philosophy.
- As a result of this decision there was no joint meeting of the CoC and Ranking Committees to discuss involuntary reallocation.
- At the HUD grantees CoC Program Competition meeting on July 26, 2017, reallocation was discussed further and applicants committed to reallocate various amounts to serve more clients overall with CoC Program funding and to increase efficiency in various projects.
- The total amount reallocated was \$50,000. This was later increased to \$50,076 due to limitations of reducing rental assistance in renewal projects.
- An application for use of this funding was developed and distributed widely by email to all CoC members and any other individual or organization that has indicated interest in applying for HUD CoC Program funding. In addition, announcement of funding availability and application were posted on the Fairfax County Office to Prevent and End Homelessness webpage and Facebook.
- The application contains a separate agency capacity section for applicants that are not current HUD CoC Program grantees, indicating that new agencies are encouraged to apply.
- Three applications for utilization of the reallocated funds were submitted. The CoC Committee met on August 16, 2017 to decide on the applicant for the reallocated funding. As all three applications were of high standards and met the needs of the homeless services system, the committee awarded the funding to the project which would serve the most new program participants.
- All applicants were notified by email of the Committee's decision.

Bonus Project Funding Process:

- An application for use of the Permanent Housing Bonus Funding was developed and distributed widely by email to all CoC members and any other individual or organization that has indicated interest in applying for HUD CoC Program funding. In addition, announcement of funding availability and application were posted on the Fairfax County Office to Prevent and End Homelessness webpage and Facebook.
- A meeting for those interested in applying was held on August 3, 2017; eight agencies were represented.
- Seven applications for this funding were received, including four from agencies who are not current HUD CoC Program grantees.
- The CoC Committee met on August 16, 2017 and heard presentations from and asked questions of the applicants.

- The CoC committee discussed each application and considered the following publicized criteria, including: Need in the community addressed by the project; Overall quality of the application; Demonstrated experience of the organization in successfully implementing similar projects; Number of homeless persons the project will serve; Range and depth of the services that will be provided to them; Experience operating Housing First programs; Commitment to the CoC's Coordinated System and serving those prioritized by the CoC's policies and procedures; and Capacity of organization to implement and operate new program
- The Committee selected two projects to be part of the CoC's consolidated application.
- All applicants were notified by email of the Committee's decision.

Ranking Process:

- The CoC Committee met on August 16, 2017 and authorized the membership of the Ranking Committee and adopted criteria for the Ranking Committee to utilize in their ranking and tiering decisions.
- The primary criteria adopted were the Monitoring and Evaluation Tool scores, which contains a wide range of objective outcomes and program performance including permanent housing placements and housing stability. In addition the Ranking Committee considered a paragraph about each project highlighting challenges and successes; need for project in the homeless service system, ensuring Fairfax County CoC has a balanced homeless delivery system that takes into account: service continuity for families and singles, and sub-population, HUD and 10-Year Plan priorities; project component – PSH or RRH; target population including: youth, victims of domestic violence, families with children, chronic homeless, veterans; population served – singles and/or families; cost per client; vulnerability of population served; level of service provided to program participants; and timely deliverables during the 2017 Competition.
- The criteria information on all projects was compiled from the Monitoring and Evaluation tools, APRs, Project Applications, OPEH – CoC Lead Agency, and directly from Project Applicants.
- Competition and ranking and tiering information, as well as scores and project information were presented to the Ranking Committee for review.
- The Ranking Committee met on August 29, 2017. They reviewed HUD guidance as well as all the criteria, projects, scores, narratives.
- Following discussion, each member of the committee ranked the projects and the rankings were compiled to achieve the final ranking.
- HUD CoC Program Grantees were notified of the ranking for the 2017 competition by email on August 30, 2017.
- An email was sent to all CoC Members on September 19, 2017 that the Rating and Review Process, Final Rankings, and Project Priority List would be posted on the Fairfax County website on September 20, 2017. All parts of the application were posted on that date.

Fairfax County CoC - 2017 Committee Members

CoC Committee Members

- Patricia Harrison, Deputy County Executive, Fairfax County Government
- Verdia Haywood, Former Deputy County Executive, Fairfax County Government
- Willard Jasper, Commissioner, Fairfax County Redevelopment and Housing Authority
- Mary Kimm, Editor and Publisher, Connection Newspapers
- Dean Klein, Director, Office to Prevent and End Homelessness, Fairfax County Government
- Rodney Lusk, Senior Business Development Manager, Fairfax County Economic Development Authority
- Mike O'Reilly, Chairman, Fairfax-Falls Church Partnership to Prevent and End Homelessness, The O'Reilly Law Firm

Ranking Committee Members

- Louise Armitage, Human Services Coordinator, City of Fairfax
- Hilary Chapman, Housing Program Manager, Metropolitan Washington Council of Governments
- Verdia Haywood, Former Fairfax County Deputy Executive Director for Human Services
- Dean Klein, Director, Fairfax County Office to Prevent and End Homelessness
- Lorena McDowell, Director of Homeless Services, Northern Virginia Family Services
- Peaches Pearson, Member of the Consumer Advisory Council as well as Supervisory Team Lead, Office of Administration for US General Services Administration
- Lisa Whetzel – Executive Director, Britepaths (formerly Our Daily Bread)
- Gerry Williams – Former Chair, Communities of Faith United for Housing

Monitoring and Evaluation Committee Members

- Danielle Colon, Shelter House
- Abby Dunner, Office to Prevent and End Homelessness
- Gillian Gmitter, PRS
- Jeanine Gravette, Cornerstones
- Meghan Huebner, Second Story
- Tracy Kelso, CRS
- Julie Maltzman, Office to Prevent and End Homelessness
- Bobbi Mason, Department of Family Services
- Lorena McDowell, Northern Virginia Family Services
- Dana Murray, New Hope Housing
- Caroline Pitarque, Office to Prevent and End Homelessness
- Sharon Price Singer, Office to Prevent and End Homelessness
- Eleanor Vincent, Pathway Homes
- Maura Williams, FACETS

CoC Monitoring and Evaluation Committee Meeting December 1, 2016

Notes

Agenda:

- **Introductions**

Introduced each member

Signed a Confidentiality Agreement

- **Review of Monitoring and Evaluation history and process**

History of the M&E process was explained, including peer review, HEARTH act, etc.

- **Recap 2016 Changes**

Jamie Ergas commented that she liked how vacancies were reported differently, so that smaller programs more comparable to larger

- **2017 Changes**

Eleanor suggested CoC coming up with guideline in future for standards for LOS, cost per client, etc. to all be on the same playing field. Need for an objective way of looking at.

Comments made regarding level of staff to send to different meetings (whether single/providers or HUD grantee meeting). Was some speculation amongst if requiring attendance was the best way to assess participation.

Brainstorm if there is a way to measure participation in CoC.

Comment from Maura about SOAR taking too long, and having to be trained through employees in non-profits and not LaTasha. Will follow up on that.

- **Review Schedule for 2017**

Schedule approved, attached

- **Next Steps**

Committee Meeting Thursday, February 16th from 2:00-4:00pm

Monitoring & Evaluation Schedule 2017

- M&E Committee reviews and finalizes tools, instructions, and process schedule for 2017
 - End of February
- HUD CoC Grantees receive copy of M&E tools, instructions, and schedule
 - Beginning of March
- OPEH holds training session for all HUD CoC Grantees to review the tools, accompanying attachments, instructions, and schedule.
- **Note: It is expected that all grantees review materials prior to this training so any questions or issues can be addressed**
 - Mid-March
- Completed tools due by COB on a Monday.

- **Note: HUD CoC Grantees must submit 2 hard copies of their completed Agency and Project M&E tools and 1 hard copy of each attachment to OPEH**
- **Note: Agencies or projects that do not make submissions by this deadline will lose 4 points on both tools for each business day either tool is late.**
 - Four weeks following distribution of tools
- OPEH will notify any agencies or projects that have not submitted tools that points are being deducted from their scores and that they have 2 days to submit them or face additional consequences.
 - Wednesday afternoon of due date week
- Monitoring & Evaluation process closes by 4:00pm. Any agencies or projects that have not made submissions will be further reviewed by M&E committee and, if necessary, subjected to additional consequences as determined by the CoC and Project Ranking Committees.
 - Friday afternoon of due date week
- OPEH Staff will convene to review and score all of the submitted tools
- OPEH Staff will compile notes of any issues and/or shortcomings for each agency and project
- The CoC M&E Committee will convene to discuss the scores and notes with identifying names of agencies and projects omitted to ensure integrity of process.
- Any low scores or specific issues are discussed and follow-up is recommended as necessary.
 - Weeks following submissions
- Agencies receive a scored copy of their submitted tools with notes via email along with the final range of scores for both the agency and project components
- **Note: Agencies/Projects are given 2 weeks to review their scored tools and submit any inquiries they have to OPEH before they become final**
 - Six weeks following submission deadline
- Scores and accompanying notes are provided to the CoC Ranking Committee who will utilize them as a primary tool while ranking the projects as part of the competition
 - During HUD CoC Competition

2017 M&E Prospective Changes – Results from Committee Meeting

Agency Component:

Financial

1. Remove dates of fiscal year as all agencies utilize same dates **Accepted.**
4. Financial documents – attach or not? **Recommended that a finance employee in each organization read the HUD rule (2 CFR-200) and implement in agency. Decided to attach and get points for solely attaching this year, but to move forward and in future years to have a standard for financial policies and procedures that would earn points.**

Governance

10. Deliverables:

- Now in Agency – should they be by project? Decided to have questions on deliverables in both agency and project - but divided up into which is applicable. For example, GIW completion, SAMS and contact info would be deliverables for an agency, and project deliverables would be APR and Application submission.
- Change language to excellent, okay, not acceptable? Scale of 0, 1, and 2, same language.
- Ongoing and competition – together or separate? Put together, since already splitting up between project and agency.
- Include examples? Would not be comprehensive Accepted.

Project Component:

Subrecipients

Additional points available/subtracted for contracts and monitoring. Accepted. 3 points for contracts attached, and 3 for monitoring completed.

Financial

2. LOCCS drawdowns must be clear and indicate at the minimum quarterly drawdowns and all funds utilized Accepted movement. Asking to move questions in this order: amount of grant, LOCCS questions, then percentage (switching 2 and 3).

- Additional question – how many years have you not utilized all funding in the past three years? Accepted

Additional question - Cost per client - the total grant amount divided by the number of households in the program at one point in time Accepted

4. Attach match documentation or not? Cut out question.

5. Remove leveraging question as no longer required by HUD Accepted

8. Clarification that HUD HQS before move in and annually/different than housing cleanliness Accepted

9. Clarification that agencies need policies to adhere to both FMR and Rent-reasonableness – points added this year – need to attach procedure/forms Accepted

12. How many units are utilized in the project at one point in time and then additionally are they leased or owned – additional points? Questions to be added: 1) how many units are utilized by your program? 2) Do you lease/own these units? 3. Clarified that each project must put date the ER was done, and attach ER only for project's units (number of units on ER list should be equal to number of units in project)

- Environmental review for all units; for each project only those units and the date of the review even if it was the summer of 2014 accepted

- ER for RRH, one form only for entire project Accepted

HMIS or DV Homeless Database

Remove all references to DV Database Accepted

Add question about timely (removed accurate – need more guidance) submission of DQ review to OPEH – this year just January 2017 In the future, it will be quarterly. Accepted that points will be attached to this.

16. Move ART report question/attachment to APR section Accepted

Services & Policies: PSH

All programs must have staff with educational services knowledge as all programs might serve people between the ages of 18 -24 Accepted

Additional question - Does each client have a standard lease? Attach copy **Accepted (make a note to address/clarify which variety of lease needed, as they may vary)** Points awarded

Additional question - Is this program represented at Family/Single Providers, as appropriate, meeting regularly? How many necessary for points? **Not Accepted**

Additional questions - Is this program represented at HUD Grantee meetings? All? **Accepted**

19. Additional questions on access to mainstream resources

- Use of form for 4 benefits no longer informational, will have points associated with it **Accepted**

- Does this project provide transportation assistance to clients wishing to receive help getting to benefit appointments, employment training and/or jobs? **Accepted**

- Does project provide follow-up to ensure benefits are received and maintained?

Accepted Further discussion needed for RRH

- For RRH, even after clients leave project? **Further discussion needed for RRH**

27. Remove Energy Star appliances question **Accepted**

Service Level – 1 scattered sites, 2 part time onsite staff, 3 24/7 or almost 24/7 onsite staff – informational only **Accepted**

General Outcomes: PSH

30. Only list clients entering during the past calendar year, not all clients for referring agent, living situation, etc.

- CH households can only come from emergency shelter or places not meant for human habitation

33. Print out each page of APR on one page

Add ART report question here – ART report that APR is based on – more points for alignment between ART report and submitted APR - Move ART to next to APR in attachments **Accepted**

Directions for utilizations will be updated

Add client vulnerability – from APR, add up all disabilities at entry and divide by total number of clients served. Points for higher numbers. **Accepted**

- Other suggestions as to how to calculate? **Accepted Sharon agreed to look into how other communities do this successfully – needs additional thought**

Add question - How many and what percentage did you serve during APR year:

- Veterans
- Victims of DV
- CH at entry to program
- Heads of household 18-24

- **No points awarded for these, just informational and to be used by ranking committee**

Add question - How many, what percentage moved out of program to permanent housing?

How points awarded? **No points – just informational question.**

Should we have minus points for no income after being in project for long period of time? **Not Accepted**

Add question - Average LOS for stayers and leavers - length in stay of days, taken from APR. How points awarded?

Additional Changes:

- Grantee and Subrecipients - answer all questions and attach all documentation for both grantee and subrecipient agency. For agency tool, require both grantee and subrecipient agency to include all attachments and answers. For projects, just subrecipient. Will check through policies and see if there is anything that strikes that it is necessary to have projects/grantee answer/attach documents.
- New projects – will answer questions as appropriate, will be in instructions
- No more DV Database – remove all references Accepted
- Update all dates
- Remove all references to Transitional Housing
 - Rapid Rehousing specific outcomes will be added next year – input appreciated!

Feb. 16, 2017
M&E Committee Meeting Minutes

Agenda:

- **Introductions**

- All committee members represented or in attendance
- Jeanine Gravette had Alex Hernandez come in her place, Eleanor Vincent had Lauren Leventhal come in her place

- **Review Materials**

- **Agency Tool**

- No comments about content
 - Clarified what subrecipients will need to do in accordance with this tool

- **Project Tool**

- #5 – need to address if a project has both owned and leased units. How will we award points to this?
 - #13 – committee members requested we add a list of the meetings in the past year that were HUD grantee meetings with dates
 - #19 – brought to attention to reassess next year in regards to RRH and PSH differences in reporting (quarterly vs. monthly, etc.)
 - #22 – asked that we send out the form that had been sent out previously so everyone is on the same page (one from DFS)
 - #27 – change wording to include “and/or program agreement”, clarified that this question does not mean a lease with a landlord but rather the agreement with agency. Will need to see what projects submit this year (only points for attached), and then re-evaluate for next year.
 - #32 – decided to add points to this question (1 for SL 1, 2 for SL 2, 3 for SL 3. Need to add a box for explanation if there are multiple Service levels in project. Need to decide how to break up for RRH.
 - #42 – Change wording to align with how it is written on APR – explained they need clarification, expressed confusion. Also add APR question we are taking this from
 - #43 – Add APR question line
 - #44 – Add APR question line
 - #45-49 – Clarify APR question is correct
 - On Required Attachments – clarify that the order of attachments is correct. On line that says sample client lease, add /program agreement wording that was changed in question 27.

- **Instructions**

- Need for title on this, to make it more clear what it is
 - Need to clarify that “Exceptions” and make sure numbers listed are correct

- **Review of schedule**

- Decided on March 9th meeting for training session once tools are sent out
- Specified due time of 4:00pm rather than COB on April 3rd for turning in tools
- Schedule attached

- **Set follow-up meeting**

- Decided on May 3rd from 1-3pm

- **Other issues**

- None were raised

Monitoring & Evaluation Schedule 2017

ITEM	TIMELINE
M&E Committee reviews and finalizes tools, instructions, and process schedule for 2017	February 16
HUD CoC Grantees receive copy of M&E tools, instructions, and schedule	March 6
<p>OPEH holds training session for all HUD CoC Grantees to review the tools, accompanying attachments, instructions, and schedule.</p> <p>Note: It is expected that all grantees review materials prior to this training so any questions or issues can be addressed</p>	<p>March 9 or 13? Decided on March 9</p>
Technical assistance available.	Until Tuesday, March 28
<p>Completed tools due by COB on a Monday.</p> <p>Note: HUD CoC Grantees must submit 2 hard copies of their completed Agency and Project M&E tools and 1 hard copy of each attachment to OPEH</p> <p>Note: Agencies or projects that do not make submissions by this deadline will lose 4 points on both tools for each business day either tool is late.</p>	April 3
OPEH will notify any agencies or projects that have not submitted tools that points are being deducted from their scores and that they have 2 days to submit them or face additional consequences.	April 5
Monitoring & Evaluation process closes by 4:00pm. Any agencies or projects that have not made submissions will be further reviewed by M&E committee and, if necessary, subjected to additional consequences as determined by the CoC and Project Ranking Committees.	April 7
<ul style="list-style-type: none"> - OPEH Staff will convene to review and score all of the submitted tools - OPEH Staff will compile notes of any issues and/or shortcomings for each agency and project - The CoC M&E Committee will convene to discuss the scores and notes with identifying names of agencies and projects omitted to ensure integrity of process. Any low scores or specific issues are discussed and follow-up is recommended as necessary. 	<p>Weeks following submissions M&E Meeting Date TBD</p>
<p>Agencies receive a scored copy of their submitted tools with notes via email along with the final range of scores for both the agency and project components</p> <p>Note: Agencies/Projects are given 2 weeks to review their scored tools and submit any inquiries they have to OPEH before they become final</p>	<p>By May 19</p> <p>Two weeks after receiving</p>
Scores and accompanying notes are provided to the CoC Ranking Committee who will utilize them as a primary tool while ranking the projects as part of the competition	During HUD CoC Competition

FAIRFAX COUNTY CONTINUUM OF CARE

Monitoring & Evaluation

2017 Instructions

Introduction

To ensure effective and efficient use of their region's HUD CoC Program Funding, all CoC's are responsible for maintaining local monitoring and evaluation procedures. The Fairfax County CoC Monitoring and Evaluation Committee has updated last year's tools based on your feedback and current standards.

The Monitoring & Evaluation Tools are structured to provide the most objective measurement of agency and program performance. The questions contained in the tools not only determine current practices, outcomes and compliance with HUD regulations for each project and grantee, but also highlight the priorities and strategic directions of both HUD and the Fairfax County CoC. The scores received on these tools will be used as major criteria during the project rankings which once again will be a part of the 2017 HUD CoC Program application process.

A sub-committee of the CoC Monitoring and Evaluation Committee comprised of OPEH staff will review and score all of the completed tools. Scoring methodology is outlined in the tools for transparency.

The tools will be emailed to grantees on Monday, March 6, 2017. **There will be a training and review of the updated tools on March 9, 2017 from 2:00 – 4:00 p.m.** Attendance of at least one person from each organization is recommended. Please review the tools prior to the training meeting and bring any questions you may have with you to the meeting.

Instructions

- **Both Agency and Project Component Tools (hard copies) are due to the Office to Prevent and End Homelessness (OPEH) by 4:00 p.m. on Monday April 3, 2017.**
 - **4 points will be subtracted per day from each tool submitted late. No tools will be accepted after 4:00 p.m. on Friday, April 7, 2017.**
- Submit two hard copies of each completed tool.
- Only one hard copy of each attachment is required.
 - Each component should contain all the required attachments as listed at the end of each tool.
 - Compile the attachments in the same order as requested in the tools.
 - Separate each attachment by including a piece of paper prior to each attachment labeled with the name/description of the attachment.
- Each component with attachments should be bound separately with butterfly clip or rubber band (no binders).
 - Compile one Agency Tool, one set of Agency Tool attachments and then another Agency Tool.
 - Compile one Project Tool, one set of Project Tool attachments and then another Project Tool.
- Complete name but not score on cover sheet of each component.
- Submission methods:
 - Mail/Courier: OPEH, attention CoC Lead, 12000 Government Center Parkway, Suite 333, Fairfax, VA 22035. Julie Maltzman will confirm receipt by email.
 - In Person: OPEH, 12000 Government Center Parkway, Suite 333, Fairfax, VA 22035. Place the tools in the red box in cubicle 335.4 marked Monitoring and Evaluation Tools. Julie Maltzman will confirm receipt by email.
 - If you prefer to submit your tools to a person contact Caroline Pitarque at 703-324-3470 or Julie Maltzman at 703-324-3965 to arrange a time to deliver the tools.

- **Electronic submission of tools or attachments will not be accepted.**
- Agency Component must be submitted by all agencies applying for renewal or same agency reallocation funding during the 2017 HUD CoC Program Competition.
- Each grantee agency must complete only one Agency Component Tool, regardless of how many grants it currently receives. See notes below for Agencies with subrecipients.
- An entire project component must be completed for each project/grant applying for renewal or same agency reallocation funding during the 2017 Competition.
 - Exceptions:
 - New projects that began in 2016 should complete the following sections of the Project Component: Questions 1, 2, 3 (draws to date), 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18 (run report from grant start date until 3/15/17), 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 35, 38 (run report from grant start date until 3/15/17), 42 (data from Report 625), and 43 (data from report 625).
- It is the responsibility of each grantee to complete all forms and all questions. Subrecipients should be consulted as appropriate. For Agency Tool, both grantee and all subrecipients must answer each question and include all attachments/documentation. For Project Tool, all subrecipients must answer each question and include all attachments/documentation.
- Tools are formatted so that areas that require answers and attachments are highlighted in red.
- Points available are included in italics.
- Points will be subtracted for incomplete, inaccurate or missing information, including informational only questions.
- Executive Director (preferred), Agency Director (preferred), or other Authorized Representative must certify that all information is true, complete and accurate to the best of their knowledge.
- There are various time periods for reporting on various questions.
 - For Agency Component there are the following, which are specified in the questions :
 - Each Agency's fiscal year
 - Calendar year 2016
 - For Project Component there are the following, which are specified in the questions:
 - Year of last complete grant for which an APR has been submitted
 - Calendar year 2016
 - Information from 2016 Competition/Application
- Scores will be distributed to all grantees in mid-May.

Additional Information

If there are any questions concerning completion of this tool please contact Julie Maltzman at Julie.Maltzman@fairfaxcounty.gov or 703-324-3965 prior to 4:00 p.m. on Tuesday March 28, 2017. No technical assistance will be available following that date.

FAIRFAX COUNTY CONTINUUM OF CARE

Monitoring & Evaluation 2017 Agency Tool 21 Points

Agency: [Click here to enter text.](#)

Score: **/ 21**

AGENCY INFORMATION

Agency Name:	Click here to enter text.
Name of all current U.S. Dept. of Housing and Urban Development (HUD) Projects:	<ul style="list-style-type: none"> • Click here to enter text. • Click here to enter text. • Click here to enter text. • Click here to enter text. • Click here to enter text.
Agency Contact Information:	Name: Click here to enter text. Title: Click here to enter text. Address: Click here to enter text. Phone: Click here to enter text. Email: Click here to enter text.
Additional Contact Information:	Name: Click here to enter text. Title: Click here to enter text. Address: Click here to enter text. Phone: Click here to enter text. Email: Click here to enter text.

SUBRECIPIENT INFORMATION (if applicable)

- For agency tool, both grantee and all subrecipients must answer all questions and include all attachments/documentation.
- If your agency has subrecipients for any grants complete the following information:

Name of Project #1:	Click here to enter text.
Subrecipient/s Project #1:	Agency Name: Click here to enter text. Agency Name: Click here to enter text.
Name of Project #2:	Click here to enter text.
Subrecipient/s Project #2:	Agency Name: Click here to enter text. Agency Name: Click here to enter text.
Name of Project #3:	Click here to enter text.
Subrecipient/s Project #3:	Agency Name: Click here to enter text. Agency Name: Click here to enter text.

FINANCIAL:

7 POINTS

QUESTION	SCORE	POSSIBLE
<p>1. Does the agency have an independent financial audit completed within 12 months of the end of the agency's fiscal year?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • Attach 1st page of most recent audit management letter (1 point for attachment and 1 point if attachment shows audit was completed within 12 months) • If no, when was the date of you last audit? Click here to enter text. 		2
<p>2. Does the agency have the fiscal capacity to operate all of its HUD CoC grants? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • Attach first page of 2015 IRS Form 990 (1 point with attachment) • Attach most recent IRS Form 941 that was submitted in 2016 (1 point with attachment) 		2
<p>3. Does agency have financial/accounting policies, procedures and controls? Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if yes)</p> <ul style="list-style-type: none"> • Attach financial/accounting policies, procedures, and controls documents (1 point with attachment) • Do these policies align with HUD financial guidelines including the new regulations contained in 2 CFR Part 200, (guidance on audits, procurement, timesheet verification, documentation, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/> (informational only) 		2
<p>4. Does agency have a system to track matching funds, both cash and in-kind?</p> <ul style="list-style-type: none"> • Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if yes) 		1

GOVERNANCE:

7 POINTS

QUESTION:	SCORE	POSSIBLE
<p>5. Does your agency have a homeless or formerly homeless representative on your Board of Directors?</p> <ul style="list-style-type: none"> • Yes <input type="checkbox"/> No <input type="checkbox"/> (2 points if yes) • If no, describe another policy making entity with consumer representation: Click here to enter text. (1 point if adequately described) 		2

6. Attach a list of your Board of Directors (1 point with attachment)		1
7. Do representatives from your agency participate in <u>homeless system</u> committees and meetings? Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> List the committees and representatives. Click here to enter text. (1 point with list) 		1
8. Are there agency procedures for evaluating internal programs and utilizing the evaluations to improve programs? Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> If yes, explain the procedures and give an example of a change to a program that grew out of this process during last year (January 1, 2016 – December 31, 2016). Click here to enter text. (1 point with example) 		1
9. Have all agency-wide deliverables been submitted to HUD and OPEH in a timely manner this past year? (e.g. GIW, SAM registration, Applicant Profile) To be determined by OPEH in consultation with HUD (1 point if most, 2 points if all)		2

POLICIES AND PROCEDURES:

7 POINTS

QUESTION	SCORE	POSSIBLE
10. Does agency have a staff policies and procedure manual that covers the following items? (2 points if all, 1 point if some) <ul style="list-style-type: none"> Non-discrimination policy Yes <input type="checkbox"/> No <input type="checkbox"/> Sexual harassment Yes <input type="checkbox"/> No <input type="checkbox"/> Standards of professional conduct Yes <input type="checkbox"/> No <input type="checkbox"/> Position descriptions and responsibilities Yes <input type="checkbox"/> No <input type="checkbox"/> Conflict of interest policy Yes <input type="checkbox"/> No <input type="checkbox"/> 		2
11. Does your agency provide ongoing, internal, services directed training and staff development? Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> List internal trainings and dates that were provided to staff from January 1, 2016 – December 31, 2016: Click here to enter text. (1 point if at least two listed <u>with the dates provided</u>) 		1

<p>12. For clients does your agency have:</p> <ul style="list-style-type: none"> Grievance policy Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Attach agency's grievance policy (1 point if attached) Non-discrimination policy Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if yes) Confidentiality Policy Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if yes) 		3
<p>13. From January 1, 2016 – December 31, 2016 did any former or current consumers participate in your agency via... (1 point if any)</p> <ul style="list-style-type: none"> Employment opportunities Yes <input type="checkbox"/> No <input type="checkbox"/> Volunteer opportunities Yes <input type="checkbox"/> No <input type="checkbox"/> Group feedback sessions Yes <input type="checkbox"/> No <input type="checkbox"/> 		1

REQUIRED ATTACHMENTS FOR AGENCY COMPONENT:

- ☐ Latest agency audit management letter (Not necessary for Fairfax County Governmental Agencies)
- ☐ First page of 2015 IRS Form 990 – Return of Organization Exempt from Income Tax (Not necessary for Fairfax County Governmental Agencies)
- ☐ Agency's latest IRS Form 941 submitted in 2016 – Employer's Quarterly Federal Tax Return (Not necessary for Fairfax County Governmental Agencies)
- ☐ Agency's financial/accounting policies, procedures and controls documents
- ☐ List of Board of Directors (or Advisory Board for Governmental Agencies)
- ☐ Client Grievance Policy

FAIRFAX COUNTY CONTINUUM OF CARE

Monitoring & Evaluation 2017 Project Tool 105 Points

Project: [Click here to enter text.](#)

Score: / 105

SUBRECIPIENTS:

- For agency tool, both grantee and all subrecipients must answer all questions and include all attachments/documentation.
- For project tool, all subrecipients must answer all questions and include all attachments/documentation.
- All unearned points in this section will be deducted from the program's total score so that programs with subrecipients are not given the advantage of additional points.

8 POINTS

QUESTION	SCORE	POSSIBLE
Does this grant have any subrecipients? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none">• If no, skip to financial section• If yes, list them here: Click here to enter text.		—
Does the grantee have contracts with all subrecipients? <input type="checkbox"/> Yes <input type="checkbox"/> No Attach copy of contracts with all subrecipients. (3 points if contract with all subrecipients attached)		3
Does the grantee perform programmatic, administrative and financial monitoring of the subrecipients on a regular basis? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when was the most recent <u>onsite</u> monitoring completed by the grantee for each subrecipient? Click here to enter text. (3 points if each subrecipient was monitored within the last year)		3
Does the grantee update all subrecipients of HUD regulations and changes as necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the grantee's process for updating subrecipients? (1 point if described) Click here to enter text.		1
Does the grantee share administrative funds with the subrecipient agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No (1 point if yes)		1

FINANCIAL:

13 POINTS

QUESTION	SCORE	POSSIBLE
1. What is the grant year for this project (e.g.: 2/1 – 1/31)? <ul style="list-style-type: none">• Click here to enter text. (1 point if correct grant year entered)		1
2. What is the total grant amount applied for from HUD during the 2016 Competition? Click here to enter text. (1 point if correct)		

<ul style="list-style-type: none"> What <u>percentage</u> of this grant is: <i>(1 point if correct)</i> <ul style="list-style-type: none"> Rental Assistance Click here to enter text. Leasing Click here to enter text. Operations Click here to enter text. Supportive Services Click here to enter text. Administration Click here to enter text. 		2
<p>3. Attach documentation of all HUD's Line of Credit Control System (LOCCS) drawdowns indicating dates and amounts for the last completed grant year. <i>(1 point if attached)</i></p> <ul style="list-style-type: none"> Does this project draw down funds from LOCCS at least quarterly? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(1 point if yes & confirmed by attachment)</i> Have all HUD funds been drawn down for the last complete grant year? <ul style="list-style-type: none"> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(3 points if yes & confirmed by attachment – same as above)</i> If no, how much was unspent? Click here to enter text. If no, why were funds unspent? Click here to enter text. <i>(1 point if unspent amount & adequate explanation provided)</i> 		5
<p>4. How many years has funding <u>not</u> been completely utilized in the past three years? <i>(1 point subtracted for each year funds were not completely utilized)</i> Click here to enter text.</p>		-3
<p>5. Cost per client/household:</p> <ul style="list-style-type: none"> What is the total HUD grant amount divided by the number of households (each family or single) in the program at one point in time? Click here to enter text. <ul style="list-style-type: none"> Between \$9,000 - \$15,000 – <i>(3 points)</i> Between \$15,001- \$23,000 – <i>(2 points)</i> Over \$23,000 – <i>(1 point)</i> Are the units owned <input type="checkbox"/> or leased <input type="checkbox"/> ? <i>(1 point if leased)</i> If the project utilizes both owned and leased units provide details: Click here to enter text. 		4
<p>6. Does the agency receive program/rental income from this project? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> If yes, how much during the last complete grant year? Click here to enter text. If yes, were these funds used exclusively for eligible expenses (items that can be charged to a grant) as defined in the Interim Rule? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(1 point if yes to all)</i> 		1

ADMINISTRATIVE:

13 POINTS

QUESTION	SCORE	POSSIBLE
<p>7. When was the last time this project was monitored by HUD? (This should include every grant prior to 2007) Click here to enter text.</p> <ul style="list-style-type: none"> • Attach monitoring report. <i>(Minus 1 point if monitored and report not attached unless adequate explanation is provided.)</i> • Attach response to monitoring report. • If not attached, provide explanation: Click here to enter text. <i>(Minus 1 point if monitored and report not attached unless adequate explanation is provided.)</i> 		-2
<p>8. Does this project conduct Housing Quality Standards reviews at least annually for all units? (Note: this is different than housing cleanliness standards, and Housing Quality Standards are defined by HUD)</p> <ul style="list-style-type: none"> • Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(1 point if yes)</i> • Attach form used to conduct Housing Quality Standards reviews. <i>(1 point if attached)</i> • If yes, please provide an example of how this is utilized to improve your program: Click here to enter text. <i>(1 point for utilization)</i> 		3
<p>9. Does this project have guidelines in place to adhere to Fair Market Rent and Rent-Reasonableness? (Note: Both are necessary) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • Attach agency guidelines for FMR and Rent-Reasonableness. <i>(1 point for each)</i> 		2
<p>10. Are there agencies with which you partner (in addition to sub-recipients) to provide services in this project? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • If yes, which agencies and what services do they provide? Click here to enter text. <i>(1 point if listed)</i> 		1
<p>11. Explain the system that is in place to track the project from application through technical submission, grant agreement, amendments, operations, renewal, APR submissions, and audits, including names of the people responsible: Click here to enter text. <i>(1 point for clear process and 1 point for responsible persons)</i></p>		2
<p>12. How many units are utilized in this project at one point in time? Click here to enter text.</p> <ul style="list-style-type: none"> • Attach list of the addresses for all of this project's units and the date the environmental review was completed for each. Note: PSH - Environmental review date required for all project's units even if completed in July 2014. Only list this project's units on this form. Therefore, number of units on environmental review list must be equal to number of units in project. <i>(2 points)</i> 		2

<i>if all unit addresses and environmental review dates attached). RRH should attach copy of overall ER for project.</i>		
13. Has this program been represented at all HUD Grantee Meetings? Meetings: <ul style="list-style-type: none"> • CoC Meeting: April 13th • CoC Meeting: June 29th • CoC Meeting: August 8th Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if yes and verified by OPEH)		1
14. Have all project deliverables been submitted to HUD and OPEH in a timely manner this past year? (e.g. Project Application, APR) <i>To be determined by OPEH in consultation with HUD (1 point if most, 2 points if all)</i>		2

HMIS:

6 POINTS

QUESTION	SCORE	POSSIBLE
15. Is HMIS used consistently for this project? Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if yes)		1
16. Are there policies and procedures in place that cover data quality, confidentiality, and staff training? Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if yes)		1
17. Has the HMIS Data Quality Review been done consistently for this project? Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if yes)		1
18. Does this project have 95% or higher on each HUD required data element in HMIS? Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if documented) <ul style="list-style-type: none"> • Attach a PDF <u>of just the one page</u> ‘Tab B1 – Project Chart’ of the latest version of the ART report 252 - Data Completeness Report Card for your last grant year. (1 point if attached) 		2
19. Was DQ submitted in a timely fashion in January 2017 for PSH and January and February for RRH 2017? Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if yes and verified by OPEH)		1

SERVICES & POLICES:

26 POINTS

QUESTION	SCORE	POSSIBLE
20. What program staff member is responsible for ensuring that minors and Transitioning Age Youth (18-24) are in school and/or receiving appropriate educational services per HUD Requirements? Note: all programs must have staff with educational services knowledge as all programs may serve people between the ages of 18-24. Click here to enter text. (1 point if name provided)		1
21. Is there a systematic process for ensuring that clients apply for and obtain all mainstream resources to which they are entitled? (TANF, SSI/SSDI, SNAPs, Medicaid, SCHIP, local mental and somatic health care, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Describe process and people responsible for implementation: Click here to enter text. (1 point for clear processes and 1 point for people responsible for implementation) 		2
22. Does this project utilize a form that allows clients to apply for 4 or more benefits at once? Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Attach form used to allow clients to apply for 4+ benefits (1 point if attached) 		1
23. Does this project provide transportation assistance to clients wishing to receive help getting to benefit appointments, employment training and/or jobs? Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point)		1
24. Does this project provide follow-up to ensure benefits are received and maintained? Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point)		1
25. Provide the name and title of your agency's SOAR certified staff member who is available to participants of this program in need of this service. Click here to enter text. (2 points if name and job title provided)		2
26. Does this project utilize a housing first model as defined by HUD as stated below? <i>"Any project that indicates that it follows a Housing First model cannot place preconditions or eligibility requirements—beyond HUD's eligibility requirements—on persons entering housing, nor can it require program participants to participate in supportive service activities or make other rules, such as sobriety, a condition of housing. Recipients may offer and encourage program participants to participate in services, but there may be no time limit as to when he/she must do so."</i> (A program can require regular meetings with a case manager) Yes <input type="checkbox"/> No <input type="checkbox"/> (2 points if yes)		2

<p>27. Does each client in the program have a standard lease and/or program agreement? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • Attach copy of lease and/or program agreement (1 point if attached) 		1
<p>28. Does this program have a policy for discharging clients for non-compliance? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • Attach form document outlining your discharge policy. (1 point if attached) 		1
<p>29. If program participants require an absence from their housing of less than 90 days due to incarceration, hospitalization or time spent in a residential treatment facility are they allowed to remain in the project?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (1 point if yes)</p>		1
<p>30. Please describe your procedure for determining homeless status and/or chronically homeless status for the participants in this project.</p> <p>Click here to enter text. (1 point if described)</p> <ul style="list-style-type: none"> • Attach forms used to determine homeless and/or chronic homeless status. (1 point if attached) • If PSH, how has your program implemented the new definition of Chronic Homelessness in your policies and procedures? Click here to enter text. (1 point if PSH and adequately implemented) 		3
<p>31. Does this project accept participants with the following: (1 point for each yes response)</p> <ul style="list-style-type: none"> • Actively using <input type="checkbox"/> Yes <input type="checkbox"/> No • Criminal history <input type="checkbox"/> Yes <input type="checkbox"/> No • Bad credit <input type="checkbox"/> Yes <input type="checkbox"/> No • Bad rental history <input type="checkbox"/> Yes <input type="checkbox"/> No • Untreated mental illness <input type="checkbox"/> Yes <input type="checkbox"/> No • No income <input type="checkbox"/> Yes <input type="checkbox"/> No 		6
<p>32. What is the service level of this project?</p> <ul style="list-style-type: none"> • Service Level 1: Scattered Sites <input type="checkbox"/> Yes (1 point) • Service Level 2: Part Time Onsite Staff <input type="checkbox"/> Yes (2 points) • Service Level 3: 24/7 or almost 24/7 Onsite Staff <input type="checkbox"/> Yes (3 points) • If there are multiple service levels within one project, provide explanation: Click here to enter text. 		3
<p>33. If providing PSH, how many of your current clients would be able to move to housing with less supportive services and a rental subsidy if available? Click here to enter text. (1 point if number provided)</p>		1

GENERAL OUTCOMES:

27 POINTS

QUESTION	SCORE	POSSIBLE
<p>34. Have all program participants been given the opportunity to complete client satisfaction surveys during calendar year 2016? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • Attach client satisfaction survey with <u>date administered</u> (1 point if attached with date surveyed) • Attach summation of all clients' responses (1 point if attached) 		2
<p>35. Attach list of all heads of household's HMIS numbers for <u>only</u> those who entered your program from January 1, 2016 through December 31, 2016</p> <ul style="list-style-type: none"> • Referring agency (1 point if referring agency provided for all clients) • Living situation (streets, shelter, transitional housing, institution, etc.) prior to entering your program (1 point if prior living situation provided)) • If PSH, whether or not the head of household was chronically homeless at entry – must come from shelter or place not meant for human habitation (1 point if all clients entering PSH were chronically homeless at entry) <p><i>*Minus 1 point for each client/family that was not literally homeless at entry.</i></p>		3
<p>36. How many total vacancies did your program have from Jan. 1, 2016 through Dec. 31, 2016?</p> <ul style="list-style-type: none"> • Click here to enter text. = TV • Organize these vacancies by duration into the categories below. Provide the total number of vacancies your program held within each time period. (The sum of these numbers should equal the number you provided above for total vacancies) <ul style="list-style-type: none"> • Click here to enter text. = 30 days and under • Click here to enter text. = 31 – 60 days (PV1) • Click here to enter text. = 61 – 90 days (PV2) • Click here to enter text. = 91 – 120 days (PV3) • Click here to enter text. = Over 120 days (PV4) • Vacancy Factor VF = $\frac{PV1 + (PV2 \times 2) + (PV3 \times 3) + (PV4 \times 4)}{TV}$ • If VF = <ul style="list-style-type: none"> • 0.0 - 0.3 (0 points) • 0.4 - 0.6 (-1 point) • 0.7 - 0.9 (-2 points) • 1.0 - 1.2 (-3 points) • 1.3 - 1.5 (-4 points) 		-5

<ul style="list-style-type: none"> 1.6+ (-5 points) <p>If a prolonged vacancy was caused by issues beyond the control of your program, please provide an explanation including how long the total vacancy was and how many days should be exempted. Click here to enter text. Click here to enter text.</p>		
<p>37. What is the capacity of this program when full, both units and beds? Click here to enter text. (1 point if correct)</p>		1
<p>38. Attach a PDF of ART report 625 – HUD CoC APR that was run for the same dates as the last APR submitted in e-snaps. (1 point if attached and 3 points if consistent with submitted APR)</p>		4
<p>39. Attach a PDF copy of the last APR submitted in e-snaps. Note: Please print out each page of the APR on one page. (1 point for attachment and 2 points if general information is correct)</p> <ul style="list-style-type: none"> Attach a copy of the e-snaps submission page that states the date it was submitted (not the date in the APR itself). (1 point if the APR was submitted within 90 days of the end of the grant year) <p><i>*Minus 1 point for every 30 days past the 90 day deadline that the APR was not submitted.</i></p>		4
<p>40. What was the average utilization rate on the past APR?</p> <ul style="list-style-type: none"> Click here to enter text. <ul style="list-style-type: none"> 95 - 100% (3 points) 90 - 94% (2 points) 85 – 89% (1 point) 75 – 84% (0 points) 50 – 74% (-1 point) Below 50% (-2 points) <p>On APR - For singles question #8 – add up the four Point-in-Time Count of Persons Served (January, April, July, and October), divide by four, then divide by number of beds available at capacity. For families question #9 – add up the four Point-in-Time Count of Households Served (January, April, July, and October), divide by four, then divide by number of units available at capacity.</p>		3
<p>41. How many total adults were served during the last grant year?</p> <ul style="list-style-type: none"> Click here to enter text. <p>How many total families, if applicable, were served during the last grant year?</p>		1

<ul style="list-style-type: none"> • Click here to enter text. (1 point if both numbers are correct) <p>On APR - question 7 (adults), question 9 (families – total number of households)</p>		
<p>42. From APR, add up all known physical and mental health conditions of adults at entry and divide by total number of adults served. Click here to enter text.</p> <ul style="list-style-type: none"> • From 1 - 1.75 - (1 point) • From 1.76 – 2.5 - (2 points) • From 2.6 or higher (3 points) <p>On APR – question #18a; add up total number of conditions and divide by total number of adults served.</p>		3
<p>43. From APR, how many and what percentage of your adult clients fall into the following categories: (Informational only)</p> <ul style="list-style-type: none"> • Veterans: (APR question #21) <ul style="list-style-type: none"> - Number - Click here to enter text. - Percentage - Click here to enter text. • Victims of DV: (APR question #19) <ul style="list-style-type: none"> - Number - Click here to enter text. - Percentage - Click here to enter text. • CH at entry to program: (Determine from case files) <ul style="list-style-type: none"> - Number - Click here to enter text. - Percentage - Click here to enter text. • Heads of household 18-24: (APR question #Q16 and case files) <ul style="list-style-type: none"> - Number - Click here to enter text. - Percentage - Click here to enter text. 		—
<p>44. From APR – what is the average Length of Stay for Leavers and for Stayers – in terms of day?</p> <ul style="list-style-type: none"> • Leavers - Click here to enter text. • Stayers - Click here to enter text. <p>For each:</p> <ul style="list-style-type: none"> • Over 2,000 - (1 point) • Between 1,000 – 2,000 - (2 point) • Under 1,000 - (3 point) <p>On APR – question #27</p>		6

PERMANENT SUPPORTIVE HOUSING SPECIFIC OUTCOMES:

20 POINTS

QUESTION	SCORE	POSSIBLE
----------	-------	----------

<p>45. From the APR - how many adults maintained their housing stability, either in your program or by moving to other permanent housing? (Do not count program participants that passed away in this measure.)</p> <ul style="list-style-type: none"> • Number of adults that met this measurement: Click here to enter text. • Percentage of adults that met this measurement: Click here to enter text. <ul style="list-style-type: none"> • 95 - 100% (4 points) • 90 - 94% (3 points) • 85 - 89% (2 points) • 80 - 84% (1 point) • Below 79% (0 points) <p>On APR - question #36a; measure 1</p>		4
<p>46. From the APR - how many adults were employed?</p> <ul style="list-style-type: none"> • Number of adults that met this measurement: Click here to enter text. • Percentage of adults that met this measurement: Click here to enter text. <ul style="list-style-type: none"> • 50 - 100% (4 points) • 35 - 49% (3 points) • 20 - 34% (2 points) • 10 - 19% (1 point) • Below 10% (0 points) <p>On APR - question #25a1 + #25b1; add values from “earned income” rows.</p>		4
<p>47. From the APR - how many adults had income?</p> <ul style="list-style-type: none"> • Number of adults that met this measurement: Click here to enter text. • Percentage of adults that met this measurement: Click here to enter text. <ul style="list-style-type: none"> • 90 - 100% (4 points) • 80 - 89% (3 points) • 70 - 79% (2 points) • 60 - 69% (1 point) • Below 60% (0 points) <p>On APR - question #25a2 + #25b2; add values from “1+ source” rows.</p>		4
<p>48. From the APR - how many adults received non-cash benefits?</p> <ul style="list-style-type: none"> • Number of adults that met this measurement: Click here to enter text. • Percentage of adults that met this measurement: Click here to enter text. 		

<ul style="list-style-type: none"> • 90 - 100% (4 points) • 80 - 89% (3 points) • 70 - 79% (2 points) • 60 - 69% (1 point) • Below 60% (0 points) <p>On APR - question #26a2 + #26b2; add values from “1+ source” rows.</p>		4
<p>49. From the APR - how many adults increased income while in the program?</p> <ul style="list-style-type: none"> • Number of adults that met this measurement: Click here to enter text. • Percentage of adults that met this measurement: Click here to enter text. <ul style="list-style-type: none"> • 80 - 100% (4 points) • 60 - 79% (3 points) • 40 - 59% (2 points) • 20 - 39% (1 point) • Below 20% (0 points) <p>On APR - question #24b3, the last number in the second to last column.</p>		4
<p>50. How many clients/households moved out of your program to permanent housing (excluding other permanent supportive housing)? What percentage of your total clients is this? <i>(Informational only)</i></p> <ul style="list-style-type: none"> • Number - Click here to enter text. • Percentage - Click here to enter text. <p>On APR - question #29a1 and #29a2, add up all under permanent destinations except for PSH. For programs serving families determine how many households are represented by the numbers. Divide by total numbers of clients/households served.</p>		<hr/>

REQUIRED ATTACHMENTS FOR PROJECT COMPONENT:

- ☐ Copy of Subrecipient contracts, if applicable.

- ☐ Documentation of all LOCCS drawdowns indicating dates and amounts, for the last complete grant year.
- ☐ If monitored by HUD, attach monitoring report and response.
- ☐ Housing Quality Standards form.
- ☐ FMR and Rent Reasonableness policies/forms.
- ☐ List of Units' Addresses and the dates of their environmental reviews for this project.
- ☐ PDF of Tab B1 – Project Chart from ART report 252 for latest grant year
- ☐ Application form utilized to apply for 4 or more mainstream benefits.
- ☐ Sample client lease and/or program agreement.
- ☐ Discharge for non-compliance policy.
- ☐ Forms used to determine homeless and chronically homeless status.
- ☐ Copy of client satisfaction survey, date survey was conducted, and a summation of the responses.
- ☐ A list of clients with HMIS numbers who entered your program from January 1, 2016 through December 31, 2016 with original referral source, living situation prior to your program entry and if they were chronically homeless at entry.
- ☐ PDF of ART report 625-HUD CoC APR for the same dates as the last APR submitted in e-snaps.
- ☐ PDF copy of the last APR submitted in e-snaps, printed on one side of paper only.
- ☐ Copy of the e-snaps submission page with submission date (not the date on the APR itself).

CoC Monitoring and Evaluation Meeting

May 3rd, 2017

Fairfax County Government Center

Agenda:

- **Overview of Monitoring & Evaluation**

- Coordinated Entry Conversation: some incomplete referrals given, which leads to long vacancies. New process and this is being addressed.
- ER – last CoC-wide review was in summer of 2014. Every 5 years, units must have ER done. To think about for next year – how to do in future?
- For homeless or formerly homeless client on board. Suggestions were to add more points since it is a regulation. From the CoC committee - needs to come a letter/rule about what the change/requirement will be. Question was posed about what past arguments against it being a rule is. Conclusion: add more points, send letter on behalf of committee, and then have a contact for information if people are concerned.
- PSH Outcomes – emphasis on this being the way to raise points once all other qualifications have been met.

- **Review of Scores**

- In comparison to last year, things are getting better aside from outliers.
- Possibility for adding more measures for outcome.
- Conversation about adding housing opportunities collaborative to the mix for help in moving clients on from PSH
- Conversation about scores:
 - Eleanor - establish an expectation of how high the points should be (set a minimum).
 - Abby – any less than a B should be looked at?
 - Lorena - lowest 3 that stood out.
 - Julie – after a few years of low scores, projects/agencies should be trying to improve. Suggestion of if there is a precedent for how many points to raise by each year (especially with new projects)
 - Eleanor – suggestion of Technical Assistance and possibility of site visits for programs that scored low. Suggestion that if there is a very low scoring project or organization, the implementation should be taken out of the M&E committee and done by OPEH.

- Conclusion about new projects: Setting aside new projects – addressing issues with agencies and then giving another chance to improve next year.
 - Conclusion: for the lowest performing projects, although none were that low - once scores come out, offering technical assistance and then up to the agency/project to accept technical assistance and possible action next year (referred to CoC and Ranking Committees for possible reallocation) if scores don't improve.
- **Planning for 2018**
 - Three grantees with APR new in new system to have them due a little earlier so that they are all in the same format for next year's competition

2017 Monitoring and Evaluation Tools Scores

Agency Identifier	Agency Score
A	21
B	17
C	18
D	19
E	19
F	20
G	19.5
H	21
I	21

Agency Tool:

Agency Possible Score: **21**

Range: **17-21**

Project Identifier	Project Score
1	93
2	90
3	90.5
4	89.5
5	78.5
6	95
7	65
8	89
9	79
10	95.5
11	86.5
12	88.5
13	78.5
14	70
15	85
16	85.5
17	85
18	92
19	42/56
20	52/56
21	51.5/56
22	51/56
23	53/56

Project Tool:

Agency Possible Score: **105**


Range: **65 – 95.5**

New Project Tool:

New Project Possible Score: **56**

Range: **42-53**

Monitoring and Evaluation Scores

 Julie Moltzman
 Monitoring and Evaluation Scores

To: Abby Dunner (abigail.dunner@fairfaxcounty.gov); Amanda Meyer; Bill Barnett, Thomas M.; brenda.brennan; Campbell, Joyce M.; caroline.piatque@fairfaxcounty.gov; Carolyn Mellone; Charlene Williams; Dana Murray; Danielle Colon; David Maloney (david.maloney@shelterhouse.org); Edwina Hall-Jackson; Eleanor Vincent (evincen@pathwayhomes.org); Leo, Yell M.; Lillian Smith; Jamie Ego; Jeanne Gravetter; Jeffries, Carolyn (Carolyn.Jeffries@fairfaxcounty.gov); Joe Fay (joe.fay@facecare.org); Joe Meyer; Joseph Getzky; Judith Ottman; Krasel, Bryan; kimbwood@pathwayhomes.org; Leo, Laura (laura.leo@fairfaxcounty.gov); Lorena McDowell; Mary Brown; Mason, Bobbe; Maura Williams (maurawilliams@facecare.org); Meghan Hudson; Pam Michael (pam.michael@shelterhouse.org); Powell, Katrina (Katrina.Powell@fairfaxcounty.gov); Sharon Price Singer; Shawn Valentine; Tracy Kelso; wgraddon@princ.org

You replied to this message on 5/10/2017 3:38 PM.
 This message was sent with High importance.

Good afternoon,

The scoring is complete for all Monitoring and Evaluation Tools!

- Scanned copies of each agency's tools will be emailed following this message.
- For the most part the scores were very good this cycle and continue to improve, demonstrating the impact and validity of this process.
- Total points available on the agency tool were 21; the range was 17 – 21.
- Total points available on the project tool were 105; the range was 65 – 95.5. As you can see there was a sizable range and some projects scored very low.
- Once again comments are included within the documents.
- Client outcome measures were not addressed specially; but grantees should examine their outcomes and work to improve them in the coming year as necessary.
- How the scores were determined should be clear when reviewing the Tools. If you would like further clarification please contact me by Wednesday, May 24, 2017.
- These scores will be utilized in the ranking process for the 2017 CoC Program Competition.
- In addition, the CoC Monitoring and Evaluation Committee decided that any projects that have had a low score (overall and on a curve) the past few years will be notified of this and will be offered technical assistance from OPEH and/or another grantee organization. In addition, they will be notified that if the score on the project does not increase significantly next cycle the CoC Committee will be advised and the project will be considered for reallocation.

On behalf of the CoC Monitoring and Evaluation Committee I thank you for the time and effort that went into completion of the tools and most importantly for the ongoing work this process measures.

Julie

Julie Moltzman
 Continuum of Care Lead Manager
 Office to Prevent and End Homelessness
 12000 Government Center Parkway, Suite 333
 Fairfax, VA 22035
 703-924-3965
julie.moltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

Reply Reply All Forward IM



Mon 7/31/2017 7:19 PM

Maltzman, Julie

Funding Opportunity - HUD CoC Program

To Klein, Dean H.; Alfred Pavot; Alice Straker; Andrea Eck (aek@nvfs.org); Arthur Ginsberg; Becca Burgan; Bowler, Nannette M.; Bryan Krizek; Carol Mayfield; Chairman; 'Christopher Fay' (cfay@homestretchva.org); Deeghan, Tisha; Derwin Overton; Dipti Pidikiti-Smith; 'dlevine@goodhousing.org' (dlevine@goodhousing.org); Dorothy Sorrell; Fernandez, Ina G.; Fleetwood, Thomas E.; Gayan Pear; George Alexa; Gerald Poje; Gerry Williams;

This message was sent with High importance.

Message

SNAPS-In-Focus-The-New-Joint-Transitional-Housing-and-Rapid-Re-Housing-Component.pdf (382 KB)

Agency Capacity.docx (875 KB)

New Project Bonus Funding Application draft.doc (930 KB)

Good afternoon,

As many of you know, the 2017 HUD CoC Program Competition is now open. Once again this year our CoC is able to apply for new funding as part of our community's application. Details for applying are attached to this email. In addition, I have attached supplemental information about the new joint Transitional Housing – Rapid Rehousing project type as it is unfamiliar.

Important information including deliverable dates:

- There will be a meeting to discuss details of this application and prospective new projects on Thursday, August 3 at the Government Center, 12000 Government Center Parkway, Conference Center room #7 from 1:00 p.m. – 2:00 p.m. Attendance at this meeting is not required but recommended.
- Inform Julie Maltzman by Tuesday August 8 of interest in applying for this funding opportunity – 703-324-3965 or julie.maltzman@fairfaxcounty.gov
- Applications are accepted via email only and are due by Monday, August 14 prior to 12:00 noon.
 - Email to: julie.maltzman@fairfaxcounty.gov
 - Request a delivery and read confirmation to ensure successful receipt.
- Applicants will be notified if the CoC Committee would like a presentation about the project the week of August 14.

Reply Reply All Forward IM



Mon 7/31/2017 7:19 PM

Maltzman, Julie

Funding Opportunity - HUD CoC Program

To: Klein, Dean H.; Alfred Pavot; Alice Straker; Andrea Eck (aek@nvfs.org); Arthur Ginsberg; Becca Burgan; Bowler, Nannette M.; Bryan Krizek; Carol Mayfield; Chairman; 'Christopher Fay' (cfay@homestretchva.org); Deeghan, Tisha; Derwin Overton; Dipti Pidikiti-Smith; 'dlevine@goodhousing.org' (dlevine@goodhousing.org); Dorothy Sorrell; Fernandez, Ina G.; Fleetwood, Thomas E.; Gayan Pear; George Alexa; Gerald Poje; Gerry Williams;

This message was sent with High importance.

Message

SNAPS-In-Focus-The-New-Joint-Transitional-Housing-and-Rapid-Re-Housing-Component.pdf (382 KB)

Agency Capacity.docx (875 KB)

New Project Bonus Funding Application draft.doc (930 KB)

- Applicants will be notified if the CoC Committee would like a presentation about the project the week of August 14.
- Applicants will be notified the week of August 14 if they are or are not chosen to submit an application to HUD as part of the 2017 HUD CoC Program competition.
- When notified the applicant/s will be required to submit a brief description of the project for the Ranking Committee.
- The applicant/s selected will be required to fill out a new project application in e-snaps as part of the competition. A draft is due to OPEH on August 24 prior to 4:00 p.m. and the final application must be submitted in e-snaps on August 28 prior to 4:00 p.m.

Please contact me if you have any questions or concerns, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless


http://www.fairfaxcounty.gov/homeless/ (83) Fairfax County Office to Pr... Fairfax-Falls Church Comm...


File Edit View Favorites Tools Help


diplexheated - YouTube Google Get YouTube TV


Your Community Partnership


Online Services
Our Government
News and Events
Maps, Facts & Stats
State & Federal

 **10-Year Plan**

 **Programs**

 **Get Involved**

 **The Partnership**

 **Data**

News and Events

Continuum of Care Program

The Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) Program provides significant financial resources to communities throughout the country as well as mandating procedures and policies for implementing a local housing crisis response system. **Notices regarding the CoC Program competition and Fairfax County's Collaborative Application** (our community's request for funds) are available here.

2017 HUD Continuum of Care Program Competition:

The HUD 2017 CoC Program Competition is now open and will conclude on September 28, 2017. Our community will be applying for over \$8,000,000 in funding to support ongoing and new housing programs serving those who are experiencing or who have experienced homelessness. All parts of our application will be available here.

New Funding Available:

The 2017 CoC Program competition includes the possibility of applying for a Permanent Housing Bonus. This remains an important resource for our homeless services delivery system. Our CoC is able to apply for \$497,452. In addition, our CoC is reallocating \$50,000 during this competition. Each funding opportunity can be utilized to create one of the following three project types: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH) or Joint Transitional/Rapid Rehousing. The CoC Committee will meet to select projects to include in our Collaborative Application.

For Details:

- [Permanent Housing Bonus Application](#)
- [Reallocation Funding Application](#)
- [Agency Capacity Form](#)

For additional information contact Julie Maltzman at Julie.Maltzman@fairfaxcounty.gov

Join the Partnership: CoC Member Drive

Fairfax County Continuum of Care's mission is to prevent and end homelessness in the Fairfax County-Fairfax Falls Church Community. Members of the Fairfax-Falls

CoC Committee Meeting

August 16, 2017

Agenda:

- Overview of HUD 2017 CoC Program Competition
- Presentations by Applicants for Bonus Funding:
 - 1:45 - Beth El House - TH-RRH
 - 2:05 - Second Story - TH-RRH
 - 2:25 - Veterans on the Rise - PSH
 - 2:45 - Pathways - PSH
 - 3:05 - Cornerstones - RRH
 - 3:25 - FACETS - RRH
- Review of Applications for Reallocated Funding:
 - Shelter House - PSH
 - New Hope Housing - PSH
 - Pathways - PSH
- Discussion and Decisions on New Projects
- **Committee Discussed each application for new funding; eliminating some for applications not meeting threshold review and discussing which of the others were strongest, met the most urgent unmet need in the homeless delivery system and would have the most impact on overall system performance. The Committee selected Pathways PSH for singles and FACETS RRH for singles to move forward in the competition. The Committee also discussed the applications for the reallocated funding. As all applications met threshold review and were strong the Committee decided to select the one that would serve the most clients. They selected Pathways PSH for singles.**
- Ranking and Tiering Process

- **Discussion and Decisions regarding Ranking and Tiering Criteria**
- **The Committee reaffirmed the criteria that had been utilized last year adding the additional vulnerability of clients score.**
- **The Committee declined to provide guidance on whether or not new projects should be placed in Tier 2 and left this decision up to the Ranking Committee**
- **Confirm members of Ranking Committee**
- **The Committee confirmed the members of the Ranking Committee.**

Organization	Program	Grant Amount	Grant Type	Scoring %	M&E Total (126)	Agency Score (21)	Project Score (105)	PSH or RRH	Target Pop.	Singles and/or Families	Number of Clients	Cost per Client/household	Rent or Own	Service Level	Vulnerability of Clients Served	Timely Deliverables During Competition
--------------	---------	--------------	------------	-----------	-----------------	-------------------	---------------------	------------	-------------	-------------------------	-------------------	---------------------------	-------------	---------------	---------------------------------	--

2017 Competition Measure

Vulnerability of Clients Served - PSH

Instructions: Numbers below should account for one point in the past fiscal year in which the program was at full capacity. Programs serving families should answer for adults only.

Agency: _____ Program: _____

Number of adults served at full capacity: _____

Measure	Number of Clients with Measure
History of victimization – DV and/or child abuse	
Number of previous homeless episodes prior to program entry	
Chronic Homeless at entry	
Unsheltered at entry	
No income at entry	
Criminal history	
Bad credit or rental history (including not having been a leaseholder)	
Has mental disability, including substance abuse disorder	
Has physical disability	
Had more than one disability at entry	

Vulnerability of Clients Served - RRH

Instructions: Numbers below should account for all adults served since the beginning of your program last year.

Agency: _____ Program: _____

Number of adults served since beginning of program: _____

Measure	Number of Clients with Measure
History of victimization – DV and/or child abuse	
Number of previous homeless episodes prior to program entry	
Chronic Homeless at entry	
Unsheltered at entry	
No income at entry	
Criminal history	
Bad credit or rental history (including not having been a leaseholder)	
Has mental disability, including substance abuse disorder	
Has physical disability	
Had more than one disability at entry	

CoC Ranking Committee

August 29, 2017

Agenda:

- General Review - 2017 HUD CoC Program Competition
- Discussed details of NOFA, application, directions regarding ranking and tiering, monitoring and evaluation process and results
- Reviewed project details
- Ranking and Tiering Information
 - Review Criteria
 - Reviewed development of criteria and significance of each
 - Review Projects
 - Reviewed descriptive paragraphs of each grant
 - Review Scores
 - Examined all scores and discussed impact of each project
 - Discussed permanent housing placement and stability
 - Discussion of addition of criteria concerning vulnerability of clients served and how that impacts outcomes and challenges
- Discussion of criteria
 - Which are most vital; decision that Monitoring and Evaluation scores cover all major factors and are completely objective – should be primary measurement
- Discussion of projects
 - Specific projects that might be in Tier 2
 - Differing opinions on importance to the system of various projects
 - Discussion of new projects that were just completing first year and how they should be ranked
 - Discussed how to impact as few as clients as possible with grants in Tier 2
 - Discussed impact on system as a whole and specific populations
 - There was not agreement on all aspects
- Vote on rank of all projects

- **Each Committee member ranked all the projects individually and then the scores were compiled to determine the final rankings.**



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

August 30, 2017

Dear CoC Applicants,

As you know, HUD has once again included the ranking and tiering process as part of this year's competition, mandating that a percentage of funding be placed in Tier 2. Our CoC utilized the same process as last year to do so.

The CoC Committee met and reappointed the Ranking Committee. The Ranking Committee consists of: Louise Armitage, Human Services Coordinator, City of Fairfax; Hilary Chapman, Housing Program Manager, Metropolitan Washington Council of Governments; Verdiana Haywood, Former Fairfax County Deputy Executive Director for Human Services; Dean Klein, Director, Fairfax County Office to Prevent and End Homelessness; Lorena McDowell, Director of Homeless Services, Northern Virginia Family Services, Peaches Pearson, Member of the Consumer Advisory Council as well as Supervisory Team Lead, Office of Administration for US General Services Administration; Lisa Whetzel – Executive Director, Britepaths (formerly Our Daily Bread); and Gerry Williams – Former Chair, Communities of Faith United for Housing. Lorena McDowell was added to the committee this cycle and Lisa Whetzel was unable to join us for the Ranking Committee deliberations this year.

The Ranking Committee reviewed the guidance provided by HUD on the ranking process instituted as part of the 2017 HUD CoC Program Competition. In addition they examined and evaluated material on all the projects that were submitted as part of the competition especially the monitoring and evaluation process scores and findings.

The committee members demonstrated seriousness of purpose and thoughtful decision making during a process even more challenging than the past years as all of our renewal and new projects provide permanent housing. They were intensely aware of the importance of their choices and displayed appreciation for all of your ongoing efforts and the high quality of your programs. Following discussion, each panel member ranked the projects individually and then the totals were calculated.

The final ranking order is attached. The projects will be listed in this order in the CoC application. As previously expressed, we are unable to project where the funding line will fall.

Once again I thank you for our ongoing partnership,

Dean H. Klein, MSW
Director

**Fairfax-Falls Church Continuum of Care
2017 HUD CoC Program Competition**

Project Rankings:

Tier 1

- 1. Shelter House – Rapid Rehousing Project**
- 2. FACETS – Linda’s Gateway**
- 3. Pathway Homes – 2007 Pathway Homes SHP**
- 4. Christian Relief Services Charities – 1991 CRS/Pathway Homes**
- 5. FACETS – Triumph**
- 6. Second Story – Rapid Rehousing for TAY**
- 7. Pathway Homes – 2011 Pathway Homes SHP**
- 8. Pathway Homes – 2015 Pathway Homes SHP**
- 9. FACETS – Triumph III**
- 10. Pathway Homes – 1991 Pathway Homes SHP**
- 11. Christian Relief Services of Virginia – 1995 CRS/Pathway Homes/PRS**
- 12. DHCD/Pathway Homes - Shelter Plus Care #1**
- 13. Pathway Homes – 1991 Pathway Homes SHP- Expansion – reallocated funding**
- 14. Pathway Homes – 2014 Pathway Homes SHP**
- 15. Shelter House – RISE**
- 16. DHCD/Pathway Homes - Shelter Plus Care #10**
- 17. Pathway Homes – 2009 Pathway Homes SHP**
- 18. Christian Relief Services of Virginia – 1994 CRS/Pathway Homes/PRS**
- 19. New Hope Housing – Milestones**
- 20. DHCD/Pathway Homes - Shelter Plus Care #9**

Partially in Tier 1 and partially in Tier 2

- 21. New Hope Housing – PSH Group Homes**

Tier 2

- 22. New Hope Housing – Just Home Fairfax**
- 23. PRS - Intensive Supportive Housing Program**
- 24. FACETS – Rapid Rehousing – new PH bonus**
- 25. Pathway Homes – 2017 Pathway Homes SHP – new PH bonus**

Wed 8/30/2017 1:24 PM
Maltzman, Julie
2017 HUD CoC Program Competition - Ranking Information

Message Rankings Letter.doc (283 KB) 2017 Rankings.docx (98 KB)

Be well, Julie

2017 HUD CoC Program Competition - Fairfax County CoC VA 601 Application Available for Review and Comment - Message (HTML)

FILE MESSAGE Foxit PDF

Ignore Delete Reply Reply All Forward More - Meeting Move to: ? To Manager Done Create New Reply & Delete Quick Steps Move Move OneNote Actions Assign Mark Categorize Follow Up Translate Related Select Zoom

Delete Respond

Tue 9/19/2017 5:14 PM

Maltzman, Julie

2017 HUD CoC Program Competition - Fairfax County CoC VA 601 Application Available for Review and Comment

To: Klein, Dean H.; Alfred Pivotti; Alice Straker; Andrea Eick (aeeck@nrvs.org); Arthur Ginsberg; Becca Burpan; Bowler, Hannelotte M.; Bryan Krizek; Carol Mayfield; Chairman; Christopher Fay (cfay@honeststretchva.org); Deeghan, Tisha; Derwin Overton; Wilson, Michael; Dpt Pidkita-Smith; devine@goodhousing.org (devine@goodhousing.org); Dorothy Sorrell; Fernandez, Ina G.; Fleetwood, Thomas E; Gayan Pear; George Alexa; Gerald Poje; Gerry Williams; k1252@aol.com; Gerry Williams (gerrywms@gmail.com); Greg Burks; Hilary Chapman; 'Jas Boothe' (jalsaluteinc@gmail.com); Joe Meyer (joe.meyer@shelterhouse.org) (joe.meyer@shelterhouse.org); John MacPherson; Judith Dittman; Karl Galloway (director@friendsofguesthouse.org); Kathi Sheffel; Kerrie Wilson (kerrie.wilson@cornerstonesva.org) (kerrie.wilson@cornerstonesva.org); Linda Patterson; Lisa Whetzel; Louise Armitage; Marlene Blum; Mary Brown; Maura Williams;

Good afternoon,

As you know we are preparing to submit our CoC's Consolidated Application to HUD next week. Our CoC is applying for 22 renewal projects, 3 new projects, and a Planning Grant for a total amount of \$8,918,503.

Tomorrow morning the entire application will be available on the OPEH section of the Fairfax County website for review and comment. Please submit all comments to Julie Maltzman at Julie.Maltzman@fairfaxcounty.gov by 4:00 p.m. on Friday, September 22, 2017.

The various sections of the 2017 Consolidated Application, including CoC Application, Project Priority List, Rating and Review Procedure, Committee Members, and Rankings can be accessed at: <http://www.fairfaxcounty.gov/homeless/coc/>

The application will be submitted to HUD early next week.

Thanks to all the project applicants for all their efforts; to the many community partners that participated in the selection, review and ranking of all the projects; and to my OPEH colleagues who contributed substantially to the application. Your assistance is greatly appreciated.

Yours, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless


Fairfax County " Agency " 10:27 AM 9/20/2017

http://www.fairfaxcounty.gov/homeless/coc/


FairfaxNET Homepage

Continuum of Care Progra...

File Edit View Favorites Tools Help



[Home](#) [Living Here](#) [Doing Business](#) [Visiting](#) [Departments & Agencies](#)



Index

[Contacts/Directions](#)

[Homelessness in Our Community](#)

[Prior News & Events](#)

[Real Cost of Homelessness](#)

[Our Community Plan](#)

[Housing First](#)

[How to Help](#)

[Hypothermia Prevention Program](#)

[Programs](#)

[Our Community Partnership](#)

Online Services




Our Government

News and Events

Maps, Facts & Stats

State & Federal

homepage > ending homelessness

Continuum of Care Program

The Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) Program provides significant financial resources to communities throughout the country as well as mandating procedures and policies for implementing a local housing crisis response system. Notices regarding the CoC Program competition and Fairfax County's Collaborative Application (our community's request for funds) are available here.

2017 HUD Continuum of Care Program Competition:

The HUD 2017 CoC Program Competition is now open and will conclude on September 28, 2017. Our community is applying for almost \$9,000,000 in funding to support ongoing and new housing programs serving those who are experiencing or who have experienced homelessness. At this time our application is available here for public review and comment. Please submit any feedback to Julie Maltzman at [julie.maltzman@fairfaxcounty.gov](mailto:jmaltzman@fairfaxcounty.gov) by **Friday, September 22, 2017 at 4:00 p.m.**

Following is our CoC's application:


- 2017 CoC Application
- 2017 Project Priority List
- 2017 Rating and Review Procedure
- 2017 CoC Program Committees
- 2017 Project Rankings
- 2017 New Funding Opportunity
 - Permanent Housing Bonus Application
 - Reallocation Funding Application
 - Agency Capacity Form

2016 HUD CoC Program Competition

- 2016 CoC Application
- 2016 Project Priority List
- 2016 Rating and Review Procedure
- 2016 CoC Program Committees
- 2016 Project Rankings
- 2016 New Funding Opportunity

2015 HUD CoC Program Competition

- 2015 HUD CoC Program Grant Awards
- CoC Application



Fairfax County " Agency "

10:33 AM 9/20/2017

Fairfax County VA-601 CoC Application: CoC's Rating and Review Procedure: Public Posting Evidence

Following is a screenshot of the email sent to all CoC Members and homeless services system participants informing them of the posting of the CoC's Rating and Review Procedure as well as a screenshot of the posting of the Rating and Review Procedure on the Fairfax County website.

2017 HUD CoC Program Competition - Fairfax County CoC VA 601 Application Available for Review and Comment - Message (HTML)

FILE MESSAGE Foxit PDF

Ignore Delete Reply Reply All Forward More - Meeting Move to: ? To Manager Done Create New Reply & Delete Quick Steps Move OneNote Actions Assign Mark Categorize Follow Up Translate Related Select Zoom

Delete Respond

Tue 9/19/2017 5:14 PM

Maltzman, Julie

2017 HUD CoC Program Competition - Fairfax County CoC VA 601 Application Available for Review and Comment

To: Klein, Dean H.; Alfred Pavot; Alice Straker; Andrea Eick (aeeck@nrvs.org); Arthur Ginsberg; Becca Burpan; Bowler, Hannelotte M.; Bryan Krizek; Carol Mayfield; Chairman; Christopher Fay (cfay@honeststretchva.org); Deeghan, Tisha; Derwin Overton; Wilson, Michael; Dpt Pidkita-Smith; devine@goodhousing.org (devine@goodhousing.org); Dorothy Sorrell; Fernandez, Ina G.; Fleetwood, Thomas E; Gayan Pear; George Alexa; Gerald Poje; Gerry Williams; k1252@aol.com; Gerry Williams (gerrywms@gmail.com); Greg Burks; Hilary Chapman; 'Jas Boothe' (jalsaluteinc@gmail.com); Joe Meyer (joe.meyer@shelterhouse.org) (joe.meyer@shelterhouse.org); John MacPherson; Judith Dittman; Karl Galloway (director@friendsofguesthouse.org); Kathi Sheffel; Kerrie Wilson (kerrie.wilson@cornerstonesva.org) (kerrie.wilson@cornerstonesva.org); Linda Patterson; Lisa Whetzel; Louise Armitage; Marlene Blum; Mary Brown; Maura Williams;

Good afternoon,

As you know we are preparing to submit our CoC's Consolidated Application to HUD next week. Our CoC is applying for 22 renewal projects, 3 new projects, and a Planning Grant for a total amount of \$8,918,503.

Tomorrow morning the entire application will be available on the OPEH section of the Fairfax County website for review and comment. Please submit all comments to Julie Maltzman at Julie.Maltzman@fairfaxcounty.gov by 4:00 p.m. on Friday, September 22, 2017.

The various sections of the 2017 Consolidated Application, including CoC Application, Project Priority List, Rating and Review Procedure, Committee Members, and Rankings can be accessed at: <http://www.fairfaxcounty.gov/homeless/coc/>

The application will be submitted to HUD early next week.

Thanks to all the project applicants for all their efforts; to the many community partners that participated in the selection, review and ranking of all the projects; and to my OPEH colleagues who contributed substantially to the application. Your assistance is greatly appreciated.

Yours, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless


Fairfax County " Agency " 10:27 AM 9/20/2017

http://www.fairfaxcounty.gov/homeless/coc/


FairfaxNET Homepage

Continuum of Care Progra...

File Edit View Favorites Tools Help



[Home](#) [Living Here](#) [Doing Business](#) [Visiting](#) [Departments & Agencies](#)



Index

[Contacts/Directions](#)

[Homelessness in Our Community](#)

[Prior News & Events](#)

[Real Cost of Homelessness](#)

[Our Community Plan](#)

[Housing First](#)

[How to Help](#)

[Hypothermia Prevention Program](#)

[Programs](#)

[Our Community Partnership](#)

Online Services




Our Government

News and Events

Maps, Facts & Stats

State & Federal

homepage > ending homelessness

Continuum of Care Program

The Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) Program provides significant financial resources to communities throughout the country as well as mandating procedures and policies for implementing a local housing crisis response system. Notices regarding the CoC Program competition and Fairfax County's Collaborative Application (our community's request for funds) are available here.

2017 HUD Continuum of Care Program Competition:

The HUD 2017 CoC Program Competition is now open and will conclude on September 28, 2017. Our community is applying for almost \$9,000,000 in funding to support ongoing and new housing programs serving those who are experiencing or who have experienced homelessness. At this time our application is available here for public review and comment. Please submit any feedback to Julie Maltzman at [julie.maltzman@fairfaxcounty.gov](mailto:jmaltzman@fairfaxcounty.gov) by Friday, September 22, 2017 at 4:00 p.m.

Following is our CoC's application:


- 2017 CoC Application
- 2017 Project Priority List
- 2017 Rating and Review Procedure
- 2017 CoC Program Committees
- 2017 Project Rankings
- 2017 New Funding Opportunity
 - Permanent Housing Bonus Application
 - Reallocation Funding Application
 - Agency Capacity Form

2016 HUD CoC Program Competition

- 2016 CoC Application
- 2016 Project Priority List
- 2016 Rating and Review Procedure
- 2016 CoC Program Committees
- 2016 Project Rankings
- 2016 New Funding Opportunity

2015 HUD CoC Program Competition

- 2015 HUD CoC Program Grant Awards
- CoC Application



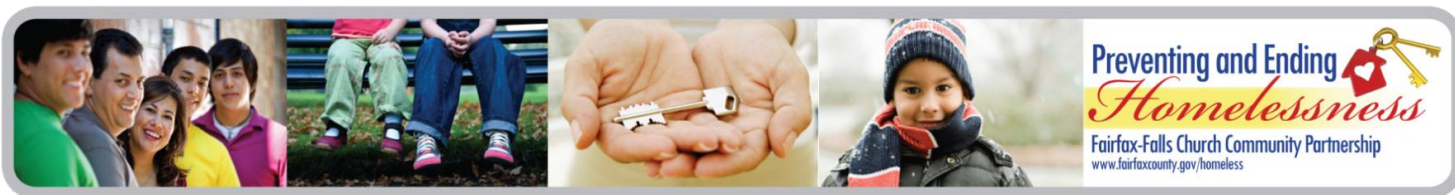
Fairfax County " Agency "

10:33 AM 9/20/2017

Fairfax County VA-601 CoC Application: CoC Process for Reallocation

Reallocation 2017:

- The CoC's 2017 process to review and reallocate resources proved to be very significant for our on-going collaborative work. The commitment shown by CoC Program grantees reflects a broader commitment to efficiency, program effectiveness, and expecting strong program outcomes in an environment with scarce resources.
- Meeting of HUD grantees was convened on May 2, 2017 to discuss voluntary reallocation. No applicants chose to reallocate a project in whole. Cost effectiveness was discussed and applicants agreed to look closely at each project to see if cost per client served aligned with community standards and if projects could maintain high quality services with decreased HUD CoC Program funding.
- The Monitoring and Evaluation Committee met on May 3, 2017 to review all project scores. It recommended that the CoC and Ranking Committees did not need to meet to discuss any specific projects for possible reallocation as all projects scored high enough on the M&E tool. They all had excellent or good scores on maintaining housing stability, increasing income, and increasing employment thus contributing positively to our CoC's system wide performance. In addition, all projects provide permanent housing, maintain low barriers for entry, and operate under a housing first philosophy.
- As a result of this decision there was no joint meeting of the CoC and Ranking Committees to discuss involuntary reallocation.
- At the HUD grantees CoC Program Competition meeting on July 26, 2017, reallocation was discussed further and applicants committed to reallocate various amounts to serve more clients overall with CoC Program funding and to increase efficiency in various projects.
- The total amount reallocated was \$50,000. This was later increased to \$50,076 due to limitations of reducing rental assistance in renewal projects.
- An application for use of this funding was developed and distributed widely by email to all CoC members and any other individual or organization that has indicated interest in applying for HUD CoC Program funding. This email was sent to over 200 people. In addition, announcement of funding availability and application were posted on the Fairfax County Office to Prevent and End Homelessness webpage and Facebook.
- The application contains a separate agency capacity section for applicants that are not current HUD CoC Program grantees, indicating that new agencies are encouraged to apply.
- Application, email, webpage posting and Facebook posting follow in this PDF.
- Three applications for utilization of the reallocated funds were submitted. The CoC Committee met on August 16, 2017 to decide on the applicant for the reallocated funding. As all three applications were of high standards and met the needs of the homeless services system, the committee awarded the funding to the expansion project which would serve the most new program participants.



Application for New CoC Project

2017 HUD CoC Program Competition Reallocation Funding

Background:

Fairfax County CoC will be reallocating funding during the 2017 Competition. New projects created with this funding must provide Permanent Supportive Housing, Rapid Rehousing or Transitional Housing/Rapid Rehousing.

Detailed Information:

- **Amount of funding available: \$50,000**
- Applications should utilize the entire funding amount.
- Prospective applications can be **expansion of current projects** or brand new projects.
- The project must meet all requirements and regulations of the Interim CoC Program Rule:
https://www.onecpd.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

The project must meet all requirements and regulations of the 2017 CoC Program NOFA:
<https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>

- Permanent Housing Bonus funding can be utilized to create one of the following three project types (more details provided below):
 - Permanent Supportive Housing serving 100% either chronically homeless or DedicatedPlus individuals and/or families
 - Rapid Rehousing serving individuals and/or families
 - Joint Transitional Housing and Rapid Re-Housing serving individuals and/or families

- The reallocated funding cannot be combined with Permanent Housing Bonus funding.
- The project must commit to accept all clients through the Fairfax County CoC's Coordinated System, utilize HMIS or the comparable DV database, and comply with all federal and local expectations of HUD CoC Program grantees.
- The project must utilize a housing first model:
 - "A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Transitional housing projects can be considered to be using a Housing First model for the purposes of this NOFA if they operate with low-barriers, work to quickly move people into permanent housing, and do not require any preconditions for moving into the transitional housing."

- **PROGRAM TYPES:**

- **Permanent Supportive Housing (PSH) :**

PSH provides non-time limited housing and appropriate supportive services. Budget line items can be rental assistance or leasing and operations, supportive services, and administrative costs. Agencies must provide a 25% cash or in-kind match for all funding including rental assistance, excluding leasing. The match must be used for items that are eligible expenses according to HUD regulations.

According to the NOFA, CoCs may create new PSH projects that meet the requirements of the DedicatedPLUS or where 100% of the beds are dedicated to chronic homelessness.

DedicatedPLUS – a PSH project where 100% of the beds are dedicated to serve individuals with disabilities and families in which on adult or child has a disability, including unaccompanied youth that at intake are:

- Experiencing chronic homelessness;
- Residing in a place not meant for human habitation or emergency shelter; but the individuals or families experiencing chronic homelessness had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
- Residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness prior to entering the project;
- Residing in a place not meant for human habitation or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
- Receiving assistance through a Department of Veterans Affairs funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

- **Rapid Rehousing (RRH):**

RRH provides time limited term rental assistance, case management and optional supportive services. Budget line items can be short- or medium-term tenant-based rental assistance, supportive services and administrative costs. Leases must be exclusively in the client's name and their portion of the rent must be paid directly to the landlord. Grantee agencies do not receive any rental/program income to fund additional services in the program. In addition, the entire RRH budget must be matched by a 25% cash or in-kind agency contribution. The match must be used for items that are eligible expenses according to HUD regulations.

New RRH projects may serve homeless individuals and families, including unaccompanied youth, who meet the following criteria:

- Residing in a place not meant for human habitation or an emergency shelter;
- Persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
- Residing in transitional housing funded by a Joint TH and PH-RRH component project; or
- Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

- **Joint Transitional Housing - Rapid Rehousing (TH-RRH):**

The Joint TH and PH-RRH component project includes two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals experiencing homelessness, including individuals or families fleeing or attempting to flee domestic violence. A Joint TH and PH-RRH component project must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Participants can utilize services for up to a total of 24 months. Budget line items can be leasing of a structure or units and operating costs to provide transitional housing, short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project, supportive services and administrative costs. Agencies must provide a 25% cash or in-kind match for all funding including rental assistance, excluding leasing. The match must be used for items that are eligible expenses according to HUD regulations.

Important Dates:

- There will be a meeting to discuss details of this application and prospective new projects on Thursday, August 3 at the Government Center, 12000 Government Center Parkway; Conference Center room #7 from 1:00 p.m. – 2:00 p.m. Attendance at this meeting is not required but recommended.

- Inform Julie Maltzman by Tuesday August 8 of interest in applying for this funding opportunity – 703-324-3965 or julie.maltzman@fairfaxcounty.gov
- Applications are accepted via email only and are due by Monday, August 14 prior to 12:00 noon.
 - Email to: julie.maltzman@fairfaxcounty.gov
 - Request a delivery and read confirmation to ensure successful receipt.

Application should include the following items and be limited to a maximum of four pages if applying for new project:

- Name of agency
- Point of contact and contact information
- Project Name
- Overall description of proposed project, including project model, number to be served, housing type and quantity, services that will be provided
- Community need for proposed program citing data if possible
- Experience with operating similar programs
- Experience operating Housing First programs
- If applicable, experience with administering rental assistance
- Experience with managing federal funding
- Projected staffing plan for new project
- Simple budget including how the HUD CoC Program funds will be divided between rental assistance, leasing, supportive services, operating and administrative funds and basic description of line items, as well as the sources and amount of cash and in-kind match
- For those organizations which are not currently HUD CoC Program grantees the attached Agency Capacity Tool.

Application should include the following items and be limited to a maximum of three pages if applying for expansion of a current project:

- Name of agency
- Point of contact and contact information
- Project Name
- Which current project will be expanded through this application
- Overall description of proposed project, including project model, number to be served, housing type and quantity, services that will be provided
- Community need for proposed program citing data if possible
- Projected staffing plan for new project
- Simple budget including how the HUD CoC Program funds will be divided between rental assistance, leasing, supportive services, operating and administrative funds and basic description of line items, as well as the sources and amount of cash and in-kind match

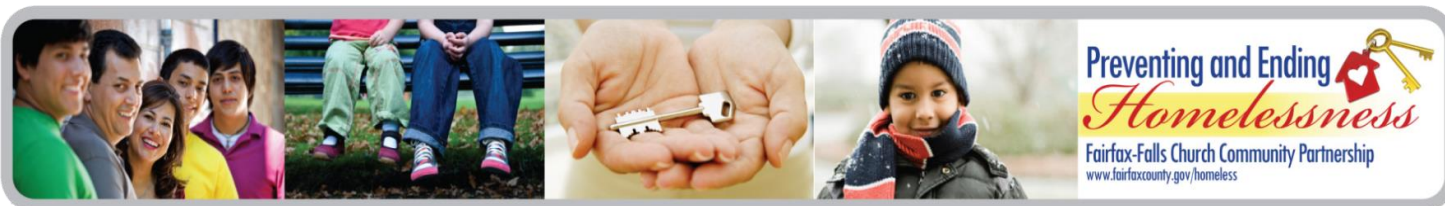
Criteria for Evaluation of Applications:

The CoC Committee of the Governing Board of the Community Partnership to Prevent and End Homelessness will consider the following factors in selecting an project to be included in the CoC application to HUD:

- Need in the community addressed by the project
- Overall quality of the application
- Demonstrated experience of the organization in successfully implementing similar projects
- Number of homeless persons the project will serve
- Range and depth of the services that will be provided to them
- Experience operating Housing First programs
- Commitment to the CoC's Coordinated System and serving those prioritized by the CoC's policies and procedures
- Capacity of organization to implement and operate new program

Procedure following submission of applications:

- Applicants will be notified if further information is required.
- Applicants will be notified if the CoC Committee would like a presentation about the project the week of August 14.
- Applicants will be notified if they are or are not chosen to submit an application to HUD as part of the 2017 HUD CoC Program competition.
- When notified the applicant/s will be required to submit a brief description of the project for the Ranking Committee.
- The applicant/s selected will be required to fill out a new project application in e-snaps as part of the competition. A draft is due to OPEH on August 24 prior to 4:00 p.m. and the final application must be submitted in e-snaps on August 28 prior to 4:00 p.m.
- Following the completion of the application in e-snaps the project will be ranked as part of the CoC-wide ranking process. It will be considered under the new project category.
- Inclusion of the project application in the Collaborative Application does not guarantee funding.
- Decision on funding of all projects will be announced by HUD at a later date.



Fairfax County Continuum of Care

Agency Capacity Form

1. Name of Agency: [Click here to enter text.](#)
2. Governmental or non-profit agency? [Click here to enter text.](#)
 - a. If non-profit attach verification of 501 (c)(3) status*
3. What are the dates of your agency's fiscal year? (Sample 7/1 – 6/30) [Click here to enter text.](#)
4. Attach management letter of most recent financial audit*
5. What is your agency's DUNS # [Click here to enter text.](#)
6. Are you currently registered in System for Award Management (SAM)? Yes ☐ No ☐
7. Attach the first page of most recent IRS Form 990*
8. Attach list of Board of Directors*
9. Does your agency have financial/accounting policies, procedures and controls?
Yes ☐ No ☐
10. Are there agency procedures for evaluating internal programs and then utilizing the results to improve programs? Yes ☐ No ☐
11. Does your agency have a staff policies and procedure manual that covers the following items: non-discrimination, sexual harassment, standards of professional conduct, position descriptions and responsibilities, and conflict of interest? Yes ☐ No ☐
12. Does your agency provide ongoing, services directed, training and staff development?
Yes ☐ No ☐
13. For consumers, does your agency have the following policies: grievance, non-discrimination, confidentiality? Yes ☐ No ☐

The following questions are for informational purposes only but are expectations of HUD CoC Program grantees:

14. Does your agency have a homeless or formerly homeless person on your Board of Directors? Yes ☐ No ☐
15. Do representatives from your agency participate in Fairfax County homeless system committees and meetings? Yes ☐ No ☐
16. Does your agency provide opportunities for former or current consumers to participate via employment or volunteer opportunities? Yes ☐ No ☐

*Please submit all attachments as one PDF























 Reply  Reply All  Forward  IM




Tue 8/1/2017 12:51 PM


Maltzman, Julie


RE: Funding Opportunity - HUD CoC Program


To:  Klein, Dean H.;  Alfred Pavot;  Alice Straker;  Andrea Eck (aECK@nvfs.org);  Arthur Ginsberg;  Becca Burgan;
 Bowler, Nannette M.;  Bryan Krizek;  Carol Mayfield;  Chairman;  'Christopher Fay' (cfay@homestretchva.org);
 Deeghan, Tisha;  Derwin Overton;  Dipti Pidikiti-Smith;  'dlevine@goodhousing.org' (dlevine@goodhousing.org);
 Dorothy Sorrell;  Fernandez, Ina G.;  Fleetwood, Thomas E;  Gayan Pear;  George Alexa;  Gerald Poje;  Gerry Williams;


 This message was sent with High importance.

 Message

 Reallocation Funding Application.doc (931 KB)

 New Project Bonus Funding Application.doc (930 KB)

 Agency Capacity.docx (875 KB)

 SNAPS-In-Focus-The-New-Joint-Transitional-Housing-and-Rapid-Re-Housing-Component.pdf (382 KB)

Good afternoon,

In addition to the Permanent Housing Bonus funding in the amount of \$497,462 that I shared with you yesterday, our CoC is also reallocating funds in the amount of \$50,000. I have attached the application for this funding. I have also reattached all other materials so you have them in one place. Agencies are able to apply for both funding amounts. Deliverable dates apply to both funding sources.

Let me know if you have any questions, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

http://www.fairfaxcounty.gov/homeless/ (83) Fairfax County Office to Pr... Fairfax-Falls Church Comm...

File Edit View Favorites Tools Help

diplexheated - YouTube Google Get YouTube TV

Our Community Partnership

- Online Services
- Our Government
- News and Events
- Maps, Facts & Stats
- State & Federal

10-Year Plan

Programs

Get Involved

The Partnership

Data

News and Events

Continuum of Care Program

The Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) Program provides significant financial resources to communities throughout the country as well as mandating procedures and policies for implementing a local housing crisis response system. **Notices regarding the CoC Program competition and Fairfax County's Collaborative Application** (our community's request for funds) are available here.

2017 HUD Continuum of Care Program Competition:

The HUD 2017 CoC Program Competition is now open and will conclude on September 28, 2017. Our community will be applying for over \$8,000,000 in funding to support ongoing and new housing programs serving those who are experiencing or who have experienced homelessness. All parts of our application will be available here.

New Funding Available:

The 2017 CoC Program competition includes the possibility of applying for a Permanent Housing Bonus. This remains an important resource for our homeless services delivery system. Our CoC is able to apply for \$497,452. In addition, our CoC is reallocating \$50,000 during this competition. Each funding opportunity can be utilized to create one of the following three project types: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH) or Joint Transitional/Rapid Rehousing. The CoC Committee will meet to select projects to include in our Collaborative Application.

For Details:

- [Permanent Housing Bonus Application](#)
- [Reallocation Funding Application](#)
- [Agency Capacity Form](#)

For additional information contact Julie Maltzman at Julie.Maltzman@fairfaxcounty.gov

Join the Partnership: CoC Member Drive

Fairfax County Continuum of Care's mission is to prevent and end homelessness in the Fairfax County-Falls Church Community. Members of the Fairfax-Falls

	N
	6 N
	Shell
	DIC
	ific p
	ific p
	ific p
	ific p
	ific p
	e Alt
	ific p
	y Adv
	iHB



Fairfax-Falls Church Community Partnership to Prevent and End Homelessness Fairfax County Continuum of Care (CoC) Governance Charter

I. CoC Charter - Purpose

The Charter outlines the operation of the Fairfax-Falls Church Partnership to Prevent and End Homelessness – Fairfax County Continuum of Care (hereafter called FFX CoC). Specifically, it identifies composition, roles, responsibilities, committees and processes involved in CoC planning and programming.

II. CoC Purpose

FFX CoC identifies and addresses critical issues and needs for those at risk of or experiencing homelessness in our community. FFX CoC includes an extensive and robust homeless services system and includes programs funded by a variety of sources, including local and federal support. FFX CoC includes Fairfax County, the City of Fairfax, and the City of Falls Church.

III. CoC Structure

i. Membership

Membership is open to any individual or organization that is committed to preventing and ending homelessness and serving those who are experiencing homelessness. The goal of CoC membership is to include broad representation across the community in order to include all the necessary voices needed to accomplish the FFX CoC goals of making homelessness rare, brief and nonrecurring in our community.

New members are invited to join the CoC annually through a public invitation process. Members receive regular communication regarding information relevant to the CoC, e.g. funding opportunities; committee membership opportunities; announcement of the NOFA and collaborative application information; and invitations to CoC community wide meetings.

Membership includes stakeholders such as:

- Nonprofit homeless service providers
- Government agencies
- Elected officials
- Domestic violence services providers

- Faith based organizations
- Businesses
- Consumers/former consumers
- Advocates
- Public housing authority
- Public schools
- Social service providers
- Mental health service providers
- Youth service providers
- Substance Abuse service providers
- Affordable housing developers
- Law enforcement
- Veterans service organizations
- Universities
- Hospitals

ii. Meetings

The FFX CoC will hold CoC wide meetings at least twice a year. The time and date as well as the agenda will be publicized to all CoC Members as well as other interested parties.

Individual members and leadership, or their designees, of organizations, will be eligible to vote at meetings as necessary.

iii. CoC Lead Agency/ Collaborative Applicant

The Office to Prevent and End Homelessness (OPEH) was administratively established within the Fairfax County Government to manage, coordinate, and monitor day-to-day implementation of the plan to end homelessness, assure coordinated execution of the work of the Interagency Work Group, be the staff to the Governing Board, track success, communicate with the larger community, and coordinate with the Consumer Advisory Council.

The OPEH has the following roles, responsibilities and functions:

- Coordinate FFX CoC's housing crisis response system.
- Manage an integrated staff of public and private employees and volunteers.
- Manage the CoC coordinated entry system.
- Submit information for the Consolidated Plan.
- Coordinate and develop work plans under the framework of the Implementation Plan to Prevent and End Homelessness for review and approval of the Governing Board and implementation by various work groups and committees.
- Establish and manage a system of performance measures and indicators to track progress and promote shared accountability for achieving desired results.

- Coordinate data collection, analysis, and reporting.
- Prepare strategy and policy documents for the review and approval of the Governing Board.
- Manage, under the guidelines of state and local procurement law, all required contractual procurements necessary for the implementation of the plan to end homelessness.
- Assist the Governing Board in facilitating broad community engagement and participation to prevent and end homelessness.
- Review and update Charter annually.

The OPEH is also the designated lead and collaborative applicant for FFX CoC and, as such, serves in the following roles to support the work of the CoC:

- Prepares and submits the HUD CoC Program collaborative application, including designing and implementing cooperative process for development of the application, soliciting input, working with HMIS Lead, and managing process for new funding, reallocation and ranking.
- Applies for CoC Planning Funds.
- Provides HUD policy expertise to FFX CoC partners, the Governing Board, and committees and work groups.
- Prepares and submits any HUD reports required as a CoC funding recipient including but not limited to the Annual Homeless Assessment Report (AHAR) Point in Time count (PIT) and Housing Inventory County (HIC).
- Manages PIT planning, methodology and implementation.
- Monitors and evaluates all HUD CoC Program projects.

iv. Homeless Management Information System (HMIS) Lead Agency

Fairfax County Office to Prevent and End Homelessness has been designated HMIS Lead Agency. This agency works closely with the CoC to implement all aspects of the HMIS system. FFX CoC utilizes Mediware Information Systems, Inc. - Service Point as its HMIS.

Following is a list of roles and responsibilities of the HMIS Lead Agency:

- Staffing the management of HMIS
- Maintaining written policies and procedures
- Oversight of the day to day administration of the HMIS system
- Provide training on the HMIS application and issues related to the application
- Encourage and Support partner participation
- Execute and maintain agency user agreements
- Monitor participating agencies for compliance with the HMIS Policies and Procedures
- Develop and Implement Data Quality process for partners completion to ensure agencies are collecting all necessary data to complete required reporting

- Ensure HMIS software is capable of producing required reporting
- Ensure system integrity and availability
- Completes AHAR reporting
- Complete System Performance Measures reporting

Additional information regarding FFX CoC use of HMIS can be found in Attachment A - HMIS Manual.

v. Governing Board

The Governing Board is the CoC leadership group and includes high level representation from diverse sectors of the community. It is the focal point of community accountability for the achievement of the goal of ending homelessness in our community. The mission of the Governing Board is to provide the necessary vision, community leadership, and policy guidance to assure the successful end to homelessness in the Fairfax-Falls Church Community. The Governing Board is responsible for providing the community “voice” for ending homelessness, mobilizing political and community will, providing the necessary influence to change policy and funding priorities, and catalyzing such other actions as may be necessary to affect the community and systems change necessary to end homelessness.

Current membership includes:

- Members of the Fairfax County Board of Supervisors
- Member of City of Fairfax Council
- Deputy County Executive for Human Services
- Director of the Office to Prevent and End Homelessness
- Community advocates
- Representatives of the business community
- Representatives of the faith community
- Representatives of Non-profit organizations
- Housing developers
- Representative of the Sheriff’s Office
- Representatives from the local Police
- Representatives of the local media
- Chair of the Consumer Advisory Council
- Representative of the Fairfax County Redevelopment and Housing Authority
- Representative of the Fairfax County Economic Development Authority
- Representatives of philanthropic organizations

Governing Board Members Selection Process:

The Governing Board Nomination Committee is comprised of Governing Board members. It is appointed by the Chair and approved by the Governing Board. It includes Fairfax County Chairman of the Board of Supervisors, Fairfax County Supervisor – Chair of the Board of Supervisors Housing and Human Services Committee, Chair of the Governing Board and Director of the Fairfax County Office to Prevent and End Homelessness.

On a regular basis, the committee accepts and solicits nominations, seeking people representing varied factions of the community who are dedicated to preventing and ending homelessness and have a vital voice and something to contribute to the Governing Board. Following review and acceptance the Nomination Committee submits the names to the Governing Board who approves the new members.

Annually, the Governing Board membership will be presented to the FFX CoC membership for a vote of endorsement by majority of those present who are eligible to vote.

vi. Consumer Advisory Council

The Consumer Advisory Council (CAC) provides a formal mechanism for individuals or persons in families who are currently or formerly homeless to convey input and policy recommendations on local efforts to prevent and end homelessness. CAC membership is structured so that it represents the broad array of people who experience homelessness in Fairfax County – by region, age, ethnicity, gender, and family composition. Members are recruited through local housing and human services providers. They do not serve as representatives of these providers but rather provide insight and recommendations based on their own knowledge and opinions.

The CAC is accountable to the Governing Board and is charged with providing them feedback on policy and strategies in the execution of the Implementation Plan to Prevent and End Homelessness. Specifically the CAC:

- Identifies problems in the current systems of housing and services that are particularly important to correct.
- Provides advice and recommendations for improvements to homelessness programs and services.
- Educates policy makers and legislators on how laws and regulations affect homeless people and what changes could help people move out of homelessness.
- Educates the community about the experience of homelessness.
- Suggests ways that community members can participate in activities to learn more about homelessness.
- Advocates for system reform and necessary funding at the federal, state, local, and community levels in support of the Implementation Plan to Prevent and End Homelessness.

IV. System-Level Decision Making

- Decisions that impact community-wide policies and procedures are made by the Governing Board based on recommendations from the committees of the Governing Board, Executive Directors Group, Interagency Work Group, the Consumer Advisory Council, partner agencies, community stakeholders, and OPEH.
- OPEH develops and documents recommendations to the board based on committee meetings and collaborative discussions with partner agencies and community stakeholders through a process that provides opportunities for CoC membership review and comments.
- Every attempt is made to reach consensus in decisions of the Governing Board. When consensus is not possible, a final decision will be made by a majority vote of the board.

V. Committees

i. CoC Committee

The CoC Committee of the Governing Board acts on its behalf to set policy and priorities regarding CoC Program funding. The Committee members are appointed by the Chair of the Governing Board and it is comprised of prominent community members with knowledge of homeless and human services. The Committee has adopted a rigorous conflict of interest policy to avoid even the appearance of impropriety. They meet as needed to develop policies, set strategic priorities, recommend reallocation, and to select new projects. The Committee selects all new projects, either through new bonus funding or reallocation. They read proposals, hear presentations and decide by majority vote which projects are selected to be included in the Collaborative Application. Their decisions are reported to the Governing Board. They propose the members of the Ranking Committee and ranking criteria for adoption by the Governing Board.

ii. CoC Monitoring and Evaluation Committee

The Monitoring and Evaluation Committee is comprised of representatives of CoC Program grantee organizations, other service providers and lead agency staff. The committee develops and implements a monitoring and evaluation process. The committee developed a comprehensive tool, which is completed annually, to evaluate all projects. It consists of two parts, one measuring agency capacity and adherence to HUD regulations and requirements and the other assessing program performance and outcome measures. The committee reviews the scores and results and highlights areas for improvement which are communicated to each grantee. The committee refers low-performing projects to the CoC and Ranking Committees for possible reallocation as necessary. The scores on this tool are utilized extensively in the project ranking process.

iii. CoC Ranking Committee

The Ranking Committee is appointed by the Governing Board. It is comprised of prominent community members with knowledge of homeless and human services, including at least one former homeless services consumer. The Committee has adopted a rigorous conflict of interest policy to avoid even the appearance of impropriety. The Ranking Committee meets during the annual CoC Program competition to rank all renewal projects and new projects chosen by the CoC Committee.

iv. PIT Planning Committee

The PIT Planning Committee is chaired by the CoC Lead Manager and its membership includes government agency staff and representatives from the homeless services providers. The committee meets at least annually to review, modify and provide training on methodology to implement the PIT in our community. There is an Outreach Subcommittee that develops strategies and identifies hot spots to ensure that anyone that is unsheltered in our community is included in the count.

v. Advocacy and Resource Development Committee

This committee plans, organizes and implements homelessness awareness and fundraising campaigns in our community. As part of this work, they recruit community stakeholders from homeless service providers, faith, civic and community based organizations, local educational groups/schools, colleges/universities, and the business community. These stakeholders play an integral role in our systems' planning and strategic efforts to end homelessness. This committee is also responsible for identifying, planning and implementing the Partnership's advocacy priorities and ancillary funding each year.

vi. Interagency Work Group on Housing Options

The main objective of the Interagency Work Group on Housing Options is to implement the housing production goals listed in the Ten-Year Plan and to align the Plan goals with the County's affordable housing strategies. This group establishes annual targets for housing homeless persons and identifies potential resources; both are included in the community's Housing Blueprint. Co-led by four county human service agency directors, this work group is the prime setting for coordinating efforts between government departments while including a wide range of stakeholders. It serves an important role in the interactions between the local Public Housing Authority and the homeless system coordinating body. Members include Fairfax County Office to Prevent and End Homelessness, Housing and Community Development, Community Services Board, Family Services, County Executive's office, nonprofit service providers, faith community representatives, and housing developers.

vii. Executive Directors Group

The Executive Directors (ED) group meetings provide an opportunity for the Director of OPEH and community nonprofit leadership to come together and address strategies that need to be implemented to meet the goals in our Ten Year Plan. This group includes the leaders who set the priorities of the major homeless service providers in our community and therefore have unique responsibility for guiding changes in the homeless system. The members of this group have the authority within their respective organizations as well as community wide to make tough decisions and realign resources and systems as needed. The long standing relationships of these key stakeholders allow for difficult discussions and decisions. All major issues facing our CoC are aired in this committee.

viii. Veterans Work Group

The Veterans Workgroup planned for the success of the local implementation of the Mayors Challenge to End Veterans Homelessness. The group identified and engaged important housing and service providers that needed to be involved in veterans' case staffing, defined important definitions and metrics, and communicated strategies to community partners. The Veterans Workgroup meets regularly to review a by-name list of all of the veterans experiencing homelessness in the community and coordinates community resources to ensure that veterans are quickly connected to services and moved to housing. The group also plans communication strategies around the campaign to end veterans' homelessness in our community.

VI. Policies and Procedures

i. HMIS Policies and Procedures

FFX CoC's HMIS is an integral aspect of all operations, data collection, reporting, coordinated system, and monitoring and evaluation.

Detailed HMIS policies and procedures can be found in the attached HMIS Manual - Attachment A.

ii. Coordinated System Policies and Procedures and Written Standards

FFX CoC has a county-wide coordinated access, assessment, assignment and accountability system with the goal of serving all clients equitably and utilizing community resources effectively and efficiently. Written standards for client access and prioritization have been developed in a community wide process.

Detailed information regarding coordinated access policies, procedures and written standards can be found in Attachment B.

iii. CoC Program Grants Monitoring and Review Procedures

Our CoC has implemented a comprehensive monitoring and evaluation process which is overseen by the Monitoring and Evaluation Committee.

The monitoring and evaluation process and schedule can be found in attachment C.

iv. Reallocation Policy

The CoC and Ranking Committees meet jointly, as needed, to discuss potential reallocation of HUD CoC Program Project Grants. If a decision is reached to do so, the committee will recommend reallocation of a specific project/grant or projects/grants to the Governing Board.

Criteria to be considered in a decision to recommend reallocation of a project/grant include:

- Previous Collaborative Application rankings;
- Monitoring and Evaluation Tool scores;
- Ongoing performance;
- Financial stewardship; and
- Alignment with HUD and Fairfax County 10 Year Plan strategic goals.

The Grantee is notified of the prospective reallocation as well as the reasons for the reallocation in writing and is able to respond in writing and verbally before the Governing Board. If the Governing Board endorses the recommendation to reallocate funding, the grantee will be notified officially in writing by the Governing Board. In addition, all HUD CoC Program grantees are notified of the opportunity to reallocate projects voluntarily. One or more request for proposals (RFP) will be widely distributed in the community to solicit proposals for use of the reallocated funds. The details of the RFP will depend on the HUD guidance and local strategic goals operative at the time of the reallocations.

v. CoC Program Review, Selection and Ranking of Projects

The Ranking Committee meets during the annual CoC Program competition to rank all renewal projects and new projects chosen by the CoC Committee. All renewal projects which have not been reallocated and all new projects selected by the CoC Committee which complete their application in e-snaps by the deadline are selected to be part of the Collaborative Application. The Ranking Committee discusses each year's guidance from HUD as well as local strategic issues.

The committee utilizes the following processes:

- The Ranking Committee reviews detailed information on all projects and discusses each project.

- Each member of the Committee ranks the projects independently and their rankings are compiled to arrive at the final CoC Rankings.

Criteria for ranking include: Type of project – Permanent Supportive Housing or Rapid Rehousing; scores on Monitoring and Evaluation Tool; scores on the project and client outcomes sections of the Monitoring and Evaluation Tool; renewal or new through reallocation or permanent housing bonus; target population – families, singles, DV, chronic homeless, youth; challenges of serving target population; cost per household; and timely and complete deliverables during the competition.

Following the Ranking Committee meeting, all grantees are notified directly of the project rankings, which are also available to the public on the Fairfax County website.

vi. Emergency Solutions Grant Funds Allocation and Monitoring

Fairfax County is the local recipient of Emergency Solutions Grant (ESG) funding from the US Department of Housing and Urban Development (HUD). As the CoC Lead Agency OPEH works collaboratively with CoC members to:

- Determine how to allocate ESG funds each program year;
- Develop the performance standards for, and evaluate the outcomes of, projects and activities assisted by ESG funds; and
- Develop funding, policies, and procedures for the administration and operation of the HMIS.

The following specific administrative activities are a critical part of the overall program management, coordination, monitoring, and evaluation of ESG projects and activities:

- Preparing program budgets and schedules, and amendments to those budgets and schedules;
- Developing systems for assuring compliance with program requirements;
- Developing interagency agreements and agreements with sub recipients and contractors to carry out program activities;
- Monitoring program activities for progress and compliance with program requirements;
- Preparing reports and other documents directly related to the program for submission to HUD;
- Coordinating the resolution of audit and monitoring findings;
- Evaluating program results against stated objectives;
- Providing training on ESG requirements and attending HUD-sponsored ESG trainings;
- Preparing and amending the ESG and homelessness-related sections of the consolidated plan in accordance with federal regulations; and
- Collaborate with the Department of Housing and Community Development to ensure all administrative and financial management is completed.

The OPEH coordinates and integrates ESG-funded activities with other programs targeted to homeless people in the area covered by the FFX CoC to provide a strategic,

community-wide system to prevent and end homelessness. It also coordinates and integrates ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. All local ESG-funded projects must utilize the coordinated assessment system developed by the Fairfax CoC and ensure that the screening, assessment and referral of program participants are consistent with the written standards.

The OPEH ensures that data on all persons served and all activities assisted under ESG are entered into the local Homeless Management Information System (HMIS) in accordance with HUD's standards on participation, data collection, and reporting. The ESG-funded projects' performance and outcomes are reviewed on at least an annual basis by OPEH program staff using HMIS and other relevant data. In cases of the poor outcomes of ESG projects or activities a plan is developed in coordination with participating subrecipients, contractors and FFX CoC members to make the necessary improvements and bring performance to the intended standard.

vii. Conflict of Interest Policy

No member of any decision making CoC board or committee shall vote upon or participate in the discussion of any matter which may have a direct financial bearing on any organization with which that person or their immediate family member serves in an official capacity. Official capacity includes service as an employee, director, member of the board of directors, or consultant, but does not include service solely as a member of a passive or honorary board or committee, volunteer (other than members of the board of directors or consultants) or recipient of services. This includes all decisions with respect to funding, awarding contracts, ranking, and implementing corrective actions. An exception will be made for any CoC Program Planning Project which impacts the entire CoC.

Homeless Management Information System (HMIS) Procedure Manual

Updated 8/24/2017

Table of Contents

Introduction	3
Who can participate?	3
How to Participate?	3
How to obtain access to the Homeless Management Information System?	4
HMIS Training	4
Privacy and Security Standards	5
System Security	5
User Name and Passwords	5
User Name	5
Passwords	5
Password Resets	6
User Security	6
User Terminations/Separations	6
HMIS Data Standards	7
HMIS Notice and Releases of Information	7
ServicePoint Modules	8
ClientPoint Module	8
Client Profile Tab	8
Assessments Tab	8
Measurements Tab	8
Case Plans Tab	8
Service Transactions Tab	8
ShelterPoint Module	9
Project Entry/Exit	9
HMIS Data Fields	9
HMIS Data Quality	10
Uses of Data	10
APPENDIX A	2
APPENDIX B	3
APPENDIX C	4
APPENDIX D	5
APPENDIX E	6
APPENDIX F	7
APPENDIX G	8
APPENDIX H	9
APPENDIX I	10
APPENDIX J	11
APPENDIX K	12

Introduction

The Fairfax/Falls Church Partnership to Prevent and End Homelessness **Homeless Management Information System** is a client information system that meets the Housing and Urban Development (HUD) requirements and satisfies the U.S. Congress directive for the implementation of a Homeless Management Information System (HMIS). The Homeless Management Information System (HMIS) provides a standardized tool for our partners to collect information regarding our homeless and at risk population. It allows individual project and system wide reporting of data.

The goals of the Homeless Management Information System are to:

- Improve the availability of data to aid participating projects and their funding partners in making planning and funding decisions about services to homeless people.
- Provide an unduplicated count of homeless clients.
- Measure project and system outcomes.
- Meet federal, state and local reporting requirements.

The current vendor for our Homeless Management Information System is Mediware / Bowman Systems and the application is known as ServicePoint.

Who can participate?

Any project that serves homeless and at risk population should participate in the HMIS, and participation is mandatory for HUD project serving homeless and at risk population. However, projects whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking are not permitted to enter client-level data directly in HMIS as outlined in the HMIS standard procedure “**HMIS Guidance for Programs Serving Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking**” adopted: 09/12/2009.

How to Participate?

Participation in the Homeless Management Information System (HMIS) is open to all members of the Fairfax Falls Church Partnership to Prevent and End Homelessness who serve homeless clients or at risk population.

Agencies wanting to join and participate in HMIS need to contact the Information Systems Manager at the Office to Prevent and End Homelessness. Agencies will be required to sign a participation agreement (appendix A) that outlines confidentiality, system use, data requirements and data quality.

How to obtain access to the Homeless Management Information System?

Before a user is granted access to HMIS, a user must complete a user responsibility agreement (appendix B) and attend an End User Training session.

Need must be verified by project supervisor before access is granted.

HMIS Training

HMIS End User training is offered twice a month, one of which is a hard date, and the other is a soft date in which that training date may be pushed back to the next training date if there are less than two registrations. The HMIS End User training is required of all HMIS users and provides general knowledge of the application and the workflow for case management.

Trainees must successfully complete the practical exercise at the end of the training, as demonstration of adequate knowledge of the application, before they are granted a access to the HMIS.

HMIS Shelter Workflow training is offered once a month users may attend following adequate completion of the HMIS End User Training. Staff accessing the ShelterPoint module must complete both the End User and the complete Shelter Workflow training.

Advanced Reporting Tool (ART) training is offered once a month and provides basic knowledge of running ART reports and understanding them for the purpose of data quality and accurately completing the Fairfax County CoC Data Quality Verification forms.

Trainees can register for all HMIS trainings by submitting the HMIS training form and the HMIS End User Responsibility form (for new users only) to the Office to Prevent and End Homelessness at OPEHTraining@fairfaxcounty.gov.

Privacy and Security Standards

System Security

ServicePoint is a web application that uses a 128-bit encryption, user authentication, and user access levels to protect that from intrusion.

Agencies and users are required to provide a secure location for the computers who will access the Homeless Management Information System.

Agencies participating in the HMIS must have an information technology security policy that addresses the following:

- Privacy including password security
- Screen saver usage
- Security awareness and training
- Firewall
- Virus detection
- Restriction on access to HMIS in public settings and or public forums

User Name and Passwords

User Name

User names are issued by the HMIS system administrator only. The system administrator must ensure that user names are unique.

Each user is assigned a role that determines what the user can and cannot do or see.

Users must sign a user responsibility agreement (appendix B) before a user name and password is assigned

Passwords

Temporary passwords are issued for each user at the time HMIS access is granted.

Password characteristics:

1. Passwords must be 8 to 16 characters in length and must contain at least two numerals somewhere in the password.
2. Passwords will expire every 45 days and user is prompted to create a new password. Passwords cannot be reused.
3. Password allows only 3 instances for a user to key in the correct password, after that user account is locked.

Password Resets

Users can contact their Agency Administrator to obtain a new password or they can contact the Information Systems Manager.

User Security

The Homeless Management Information system contains client data, users are responsible to maintain confidentiality and ensure security of the data. As a user they must maintain and safeguard their password.

Passwords shall be protected by the individual user from use by, or disclosure to, any other individual or organization.

Passwords shall not be anything that can be easily tied back to the account owner.

It shall not be written or stored in a location (physical or logical) in which any person other than the password owner has access. Users shall not allow the internet browser to remember their password.

User account passwords shall not be divulged to anyone. If the security of a password is in doubt, it shall be changed immediately.

Password resets when necessary are Agency Administrators and/or System Administrator duties.

User Terminations/Separations

Agencies are responsible to ensure that only active users have access to the Homeless Management Information System (HMIS). An email must be sent to OPEHPrograms@fairfaxcounty.gov immediately upon termination or separation of any employee who has access to the HMIS.

To ensure data protection, the Information Systems Manager will immediately remove HMIS access to the user in question and notify agency when action has been completed.

As part of the Data Quality process, the Information Systems Manager will require agencies to review a list of active users and confirm that they still require access to HMIS.

HMIS Data Standards

The data fields collected in the Homeless Management Information System (HMIS) are in compliance with the Department of Housing and Urban Development (HUD) published HMIS data standards. However, there were additional fields that the Fairfax/Falls Church Partnership to Prevent and End Homelessness had determined were necessary to collect to better understand the homeless and at risk population. These additional required fields have been removed as of 7/7/2017 to be further evaluated by the Partnership before re-committing to data entry, report development and monthly data quality review.

HMIS data fields and pick lists are reviewed at least annually to ensure compliance with the HMIS data standards, the Fairfax/Falls Church Partnership to Prevent and End Homelessness needs and the data required for the Regional Enumeration produced by the Metropolitan Washington Council of Governments.

HMIS organizes data fields into forms called assessments. When additional project specific data fields are required, they are organized in special assessments dedicated to the particular project. The HMIS procedure manual only documents the general assessments that are required for all projects.

HMIS Notice and Releases of Information

All HMIS participating agencies/projects must display and explain the HMIS notice to their clients (appendix C).

HMIS participating agencies/projects should encourage clients to sign a release of information to facilitate data sharing among providers (appendix D). Release of information when granted must be entered in HMIS to allow sharing of data within the application.

ServicePoint Modules

Information in ServicePoint (our HMIS system) is organized in different modules. The Fairfax Falls Church Partnership to Prevent and End Homelessness requires use of two modules: ClientPoint and ShelterPoint:

ClientPoint Module

Contains individual client information. Following is a description of each section within client point and its required use.

Client Profile Tab

Contains client basic demographic information and household information. All projects are required to use the client profile.

Assessments Tab

The Assessments Tab is no longer used in data entry workflow. All assessment data is collected through the EntryExit Tab in the ClientPoint Module or the ShelterPoint Module.

Measurements Tab

The Measurements Tab which holds the self sufficiency matrix is no longer used in the CoC required data entry workflow. Training on the Measurements Tab is still included in End User Training and may be used by Partners to fulfill organizational requirements.

Case Plans Tab

The Case Plans Tab allows providers to create and manage client goals and record progress notes.

Projects are not required to use this tab and training has never been provided as part of HMIS End User Training.

Service Transactions Tab

The service transaction tab allows provider to record services provided. All HUD projects and any project that requires financial reporting are required to record services provided. All other projects which have organizational requirements to enter services are required to conduct internal monthly data quality review of services entered to ensure accuracy and completeness of HMIS services data.

ShelterPoint Module

The ShelterPoint module allows shelters to manage bed list. All shelters are required to manage daily bed lists through Shelter point.

The ShelterPoint workflow for Emergency Shelter includes household group entry, assessment data completion, automatic creation of the EntryExit and opportunity to add ROIs so that the data collection workflow can all be completed through the ShelterPoint module, reducing the data entry workflow and the possibility of data entry errors.

Night-By-Night Emergency Shelter (a bed is not reserved for a specific client) bedlist does not include the additional workflow elements configured for Emergency Shelter Projects. Shelter Stays in Night-By-Night Projects should never be longer than one night. Each night is recorded as an individual shelter stay through ShelterPoint.

Project Entry/Exit

A project entry and exit to a specific project is required for all clients. A project entry/exit associates a client with a project and allows reporting for the particular project.

Project Entry and Exit Information should be recorded within 48 hours to allow timely reporting.

Seasonal Emergency Shelter Night-By-Night Projects are required to record a project entry at the beginning of the season and a project entry at the end of the season.

HMIS Data Fields

Core HMIS Data fields and collection standards are outlined in appendix E. Additional assessments or data fields that are project specific are not documented in this procedure manual.

Data fields are reviewed at least annually to ensure compliance with Federal HMIS Data Standards, the Fairfax/Falls Church Partnership to Prevent and End Homelessness needs and the data required for the Regional Enumeration produced by the Metropolitan Washington Council of Governments.

HMIS Data Quality

Agencies and projects must review their project and client information on a regular basis to ensure information is correct, up to date and reliable. Data deficiencies should be addressed as soon as they are identified.

Agencies have an array of reports that allows data review for quality, verification and consistency. See appendix G for a list of data quality reports and descriptions.

Through the Data Quality Process, Agency Directors or their designee must certify that the HMIS data has been reviewed, verified, and is accurate. Data Quality Verification must be submitted for all of projects, see Appendix H.

Reports are submitted to the Office to Prevent and End Homelessness (see appendix H). System Wide and Individual Outcome Reports will be reviewed on a quarterly basis by the HMIS User Committee.

Uses of Data

HMIS data is the source for federal, state and local reporting. HMIS ability to de-duplicate clients and provide overall project and system information is critical to understanding the homeless and at risk population.

Agencies can use HMIS reports to review the demographic profile of clients served during a period of time, evaluate discharge placements and project length of stay among other data.

HMIS is used to generate all appropriate federal program and System Wide Reports.

In addition there are many project reports in HMIS that allow providers to evaluate outcomes (goals, project exit information).

Reporting needs can be discussed and addressed with the Information Systems Manager.

APPENDIX A

Agency Participation Agreement

AGENCY PARTICIPATION AGREEMENT
For Fairfax/Falls Church Continuum of Care
Homeless Management Information System

The Fairfax/Falls Church Homeless Management Information System is a client information system that provides a standardized assessment of consumer needs, creates individualized service plans and records the use of housing and services which communities can use to determine the utilization of services of participating Agencies, identify gaps in the local service continuum and develop outcome measurements.

The purpose/goals of a web-based computerized Homeless Management Information System are to:

- Improve the quality and integration of services
- Improve the availability of data to aid participating programs and their funding partners in making planning and funding decisions about services to homeless people.
- Provide an unduplicated count of homeless people
- Improve quality of client services by providing faster linkage to housing, benefits, and services.
- Identify gaps in the service system.
- Deliver a cost-effective system that streamlines the information management processes and improves data processing for homeless service providers.

The signature of the Executive Director of the Agency indicates agreement with the terms set forth before a Homeless Management Information System account can be established for the Agency.

The Fairfax/ Falls Church Continuum of Care (CoC) is the primary coordinating entity. The Fairfax County Department of Administration for Human Services (DAHS) shall be the system administrator. In this Agreement, "Participating Agency" is an Agency participating in Homeless Management Information System, "Client" is a consumer of services, and "Agency" is the Agency named in this agreement.

The Fairfax-Falls Continuum of Care (CoC) is a collaboration of representatives from over 30 private and public organizations who represent all components in the homeless delivery system and whose focus is community planning for the delivery of homeless services in the Fairfax/Falls Church area.

I. Confidentiality

- A. The Agency shall uphold relevant federal and state confidentiality regulations and laws that protect Client records and the Agency shall only release client records with written consent by the client, unless otherwise provided for in the regulations.
 - 1. The Agency shall abide specifically by federal confidentiality regulations as contained in the Code of Federal Regulations, 42 CFR Part 2 regarding disclosure of alcohol and/or drug abuse records. In general terms, the federal rules prohibit the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Agency understands the federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.
 - 2. The Agency shall provide a verbal explanation of the Homeless Management Information System and the terms of consent and shall arrange for a qualified interpreter or translator

in the event that an individual is not literate in English or has difficulty understanding the consent form.

3. The Agency shall not solicit or input information from Clients into the Homeless Management Information System unless it is essential to provide services, or to conduct evaluation or research.
4. The Agency agrees not to release any confidential information received from the Homeless Management Information System to any organization or individual without proper Client consent.
5. The Agency shall ensure that all staff, volunteers and other persons issued a User ID and password for the Homeless Management Information System receives basic confidentiality training.
6. The Agency understands that the Client data will be encrypted at the server level using encryption technology provided by Bowman Internet Services.
7. The Agency understands the file server, which will contain all Client information, including encrypted identifying Client information, will be located at Bowman Internet System, Inc. offices
8. The Agency shall maintain appropriate documentation of Client consent to participate in the Homeless Management Information System.
9. The Agency shall not be denied access to Client data entered by the Agency. Participating Agencies are bound by all restrictions placed upon the data by the client of any Participating Agency. The Agency shall diligently record in the Homeless Management Information System all restrictions requested. The Agency shall not knowingly enter false or misleading data under any circumstances.
10. If this Agreement is terminated, DAHS and remaining Participating Agencies shall maintain their right to the use of all Client data previously entered by the terminating Participating Agency; this use is subject to any restrictions requested by the Client.
11. The Agency will utilize the Homeless Management Information System Client Consent to Exchange form, as developed in conjunction and coordination with Participating Agencies, for all clients providing information for the Homeless Management Information System. The Client Consent to Exchange Information form, once signed by the Client, authorizes Client data to be entered into the Homeless Management Information System and authorizes information sharing with Homeless Management Information System Participating Agencies for the time period stipulated on the Consent form.
12. If a Client withdraws consent for exchange of information, the Agency remains responsible to ensure that Client's information is unavailable to all other Participating Agencies.
13. The Agency shall keep signed copies of the Client Consent Form/Information Release forms for Homeless Management Information System for a period of up to six years or as required by law.

14. The COC does not require or imply that services must be contingent upon a Client's participation in the Homeless Management Information System. Services should be provided to Clients regardless of Homeless Management Information System participation provided the Clients would otherwise be eligible for the services.

The CoC will establish a HMIS Policy Advisory Committee as its authorized representative to provide the oversight to the Homeless Management Information System. The HMIS Policy Advisory Committee will include representation from Participating Agencies.

The CoC through its HMIS Policy Advisory Committee shall establish guidelines and operating procedures for the Homeless Management Information System and make a copy of such available to the Agency. Such shall be updated as required from time to time. The Agency agrees to comply with these guidelines, policies and procedures and shall require its employees and agents to do the same.

II. Homeless Management Information System Use and Data Entry

- A. The Agency shall follow, comply with and enforce the User Policy, Responsibility Statement & Code of Ethics (Appendix A). Modifications to the User Policy, Responsibility Statement & Code of Ethics shall be established in consultation with Participating Agencies and may be modified as needed for the purpose of the smooth and efficient operation of the Homeless Management Information System system. The HMIS Policy Advisory Committee will announce approved modifications in a timely manner via NewsFlash in Homeless Management Information System.
 1. The Agency shall only enter individuals in the Homeless Management Information System that exist as Clients under the Agency's jurisdiction. The Agency shall not misrepresent its Client base in the Homeless Management Information System by entering known, inaccurate information.
 2. The Agency shall use Client information in the Homeless Management Information System, as provided to the Agency or Participating Agencies, to assist the Agency in providing adequate and appropriate services to the Client.
- B. The Agency shall consistently enter information into the Homeless Management Information System and will strive for real-time, or close to real-time data entry or will enter data in the HIS within ten business days upon seeing the client.
- C. The Agency will not alter information in the Homeless Management Information System that is entered by another Agency with known, inaccurate information. (I.e. Agency will not purposefully enter inaccurate information to over-ride information entered by another Agency).
- D. The Agency shall not include profanity or offensive language in the Homeless Management Information System.
- E. The Agency shall utilize the Homeless Management Information System for business purposes only.

- F. The DAHS will provide initial training and periodic updates to that training to select Agency Staff on the use of the Homeless Management Information System software.
- G. The DAHS will be available for technical assistance within reason (i.e. troubleshooting and report generation).
- H. The transmission of material in violation of any federal or state regulations is prohibited. This includes, but is not limited to, copyright material, material legally judged to be threatening or obscene, and material considered protected by trade secret.
- I. The Agency shall not use the Homeless Management Information System with intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity.

III. Reports

- A. The Agency shall retain access to identifying and statistical data on the Clients it serves only.
- B. The Agency may make aggregate data available to other entities for funding or planning purposes pertaining to providing services to homeless persons. However, such aggregate data shall not directly identify individual Clients.
- C. The COC's authorized entity will provide guidance to the System Administrator (DAHS) on the use of the data collected in the system and the reports to be produced. Only unidentified, aggregate data will be used for homeless policy and planning decisions. Aggregate data may also be used in preparing federal, state or local applications for homelessness funding, to demonstrate the need for and effectiveness of programs and to obtain a system-wide view of program utilization, as directed by the CoC authorized entity.

IV. Proprietary Rights of Bowman Internet System

- A. The Agency shall not give or share assigned passwords and access codes of the Homeless Management Information System with any other Agency, business, or individual.
- B. The Agency shall not cause in any manner, or way, corruption of the Homeless Management Information System in any manner.
- C.

VI. Terms and Conditions

- A. Neither the COC nor the Agency shall transfer or assign any rights or obligations without the written consent of the other party.
- B. This Agreement shall be in-force until revoked in writing by either party provided funding is available.

AGENCY NAME _____

Agency Participation Agreement

C. This Agreement may be terminated with 30 days written notice.

Signature of Executive Director

Date

AGENCY

STREET ADDRESS

CITY

ZIP CODE

APPENDIX B

User Policy, Responsibility Statement & Code of Ethics

User Policy, Responsibility Statement, and Code of Ethics

For the Fairfax-Falls Church Continuum of Care Homeless Management Information System (HMIS: ServicePoint) and Advance Reporting Tool (ART)

Agency _____

User

Name _____ **Hire Date** _____

Title _____ **Phone** _____

Email _____

Supervisor

Name _____ **Phone** _____

Title _____ **Email** _____

User Policy

Partner Agencies shall share information for provision of services to homeless persons through a networked infrastructure that establishes electronic communication among the Partner Agencies.

Partner Agencies shall at all times have rights to the data pertaining to their clients that was created or entered by them in the Homeless Information System. Partner Agencies shall be bound by all restrictions imposed by clients pertaining to the use of personal data that they do not formally release.

It is a Client's decision about which information, if any, entered into HMIS shall be shared and with which Partner Agencies. The Client Consent to Exchange of Information shall be signed if the Client agrees to share information with Partner Agencies.

Minimum Data Entry

All Clients	Follow guidelines as described in the ServicePoint HMIS Procedure Manual.
Clients Receiving Services through HUD Grants	Data required for the HUD APR.

The Homeless Information System is a tool to assist agencies in focusing services and locating alternative resources to help homeless persons. Therefore, agency staff should use the client information in the system to target services to the client's needs.

Recommended Data Entry

- Data necessary for the development of aggregate reports of homeless services, including services needed, services provided, referrals.
- Client goals and outcomes should be entered to the greatest extent possible.

The Homeless Information System is a tool to assist agencies in focusing services and locating alternative resources to help homeless

User _____

Agency _____

Title _____

Email _____

User Responsibilities

Your User ID and Password give you access to the Fairfax County Homeless Information Management Information System (HMIS).

Initial each item below to indicate that you understand the policy and agree to comply.

If you fail to uphold any of these policies, your access to the HMIS may be immediately terminated.

_____ My User ID and Password are for my use only. I will not share them with anyone.

_____ I will take all reasonable means to keep my Password secure.

_____ I understand that only authorized HMIS users (and the Clients to whom the information pertains) are permitted to view information in the HMIS.

_____ I will only view, obtain, disclose, or use client information when necessary to perform my job.

_____ I will log out of the HMIS any time I leave my computer. I understand that a computer logged into the HMIS must never be left unattended.

_____ I understand that failure to log out of the HMIS may result in a breach in client confidentiality and system security.

_____ I understand that all "hard copies" of HMIS data must be kept in a secure file.

_____ I understand that hard copies of HMIS data must be properly destroyed when are no longer needed, in a way that will maintain confidentiality. (That is, shredded or otherwise rendered unreadable.)

_____ If I notice or suspect a security breach, I will immediately notify my HMIS Agency Administrator, as well as a System Administration at the Fairfax County Office to Prevent and End Homelessness (OPEH).

_____ I will notify my HMIS Agency Administrator, as well as an OPEH System Administration of any change in employment status or need to access HMIS.

User Code of Ethics

Homeless Information System Users must treat Partner Agencies with respect, fairness and good faith.

Each Homeless Information System User should maintain high standards of professional conduct in the capacity as a Homeless Information System User.

Homeless Information System Users have the responsibility to relate to the Clients of other Partner Agencies with full professional consideration.

I understand and agree to comply with all the statements listed above.

HMIS User Signature

Date

User _____

Agency _____

Title _____

Email _____

Access Level

(Supervisor to select an access level from the table below.)

Level	Description
<input type="checkbox"/> Volunteer	Volunteers have access to ResourcePoint . These users can also view or edit basic demographic information about clients on the Profile screen, but they are restricted from viewing other assessments. A volunteer can create new client records, make referrals, or check clients in and out of shelters. Administrators often assign this user level to individuals who complete client intake and refer clients to agency staff or a case manager. In order to perform these tasks, volunteers have access to some areas of ClientPoint and ShelterPoint .
<input type="checkbox"/> Agency Staff	Agency Staff users have access to ResourcePoint and ShelterPoint . These users also have limited access to ClientPoint , including access to service records and clients' basic demographic data on the Profile screen. Agency Staff cannot view other assessments or case plan records. Agency Staff can also add news items to Agency Newsflash .
<input type="checkbox"/> Case Manager II	Case Managers have access to all ServicePoint features except those needed to run audit reports and features found under the Admin tab. They have access to all screens within ClientPoint , including assessments and service records. Case Manager II users can also create/edit client infractions if given access by an Agency Administrator or above.
<input type="checkbox"/> Agency Admin	Agency Administrators have access to all ServicePoint features, including agency level administrative functions. These users can edit their organization's data. They have the ability to shadow other users. They also have full reporting access with the exception of five reports: Client/Service Access Information, AHAR Annual Homeless Assessment Report, Duplicate Client Report, Exhibit 1: HUD-40076 (CoC)-M), and Call Record Report. Agency Admins cannot access the following administrative functions: Assessment Administration, Direct Access to Admin>Groups, Picklist Data, Admin>Users>Licenses, or System Preferences. Agency Administrators can delete clients that were created by organizations within their organizational tree. They cannot, however, delete clients who are shared across organizational trees. Additionally, Agency Admins can delete needs and services created within their own organizational tree, unless the needs and services are for a shared client.
<input type="checkbox"/> Executive Director	Executive Directors have the same access rights as Agency Administrators ; however, they are ranked above Agency Administrators .

Supervisor Signature

Date

User _____

Agency _____

Title _____

Email _____

HMIS Username: (select one) ☐ OPEH ☐ Agency/Organization (ex. FACETS)

Program Access

I request that my staff member have access to the following programs at my agency. If user is to be limited to specific providers within a program, please list the providers by name in the Notes section.

Program	Notes
<input type="checkbox"/> Bridging Affordability	
<input type="checkbox"/> Community Case Management	
<input type="checkbox"/> Families Shelter	
<input type="checkbox"/> Hypothermia Prevention (including winter seasonal)	
<input type="checkbox"/> Homeless Healthcare Program (HHP)	
<input type="checkbox"/> Outreach Program	
<input type="checkbox"/> Permanent Supportive Housing	
<input type="checkbox"/> Singles Shelter	
<input type="checkbox"/> Transitional Housing	
<input type="checkbox"/> Other (please specify)	

Supervisor Signature

Date

APPENDIX C

HMIS System Notice

HOMELESS MANAGEMENT INFORMATION SYSTEM NOTICE

THIS NOTICE DESCRIBES WHAT INFORMATION IS COLLECTED, HOW IT MAY BE USED
AND DISCLOSED AND YOUR PRIVACY RIGHTS.

PLEASE REVIEW IT CAREFULLY.

Effective Date: October 25, 2013

When you request or receive services and give information about yourself and your family, it is entered into a computer system called the Homeless Management Information System (HMIS). Fairfax-Falls Church Community Partnership partner agencies that provide services to homeless persons and others in need use the same computer system because it helps agencies do a better job of providing services to people in the community.

WHAT INFORMATION IS COLLECTED AND HOW IS IT USED OR SHARED?

The information is used to: (1) Plan and deliver services to you and your family; (2) For statistical purposes and to meet federal reporting guidelines, such as determining the number of persons who are homeless; (3) To track individual program-level outcomes; (4) To identify unfilled service needs and plan for the provision of new services; (5) and other uses allowed by law.

There are two types of information collected and different rules about how and when the information is shared.

1. **Basic Identifying Information** (Client profile) - Name, Gender, last four digits of Social Security Number, and Date of Birth.

*By reviewing this notice you are giving your permission to have your **Basic Identifying Information** entered in HMIS.*

2. **Case Information** (Assessment information - HUD Universal Data Elements, Program Entry/Exit, and Homelessness Prevention and Rapid Re-housing Program Data Elements and services) - such as family composition, race, ethnicity, income, financial resources, military duty status, prior living situation, length of stay, zip code of last permanent address, disability information, housing status, homeless status, employment history, domestic violence status, financial assistance/benefits, debts, expenses and contact information.

*By signing the attached "Uniform Authorization to Use and Exchange Information" form **Case Information** may be shared with the Fairfax - Falls Church Community Partnership **only** if you give specific permission to share it so you may be better served by partner agencies.*

HOW WILL MY INFORMATION BE KEPT SECURE?

Several measures have been taken to ensure that your information is kept safe and secure:

- The HMIS system has the highest degree of security protection available;
- Any information that could identify you, like your name or date of birth, will be viewed only by people working to provide services to you, and will be removed before reports are issued to local, state, or federal agencies;
- Employees using the HMIS system receive training in confidentiality and privacy protection and agree to follow rules before using the system.

KNOW YOUR INFORMATION RIGHTS:

As a client receiving services, you have the following rights:

1. **Access to your record** - You have the right to view your HMIS record. At your request, we will prepare a report of your records or assist you in viewing them.
2. **Correction of your record** - You have the right to have your record corrected so that information is up-to-date, accurate, and to ensure fairness in its use.
3. **Refusal** - You have the right to refuse consent. You cannot be denied services that you would otherwise qualify for if you refuse to sign the "Uniform Authorization to Use and Exchange Information". Please note that if you refuse, information will still be entered into the system for statistical purposes, but all of your information will be closed so that no other user agency will have access to it.
4. **Withdrawal of the Consent** - Your consent to share information can be withdrawn at any time upon written demand.
5. **Appeal** - You have the right to complain if you believe your privacy rights have been violated. You will not be penalized or denied service for filing a complaint.

For more information, please contact _____ (name/title and phone number)

Revised 10-25-2013

HOMELESS MANAGEMENT INFORMATION SYSTEM NOTICE

THIS NOTICE DESCRIBES WHAT INFORMATION IS COLLECTED, HOW IT MAY BE USED
AND DISCLOSED AND YOUR PRIVACY RIGHTS.
PLEASE REVIEW IT CAREFULLY.
Effective Date: October 25, 2013

Fairfax -Falls Church Community Partnership

Annandale Christian Community for Action
Bethany House of Northern Virginia
Christian Relief Services Charities
Committee for Helping Others
Cornerstones
Ecumenical Community for Helping Others
FACETS
Fairfax County Department of Administration for Human Services
Fairfax County Department of Family Services
Fairfax County Department of Housing and Community Development
Fairfax County Department of Neighborhood and Community Services
Fairfax County Health Department
Fairfax County Office for Women and Domestic and Sexual Violence Services
Fairfax County Office to Prevent and End Homelessness
Fairfax-Falls Church Community Services Board
FISH
Foundation for Appropriate and Immediate Temporary Help
Good Shepherd Housing and Family Services
Helping Children Worldwide
Homestretch
Inova Health System
Kurdish Human Rights Watch
Lorton Community Action Center
Lutheran Social Services
New Hope Housing
Northern Virginia Family Service
NOVACO
Our Daily Bread
OAR of Fairfax County
Pathway Homes
PRS
Residential Youth Services
RPJ Housing Development Corporation
SHARE
Shelter House
The Alternative House
The Lamb Center
United Community Ministries
Volunteers of America-Chesapeake
Western Fairfax Christian Ministries
Future Partner Agencies of the Fairfax-Falls Church Community Partnership

For more information, please contact _____ (name/title and phone number)

Revised 10-25-2013

APPENDIX D

Fairfax County Uniform Authorization to Use and Exchange Information

**FAIRFAX COUNTY VERSION OF COMMONWEALTH OF VIRGINIA
UNIFORM AUTHORIZATION TO USE AND EXCHANGE INFORMATION**

I understand that different agencies provide different services and benefits. Each agency must have specific information to provide services and benefits. By signing this form, I allow agencies to use and exchange certain information about me, including information in an electronic database, so it will be easier for them to work together efficiently to provide or coordinate these services or benefits.

I, _____, am signing this form for
(FULL PRINTED NAME OF CONSENTING PERSON)

(FULL PRINTED NAME OF INDIVIDUAL)

(INDIVIDUAL'S ADDRESS)

(INDIVIDUAL'S BIRTH DATE)

My relationship to the individual is: ☐ Self ☐ Parent ☐ Power of Attorney ☐ Guardian ☐ Other Legally Authorized Representative

I want the following confidential information about the individual to be exchanged; each item must be checked:

<table border="0"><tr><td style="width: 10%;"><i>Yes</i></td><td style="width: 10%;"><i>No</i></td><td></td></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Assessment Information</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Financial Information</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Benefits/Services Needed, Planned, and/or Received</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Substance Abuse Records (one time use only, see page 2)</td></tr></table>	<i>Yes</i>	<i>No</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assessment Information	<input type="checkbox"/>	<input type="checkbox"/>	Financial Information	<input type="checkbox"/>	<input type="checkbox"/>	Benefits/Services Needed, Planned, and/or Received	<input type="checkbox"/>	<input type="checkbox"/>	Substance Abuse Records (one time use only, see page 2)	<table border="0"><tr><td style="width: 10%;"><i>Yes</i></td><td style="width: 10%;"><i>No</i></td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Medical Diagnosis</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Mental Health Diagnosis</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Health Records</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Psychological Records</td></tr></table>	<i>Yes</i>	<i>No</i>		<input type="checkbox"/>	<input type="checkbox"/>	Medical Diagnosis	<input type="checkbox"/>	<input type="checkbox"/>	Mental Health Diagnosis	<input type="checkbox"/>	<input type="checkbox"/>	Health Records	<input type="checkbox"/>	<input type="checkbox"/>	Psychological Records	<table border="0"><tr><td style="width: 10%;"><i>Yes</i></td><td style="width: 10%;"><i>No</i></td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Educational Records</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Psychiatric Records</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Criminal Justice Records</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Employment Records</td></tr></table>	<i>Yes</i>	<i>No</i>		<input type="checkbox"/>	<input type="checkbox"/>	Educational Records	<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric Records	<input type="checkbox"/>	<input type="checkbox"/>	Criminal Justice Records	<input type="checkbox"/>	<input type="checkbox"/>	Employment Records
<i>Yes</i>	<i>No</i>																																														
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assessment Information																																													
<input type="checkbox"/>	<input type="checkbox"/>	Financial Information																																													
<input type="checkbox"/>	<input type="checkbox"/>	Benefits/Services Needed, Planned, and/or Received																																													
<input type="checkbox"/>	<input type="checkbox"/>	Substance Abuse Records (one time use only, see page 2)																																													
<i>Yes</i>	<i>No</i>																																														
<input type="checkbox"/>	<input type="checkbox"/>	Medical Diagnosis																																													
<input type="checkbox"/>	<input type="checkbox"/>	Mental Health Diagnosis																																													
<input type="checkbox"/>	<input type="checkbox"/>	Health Records																																													
<input type="checkbox"/>	<input type="checkbox"/>	Psychological Records																																													
<i>Yes</i>	<i>No</i>																																														
<input type="checkbox"/>	<input type="checkbox"/>	Educational Records																																													
<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric Records																																													
<input type="checkbox"/>	<input type="checkbox"/>	Criminal Justice Records																																													
<input type="checkbox"/>	<input type="checkbox"/>	Employment Records																																													

Other Information (write in): _____

I want _____
(NAME AND ADDRESS OF REFERRING AGENCY AND STAFF CONTACT PERSON)

and the following entities to be able to use and exchange this information among themselves:

Fairfax County	State/Local/Private/Non-Profit	Identify By Name																																																																																	
<table border="0"><tr><td style="width: 10%;"><i>Yes</i></td><td style="width: 10%;"><i>No</i></td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Alcohol Safety Action Program</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Family Services</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Fairfax County Courts</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Health Department</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Housing & Community Development</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Juvenile & Domestic Relations Court Services</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Neighborhood & Community Services</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Office for Women</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Probation & Parole</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Fairfax County Public Schools</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Fairfax-Falls Church Community Services Board</td></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Fairfax-Falls Church Community Partnership</td></tr></table>	<i>Yes</i>	<i>No</i>		<input type="checkbox"/>	<input type="checkbox"/>	Alcohol Safety Action Program	<input type="checkbox"/>	<input type="checkbox"/>	Family Services	<input type="checkbox"/>	<input type="checkbox"/>	Fairfax County Courts	<input type="checkbox"/>	<input type="checkbox"/>	Health Department	<input type="checkbox"/>	<input type="checkbox"/>	Housing & Community Development	<input type="checkbox"/>	<input type="checkbox"/>	Juvenile & Domestic Relations Court Services	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood & Community Services	<input type="checkbox"/>	<input type="checkbox"/>	Office for Women	<input type="checkbox"/>	<input type="checkbox"/>	Probation & Parole	<input type="checkbox"/>	<input type="checkbox"/>	Fairfax County Public Schools	<input type="checkbox"/>	<input type="checkbox"/>	Fairfax-Falls Church Community Services Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fairfax-Falls Church Community Partnership	<table border="0"><tr><td style="width: 10%;"><i>Yes</i></td><td style="width: 10%;"><i>No</i></td><td></td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Dept. of Behavioral Health & Developmental Services</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Developmental Services</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Dept. of Medical Assistance Services</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Dept. of Social Services</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Dept. of Rehabilitation Services</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Area Agencies on Aging</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Community Services Boards</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Home Health Agencies</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Hospices</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Local Health Departments</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Nursing Facilities</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Physicians</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Community Based Organizations</td></tr></table>	<i>Yes</i>	<i>No</i>		<input type="checkbox"/>	<input type="checkbox"/>	Dept. of Behavioral Health & Developmental Services	<input type="checkbox"/>	<input type="checkbox"/>	Developmental Services	<input type="checkbox"/>	<input type="checkbox"/>	Dept. of Medical Assistance Services	<input type="checkbox"/>	<input type="checkbox"/>	Dept. of Social Services	<input type="checkbox"/>	<input type="checkbox"/>	Dept. of Rehabilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	Area Agencies on Aging	<input type="checkbox"/>	<input type="checkbox"/>	Community Services Boards	<input type="checkbox"/>	<input type="checkbox"/>	Home Health Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Hospices	<input type="checkbox"/>	<input type="checkbox"/>	Local Health Departments	<input type="checkbox"/>	<input type="checkbox"/>	Nursing Facilities	<input type="checkbox"/>	<input type="checkbox"/>	Physicians	<input type="checkbox"/>	<input type="checkbox"/>	Community Based Organizations	
<i>Yes</i>	<i>No</i>																																																																																		
<input type="checkbox"/>	<input type="checkbox"/>	Alcohol Safety Action Program																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Family Services																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Fairfax County Courts																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Health Department																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Housing & Community Development																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Juvenile & Domestic Relations Court Services																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood & Community Services																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Office for Women																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Probation & Parole																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Fairfax County Public Schools																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Fairfax-Falls Church Community Services Board																																																																																	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fairfax-Falls Church Community Partnership																																																																																	
<i>Yes</i>	<i>No</i>																																																																																		
<input type="checkbox"/>	<input type="checkbox"/>	Dept. of Behavioral Health & Developmental Services																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Developmental Services																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Dept. of Medical Assistance Services																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Dept. of Social Services																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Dept. of Rehabilitation Services																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Area Agencies on Aging																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Community Services Boards																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Home Health Agencies																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Hospices																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Local Health Departments																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Nursing Facilities																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Physicians																																																																																	
<input type="checkbox"/>	<input type="checkbox"/>	Community Based Organizations																																																																																	
Other Identify By Name																																																																																			
<input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> _____																																																																																		
<input type="checkbox"/> <input type="checkbox"/> _____	<input type="checkbox"/> <input type="checkbox"/> _____																																																																																		

I want this information to be exchanged ONLY for the following purpose(s):

☐ Service Coordination and Treatment Planning ☐ Eligibility Determination ☐ Other: _____

I want this information to be shared by the following means: (check all that apply)

☐ Written Information ☐ In Meetings or By Phone ☐ Computerized Data ☐ Fax

I want to share additional information received after this authorization is signed: ☐ Yes ☐ No

This authorization is effective: _____
(DATE)

This authorization is good until: ☐ My service case is closed. ☐ Other: _____

I can withdraw this authorization at any time by notifying any involved agency listed on the form. The listed agencies must stop sharing information after they know my authorization has been withdrawn. I have the right to know what information about me has been shared, and why, when, and with whom it was shared. If I ask, each agency will show me this information. I want all agencies to accept a copy of this form as valid consent to share information. **If I do not sign this form, information will not be shared and I will have to contact each agency individually to give information about me that is needed.** However, I understand that treatment and services cannot be conditioned upon whether I sign this authorization. There is a potential for information disclosed pursuant to this authorization to be re-disclosed by the recipient and not be subject to the HIPAA Privacy Rule.

Signature(s): _____ Date: _____
(AUTHORIZING PERSON)

Person Explaining Form: _____
(Name) (Address) (Phone Number)

Other (If Required): _____
☐ Parent ☐ Witness (Signature) (Address) (Phone Number)

**FAIRFAX COUNTY VERSION OF COMMONWEALTH OF VIRGINIA
UNIFORM AUTHORIZATION TO USE AND EXCHANGE INFORMATION**

Full Printed Name of Individual: _____

FOR AGENCY USE ONLY

AUTHORIZATION HAS BEEN:

- ☐ Revoked in entirety
☐ Partially revoked as follows:

NOTIFICATION THAT AUTHORIZATION WAS REVOKED WAS BY:

- ☐ Letter (Attach Copy) ☐ Telephone ☐ In Person

DATE REQUEST RECEIVED: _____

AGENCY REPRESENTATIVE RECEIVING REQUEST:

(AGENCY REPRESENTATIVES FULL NAME AND TITLE)

(AGENCY ADDRESS)

(PHONE NUMBER)

SUBSTANCE ABUSE RECORDS:

These records (*select only one*):

- ☐ **ARE** protected by Federal Drug & Alcohol Confidentiality Regulations (42 CFR Part 2). If these records are protected by 42 CFR, Part 2, I understand a recipient is prohibited from making any further disclosure of this information unless expressly permitted by my written authorization, except as otherwise permitted by the Regulations. 42 CFR Part 2 also restricts any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.
- ☐ **ARE NOT** protected by Federal Drug & Alcohol Confidentiality Regulations (42 CFR Part 2). If these records are not protected by 42 CFR Part 2, I understand that the HIPAA Privacy Regulations require I be advised that information used or disclosed based on this authorization may be subject to re-disclosure and no longer protected by federal HIPAA regulations.

AUTHORIZATION TO USE AND EXCHANGE INFORMATION

Introduction

Specified information can be shared among ALL of the agencies listed below without having to obtain any additional signed consent from the individual. The *Authorization to Use and Exchange Information* form was developed for use by the following agencies:

- Local departments of social services
- Area agencies on aging
- Health department clinics and programs
- Community services boards
- Department of Correctional Education
- Department of Youth and Family Services
- Service delivery areas for the Job Training Partnership Act
- Local departments of Rehabilitative Services
- Local school systems
- Regional offices, Department of Corrections
- Regional outreach offices, Department for the Deaf and Hard of Hearing
- Regional Offices, Department for the Blind and Vision Impaired
- Virginia Employment Commission Offices
- Fairfax / Falls Church Community Partnership

The “referring agency” is defined as the agency that initiates the completion of the *Authorization to Use and Exchange Information* form with the individual. The referring agency may use the form to request or to transmit information to other agencies. Agencies may be considered either a “referring” or an “other” agency, depending upon which agency is contacted first by the individual. If all parties agree, additional public and private agencies, facilities, and organizations may be included.

Agencies are assured that, when properly executed, this is a legally valid form that meets not only their own agency’s state and federal requirements, but also those of the other participating agencies. The *Authorization to Use and Exchange Information* form has been reviewed by the Office of the Attorney General to assure compliance with federal and state confidentiality requirements. Agencies may choose to use a different uniform release form that addresses their individual needs if it meets the state and federal confidentiality and release of information statutory and regulatory requirements of ALL involved agencies.

Alcohol and Drug Abuse Confidentiality Requirements

To ensure compliance with federal alcohol and drug abuse confidentiality requirements, this form excludes the general sharing of information about individuals in drug and alcohol programs. A separate release of information form specifically for alcohol and drug abuse records should be used each time information is shared between agencies.

Purpose of the Authorization to Use and Exchange Information Form

The *Authorization to Use and Exchange Information* form is designed for use by agencies that work together to jointly provide or coordinate services for individuals with complex needs and should be used along with the referring agency’s specific procedures for obtaining a valid release to exchange information. It also can be used to assist agencies obtain information needed from other agencies to determine an individual’s eligibility for services or benefits. The completed form should reflect that the individual (or his or her representative) controlled the choices and understood the process. When using this form, always keep in mind the importance of individual wishes, individual choices, and individual comprehension of the process.

Agency staff and the consenting person will first determine whether the individual might be eligible for services or benefits provided by other agencies. This determination should be based upon the needs, interests, and circumstances of the individual as well as staff’s knowledge of other agencies’ services or benefits and eligibility requirements.

Referring agency staff must explain the following to the individual:

- Potential services and benefits that might be available from other agencies.
- What information these agencies might need and for what purpose(s).

- The purpose of the form.
- The consequences of signing or not signing this release.
- Key provisions and protections (e.g., revocation, access to agencies' written record).

Staff should make every attempt to ensure that the consenting person understands the provisions of the form and should make appropriate efforts to accommodate the special needs of the consenting person. If the consenting person is unable to read or is blind or visually impaired, staff should read the form to him or her. Interpreters should be made available for people who do not speak English and for those who are deaf or hearing impaired. If the consenting person does not appear to comprehend the meaning of the form, it should be explained. If staff have ANY doubts that the consenting person is not comprehending the purpose and provisions of the form, they should ask the consenting person questions about the form (what the form allows the agency to do, etc.).

Based upon these answers, if staff determine that the consenting person is NOT comprehending the purpose and provisions of the form, staff should follow their agency's procedures for assuring that the form is signed by a legally authorized consenting person who fully comprehends the purpose and provisions of the form. The signature of a consenting person who does NOT comprehend what he or she is signing is not valid.

If the consenting person agrees, the form should be completed. This should be done by the consenting person, wherever possible. The consenting person must sign the form and insert the date in the indicated place. Staff explaining the form to the consenting person must sign the form in the indicated place. For those agencies with procedures requiring a witness (e.g., for a person who cannot write), space is provided for a witness to sign the form. The witness must observe the consenting person signing or placing a mark on the form and then must sign as indicated. The referring agency must give a copy of the completed form to the consenting person.

Sharing Information with Other Agencies

It is important for the referring agency to notify the other listed agencies that they are parties to this agreement to exchange information. This notification can be by telephone or through written correspondence. This notification must be entered into the individual's record. If the referring agency wants to receive information from other agencies, it must provide a copy of the signed consent form with its initial request for information from each listed agency.

Virginia Privacy Protection Act Requirements

To ensure compliance with the Virginia Privacy Protection Act, each time information is disclosed by any of the listed agencies, staff of the disclosing agency must enter the following information into the individual's record:

- Name of the agency and the name, title, telephone number of the individual receiving the information.
- Type and source of the information disclosed.
- Reason or purpose for the disclosure.
- Date the information was disclosed.

This requirement can be met by using a disclosure log (sample attached) or through the agency's own record keeping policies and procedures.

NOTE: The consenting person has the right to review the records of disclosure of the referring and other agencies upon request during the agencies' normal business hours.

Agency Record Keeping Policies and Procedures

Referring Agency: The original signed copy of the *Authorization to Use and Exchange Information* form, disclosure record, and any related materials shall be maintained in accordance with the agency's record keeping policies and procedures.

Other Agencies: A copy of the *Authorization to Use and Exchange Information* form, disclosure record, and any related materials shall be maintained in accordance with the agency's record keeping policies and procedures.

Renewing or Amending the Authorization Form

The referring agency can renew or amend (e.g., by adding additional agencies) the original signed copy of the *Authorization to Use and Exchange Information* form by having the consenting person sign and insert the date beside the amendment on the original form. The referring agency must give a copy of the amended form to the consenting person and forward a copy of the amended form to each of the listed agencies.

Revocation of Authorization

Consent to exchange information will expire on the date or condition agreed to by the consenting person. However, anytime prior to the expiration, the consenting person may choose to revoke or cancel this consent either with all or with selected agencies.

The consenting person may revoke his or her consent by informing any of the involved agencies in writing, by telephone, or in person. This notification must be noted on the back of the *Authorization to Use and Exchange Information* form and signed and dated by the agency staff person receiving the request to revoke the consent.

If the consenting person exercises the option of revoking his or her consent (in entirety or with selected agencies) to share information under the agreement, the agency receiving this notice shall inform all other listed agencies that are authorized to exchange information under the agreement of the revocation of the consent.

Individuals Who Refuse to Sign the Authorization Form

It is absolutely essential that the individual understand and appreciate what will happen as a result of signing this form. The individual also needs to understand that there is no requirement to sign this form, but that not signing the form will result in specific consequences. If the form is not signed, the individual must deal with each agency individually to obtain needed information, and/or the agency may not be able to provide services. If the form is signed, the process for applying for and receiving services may be easier for both the individual and the involved agencies.

When Not to Use This Form

The *Authorization to Use and Exchange Information* form should not be used with:

- Individuals who do not comprehend the purpose and substance of the consent form; or
- Individuals for whom drug or alcohol abuse diagnostic or treatment information is being shared. In these cases, a separate consent form should be used.

Can Other Interagency Consent Forms Be Used?

Agencies should accept the *Authorization to Use and Exchange Information* form as a legally valid form. However, they may choose to use a different release form that addresses their individual needs IF it meets the state and federal confidentiality statutory and regulatory requirements of ALL the involved agencies.

APPENDIX E

HMIS Data Collection Fields

Full List of HMIS Data Elements

Number	Element
3.1	Name
3.2	Social Security Number
3.3	Date of Birth
3.4	Race
3.5	Ethnicity
3.6	Gender
3.7	Veteran Status
3.8	Disabling Condition
3.9	Living Situation
3.10	Project Entry Date
3.11	Project Exit Date
3.12	Destination
3.13	Personal ID
3.14	Household ID
3.15	Relationship to Head of Household
3.16	Client Location
4.1	Housing status
4.2	Income and Sources
4.3	Non-Cash Benefits
4.4	Health Insurance
4.5	Physical Disability
4.6	Developmental Disability
4.7	Chronic Health Condition
4.8	HIV/AIDS
4.9	Mental Health Problem
4.10	Substance Abuse
4.11	Domestic Violence
4.12	Contact
4.13	Date of Engagement
4.14	Services Provided
4.15	Financial Assistance Provided
4.16	Referrals Provided
4.17	Residential Move-In Date
4.18	Housing Assessment Disposition
4.19	Housing Assessment at Exit
4.20	PATH Status
4.21	Connection with SOAR
4.22	RHY-BCP Status
4.23	Sexual Orientation
4.24	Last grade completed
4.25	School status
4.26	Employment Status
4.27	General Health Status
4.28	Dental Health Status
4.29	Mental Health Status
4.30	Pregnancy Status
4.31	Formerly a ward of child welfare or foster care agency
4.32	Formerly a ward of juvenile justice system
4.33	Young Person's Critical Issues

Full List of HMIS Data Elements

4.34	Referral Source
4.35A	Commercial Sexual Exploitation
4.35B	Commercial Labor Exploitation
4.36	Transitional, Exitcare, or Aftercare Plans and Actions
4.37	Project Completion Status
4.38	Family Reunification Achieved
4.39	Medical Assistance
4.40	Worst Housing Situation
4.41	Veteran's Information
4.42	Percent of AMI
4.43	Last Permanent Address
4.45	VAMC Station Number
4.47	T-cell and Viral Load
4.48	SSVF HP Targeting Criteria
4.49	Use of Other Crisis Services

Universal Data Elements (UDEs) + 4 + 1
Collected from all clients on all Projects

Number	Universal Data Element	Collected From				When Collected			
		ALL	HOH	HOH & Adults	Adults	Record Creation	Project Entry	Update	Project Exit
3.1	Name	◇				◇			
3.2	Social Security Number	◇				◇			
3.3	Date of Birth	◇				◇			
3.4	Race	◇				◇			
3.5	Ethnicity	◇				◇			
3.6	Gender	◇				◇			
3.7	Veteran Status				◇	◇			
3.8	Disabling Condition	◇					◇		
3.917	Living Situation			◇			◇		
3.10	Project Entry Date	◇					◇		
3.11	Project Exit Date	◇							◇
3.12	Destination	◇							◇
3.15	Relationship to Head of Household	◇					◇		
3.16	Client Location		◇				◇		
4.2	Income and Sources (Y/N)			◇					
4.3	Non-Cash Benefits (Y/N)			◇					
4.4	Health Insurance (Y/N)			◇					
4.11	Domestic Violence			◇					
4.19	Housing Assessment at Exit	◇							◇

** Note: For OUTREACH and NbN Shelter projects collect and enter as many UDEs as possible. As more data is collected, update UDEs through ENTRY assessment or Client Demographics

Extended Data Elements
All Project Types except Outreach and Emergency Shelter

Number	Elements Apply to: Homeless Prevention, Transitional Housing, PH: RRH, PH: Housing Only, PH: PSH and non-homeless PH projects	Collected From		When Collected				
		ALL	HOH & Adults	Record Creation	Project Entry	Update	Annual Asst	Project Exit
4.1	Housing status		◇		◇			
4.2	Income and Sources		◇		◇	◇	◇	◇
4.3	Non-Cash Benefits		◇		◇	◇	◇	◇
4.4	Health Insurance	◇			◇	◇	◇	◇
4.5	Physical Disability	◇			◇			◇
4.6	Developmental Disability	◇			◇			◇
4.7	Chronic Health Condition	◇			◇			◇
4.8	HIV/AIDS	◇			◇			◇
4.9	Mental Health Problem	◇			◇			◇
4.10	Substance Abuse	◇			◇			◇

All Remaining Data Elements

Number	All Other Elements	Project Type					
		Outreach	PATH	ES	Hless Prev	SSVF	PH: RRH
4.12	Contact	X	X				
4.13	Date of Engagement	X	X				
4.14	Services Provided		X			X	
4.14E	Bed Night Date			X			
4.15	Financial Assistance Provided					X	
4.16	Referrals Provided		X				
4.17	Residential Move-In Date					X	X
4.18	Housing Assessment Disposition				X		
4.20	PATH Status		X				
4.21	Connection with SOAR		X				
4.22	RHY-BCP Status						
4.23	Sexual Orientation						
4.24	Last grade completed					X	
4.25	School status						
4.26	Employment Status					X	
4.27	General Health Status					X	
4.28	Dental Health Status						
4.29	Mental Health Status						
4.30	Pregnancy Status						
4.31	Formerly a ward of child welfare or foster care agency						
4.32	Formerly a ward of juvenile justice system						
4.33	Young Person's Critical Issues						
4.34	Referral Source						
4.35A	Commercial Sexual Exploitation						
4.35B	Commercial Labor Exploitation						
4.36	Transitional, Exitcare, or Aftercare Plans and Actions						
4.37	Project Completion Status						
4.38	Family Reunification Achieved						
4.39	Medical Assistance						
4.41	Veteran's Information					X	
4.42	Percent of AMI					X	
4.43	Last Permanent Address					X	
4.45	VAMC Station Number					X	
4.47	T-cell and Viral Load						
4.48	SSVF HP Targeting Criteria					X	
4.49	Use of Other Crisis Services					X	

NOTE: RHY projects require extensive data collection and must refer to the HMIS manual for specifics

APPENDIX F

HMIS Service Transaction Requirements

Fairfax-Falls Church Coc HMIS Service Transaction Recommendations
See Federal Funding documentation for REQUIRED services entry

Services	Service Start Date	Service End Date	Household (Single or Family)	Specific Individual	Shelters ****			Case Management		
					Family Shelters	Singles/Hypo Seasonal	Outreach	Prev/RRH	Transitional Housing *	Perm Sup Housing
Beds	Date approved	Date approved		◇				X		
Benefits Assistance	Date of Service	Date of Service		◇				X	X	X
Bus Fare (BT- 8300.1000)	Date of Service	Date of Service		◇	X	X	X	X	X	X
Case/Care Management (PH- 1000)	Begin calendar month **	End Calendar month	◇					X	X	X
Clothing (BM- 6500.1500)	Date of Service	Date of Service		◇	X	X		X	X	X
Credit Counseling (DM-01500.1500)	Date of Service	Date of Service		◇				X	X	X
Credit Report Dispute Assistance (DM- 1500.1600)	Date of Service	Date of Service		◇				X	X	X
Dental Bill Payment Assistance	Date approved	Date approved		◇				X		
Dental Care Referrals (LH- 2600.1700)	Date of Service	Date of Service		◇			X			
Driver License Reinstatement Assistance	Date of Service	Date approved		◇				X		
Educational Support Assistance	Date of Service	Date of Service		◇					X	X
Eye Care Referrals (LH- 2600.2000)	Date of Service	Date of Service		◇			X			
Food Vouchers (BD- 1800.2250)	Date approved	Date approved	◇		X	X	X	X		X
Health Care Referrals (LH- 2600)	Date of Service	Date of Service		◇			X			
Health Supportive Services (LH)	Date of Service	Date of Service		◇			X			
Homeless Motel Vouchers	Date approved	Date approved	◇					X		
Household Goods Storage	Date approved	Date approved	◇					X		
Housing Counseling (BH- 3700)	Date of Service	Date of Service	◇					X	X	X
Housing Search Assistance (BH- 3900.3100)	Date of Service	Date of Service	◇					X	X	X
Individual Counseling (RF- 3300)	Date of Service	Date of Service		◇				X		X
Information & Referral	Date of Service	Date of Service		◇					X	X
Job Search/Placement	Date of Service	Date of Service		◇					X	X
Job Training Expense Assistance	Date approved	Date approved		◇				X		
Legal Services	Date approved	Date approved		◇				X		
Life Skills Education	Date of Service	Date of Service		◇					X	X
Medical Bill Payment Assistance	Date approved	Date approved		◇				X		
Moving Expense Assistance (BH- 5000.5100)	Date approved	Date approved	◇					X		X

Fairfax-Falls Church Coc HMIS Service Transaction Recommendations
See Federal Funding documentation for REQUIRED services entry

Services	Service Start Date	Service End Date	Household (Single or Family)	Specific Individual	Shelters ****			Case Management		
					Family Shelters	Singles/Hypo Seasonal	Outreach	Prev/RRH	Transitional Housing *	Perm Sup Housing
Outreach Programs (TJ- 6500.6300)	Date of Service	Date of Service		◇			X			
Personal Grooming Supplies (BM- 6500.6500)	Date of Service	Date of Service		◇	X	X				
Prescription Expense Assistance	Date approved	Date approved		◇				X		
Rent Payment Assistance (BH- 3800.7000)	Begin calendar month	End calendar month	◇					X	X	X
Rental Deposit Assistance (BH- 3800.7250)	Date approved	Date approved	◇					X		X
Resume Preparation Assistance	Date of Service	Date Provided		◇					X	
Street Outreach Programs (PH- 8000)	Date of Service	Date of Service		◇			X			
Taxi Fare (BT- 8300.8500)	Date of Service	Date of Service		◇			X	X		X
Transportation Expense Assistance	Date of Service	Date approved		◇				X		
Utility Deposit Assistance (BV- 8900.9150)	Date approved	Date approved	◇					X		X
Utility Service Payment Assistance (BV- 8900.9300)	Begin calendar month	End Calendar month	◇					X		X

Background:

The HMIS Procedural Manual which was agreed upon by the HOST Implementation Team in 2010 recommended all services to be entered.

More recently it has been realized through Data Quality attempts that this is too large of a task at this time for our Continuum to even begin to attempt.

Currently, only programs with Federal requirements for service transactions are recommended. All others should only attempt service transaction entry if the workload for consistent and accurate data entry and data quality review can be borne.

Directions:

If the organization chooses to record OPTIONAL Service transactions. Please ensure they are recorded consistently across the organization following the guidance in the services matrix above.

Helpful Information and Key:

* Recommendations for TH and PSH (non CRS/OPEH) are based upon staff knowledge of HUD contract templates and recommendations. If your individual contract does not require service transactions, you may modify this specific column.

** Service Start Date cannot be before program entry date (if client enters mid month ServiceStartDate = Entry Date)

*** EXCEPT ARREARS: Arrears payments - Svc start and end date = supervisor approval date.

**** Shelter Services are entered into HMIS through the shelter bed list.

APPENDIX G

Data Quality Reports List

Data Quality Reports Documentation

Rpt #	Name	ART folder location	Description	Purpose	Former Requirements	Required for	notes	frequency
123	ServicePoint User Last Login Report	ART Public Folder System Administration	To be run at the Parent Provider Level. Provides a list of all users in an organization and the numbers of days since login.	For review so that users who have left employment in the Partner Agencies are reported for deletion. NOTE: Users should be immediately reported when terminated from employment. They should never be allowed access to confidential data after leaving employment.	same	All Parent Providers (providers which should not have EntryExits attached)		monthly (quarterly for TH and PSH in good Data Quality standing)
216	Unexited Clients Exceeding Maximum Length of Stay	ART Public Folder Data Quality	Monitors data quality by insuring that clients in selected program have a timely program exit. The report allows the User the ability to examine the length of stay (los) for all unexited clients in up to five selected programs. The User is also prompted to specify the maximum length of stay for each program enabling the report to flag clients whose los has exceeded the limit. The report also identifies unexited clients with multiple entries.	To ensure clients' program exits are recorded in time and to alert program managers of clients exceeding length of stay. Also assists in identifying clients with multiple entries into the same program simultaneously.	All EntryExit Programs	None - no longer used		
220	Data Incongruity Locator	ART Public Folder Data Quality	Assists users in locating data entry errors resulting in incongruous information related to the client's recorded age, gender and/or household relationship(s).	To ensure client data is consistent	All EntryExit Programs	HMIS staff run on a monthly basis formal contact to agencies with Incongruit data. If it happens to often - will have to be added back to monthly DQ process		
252	Data Completeness Report Card	ART Public Folder Data Quality	Data quality monitoring tool that generates a letter grade based upon program's data completion rate for required data elements at the time of client entry into the program. The report can be run for multiple programs and is sectioned by provider so that each provider's report card will be displayed on a separate page, allowing batch printing.	1) To ensure required elements are completed at time of program entry. 2) When run for Parent Providers - ensures that EntryExit records are not attached to parent providers.	same	All EntryExit Projects		monthly (quarterly for TH and PSH in good Data Quality standing)
252	EntryExit Companion Report	ART Public Folder Data Quality	Flagship report for Fairfax Falls Church CoC. This report can be run for one project or for Entire CoC all at once. Summary tabs provide analysis at the HUD project type level and at the project level. Client Entry and Update/Exit tabs provide data details for HMIS Data Standard Data Elements excluding: 1) HMIS DE recorded in sub-assessments (data can be found in 260 report) 2) HMIS DE exclusive to only one program type (PATH, RHY, VA). The Entry and Update/Exit tabs are designed to be downloaded into Excel for evaluation and analysis. It is not possible to view the data in these tabs without download. Several calculated fields are also provided in the Entry and Update/Exit tabs which assist in evaluation and project analysis.	To provide a report to organizations which will facilitate easy review of client level data to improve the quality of the data. Provide summary counts in the same report; enabling transparent analysis. Provide a tool through which partners can download their data for analysis purposes.		All EntryExit Projects		see chart
315	Daily Program Census		Provides daily program census for a selected program for a 31 day period of time specified by the user. The reported daily census is based on client entries and exits, and includes individual counts, household counts, percent of capacity and breakdowns by gender, age, race, ethnicity and prior living situation. In addition to this summary data, the report includes the client detail related to each breakdown, and combined counts for the entire reporting period	To provide a daily census for verification of who is in the program during the reporting period.		None - no longer used		
347	Services (Billing) Summary	ART Public Folder Case Mgmt	The 0347A Services Summary report supports reviewing all of the services delivered by your programs, service type, client, and case worker.	To provide accurate service counts for clients.		All Entry Exit Programs (NOT HHP, Outreach)		monthly (quarterly for TH and PSH in good Data Quality standing)
347B	Services - Bedlist	ART Public Folder	A modified version of 0347. Services Summary report supports reviewing all of the services delivered by your programs, service type, client, and case worker but has additional tabs at the end with shelter bedlist.	A modified version of 0347. This report supports any program which uses ShelterPoint. The same tabs are included which support Services Analysis but the final tabs of the report have been added to support reviewing the bedlist data.		Hypothermia Programs		monthly
	Clients with Self Sufficiency Matrix	ART Public Folder Data Quality	Lists clients who have a self sufficiency matrix recorded in HMIS. Overly simplistic report which needs enhancements in the near future	To provide a list as requested by the partners of the clients who have SSOMs in ServicePoint.	All EntryExit Programs	None - no longer used		
405	SSOM client Achievement Report	ART Public Folder SSOM Reports	This report compares the initial and the final Self Sufficiency Outcome rating for each of the clients in a selected program. Initial/Final comparisons with calculated gains/losses are reported for each domain where at least one value has been recorded, as well as an average score for all domains. A second report tab compares the program averages by domain and by overall average. Both the client report and the program report display the results both graphically and in table format. To be included in this report the client must have an initial SSOM assessment and a final SSOM assessment by the specified provider and on or after the reports specified start date.	To ensure that all clients who have exited the program have an SSOM	All EntryExit Programs	None - no longer used		

Data Quality Reports Documentation

631	HUD CoC APR Detail	ART Public Folder HUD APR	This ART Gallery report is a companion to report 0625 and displays the record level detail behind the CoC APR summary tables. This CoC APR Detail report consist of several sub-reports each of which focus on a portion of the CoC APR data, including client demographics, household membership, types and levels of service, entry-exit related data, length of stay, income, non-cash benefits, etc. The report also included additional feature to assist in data quality monitoring including null data flags, identification of non-HUD assessment question values, and a sub-report that identifies duplicate clients included in the dataset.	Overall program evaluation and reporting consistent with HUD requirements. As all programs follow the same workflow whether HUD program or local, the report is extremely useful. The report includes features to assist in data quality monitoring including null data flags, identification of non-HUD assessment question values, and a sub-report that identifies duplicate clients included in the dataset.		Almost all Entry Exit Programs (NOT HHP, Hypothermia, Outreach)	consider replacing with NEW Bowman 260 APR DQ Report	monthly (quarterly for TH and PSH in good Data Quality standing)
222	Workflow Elements by Client	ART Public Folder Data Quality	This report is an enhanced version of the Bowman report. Reprogrammed for our Continuum's workflow. It can only be run on one program at a time.	For program managers to ensure that staff are entering all of the required data workflow elements for clients (ROIs, EntryExit, Services, Case Manager)		All EntryExit Projects		
254	Shelter - History, Overlap and Return	ART Public Folder Data Quality	This report					

APPENDIX H

Data Quality Verification Forms

2017-2018 DATA QUALITY INFORMATION SHEET



NEW DATA QUALITY PROCESS

- The Parent Organization/Agency DQ Verification form, along with forms for each individual HMIS Project must be submitted according to the 2017-2018 DQ Submission Chart.
 - The 2016-2017 DQ Submission Chart lists all the projects in HMIS that need to submit either monthly or quarterly reports; the information is sorted by Parent Organizations and also lists the frequency of reporting and project types.
- Run ART reports from the perspective of your organization according to what's required on the monthly and quarterly DQ Verification forms.
- Reports should be run for the past 12 months for all HMIS projects and parent organizations.
- Correct errors and contact OPEH for assistance with data quality **before the due date**.
- Compare Organization run 0252 EECR (from perspective of organization) to the System Admin EECR (delivered to the Parent Organization ART inbox).
 - The System Admin 0252 EECR will be delivered daily from the 1st of each month up to the due date. Reports will be delivered after the noon/afternoon refresh.
 - DQ verification forms must indicate the creation date of the System Admin 0252 EECR used for reporting on the DQ Verification form. **DO NOT DELETE** the current month's report used for the DQ Verification form from the Parent Organization ART inbox. Past month's 0252 EECR can be deleted.
- Correct errors/differences between the Organization- run 0252 EECR and the System Admin 0252 EECR.
- Complete one DQ Verification form for each HMIS project.
- Submit all forms to the Office to Prevent and End Homelessness at OPEHPrograms@fairfaxcounty.gov.
- DQ Verification forms (along with the appropriate attachments) are DUE by the 10th of the month. If the 10th is a weekend or holiday, submissions are due the next business day.

When reviewing the 2016-2017 DQ Submission Chart or the new DQ Verification Forms, please contact OPEH (OPEHPrograms@fairfaxcounty.gov) with any questions or concerns. If you feel that a project is listed in error or missing, please contact us immediately. You will be notified via HMIS NEWS – DQ Blog of any updates to the DQ Info Sheet, DQ Submission Chart, or DQ forms. Consequently, we encourage you to frequently read HMIS NEWS because it is the main source of communication for HMIS-related events/topics.

Please report any errors or corrections needed on this chart to OPEHPrograms@fairfaxcounty.gov.

ALL VERIFICATION FORMS NEED TO BE SUBMITTED TO THE OFFICE TO PREVENT AND END HOMELESSNESS

Send emails to OPEHPrograms@fairfaxcounty.gov

Provider Type	Data Quality Form Name	DQ Form #
Parent Organization	Data Quality Verification Form Main Agency	1
Homelessness Prevention (HUD)	Data Quality Verification Form RRH Prevent BA	2
Street Outreach (HUD)	Data Quality Verification Form Outreach	3
Emergency Shelter (HUD)	Data Quality Verification Form ES	4
Emergency Shelter (HUD) <i>Winter / Hypo</i>	Data Quality Verification Form WS Hypo	5
Transitional housing (HUD)	Data Quality Verification Form PH PSH Other TH	6
PH - Rapid Re-Housing (HUD)	Data Quality Verification Form RRH Prevent BA	2
PH - Housing with services (no disability required for entry)	Data Quality Verification Form PH PSH Other TH	6
PH - Housing only (HUD)	Data Quality Verification Form PH PSH Other TH	6
PH - Permanent Supportive Housing (disability required for entry)	Data Quality Verification Form PH PSH Other TH	6
Services Only (HUD)	Data Quality Verification Form RRH Prevent BA	2
Other (HUD)	Various see chart	
Second Story Exceptions	Data Quality Verification Form Second Story	7
Coordinated Assessment (HUD)	Data Quality Verification Form Coordinated Entry	8

	EE Provider	HUD Provider Type	DQ Frequency	DQ Form #
1	Cornerstones			
2	Cornerstones (11)	Parent Organization	Monthly	1
3	CS - Bridging Affordability II Wait List (323)	Homelessness Prevention (HUD)	Monthly	2
4	CS - Bridging Affordability II Homeless (356)	PH - Housing with services (no disability required for entry) (HUD)	Monthly	2
5	CS - CAHP - Homeless Families (438)	PH - Housing only (HUD)	Quarterly	6
6	CS - CAHP - Homeless Singles (441)	PH - Housing only (HUD)	Quarterly	6
7	CS - CAHP - Non-Homeless Families (440)	PH - Housing only (HUD)	Quarterly	6
8	CS - CAHP - Non-Homeless Singles (442)	PH - Housing only (HUD)	Quarterly	6
9	OPEH - R3 Motel Projects - CS (520)	Emergency Shelter (HUD)	Monthly	4
10	OPEH - R3 Family Prevention - CS(417)	Homelessness Prevention (HUD)	Monthly	2
11	OPEH - R3 Family Rapid Rehousing - CS(425)	PH - Rapid Re-Housing (HUD)	Monthly	2
12	OPEH - R3 FS - Embry Rucker Family Shelter - CS(409)	Emergency Shelter (HUD)	Monthly	4
13	OPEH - R3 Single Prevention - CS(413)	Homelessness Prevention (HUD)	Monthly	2
14	OPEH - R3 Single Rapid Rehousing - CS(421)	PH - Rapid Re-Housing (HUD)	Monthly	2
15	OPEH - R3 Singles Outreach - CS(401)	Street Outreach (HUD)	Monthly	3
16	OPEH - R3 SS - Embry Rucker Medical Respite Shelter - CS (427)	Emergency Shelter (HUD)	Monthly	4
17	OPEH - R3 SS - Embry Rucker Single Shelter - CS (408)	Emergency Shelter (HUD)	Monthly	4
18	OPEH - R3 Singles Rapid Rehousing VHSP - CS (485)	PH - Rapid Re-Housing (HUD)	Monthly	2
19	OPEH - Hypothermia -CS (475)	Emergency Shelter (HUD) Winter / Hypo	Monthly	5
20	OPEH - Winter Seasonal -CS (479)	Emergency Shelter (HUD) Winter / Hypo	Monthly	5
21	Coordinated Entry Singles Cornerstones (489)	Coordinated Assessment (HUD)	Monthly	8
22	Coordinated Entry Families Cornerstones (490)			
23	Department of Family Services			
24	Department of Family Services	Parent Organization	Monthly	1
25	OPEH - Medical Respite Case Management (472)	Street Outreach (HUD)	Monthly	3
26	Coordinated Entry Singles DFS	Coordinated Assessment (HUD)	Monthly	8
27	Coordinated Entry Families DFS			

	EE Provider	HUD Provider Type	DQ Frequency	DQ Form #
28	FACETS			
29	FACETS (20)	Parent Organization	Monthly	1
30	FACETS - Bridging Affordability II Wait List (324)	Homelessness Prevention (HUD)	Monthly	2
31	FACETS - Bridging Affordability II Homeless (351)	PH - Housing with services (no disability required for entry) (HUD)	Monthly	2
32	FACETS Linda's Gateway PSH (481)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
33	FACETS TRIUMPH III (480)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
34	FACETS TRIUMPH II (321)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
35	FACETS TRIUMPH I (192)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
36	OPEH - FS - Last Resort Motel Project - FACETS(431)	Emergency Shelter (HUD)	Monthly	4
37	OPEH - R1 Motel Project - FACETS (518)	Emergency Shelter (HUD)	Monthly	4
38	OPEH - PSH Single - Home Connections - FACETS(429)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
39	OPEH - R1 Family Prevention - FACETS(415)	Homelessness Prevention (HUD)	Monthly	2
40	OPEH - R1 Family Rapid Rehousing - FACETS(423)	PH - Rapid Re-Housing (HUD)	Monthly	2
41	OPEH - R1 FS - Next Steps Family Shelter - FACETS(405)	Emergency Shelter (HUD)	Monthly	4
42	OPEH - R4 Single Prevention - FACETS(414)	Homelessness Prevention (HUD)	Monthly	2
43	OPEH - R4 Single Rapid Rehousing - FACETS(422)	PH - Rapid Re-Housing (HUD)	Monthly	2
44	OPEH - R4 Singles Outreach - FACETS(402)	Street Outreach (HUD)	Monthly	3
45	OPEH - Hypothermia -FACETS (476)	Emergency Shelter (HUD) Winter / Hypo	Monthly	5
46	Coordinated Entry Singles FACETS (493)	Coordinated Assessment (HUD)	Monthly	8
47	Coordinated Entry Families FACETS (494)			
48	Fairfax/Falls Church Community Services Board			
49	Fairfax/Falls Church Community Services Board (12)	Parent Organization	Monthly	1
50	CSB - PATH(437)	Street Outreach (HUD)	Monthly	3
51	Coordinated Entry Singles CSB (495)	Coordinated Assessment (HUD)	Monthly	8
52	Coordinated Entry Families CSB			

	EE Provider	HUD Provider Type	DQ Frequency	DQ Form #
53	Family Preservation and Stengthening Services			
54	Family Preservation and Stengthening Services (225)	Parent Organization	Monthly	1
55	Family PASS - Bridging Affordability II Homeless (331)	PH - Housing with services (no disability required for entry) (HUD)	Monthly	2
56	Family PASS - Housing Project(249)	Other (HUD)	Monthly	6
57	Coordinated Entry Singles Family PASS (506)	Coordinated Assessment (HUD)	Monthly	8
58	Coordinated Entry Families Family PASS (514)			
59	Fairfax County Department of Health			
60	Fairfax County Health Department (147)	Parent Organization	Monthly	1
61	HD - HHP Nurse Practitioners(149)	Street Outreach (HUD)	Monthly	3
62	HD - HHP Outreach(148)	Street Outreach (HUD)	Monthly	3
63	HD - Non-HHP Nurse Practitioners(379)	Street Outreach (HUD)	Monthly	3
64	HD - Fairfax County Medical Fragile Respite Pilot Program(127)	Other (HUD)	Monthly	3
65	HD - Medical Respite NP	Other (HUD)	Monthly	6
66	Coordinated Entry Singles Health Department (506)	Coordinated Assessment (HUD)	Monthly	8
67	Coordinated Entry Singles Health Department (514)			
68	Good Shepherd Housing			
69	Good Shepherd Housing	Parent Organization	Monthly	1
70	Good Shepherd - HOST Prevention CCM (348)	Homelessness Prevention (HUD)	Monthly	2
71	Good Shepherd - HOST Rapid Rehousing CCM (349)	PH - Rapid Re-Housing (HUD)	Monthly	2
72	Coordinated Entry Singles Good Shepherd Housing (516)	Coordinated Assessment (HUD)	Monthly	8
73	Coordinated Entry Families Good Shepherd Housing (515)			
74	Homestretch			
75	Homestretch, Inc. (9)	Parent Organization	Quarterly	1
76	Homestretch - Bridging Affordability II Homeless(329)	PH - Housing with services (no disability required for entry) (HUD)	Monthly	2
77	Homestretch - HOME Transitional Housing Program(182)	Transitional housing (HUD)	Quarterly	6
78	Homestretch - Permanent Supportive Housing Program(388)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
79	Homestretch - Transitional Housing Program(213)	Transitional housing (HUD)	Quarterly	6
80	Coordinated Entry Singles Homestretch (507)	Coordinated Assessment (HUD)	Monthly	8
81	Coordinated Entry Families Homestretch (508)			

	EE Provider	HUD Provider Type	DQ Frequency	DQ Form #
82	New Hope Housing			
83	New Hope Housing (6)	Parent Organization	Monthly	1
84	NHH - Bridging Affordability II Wait List (325)	Homelessness Prevention (HUD)	Monthly	2
85	NHH - Bridging Affordability II Homeless (354)	PH - Housing with services (no disability required for entry) (HUD)	Monthly	2
86	NHH - Just Home Fairfax PSH(382)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
87	NHH - Milestones II(253)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
88	NHH - Milestones(102)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
89	NHH - PSH Group Homes Gartlan(159)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
90	NHH - PSH Group Homes Max's(381)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
91	NHH - RISE PSH(242)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
92	NHH - Turning Point I(98)	Transitional housing (HUD)	Quarterly	6
93	OPEH - PSH Single - Housing First Apartments - NHH(430)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
94	OPEH - PSH Single - Mondloch Place - NHH(433)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
95	OPEH - R1 Single Prevention - NHH(411)	Homelessness Prevention (HUD)	Monthly	2
96	OPEH - R1 Single Rapid Rehousing - NHH(419)	PH - Rapid Re-Housing (HUD)	Monthly	2
97	OPEH - R1 Single Rapid Rehousing VHSP - NHH(463)	PH - Rapid Re-Housing (HUD)	Monthly	2
98	OPEH - R1 Singles Outreach - NHH(399)	Street Outreach (HUD)	Monthly	3
99	OPEH - R1 SS - APS Shelter - NHH(454)	Emergency Shelter (HUD)	Monthly	4
100	OPEH - R1 SS - Eleanor Kennedy Single Shelter - NHH(404)	Emergency Shelter (HUD)	Monthly	4
101	OPEH - R1 SS - Mondloch House I - NHH(435)	Emergency Shelter (HUD)	Monthly	4
102	OPEH - R1 WS - Friends of Falls Church Winter Shelter(439)	Emergency Shelter (HUD) Winter / Hypo	Monthly	5
103	OPEH - Hypothermia -NHH (473)	Emergency Shelter (HUD) Winter / Hypo	Monthly	5
104	OPEH - Winter Seasonal -NHH (477)	Emergency Shelter (HUD) Winter / Hypo	Monthly	5
105	Coordinated Entry Singles New Hope Housing (501)	Coordinated Assessment (HUD)	Monthly	8
106	Coordinated Entry Families New Hope Housing (502)			

	EE Provider	HUD Provider Type	DQ Frequency	DQ Form #
107	Northern Virginia Family Services			
108	Northern Virginia Family Services (18)	Parent Organization	Monthly	1
109	NVFS Bridging Affordability II Wait List(332)	Homelessness Prevention (HUD)	Monthly	2
110	NVFS Bridging Affordability II Homeless(355)	PH - Housing with services (no disability required for entry) (HUD)	Monthly	2
111	NVFS - VHSP Prevention Program(367)	Homelessness Prevention (HUD)	Monthly	2
112	OPEH - R2 Single Rapid Rehousing - NVFS(420)	PH - Rapid Re-Housing (HUD)	Monthly	2
113	OPEH - R2 Singles Outreach - NVFS(400)	Street Outreach (HUD)	Monthly	3
114	OPEH - R2 SS - Bailey's Crossroads Single Shelter - NVFS(406)	Emergency Shelter (HUD)	Monthly	4
115	OPEH - Hypothermia -NVFS (474)	Emergency Shelter (HUD) Winter / Hypo	Monthly	5
116	OPEH - Winter Seasonal -NVFS (478)	Emergency Shelter (HUD) Winter / Hypo	Monthly	5
117	OPEH - Prevention City Wide - NVFS(459)	Homelessness Prevention (HUD)	Monthly	2
118	Coordinated Entry Singles NVFS (491)	Coordinated Assessment (HUD)	Monthly	8
119	Coordinated Entry Families NVFS (492)			

	EE Provider	HUD Provider Type	DQ Frequency	DQ Form #
120	Pathway Homes			
121	Pathway Homes, Inc. (5)	Parent Organization	Quarterly	1
122	Pathways 1991 McKinney-CRS(317)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
123	Pathways 1991 McKinney-PHI(316)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
124	Pathways Semi-Independent Cedar Cove/Links Program (1995 McKinney-CRS)(78)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
125	Pathways Semi-Independent Joust/Mockingbird Program (1994 McKinney-CRS)(84)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
126	Pathways SHOP McKinney-Mount Vernon Program(73)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
127	Pathways SHOP Shelter Plus Care 01C Program(234)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
128	Pathways SHOP Shelter Plus Care 09C Program(246)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
129	Pathways SHOP Shelter Plus Care 10C Program(282)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
130	Pathways SHP 2007(167)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
131	Pathways SHP 2009(245)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
132	Pathways SHP 2011(305)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
133	Pathways SHP 2014(398)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
134	Pathways SHP 2015(482)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
135	Coordinated Entry Singles Pathway Homes (509)	Coordinated Assessment (HUD)	Monthly	8
136	PRS			
137	PRS, Inc. (15)	Parent Organization	Quarterly	1
138	PRS - Intensive Supporting Housing(214)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
139	PRS Supported Housing (1994 McKinney-CRS)(216)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
140	PRS Supported Housing (1995 McKinney-CRS)(281)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
141	Coordinated Entry Singles PRS (510)	Coordinated Assessment (HUD)	Monthly	8
142	Coordinated Entry Families PRS (511)			

	EE Provider	HUD Provider Type	DQ Frequency	DQ Form #
143	Second Story			
144	Second Story (19)	Parent Organization	Monthly	1
145	Second Story - CoC Rapid Rehousing Project (483)	PH - Rapid Re-Housing (HUD)	Monthly	2
146	Second Story - RHY Transitional Living Program(394)	Transitional housing (HUD)	Quarterly	7
147	Second Story - Bridging Affordability II Homeless (330)	PH - Housing with services (no disability required for entry) (HUD)	Monthly	2
148	Second Story - HYI Transitional Housing (396)	Transitional housing (HUD)	Quarterly	7
149	Second Story AYM I - RHY MGH Transitional Housing (392)	Transitional housing (HUD)	Quarterly	7
150	Second Story Teen Shelter - RHY Basic Center Program (395)	Emergency Shelter (HUD)	Monthly	7
151	Second Story Teen Shelter - Shelter Program (446)	Emergency Shelter (HUD)	Monthly	7
152	Coordinated Entry Singles Second Story (504)	Coordinated Assessment (HUD)	Monthly	8
153	Coordinated Entry Families Second Story (503)			
154	Shelter House			
155	Shelter House, Inc. (17)	Parent Organization	Monthly	1
156	SH - Bridging Affordability II Wait List(326)	Homelessness Prevention (HUD)	Monthly	2
157	SH - Bridging Affordability II Homeless(359)	PH - Housing with services (no disability required for entry) (HUD)	Monthly	2
158	Shelter House, Inc. / CoC Rapid Rehousing (484)	PH - Rapid Re-Housing (HUD)	Monthly	2
159	Shelter House, Inc. / Offsite Program(41)	Transitional housing (HUD)	Quarterly	6
160	Shelter House, Inc. / RISE PSH(241)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
161	OPEH - PSH Family - Kate's Place - SH(432)	PH - Permanent Supportive Housing (disability required for entry) (HUD)	Quarterly	6
162	OPEH - R2 Motel Project - SH (519)	Emergency Shelter (HUD)	Monthly	4
163	OPEH - R2 Family Prevention - SH(416)	Homelessness Prevention (HUD)	Monthly	2
164	OPEH - R2 Family Rapid Rehousing - SH(424)	PH - Rapid Re-Housing (HUD)	Monthly	2
165	OPEH - R2 FS - Patrick Henry Family Shelter - SH(407)	Emergency Shelter (HUD)	Monthly	4
166	OPEH - R2 Family Rapid Rehousing VHSP - SH(461)	PH - Rapid Re-Housing (HUD)	Monthly	2
167	OPEH - R4 Motel Project - SH (521)	Emergency Shelter (HUD)	Monthly	4
168	OPEH - R4 Family Prevention - SH(418)	Homelessness Prevention (HUD)	Monthly	2
169	OPEH - R4 Family Rapid Rehousing - SH(426)	PH - Rapid Re-Housing (HUD)	Monthly	2
170	OPEH - R4 Family Rapid Rehousing VHSP -SHH(462)	PH - Rapid Re-Housing (HUD)	Monthly	2
171	OPEH - R4 FS - Kate Hanley Family Shelter - SH(410)	Emergency Shelter (HUD)	Monthly	4
172	Coordinated Entry Singles Shelter House (499)	Coordinated Assessment (HUD)	Monthly	8
173	Coordinated Entry Families Shelter House (500)			

	EE Provider	HUD Provider Type	DQ Frequency	DQ Form #
174	The Lamb Center			
175	The Lamb Center (464)	Parent Organization	Monthly	1
176	TLC - Homeless Outreach (467)	Street Outreach (HUD)	Monthly	3
177	TLC - Homeless Case Management (465)	Service Only (HUD)	Monthly	2
178	TLC - Non Homeless Outreach (468)	Street Outreach (HUD)	Monthly	3
179	TLC - Non Homeless Case Management (466)	Service Only (HUD)	Monthly	2
180	Coordinated Entry Singles The Lamb Center (498)	Coordinated Assessment (HUD)	Monthly	8
181	Coordinated Entry Families The Lamb Center			
182	Volunteers of America			
183	Volunteers of America (25)	Parent Organization	Monthly	1
184	VOA - Bridging Affordability II Homeless(360)	PH - Housing with services (no disability required for entry) (HUD)	Monthly	2
185	VOA - HCD Waitlist Bridging Affordability I(280)	Homelessness Prevention (HUD)	Monthly	2
186	VOA - SSVF Prevention FxFCH CoC only(309)	Homelessness Prevention (HUD)	Monthly	2
187	VOA - SSVF Prevention Non-FxFCH CoC only(487)	Homelessness Prevention (HUD)	Monthly	2
188	VOA - SSVF Rapid Rehousing FxFCh Coc Only(350)	PH - Rapid Re-Housing (HUD)	Monthly	2
189	VOA - SSVF Rapid Rehousing Non-FxFCh Coc Only(488)	PH - Rapid Re-Housing (HUD)	Monthly	2
190	Coordinated Entry Singles VOA (496)	Coordinated Assessment (HUD)	Monthly	8
191	Coordinated Entry Families VOA (497)			

PARENT PROVIDER/ORGANIZATION DATA QUALITY (MONTHLY) VERIFICATION FORM



Agency Name: _____
(List your Agency/Parent Provider project in HMIS, not a specific HMIS project)

Reporting Period (MM/DD/YY – MM/DD/YY): _____ Submission Date: _____

Instructions

1. Pick up the 0252 EECR in the Parent Organization ART inbox that was scheduled by a HMIS System Admin for all of the projects within a Parent Organization or Agency. The EECR Will be run for the past 12 months.
2. Begin running and correcting reports the 1st of the month so that there is sufficient time to request assistance from OPEH for Data Quality issues.
3. Correct errors/differences between Organization run EECR and the SysAdm EECR. One Parent Provider Data Quality Verification Form is needed for **a Parent Organization/Agency** within HMIS.
4. The Parent Organization DQ form should be submitted once all the specific projects have completed data clean-up for the month or quarter.
5. Submit a single DQ form per email to OPEHPrograms@faifaxcounty.gov, and **state the Agency name as the subject of the email**. Please do not include multiple DQ forms on an email.
6. Final submission is due by COB on the 10th of the month. If the 10th is a weekend or holiday, final submissions are due the next business day. Submissions for the entire CoC are tracked and may be published.

0252 – Entry Exit Companion Report (Organization EECR)

(ART | In Box (Parent Organization))

Note: Complete the values based on Organization run EECR (not the SysAdm EECR)

Tab A – Overall Chart Note: Counts are in the bottom row of the chart.	_____	Households (Family + singles)
	_____	Clients
	_____	Veterans
	_____	Households Exit Between Report Dates
	_____	Average LOS Household Leavers
	_____	Household Exit Destination Permanent Housing
	_____	Chronically Homeless Households
Hint: In HMIS, projects (such as the Parent Organization) that have no data attached to it will not appear on the report.	_____	I verify that there are no EntryExits that are attached to the Parent Organization; it does not show up on the EECR (initials).

The SysAdm EECR is delivered to the ART inbox of the organization's ART Report username.

Tabs A, B1, C, & D.

Counts on the 252 SysAdm EECR that was delivered to the Parent Organization ART Inbox have been reviewed. Creation date of the SysAdm EECR: ____/____/____.

Our Agency/Organization approves the data reported on the SysAdm EECR.

Request for Data Quality Assistance from OPEH:

Parent Provider Data Quality Verification Form 7/05/2017

OUTREACH MONTHLY DATA QUALITY VERIFICATION FORM



Agency/Parent Provider Name: _____

HMIS Project Name & #: _____
(a separate form is required for each HMIS Program)

Reporting Period (MM/DD/YY – MM/DD/YY): _____ Submission Date: _____

Instructions

1. A **separate** Outreach Data Quality Verification Form is needed for **each outreach project** within HMIS on a MONTHLY basis August through June.
2. Each project must report data quality for the **most recent 12 months** (an entire year). For example, when reporting in August, the year's data in ART should be collected from 8/1/2016 - 8/1/2017 (end date plus 1 day).
3. Begin running and correcting reports the 1st of the month so that there is sufficient time to request assistance from OPEH for Data Quality issues.
4. Submit a single DQ form per email to OPEHPrograms@fairfaxcounty.gov, and **state the project name as the subject of the email**. Please do not include multiple DQ forms on an email.
5. Final submission is due by COB on the 10th of the month. If the 10th is a weekend or holiday, final submissions are due the next business day. Submissions for the entire CoC are tracked and may be published.

0252 – Data Completeness Report Card (EE)

ART | Public Folder | Data Quality folder

Please review and make corrections necessary to achieve the highest possible Data Completeness grade.	_____	UDE Only Grade
	_____	Additional Only Grade

0252 – EntryExit Companion Report (EECR) – Organization run report

ART | Public Folder | Data Quality folder

Note: Please complete this section using the Organization EECR, not the SysAdm EECR.

<p>Values entered MUST match values on ART Report. Do not submit DQ form until ART is run and data corrections are verified.</p> <p>HINT: Use SCHEDULER; 0252 – <i>EntryExit Companion Report TWO</i> might be of some assistance in clean-up effort.</p> <p>Download report to EXCEL and review TAB C and TAB D data elements for accuracy. Make corrections where necessary to ensure client data in ServicePoint is accurate.</p>	_____	Data on Tab C is accurate (initial)
	_____	Data on Tab D is accurate (initial)
	_____	Clients Served Tab B1 (number)
	_____	Exits before 'between report dates' Tab B1 (number)
	_____	Clients ExitDest PermHsng Tab B1 (number)

0252 – SysAdm Entry Exit Companion Report

The SysAdm EECR is delivered to the ART inbox of the organization's ART Report username.

Tabs A, B1, C, & D. Do not delete current month's SysAdm EECR reports from the Parent Organization ART Inbox. Old reports can be deleted.	_____	Data reported on the 252 SysAdm EECR (delivered to the Parent Organization ART Inbox) have been reviewed.
	_____	I approve of the data reported on the SysAdm EECR for this project.
	Initial only one of the following options:	
	_____	Counts on the 0252 SysAdm EECR match the counts on Organization run EECR. There are no differences upon data clean-up. Creation date of the delivered SysAdm EECR: ____/____/____.
	_____	Differences between SysAdm EECR and Organization EECR have been investigated and current differences on the SysAdm EECR are not actual errors. Data in HMIS is correct; the SysAdm EECR is reporting inaccurately. The Organization run EECR data accurately reflects good data in HMIS. Creation date of the delivered SysAdm EECR: ____/____/____.

222 – Workflow Elements By Client (WEBC)

ART | Public Folder | Data Quality

Please review 'Tab A – Detail' for completeness This DQ Report is only asking for clarification on a few items but the ART report is an extremely helpful high level view of the clients in a project and the workflow elements.	All clients with EntryExit also have an accurate and up to date:	
	_____	ROI Provider/Project (initial)
	_____	ROI Organization (initial)
	_____	Case Manager (initial)

347A – Services Summary (SS)

ART | Public Folder | Case Mgmt

Run this report to ensure the project is compliant with services Data Standards required for the project type. See HUD Program Manuals for details. Please review and correct any discrepancies		
	_____	Clients who have not been served have been closed (initial)
	_____	Tab A: Summary Counts are accurate for project requirements (initial)

The signatures below ***certifies*** that the HMIS data in ServicePoint has been reviewed for quality, completeness and consistency.

Explanation of errors:

Request for Data Quality Assistance from OPEH:

Print Name: _____ Signature: _____

Title: _____

April Reporting Only:

The signature below certifies that the HMIS data on 0252 DCRC and 347A SS are complete and accurate.

Print Name: _____ Signature: _____

Title: _____

June Reporting Only:

The signature below certifies that the HMIS data on 252 DCRC, 252 EECR, 222 WEBC, and 347A SS are complete and accurate.

Print Name: _____ Signature: _____

Title: _____

EMERGENCY SHELTER MONTHLY DATA QUALITY VERIFICATION FORM



Agency/Parent Provider Name: _____

HMIS Project Name & #: _____

(a separate form is required for each HMIS Program)

Reporting Period (MM/DD/YY – MM/DD/YY): _____ Submission Date: _____

Instructions

1. A **separate** Emergency Shelter Data Quality Verification Form is needed for **each shelter project** within HMIS on a MONTHLY basis August through June.
2. Each project must report data quality for the **past 12 months**. For example, when reporting in August, the year's data in ART should be collected from 8/1/2016 - 8/1/2017 (End Date plus 1 day).
3. Begin running and correcting reports the 1st of the month so that there is sufficient time to request assistance from OPEH for Data Quality issues.
4. Submit a single DQ form per email to OPEHPrograms@fairfaxcounty.gov, and **state the project name as the subject of the email**. Please do not include multiple DQ forms on an email.
5. Final submission is due by COB on the 10th of the month. If the 10th is a weekend or holiday, final submissions are due the next business day. Submissions for the entire CoC are tracked and may be published.

0252 – Data Completeness Report Card (DCRC)

ART | Public Folder | Data Quality folder

Please review and make corrections necessary to achieve the highest possible Data Completeness grade.

UDE Only Grade

Additional Only Grade

0252 – EntryExit Companion Report (EECR)

ART | Public Folder | Data Quality folder

Values entered MUST match values on ART Report. Do not submit DQ form until ART is run and data corrections are verified.

HINT: Use SCHEDULER; 0252 – *EntryExit Companion Report TWO* might be of some assistance in clean-up effort.

Download report to EXCEL and review TAB C and TAB D data elements for accuracy. Make corrections where necessary to ensure client data in ServicePoint is accurate.

Data on Tab C is accurate (initial)

Data on Tab D is accurate (initial)

Clients Served Tab B1 (number)

Exits before 'between report dates' Tab B1 (number)

Clients ExitDest PermHsng Tab B1 (number)

0252 – SysAdm Entry Exit Companion Report

The SysAdm EECR is delivered to the ART inbox of the organization's ART Report username.

<p>Tabs A, B1, C, & D.</p> <p>Do not delete current month's SysAdm EECR reports from the Parent Organization ART Inbox. Old reports can be deleted.</p>	_____	Data reported on the 252 SysAdm EECR (delivered to the Parent Organization ART Inbox) have been reviewed (initial).
	_____	I approve of the data reported on the SysAdm EECR for this project (initial).
	Initial only one of the following options:	
	_____	Counts on the 0252 SysAdm EECR match the counts on Organization run EECR. There are no differences upon data clean-up. Creation date of the delivered SysAdm EECR: ____/____/____.
	_____	Differences between SysAdm EECR and Organization EECR have been investigated and current differences on the SysAdm EECR are not actual errors. Data in HMIS is correct; the SysAdm EECR is reporting inaccurately. The Organization run EECR data accurately reflects good data in HMIS. Creation date of the delivered SysAdm EECR: ____/____/____.

0254 – EE and Shelter – History, Overlap, and Return (HOR)

ART | Public Folder | Data Quality folder

<p>Accept provider default prompt which includes ALL of the shelter projects in our Continuum. We must ensure that there are no SHELTER STAYS overlapping in our ENTIRE Continuum. A client cannot be in two different shelters on the same night.</p> <p>Review the overlapping stays (indicated by blue background and O in right column) correct shelter stays for your Organizations which are overlapping with other projects. Don't forget to fix the EntryExit record as well.</p>	_____	<p>Overlapping Shelter Stays for this project have been resolved and the corresponding EntryExits have been updated as well. (initial – provide NOTES about exceptions)</p>
---	-------	---

222 – Workflow Elements by Client (WEC)

ART | Public Folder | Data Quality

<p>Run the report for the past month</p> <p>Run the report for the past 12 months</p> <p>Please review 'Tab A – Detail' for completeness</p> <p>This DQ Report is only asking for clarification on a few items but the ART report is an extremely helpful high level view of the clients in a project and the workflow elements.</p>	All clients with an ShelterStay also have an accurate and up to date:	
	_____	EntryExit (initial)
	_____	ROI Provider/Project (initial)
	_____	ROI Organization (initial)

The signatures below ***certifies*** that the HMIS data in ServicePoint has been reviewed for quality, completeness and consistency.

Explanation of errors:

Request for Data Quality Assistance from OPEH:

Print Name: _____ Signature: _____

Title: _____

April Reporting Only:

The signature below certifies that the HMIS data on 252 DCRC and 0254 HOR are complete and accurate.

Print Name: _____ Signature: _____

Title: _____

June Reporting Only:

The signature below certifies that the HMIS data on 252 DCRC, 252 EECR, 254 HOR, and 222 WEBC are complete and accurate.

Print Name: _____ Signature: _____

Title: _____

*PH – RAPID REHOUSING, PREVENTION
& BRIDING AFFORDABILITY
MONTHLY DATA QUALITY
VERIFICATION FORM*



Agency/Parent Provider Name: _____

HMIS Project Name & #: _____
(a separate form is required for each HMIS Program)

Reporting Period (MM/DD/YY – MM/DD/YY): _____ Submission Date: _____

Instructions

1. A **separate** Data Quality Verification Form is needed for **each RRH, Prev, or BA project** within HMIS on a MONTHLY basis August through June.
2. Each project must report data quality for the **past 12 months**. For example, when reporting in August, the year's data in ART should be collected from 8/1/2016 - 8/1/2017 (End Date plus 1 day).
3. Begin running and correcting reports the 1st of the month so that there is sufficient time to request assistance from OPEH for Data Quality issues.
4. Submit a single DQ form per email to OPEHPrograms@fairfaxcounty.gov, and **state the project name as the subject of the email**. Please do not include multiple DQ forms on an email.
5. Final submission is due by COB on the 10th of the month. If the 10th is a weekend or holiday, final submissions are due the next business day. Submissions for the entire CoC are tracked and may be published.

0252 – Data Completeness Report Card (DCRC)

ART | Public Folder | Data Quality folder

Please review and make corrections necessary to achieve the highest possible Data Completeness grade.	_____	Overall Grade
---	-------	---------------

0252 – EntryExit Companion Report (EECR) – Organization run report

ART | Public Folder | Data Quality folder

Note: Please complete this section using the Organization EECR, not the SysAdm EECR.

<p>Values entered MUST match values on ART Report. Do not submit DQ form until ART is run and data corrections are verified.</p> <p>HINT: Use SCHEDULER; 0252 – <i>EntryExit Companion Report TWO</i> might be of some assistance in clean-up effort.</p> <p>Download report to EXCEL and review TAB C and TAB D data elements for accuracy. Make corrections where necessary to ensure client data in ServicePoint is accurate.</p>	_____	Data on Tab C is accurate (initial)
	_____	Data on Tab D is accurate (initial)
	_____	Clients Served Tab B1 (number)
	_____	Exits before 'between report dates' Tab B1 (number)
	_____	Clients ExitDest PermHsng Tab B1 (number)

0252 – SysAdm Entry Exit Companion Report

The SysAdm EECR is delivered to the ART inbox of the organization's ART Report username.

<p>Tabs A, B1, C, & D.</p> <p>Do not delete current month's SysAdm EECR reports from the Parent Organization ART Inbox. Old reports can be deleted.</p>	_____	Data reported on the 252 SysAdm EECR (delivered to the Parent Organization ART Inbox) have been reviewed (initial).
	_____	I approve of the data reported on the SysAdm EECR for this project (initial).
	Initial only one of the following options:	
	_____	Counts on the 0252 SysAdm EECR match the counts on Organization run EECR. There are no differences upon data clean-up. Creation date of the delivered SysAdm EECR: ____/____/____.
	_____	Differences between SysAdm EECR and Organization EECR have been investigated and current differences on the SysAdm EECR are not actual errors. Data in HMIS is correct; the SysAdm EECR is reporting inaccurately. The Organization run EECR data accurately reflects good data in HMIS. Creation date of the delivered SysAdm EECR: ____/____/____.

APR Reports are designed to analyze a year's worth of data. Run both of these reports for the most recent 12 months (regardless of how long the project has existed). APR reports are complex and take a LONG time to run; USE THE ART SCHEDULER to improve the workflow of your reporting process. A Scheduler webinar link is listed in System News in the HMIS WEBINAR BLOG.

Cleanup of Duplicate sub-assessment records identified in 260 - Tab D and Tab E under Potential Data Quality errors will take a while to cleanup. As new clients come in, the sub-assessment data should be cleaned up, no overlapping or duplicate sub-assessment. The HUD data standards webinar should assist. The link is available in System News in the HMIS WEBINAR BLOG.

0260 - HUD CoC APR Data Quality Completeness (HUD APR)

ART | Public Folder | HUD | APR

Tab C	_____	Tab C: Errors have been resolved (initial). If there are any remaining potential errors that appear on the report, they are not actual errors.
TAB D	TAB D - Initial only one of the following options:	
	_____	Tab D: Potential Data Quality Errors for Entry Details have been resolved (initial). Any remaining potential errors that appear on the report are not actual errors.
	_____	Tab D: We are continuing to work on clean-up of potential entry data errors (initial).
Tab E	TAB E - Initial only one of the following options:	
	_____	Tab E: Potential Data Quality Errors for Exit Details have been resolved (initial). Any remaining potential errors that appear on the report are not actual errors.
	_____	Tab D: We are continuing to work on clean-up of potential exit data errors (initial).
Tab F	TAB F - Initial only one of the following options:	
	_____	Tab F: Annual Reviews are all valid (initial).
	_____	Tab F: Annual Reviews are all valid. Any potential errors on the report are not actual errors (initial).

222 – Workflow Elements By Client (WEBC)

ART | Public Folder | Data Quality

Please review 'Tab A – Detail' for completeness

This DQ Report is only asking for clarification on a few items but the ART report is an extremely helpful high level view of the clients in a project and the workflow elements.

All clients with an EntryExit also have an accurate and up to date:

ROI Provider/Project (initial)

ROI Organization (initial)

Case Manager (initial)

347A – Services Summary (SS)

ART | Public Folder | Case Mgmt

Run for previous 12 months to ensure the project is compliant with services Data Standards required for the project type. See HUD Program Manuals for details.

Please review and correct any discrepancies.

Tab A: Summary Counts are accurate for past 12 months for project requirements(initial)

Projects receiving funds for services

Tab A1: – all services with funds attached are complete and accurate for the past 12 months

The signatures below ***certifies*** that the HMIS data in ServicePoint has been reviewed for quality, completeness and consistency.

Explanation of errors:

Request for Data Quality Assistance from OPEH:

Print Name: _____ Signature: _____

Title: _____

April Reporting Only:

The signature below certifies that the HMIS data on 252 DCRC and 347A SS are complete and accurate.

Print Name: _____ Signature: _____

Title: _____

June Reporting Only:

The signature below certifies that the HMIS data on 252 DCRC, 252 EECR, 260 APR, 625 APR, 222 WEBC, and 347A SS are complete and accurate.

Print Name: _____ Signature: _____

Title: _____

SECOND STORY PROJECTS
DATA QUALITY VERIFICATION FORM
EMERGENCY SHELTER & SERVICE ONLY(MONTHLY)
TRANSITIONAL HOUSING (QUARTERLY)



Agency/Parent Provider Name: _____

HMIS Project Name & #: _____
(a separate form is required for each HMIS Program)

Reporting Period (MM/DD/YY – MM/DD/YY): _____ Submission Date: _____

Instructions

1. This form is intended for use August through June and applicable Alternative House's Emergency Shelter, Service Only, and Transitional Housing projects. Do not use for Bridging Affordability projects.
2. A **separate** Data Quality Verification Form is needed for **each project** within HMIS.
3. Each project must report data quality for the **past 12 months**. For example, when reporting in August, the year's data in ART should be collected from 8/1/2016 - 8/1/2017 (End Date plus 1 day).
4. Quarterly Reporting Projects:
 - a. Reports are due **October, January, April, and June.**
 - b. **If data completeness grade (261 & 262) falls below an A, monthly reports are required until the next reporting date.**
5. Begin running and correcting reports the 1st of the month so that there is sufficient time to request assistance from OPEH for Data Quality issues.
6. Submit a single DQ form per email to OPEHPrograms@fairfaxcounty.gov, and **state the project name as the subject of the email**. Please do not include multiple DQ forms on an email.
7. Final submission is due by COB on the 10th of the month. If the 10th is a weekend or holiday, final submissions are due the next business day. Submissions for the entire CoC are tracked and may be published.

This DQ Verification form is for use with Second Story's Emergency Shelter, Service Only, and Transitional Housing projects. It is not to be used for Second Story's Bridging Affordability, Prevention, or Rapid Rehousing Projects.

0263 – RHY Data Completeness – Quality Report (RHYDC)

ART | Public Folder | Data Quality folder

Please review and make corrections necessary to achieve the highest possible Data Completeness grade.

Run report for the past 12 months

Overall Grade

0252 – EntryExit Companion Report (EECR) – Organization run report

ART | Public Folder | Data Quality folder

Note: Please complete this section using the Organization EECR, not the SysAdm EECR.

Values entered MUST match values on ART Report. Do not submit DQ form until ART is run and data corrections are verified.

HINT: Use SCHEDULER; 0252 – *EntryExit Companion Report TWO* might be of some assistance in clean-up effort.

Download report to EXCEL and review TAB C and TAB D data elements for accuracy. Make corrections where necessary to ensure client data in ServicePoint is accurate.

Data on Tab C is accurate (initial)

Data on Tab D is accurate (initial)

Clients Served Tab B1 (number)

Exits before 'between report dates' Tab B1 (number)

Clients ExitDest PermHsng Tab B1 (number)

0252 – SysAdm Entry Exit Companion Report

The SysAdm EECR is delivered to the ART inbox of the organization's ART Report username.

Tabs A, B1, C, & D.

Do not delete current month's SysAdm EECR reports from the Parent Organization ART Inbox. Old reports can be deleted.

Data reported on the 252 SysAdm EECR (delivered to the Parent Organization ART Inbox) have been reviewed (initial).

I approve of the data reported on the SysAdm EECR for this project (initial).

Initial only one of the following options:

Counts on the 0252 SysAdm EECR match the counts on Organization run EECR. There are no differences upon data clean-up. Creation date of the delivered SysAdm EECR: ____/____/____.

Differences between SysAdm EECR and Organization EECR have been investigated and current differences on the SysAdm EECR are not actual errors. Data in HMIS is correct; the SysAdm EECR is reporting inaccurately. The Organization run EECR data accurately reflects good data in HMIS. Creation date of the delivered SysAdm EECR: ____/____/____.

222 – Workflow Elements By Client (WEBC)

ART | Public Folder | Data Quality

Run the report for the past month

Run the report for the past 12 months

Please review 'Tab A – Detail' for completeness

This DQ Report is only asking for clarification on a few items but the ART report is an extremely helpful high level view of the clients in a project and the workflow elements.

All clients with an EntryExit also have an accurate and up to date:

____ Workflow elements appropriate for the project (EntryExits, Parent Organization ROIs, Specific Project ROIs) –(initial)

____ Case Manager (initial)

347A – Services Summary (SS)

ART | Public Folder | Case Mgmt

This report is to assist projects in checking services to ensure funding requirements have been met. The report can be run for one month at a time and for a full year.

____ Tab A: Summary Counts are accurate for project funding requirements (initial)

APR Reports are designed to analyze a year's worth of data. Run both of these reports for the most recent 12 months (regardless of how long the project has existed). APR reports are complex and take a LONG time to run; USE THE ART SCHEDULER to improve the workflow of your reporting process. A Scheduler webinar link is listed in System News in the HMIS.

Cleanup of Duplicate sub-assessment records identified in 260 - Tab D and Tab E under Potential Data Quality errors will take a while to cleanup. As new clients come in, the sub-assessment data should be cleaned up, no overlapping or duplicate sub-assessment. The HUD data standards webinar should assist. The link is available in System News in the HMIS WEBINAR BLOG.

0260 - HUD CoC APR Data Quality Completeness (HUD APR)

ART | Public Folder | HUD | APR

Tab C

____ Tab C: Errors have been resolved (initial). If there are any remaining potential errors that appear on the report, they are not actual errors.

TAB D

TAB D - Initial only one of the following options:

____ Tab D: Potential Data Quality Errors for Entry Details have been resolved (initial). Any remaining potential errors that appear on the report are not actual errors.

____ Tab D: We are continuing to work on clean-up of potential entry data errors (initial).

Tab E

TAB E - Initial only one of the following options:

____ Tab E: Potential Data Quality Errors for Exit Details have been resolved (initial). Any remaining potential errors that appear on the report are not actual errors.

____ Tab D: We are continuing to work on clean-up of potential exit data errors (initial).

Tab F

TAB F - Initial only one of the following options:

____ Tab F: Annual Reviews are all valid (initial).

____ Tab F: Annual Reviews are all valid. Any potential errors on the report are not actual errors (initial).

The signatures below ***certifies*** that the HMIS data in ServicePoint has been reviewed for quality, completeness and consistency.

Explanation of errors:

Request for Data Quality Assistance from OPEH:

Print Name: _____ Signature: _____

Title: _____

April Reporting Only:

The signature below certifies that the HMIS data on 0252 DCRC and 347A are complete and accurate.

Print Name: _____ Signature: _____

Title: _____

June Reporting Only:

The signature below certifies that the HMIS data on 252 DCRC, 252 EECR, 222 WEBC, and 347A SS are complete and accurate.

Print Name: _____ Signature: _____

Title: _____

**PH - PERMANENT SUPPORTIVE HOUSING
TRANSITIONAL HOUSING & PH OTHER
QUARTERLY DATA QUALITY
VERIFICATION FORM**



Agency/Parent Provider Name: _____

HMIS Project Name & #: _____
(a separate form is required for each HMIS Program)

Reporting Period (MM/DD/YY – MM/DD/YY): _____ Submission Date: _____

Instructions

1. A **separate** Data Quality Verification Form is needed for **each PSH or TH project** within HMIS on a QUARTERLY basis. Submissions are required **October, January, April, and June**.
2. Each project must report data quality for **the past 12 months**. For example, when reporting in August, the year's data in ART should be collected from 8/1/2016 - 8/1/2017 (End Date plus 1 day).
3. Begin running and correcting reports the 1st of the month so that there is sufficient time to request assistance from OPEH for Data Quality issues.
4. Submit a single DQ form per email to OPEHPrograms@fairfaxcounty.gov, and **state the project name as the subject of the email**. Please do not include multiple DQ forms on an email.
5. Final submission is due by COB on the 10th of the month. If the 10th is a weekend or holiday, final submissions are due the next business day. Submissions for the entire CoC are tracked and may be published.

0252 – Data Completeness Report Card (DCRC)

ART | Public Folder | Data Quality folder

Please review and make corrections necessary to achieve the highest possible Data Completeness grade.	_____	Overall Grade
---	-------	---------------

0252 – EntryExit Companion Report (EECR) – Organization run report

ART | Public Folder | Data Quality folder

Note: Please complete this section using the Organization EECR, not the SysAdm EECR.

<p>Values entered MUST match values on ART Report. Do not submit DQ form until ART is run and data corrections are verified.</p> <p>HINT: Use SCHEDULER; 0252 – <i>EntryExit Companion Report TWO</i> might be of some assistance in clean-up effort.</p> <p>Download report to EXCEL and review TAB C and TAB D data elements for accuracy. Make corrections where necessary to ensure client data in ServicePoint is accurate.</p>	_____	Data on Tab C is accurate (initial)
	_____	Data on Tab D is accurate (initial)
	_____	Clients Served Tab B1 (number)
	_____	Exits before 'between report dates' Tab B1 (number)
	_____	Clients ExitDest PermHsng Tab B1 (number)

0252 – SysAdm Entry Exit Companion Report

The SysAdm EECR is delivered to the ART inbox of the organization's ART Report username.

<p>Tabs A, B1, C, & D.</p> <p>Do not delete current month's SysAdm EECR reports from the Parent Organization ART Inbox. Old reports can be deleted.</p>	_____	Data reported on the 252 SysAdm EECR (delivered to the Parent Organization ART Inbox) have been reviewed (initial).
	_____	I approve of the data reported on the SysAdm EECR for this project (initial).
	Initial only one of the following options:	
	_____	Counts on the 0252 SysAdm EECR match the counts on Organization run EECR. There are no differences upon data clean-up. Creation date of the delivered SysAdm EECR: ____/____/____.
	_____	Differences between SysAdm EECR and Organization EECR have been investigated and current differences on the SysAdm EECR are not actual errors. Data in HMIS is correct; the SysAdm EECR is reporting inaccurately. The Organization run EECR data accurately reflects good data in HMIS. Creation date of the delivered SysAdm EECR: ____/____/____.

APR Reports are designed to analyze a year's worth of data. Run both of these reports for the most recent 12 months (regardless of how long the project has existed). APR reports are complex and take a LONG time to run; USE THE ART SCHEDULER to improve the workflow of your reporting process. A Scheduler webinar link is listed in System News in the HMIS WEBINAR BLOG.

Cleanup of Duplicate sub-assessment records identified in 260 - Tab D and Tab E under Potential Data Quality errors will take a while to cleanup. As new clients come in, the sub-assessment data should be cleaned up, no overlapping or duplicate sub-assessment records. The HUD data standards webinar should assist. The link is available in System News in the HMIS WEBINAR BLOG.

0260 - HUD CoC APR Data Quality Completeness (HUD APR)

ART | Public Folder | HUD | APR

Tab C	_____	Tab C: Errors have been resolved (initial). If there are any remaining potential errors that appear on the report, they are not actual errors.
TAB D	TAB D - Initial only one of the following options:	
	_____	Tab D: Potential Data Quality Errors for Entry Details have been resolved (initial). Any remaining potential errors that appear on the report are not actual errors.
	_____	Tab D: We are continuing to work on clean-up of potential entry data errors (initial).
Tab E	TAB E - Initial only one of the following options:	
	_____	Tab E: Potential Data Quality Errors for Exit Details have been resolved (initial). Any remaining potential errors that appear on the report are not actual errors.
	_____	Tab D: We are continuing to work on clean-up of potential exit data errors (initial).
Tab F	TAB F - Initial only one of the following options:	
	_____	Tab F: Annual Reviews are all valid (initial).
	_____	Tab F: Annual Reviews are all valid. Any potential errors on the report are not actual errors (initial).

222 – Workflow Elements By Client (WEBC)

ART | Public Folder | Data Quality

Please review 'Tab A – Detail' for completeness

This DQ Report is only asking for clarification on a few items but the ART report is an extremely helpful high level view of the clients in a project and the workflow elements.

All clients with an EntryExit also have an accurate and up to date:

ROI Provider/Project (initial)

ROI Organization (initial)

Case Manager (initial)

347A – Services Summary (SS)

ART | Public Folder | Case Mgmt

Run this report to ensure the project is compliant with services Data Standards required for the project type. See HUD Program Manuals for details.

Please review and correct any discrepancies.

Tab A: Summary Counts are accurate for reporting period (initial)

Tab A: Summary Counts are accurate for project requirements (initial)

The signatures below ***certifies*** that the HMIS data in ServicePoint has been reviewed for quality, completeness and consistency.

Explanation of errors:

Request for Data Quality Assistance from OPEH:

Print Name: _____ Signature: _____
Title: _____

April Reporting Only:

The signature below certifies that the HMIS data on 252 DCRC and 347A SS are complete and accurate.

Print Name: _____ Signature: _____
Title: _____

June Reporting Only:

The signature below certifies that the HMIS data on 252 DCRC, 252 EECR, 260 APR, 625 APR, 222 WEBC, and 347A SS are complete and accurate.

Print Name: _____ Signature: _____
Title: _____

APPENDIX I

HMIS Guidance for Programs Service Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking

Homeless Management Information System Standard Operating Procedure

Procedure Number:

Procedure Title: **HMIS Guidance for
Programs Serving Victims of Domestic
Violence, Dating Violence, Sexual Assault or
Stalking**

Date Adopted: 09/12/2009

PURPOSE:

To provide guidance regarding the use of the Homeless Management Information System (HMIS) operated through the Fairfax County Office to Prevent and End Homelessness when serving victims of domestic violence, dating violence, sexual assault or stalking.

RESPONSIBILITY:

It is the responsibility of all Continuum of Care providers to be familiar with and adhere to this procedure. Each non profit organization has the final responsibility to ensure this procedure is followed.

PROCEDURE:

1. Pursuant to Federal and State law, programs *whose primary mission* is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking are not permitted to enter client-level data directly in HMIS. (See Violence Against Women and Department of Justice Reauthorization Act of 2005, Pub. L. 109-162; and Virginia Code § 63.2-104.1).
2. Domestic and sexual violence programs that receive sub grants through the American Recovery and Reinvestment Act of 2009 (ARRA) Homelessness Prevention and Rapid Re-Housing Program (HPRP) are not permitted to enter data directly in HMIS, but are required to use a comparable database to generate and submit unduplicated aggregate quarterly reports about individuals and families served with HPRP funds.
3. All other programs that are not primarily dedicated to serving victims of domestic violence, dating violence, sexual assault and stalking but provide services to such victims, are required to enter client-level data in HMIS.
 - a) In order to protect the client/victim's confidentiality and safety, the **non-DV/SV** provider must have a full discussion with the client/victim about HMIS. (See Fairfax Falls Church HMIS Notice).
 - b) If the client/victim indicates that he/she does not want his/her personal identifying information (e.g., name, date of birth, gender and last four digits of their social security number) and other case-related information accessible to other providers that use

HMIS, then the **non**-DV/SV provider must close the client/victim's record in HMIS immediately upon creation/entry.

- c) If a client/victim fully consents to sharing his/her client-level data (i.e., Assessment information - HUD Universal Data Elements, Program Entry/Exit, and Homelessness Prevention and Rapid Re-housing Program Data Elements) by signing the "Uniform Authorization to Use and Exchange Information" form, then a release of information form will be entered in HMIS and client-level data be shared with the Fairfax Falls Church Continuum of Care only.

Additional Information:

Violence Against Women and Department of Justice Reauthorization Act of 2005 applicability to HUD programs; March 16, 2007 Notice

<http://hmis.info/Resources/842/VAWA-Applicability-to-HUD-Programs;-March-16,-2007-Notice.aspx>

Guidance on HPRP Subgrantee Data Collection and Reporting for Victim Service Providers

<http://www.hudhre.info/documents/HPRPVictimServiceReportingGuidance.pdf>

Confidentiality of records of persons receiving domestic and sexual violence services

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+coh+63.2-104.1+704205>

Approved _____
Dean Klein
Director office to Prevent and End Homelessness

Revised September 12, 2009

APPENDIX J

HMIS Training Registration

Training Registration or Cancellation

Date of Request _____

Name _____

Organization _____

Telephone _____ E-mail _____

I would like to register or cancel my registration for the following trainings:

Register	End User - Case Management Workflow	Date
Cancel	(Must be accompanied by a signed HMIS User Responsibility Form)	

Register	Shelter Workflow	Date
Cancel		

Register	Advanced Reporting Tool (ART)	Date
Cancel		

Submit completed form to: OPEHTraining@fairfaxcounty.gov

APPENDIX K

Glossaries of HMIS Definitions and Acronyms

Fairfax/Falls Church CoC HMIS Definitions

Activities of Daily Living (ADLs) – term used in healthcare to refer to people’s daily self-care activities (bathing, eating etc.)

Alliance of Information & Referral Systems (AIRS) – professional association for 1,000+ community information and referral (I&R) providers serving primarily the US and Canada; AIRS maintains taxonomy of human services

Annual Homeless Assessment Report (AHAR) – Annual report to Congress on the extent and nature of homelessness in each CoC

Annual Progress Report (APR) – Report that tracks/assesses performance outcomes in HUD CoC Program granted projects

Audit Trail - A record showing who has accessed a computer system and what operations he or she has performed during a given period of time; Most database management systems include an audit trail component

Biometrics - Refers to the identification of a person by computerized images of a physical feature (ex: fingerprinting)

Child Protective Services (CPS) – state or local agency intended to identify, assess and serve children and families in effort to protect the children, prevent further maltreatment and preserve families when possible; often deal with neglected or abused children

Chronic homelessness (CH) – long-term or repeated homelessness, coupled with a disability; by HUD standards the individual (or adult in a family) must have a disability and have experienced homelessness for a year or more, or experienced 4 episodes in the past 3 years which total at least 12 months and are currently living in an emergency shelter or a place not meant for human habitation

Client Intake – The process of collecting a client’s information upon entry into a program

Collaborative Applicant (CA) - entity that applies for CoC grants from HUD on behalf of the continuum it represents (OPEH in Fairfax)

Community Based Organization (CBO) – non-profits and faith based groups, with experience solving issues that affect their immediate locality in a way that promotes regional change, and ultimately influences larger systems

Community Case Management (CCM) – process of assessing, planning, coordinating care, and connecting individual to services

Community Development Block Grant (CDBG) – HUD program providing annual grants on a formula basis to local governments and states to address community development needs

Community Healthcare Network (CHCN) – partnership of health professionals, physicians, hospitals and local government formed to provide primary healthcare for low income and uninsured residents of Fairfax County, Fairfax City and Falls-Church

Community Services Board (CSB) –local agency serving as the point of entry into publicly-funded service system for mental health, intellectual disability and substance abuse

Comprehensive Services Act (CSA) – allows for the pooling of 8 specific funding streams to support services for high-risk youth in Virginia

Consumer –individuals or families currently accessing prevention or homeless assistance services

Continuing Education Unit (CEU) – measure used in programs to provide evidence of completion of mandated continuing education requirements

Continuum of Care (CoC) – A HUD term referring to each local homeless services system

Coordinated Services Planning (CSP) – central intake hub for accessing human services in Fairfax County; also serve as the central intake for homeless families and some individuals into the local homeless services system

Coverage - number of beds in HMIS over total number of beds available; used by CoC’s/service providers to refer to the number of beds represented in their HMIS

Fairfax/Falls Church CoC HMIS Definitions

Covered Homeless Organization (CHO) – Any organization that records, uses, or processes data on homeless clients for an HMIS; requirements of the HMIS Final Notice apply to all CHO's

Data Quality (DQ) - The accuracy and completeness of all information collected and reported to the HMIS.

Data Standards – The basic data that is required to be entered into HMIS

De-identification - The process of removing or altering identification data in a client record; allows non-clinical applications to use real data without violating client privacy

Department of Corrections (DOC) – state departments under the DOJ responsible for the custody of inmates in state institutions and prisons and the supervision of offenders sentenced to probation or parole

Department of Family Services (DFS) – local government agency tasked with bettering the well-being of children and families living in challenging situations

Department of Housing and Community Development (DHCD) – local government agency responsible for regional policy and programs that address housing needs that improve/develop communities, and enforce fair housing laws

Digital Certificates - attachments to an electronic message used for security purposes; commonly used to verify the sender's ID and provide the receiver with the means to encode a reply

Disabling Condition - Condition limiting an individual's ability to work or perform ADL's; in reference to HUD's definition of chronic homelessness, disabling conditions include: diagnosable substance use disorder, serious mental illness, developmental disability or chronic physical illness/disability

Domestic Violence (DV) – Abuse of one household member by another; there are many dimensions to DV including mode, frequency and severity, so instances can be obvious and overtly criminal (physical/sexual violence, etc.) or not (financial/emotional abuse, etc.)

Earned Income Tax Credit (EITC) – refundable tax credit for low/moderate income working people, particularly families; the amount of EITC benefit depend on household income and the number of children

Electronic Special Needs Assistance Program (E-SNAPs) – electronic grants management system operated by HUD's Office of SNAPs; supports the annual CoC Program Application

Emergency Shelter (ES) – Any facility whose primary purpose is to provide immediate, temporary shelter and services to people experiencing homelessness

Emergency Solutions Grants (ESG) –federal grant that awards funds to cities and counties to provide services to people at risk of or experiencing homelessness so they may obtain stable housing

Encryption – scrambles plain text into unreadable data using code to mask the data's meaning unauthorized viewers

Ethnicity - identity with a particular racial, national, linguistic, or cultural group; in HUD's reporting ethnicity is a question of Latino/Hispanic or non-Latino/Hispanic

Extensible Markup Language (XML) – markup language that defines a set of rules for encoding document in a format that is readable by people and computers; it is used to share data across different information systems via the Internet, and can encode documents and serialize data

Fair Market Rent (FMR) – A HUD term that applies to the amount of rent that may be paid with a subsidy in each jurisdiction based on average rents throughout the community

Family and Youth Services Bureau (FYSB) – provides national leadership, funding and support to organizations that work to end youth homelessness, adolescent pregnancy and domestic violence

Fairfax/Falls Church CoC HMIS Definitions

Federally Qualified Community Health Center (FQCHC) – reimbursement designation for CBO's that provide healthcare services to people regardless of financial/health insurance status; mission is to enhance primary care services in underserved communities

Final Notice – Final regulations statement from HUD on specific areas

Geographic Information Systems (GIS) – captures, stores, analyzes, manages, shares and displays geographically referenced information

Hashing – hash values are numbers/series of numbers generated from input data by a formula so that it is unlikely to be converted back or that another record will produce the same hash values; used to securely check whether two records are identical (ex: comparing client records in HMIS without identifying the clients)

Health Insurance Portability and Accountability Act of 1996 (HIPAA) – U.S. law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals, and other health care providers. Developed by the Department of Health and Human Services, these standards provide patients access to their medical records and give them more control over how their personal health information is used and disclosed.

Health Resources and Services Administration (HRSA) – department of HHS tasked with improving healthcare services for the uninsured, isolated or medically vulnerable

Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) - The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including a consolidation of HUD's competitive grant programs, now called the HUD CoC Program. Congress passed this act in 2009 and it was implemented in 2012.

HMIS Data and Technical Standards Final Notice - regulations issued by HUD via the Federal Register describing HMIS implementation requirements; notes who needs to participate in HMIS, what data to collect, and how to protect client info

HMIS Lead Organization – organization designated to operate the CoC's HMIS; provides training and technical assistance and support to participating agencies; OPEH is the lead organization for the Fairfax CoC

Housing First (HF) – strategy that attempts to move people experiencing homelessness into permanent housing as soon as possible, then provides supportive services to ensure housing stability

Home Investment Partnerships Program (HOME) – formula grant to states and localities to fund affordable housing activities including building, buying, renting and rehabbing properties as well as rental assistance for low-income people

Homeless Management Information System (HMIS) – computerized data collection tool designed to capture client-level information over time on the characteristics and service needs of people experiencing homelessness

Housing Inventory Count (HIC) – community's stock of beds/units available for homeless individuals/families in the local emergency shelters and housing programs; counted and then reported to HUD in conjunction with the PIT count

Housing Opportunities for Persons with AIDS (HOPWA) – provides grants to local communities, States and nonprofits for projects that benefit low-income persons medically diagnosed with HIV/AIDS

Intake Coordinator (IC) – person(s) tasked with assisting clients gain access to services; often ask basic questions about the client before referring them to a service provider based on need

Inferred Consent – assumed consent for data entry into HMIS after providing client an oral explanation of HMIS; must be a person of legal age and in possession of all his/her faculties

Information and Referral (I&R) – process for obtaining information about the program and service options available to homeless persons and linking them to these resources; HMIS includes features to facilitate information and referral

Informed Consent - A client is informed of options of participating in an HMIS system and then specifically asked to consent. The individual needs to be of age and in possession of all of his faculties (for example, not mentally ill), and his/her judgment not impaired at the time of consenting (by sleep, illness, intoxication, alcohol, drugs or other health problems, etc.)

Fairfax/Falls Church CoC HMIS Definitions

Length of Stay (LOS) – the duration of time a client remains in a particular program; this measurement is often used in emergency shelter programs to quantify how quickly they can solve clients' housing crises

McKinney-Vento Act – Congressional Act that authorized HUD's homeless assistance programs

Metropolitan Washington Council of Governments (COG aka MWCOG) – nonprofit that brings DC Metro leaders together to address regional issues in DC, MD and VA; OPEH represents Fairfax County on the COG Homeless Services Committee; PIT numbers from CoCs in the DC Metro area are reported to COG to create a regional snapshot of homelessness

Local Education Agency (LEA) – synonymous with a school district, it is an entity which operates local public primary and secondary schools within a specific region

Local Education Agency (LEA) Homeless Liaison – LEA employee responsible for implementation of McKinney-Vento Act regarding children experiencing homelessness in public schools

National Alliance to End Homelessness (NAEH) – national organization addressing homelessness; produce data for advocacy and policy reform as we well provide technical assistance and best practice research to CoCs

Not in My Back Yard (NIMBY) – characterization of residents' opposition to new development because it is close to them; sentiment is often directed towards homeless service organizations because of the population they serve

Notice of Funding Availability (NOFA) – HUD's annual announcement of funding available for programs or activities; the NOFA outlines funding limits and regulations for the CoC Program Competition

Neighborhood Stabilization Program – federal grants that provides emergency assistance to state and local governments in acquiring and redeveloping vacant/foreclosed properties that would otherwise be sources of abandonment and blight

Office to Prevent and End Homelessness (OPEH) – department within Fairfax County Human Services that serves as the lead agency for the Fairfax County CoC in Fairfax, VA and leads efforts to prevent and end homelessness locally

Projects for Assistance in Transition from Homelessness (PATH) – administered by SAMHSA, provides formula grants to providers that serve homeless or at risk persons with a mental illness or substance abuse issues – operated by the local CSB providing street outreach

Penetration Testing – process of probing a computer system to identify security vulnerabilities and the extent to which they may be exploited

Performance Measures – values used to evaluate programs' impact on the clients they serve

Permanent Housing (PH) – long-term housing options for homeless persons, often including time-limited support services; seen as the solution to homelessness

Permanent Supportive Housing (PSH) – long-term community-based housing with supportive services for homeless persons with disabilities so they may live independently as possible in a permanent setting

Personal Protected Information (PPI) – information that can be used to identify, contact or locate someone, or enable disclosure of their personal information

Public Housing Authority (PHA) – Term for local agency that implement HUD affordable housing projects and priorities at the local level such as housing choice vouchers and public housing

Point in Time County (PIT) – A snapshot of the local homeless population recorded by each CoC in the last week of January and reported to HUD annually; includes all individuals/families that are literally homeless on the night of the PIT

Privacy Notice - public statement of an agency's privacy practices informing clients of how personal information is used and disclosed; all CHO's must have a privacy notice

Fairfax/Falls Church CoC HMIS Definitions

Public Keys - contain information that a sender can use to encrypt information such that only a particular key can read; recipient also can verify the identity of the sender through the sender's public key

Public Key Infrastructure (PKI) – An arrangement that binds public keys with respective user identities by means of a certificate authority (CA). The user identity must be unique for each CA. The binding is established through the registration and issuance process, which, depending on the level of assurance the binding has, may be carried out by software at a CA or under human supervision. The PKI role that assures this binding is called the Registration Authority (RA). For each user, the user identity, the public key, their binding, validity conditions, and other attributes are made unforgeable in public key certificates issued by the CA.

Race – American Indian or Alaska Native; Asian, Black or African American; Native Hawaiian or Pacific Islander; White, or multi-racial

Redevelopment and Housing Authority (RHA) –in Fairfax this is a subdivision of DHCD – the Public Housing Authority - which administers low-income housing programs

Request for Proposal (RFP) – solicitation by an agency or company, often through a bidding process, interested in procurement of a commodity, service or valuable asset to potential suppliers to submit proposals; homeless services in Fairfax County are secured by local government through an RFP process

Results-Accountability (RBA) – management tool that facilitates collaboration amongst human services agencies as a method of decentralizing services and an innovative regulator process; implies clearly articulated goals and regular data analysis to understand if these goals are being met

Rapid Re-housing (RRH) – homeless service delivery approach that helps people access housing as quickly as possible; once housing is secured, supportive services are wrapped around clients so housing stability can be maintained

Runaway and Homeless Youth Management Information System (RHYMIS) – An automated information tool designed to capture data on the runaway and homeless youth seeking services from FYSB's Basic Center Program and Transitional Living Program for Older Homeless Youth (TLP) and contacts made by the Street Outreach Program grantees and the brief service contacts made with youth or families calling the FYSB programs.

SAGE – online system for submitting HUD CoC Program Annual Progress Reports

Social Security Disability Income (SSDI) – federal insurance program for individuals who are unable to work due to a disability (physical or mental); the disability should be over a year in duration and applicants must be under 65 years old and working prior to their disability

Social Security Number (SSN) – A 9-digit number issued by the Social Security Administration to individuals who are citizens, permanent residents, and temporary (working) residents

SSI/SSDI Outreach, Access and Recovery (SOAR) – program that certifies professionals to expedite client applications for SSI/SSDI

Substance Abuse (SA) – patterned use of a drug in which the amounts or methods of consumption are harmful to the user or those around them

Substance Abuse and Mental Health Services Administration (SAMHSA) – branch of HHS that attempts to improve quality and availability of prevention, treatment and rehab services in order to reduce death, illness, disability and economic costs resulting from substance abuse and mental illness

Supplemental Nutrition Assistance Program (SNAP) – the largest program in the domestic hunger safety net, it provides nutrition assistance to low-income individuals and families; formerly known as food stamps

Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) – provides SNAP participants with access to affordable employment and training programs through formula grants and reimbursement of state, local and non-profit providers

Supplemental Security Income (SSI) – federal insurance program for individuals who are unable to work due to a disability (physical or mental); the disability should be over a year in duration and have little or no work history.

Fairfax/Falls Church CoC HMIS Definitions

Supportive Services - services that may assist homeless persons transition into, and maintain permanent housing

System Performance Measures – values used to evaluate the outcomes of an entire homeless service system as well as the programs that make up the system; HUD has developed specific measures which are used to evaluate each CoC

Technical Assistance (TA) – provision of advice, assistance, and training pertaining to installation, operation and maintenance of business functions; HUD provides TA to CoC's for a variety of tasks including coordinated access and HMIS

Technical Submission – The form completed in the second phase of the SHP fund application process where an applicant that is successful in the competition (called a “conditionally selected grantee” or “selectee”) then provides more detailed technical information about the project that is not contained in the original application. This is completed through e-snaps.

Temporary Assistance for Needy Families (TANF) – provides cash assistance to families with dependent children through HHS without any or sufficient income

Transitional Age Youth – youth between the ages of 18-24, either by themselves or with their children

Transition in Place (TIP) – housing model that allows participants to remain in their housing unit after completion of transitional housing program

Transitional Housing (TH) – project intended to facilitate the movement of homeless individuals and families to permanent housing, usually providing up to 2 years of rental subsidies and mandatory service participation

Unaccompanied Youth – Minors not in the physical custody of a parent or guardian, including those living in inadequate housing such as shelters, cars, or on the streets. Also includes those who have been denied housing by their families and under-age mothers who have no housing of their own.

Unduplicated Count – count of homeless persons that has been reviewed to ensure individuals are counted once regardless of the number of entries/exits from the homeless system or the number of programs in which they are served

Universal Data Element (UDE) – data required to be collected from all clients serviced by homeless assistance programs using an HMIS including DOB, gender, race, ethnicity, veteran status, and SSN etc.

U.S. Department of Education (ED) – Department of the federal government responsible for establishing policy for, administering and coordinating federal assistance to education as well as collecting data on U.S. schools and enforcing federal educational laws regarding privacy and civil rights

U.S. Department of Health and Human Services (HHS) - Department of the federal government responsible for protecting the health of all Americans and providing essential human services

U.S. Department of Housing and Urban Development (HUD) - Department of the federal government responsible for national policy and programs that address housing needs that improve/develop communities, and enforce fair housing laws; mission is to create a suitable living environment for all Americans

U.S. Department of Justice (DOJ) – Department of the federal government responsible for law enforcement and administration of justice

U.S. Department of Labor (DOL) – Department of the federal government responsible for occupational safety, wage & hourly, unemployment benefits, reemployment services and some economic statistics

Utilization Rate - measurement of the amount of beds/units in a program that are occupied within a specific time frame

Veteran's Affairs Medical Center (VAMC) – hospitals and clinics located nationwide that provide healthcare services to individuals and families that are eligible for VA benefits; our local VAMC is in Washington DC

Veterans Affairs Supportive Housing (VASH) – Permanent supportive housing for VA eligible veterans

Fairfax/Falls Church CoC HMIS Definitions

Veterans Affairs (VA) – the US military veteran benefit system is responsible for administering programs of veterans' benefits for veterans, their families, and survivors including disability compensation, pension, education, home loans, life insurance, vocational rehabilitation, survivors' benefits, medical benefits, and burial benefits

Violence Against Women Act (VAWA) – Act of Congress which regulates a wide range of programs and policies surrounding domestic violence; pertains to homeless system programs with DV as target population

Virginia Employment Commission (VEC) – state agency dedicated to promoting economic growth and stability in Virginia by delivering and coordinated workforce services like job placement, income support, training services, etc.

Virginia Homeless Solutions Program (VHSP) - a state- and federally-funded program funded by the State General Fund and the federal Emergency Solutions Grant (ESG) to support Continuum of Care (CoC) strategies and homeless service and prevention programs throughout Virginia

Virginia Housing Development Agency (VHDA) - state agency responsible for commonwealth policy and programs that address housing needs that improve/develop communities, and enforce fair housing laws in Virginia

Virginia Housing Trust Fund (HTF) – pool of funds intended to create and preserve affordable housing and reduce homelessness in the commonwealth of Virginia

Workforce Innovation & Opportunity Act (WIOA) – provides federally funded employment services, workforce development and basic education to improve workforce quality, reduce welfare dependency, and enhance competitiveness and productivity across the US

Written Consent – document completed and signed by a client that assumes understanding of the options and risks of sharing data in an HMIS system; signed document kept on file by agency

Local Nonprofit Homeless Service Organizations

Second Story, formerly Alternative House – Non-profit organization focusing on homeless and at risk youth; operates emergency shelter for minor children and provides TH and RRH for transitional age youth.

Beth El House – transitional housing program for families experiencing homelessness due to domestic violence

Bethany House – nonprofit providing emergency shelter and supportive services to victims of domestic violence

Britepaths – formerly Our Daily Bread - A volunteer-based organization focused on identifying and addressing the unmet fundamental needs of residents and empowering the community to help neighbors maintain self-sufficiency

Christian Relief Services (CRS) – non-profit providing affordable housing, PSH and TH

Community Residences - Serves people with mental health diagnoses or intellectual disabilities providing supportive housing

Cornerstones – non-profit that provides an array of housing programs and services and operates emergency shelter for singles and families

FACETS - non-profit that provides an array of housing programs and services and operates emergency shelter for families

Family PASS – Non-profit that provides temporary rent subsidies to homeless and at risk families and connects them with support services

Friends of Guest House – Non-profit that helps Northern Virginia women make successful transitions from incarceration back into the community

Fairfax/Falls Church CoC HMIS Definitions

Good Shepherd Housing & Family Services (GSHFS)- Non-profit providing affordable housing

Homestretch - Operates a variety of transitional housing programs for families as well as some permanent housing

Lamb Center – Faith based day center offering hot meals, showers, daily living amenities and access to services to some of Fairfax's most vulnerable homeless clients

New Hope Housing (NHH) - non-profit that provides an array of housing programs and services and operates emergency shelter for singles

Northern Virginia Family Service (NVFS) – non-profit which operates emergency shelter for singles and administers Bridging Affordability and ESG programs

Opportunities Alternatives and Resources (OAR) - Aims to rebuild lives and break the cycle of crime with opportunities, alternatives, and resources for offenders and their families to create a safer community

Pathway Homes - Nonprofit providing permanent supportive housing to adults with serious mental illness; operates a high percentage of the permanent supportive housing for homeless individuals in Fairfax

Psychiatric Rehabilitation Services (PRS) – Non-profit operating PSH programs for adults with mental illness

Second Story, formerly Alternative House – Non-profit organization focusing on homeless and at risk youth; operates emergency shelter for minor children and provides TH and RRH for transitional age youth.

Shelter House (SH)- non-profit that provides an array of housing programs and services and operates two emergency shelters for families as well as a shelter for families and individuals fleeing domestic violence

United Community Ministries (UCM) - Assists families and individuals living in poverty

Fairfax/Fall Church Partnership to Prevent and End Homelessness Acronym Guide

ACF – Administration for Children and Families

ADL's – Activities of Daily Living

AIRS – Alliance of Information & Referral Systems

AMI – Area Median Income

ARA – Annual Renewal Amount

ARRA – American Recovery and Re-Investment Act

AYM – Assisting Young Mothers

BYC – Base Year Calculator

CA – Collaborative Applicant

CAAA – Coordinated Access, Assessment & Assignment

CBO – Community Based Organization

CCM – Community Case Management

CDBG – Community Development Block Grant

CDC – Community Development Corporation

CH – Chronic Homelessness

CHCN – Community Healthcare Network

CHO – Covered Homeless Organization

CHRP – Community Housing Resource Program

COC – Continuum of Care

COG (MWCOG) – (Metropolitan Washington)
Council of Governments

CPS – Child Protective Services

CRS – Christian Relief Services

CS – Cornerstones

CSA – Comprehensive Services Act

CSB – Community Services Board

CSCG – Child Services Coordinator Grant

CSP – Coordinated Services Planning

DFS – Department of Family Services

DHCD – Department of Housing and Community
Development

DHS – Department of Human Services

DOB – Date of Birth

DOC – US Department of Corrections

DOL – US Department of Labor

DOJ – US Department of Justice

DQ – Data Quality

DV – Domestic Violence

DVS – Virginia Department of Veteran Services

ED – US Department of Education

EITC – Earned Income Tax Credit

ERCS – Embry Rucker Community Shelter

E*SNAPS – Electronic Special Needs Assistance
Program

ES – Emergency Shelter

ESG – Emergency Solutions Grant

EWS – Emergency Winter Shelter

FCRP – Fairfax County Rental Properties

FFCPPEH – Fairfax/Falls Church Programs to
Prevent and End Homelessness

FIPS – Federal Information Processing Standards

FMR – Fair Market Rent

Fairfax/Fall Church Partnership to Prevent and End Homelessness Acronym Guide

FQCHC – Federally Qualified Community Health Center

FYSB – Family and Youth Services Board

GIS – Geographic Information Systems

GIW – Grant Inventory Worksheet

GPRA – Government Performance and Results Act

GSH – Good Shepherd Housing

HCH – Healthcare for the Homeless

HEARTH (Act) – Homeless Emergency Assistance and Rapid Transition to Housing

HF – Housing First

HHS – US Department of Health and Human Services

HIC – Housing Inventory Chart

HIPAA – Health Insurance Portability and Accountability Act

HMIS – Homeless Management Information System

HOPWA – Housing Opportunities for Persons with AIDS

HOST – Housing Opportunities Services Team

HPP – Homeless Prevention Program

HPRP – Homeless Prevention

HRSA – Health Resources and Services Administration

HSG – Homeless Solutions Grant

HTF – Virginia Housing Trust Fund

HUD – US Department of Housing and Urban Development

HYI – Homeless Youth Initiative

I&R – Information and Referral

KHFS – Katherine Hanley Family Shelter

KHRW – Kurdish Human Rights Watch

LEA – Local Education Agency

LOB – Lines of Business

LOS – Length of Stay

MOU – Memorandum of Understanding

MRP – Medical Respite Program

NAEH – National Alliance to End Homelessness

NHH – New Hope Housing

NIMBY – Not in My Backyard

NLCHP – National Law Center on Homelessness and Poverty

NOFA – Notice of Funding Availability

NOVACO – Northern Virginia Coalition

NSP – Neighborhood Stabilization Program

NVFS – Northern Virginia Family Services

OAR – Opportunities Alternatives and Resources

OPEH – Office to Prevent and end Homelessness

OPH – Other Permanent Housing

PATH – Projects for Assistance in Transition from Homelessness

PDE – Program Data Element

PH – Permanent Housing

Fairfax/Fall Church Partnership to Prevent and End Homelessness Acronym Guide

PHA – Public Housing Authority

PHFS – Patrick Henry Family Shelter

PIT – Point in Time (Count)

PKI – Public Key Infrastructure

PPI – Personal Protected Information

PRS – Psychiatric Rehabilitation Services

PSH – Permanent Supportive Housing

RBA – Results Based Accountability

RFP – Request for Proposal

RHA – Redevelopment Housing Authority

RHY – Runaway/Homeless Youth

RHYMIS – Runaway and Homeless Youth
Management Information System

RISE – Reaching Independence through Support
and Education

RRH – Rapid Rehousing

SA – Substance Abuse

SAMHSA – Substance Abuse and Mental Health
Services Administration

SH – Shelter House

SHP – Supportive Housing Program

SNAP – Special Needs Assistance Program

SNAP E&T – Special Needs Assistance Program
Employment and Training

SOAR – SSI/SSDI Outreach Access and Recovery

SPC (S+C) – Shelter Plus Care

SRO – Single Room Occupancy

SSDI – Social Security Disability Income

SSI – Supplemental Security Income

SSN – Social Security Number

SSO – Supportive Services Only

SSOM – Self-Sufficiency Outcome Matrix

SSP – System Performance Predictor

TA – Technical Assistance

TAC – Technical Assistance Collaborative

TANF – Temporary Assistance for Needy Families

TIP – Transitions in Place

TH – Transitional Housing

THRIVE – Total Housing Reinvention for Individual
Success Vital Services and Economic Empowerment

TTAP – Transitional Therapeutic Apartment
Program

UCM – United Community Ministries

UDE – Universal Data Element

USICH – US Interagency Council on Homelessness

VA –Veterans' Affairs

VAMC – Veterans' Affairs Medical Center

VASH – Veterans' Affairs Supportive Housing

VAWA – Violence Against Women Act

VCEH – Virginia Coalition to End Homelessness

VEC – Virginia Employment Coalition

VHDA – Virginia Housing Development Agency

VOA-C – Volunteers of America-Chesapeake

Fairfax/Fall Church Partnership to Prevent and End Homelessness Acronym Guide

WIA – Workforce Initiative Act

WIOA – Workforce Innovation and Opportunity Act

Modifications to Fairfax Falls Church Partnership HMIS Procedure Manual

date	Section	Name	Details of Modifications
11/25/2013	Pages 1-10	Procedures Manual	Improved pdf only, no modifications to text.
11/25/2013	Appendix A	Agency Participation Agreement	Improved pdf only, no modifications to text.
11/25/2013	Appendix B	User Policy, Responsibility Statement and Code of Ethics	Documentation of Supervisory approval of access to programs added at the end of the form, otherwise un-modified
11/25/2013	Appendix C	HMIS System Notice	Updated 10/25/2013 (update RI to Cornerstones), Updated 05/01/2012 (Neighborhood and Community Services) otherwise un-modified
11/25/2013	Appendix D	Fairfax County Uniform Authorization	Improved pdf only, no modifications to text, included ALL pages of form not only the front page
11/25/2013	Appendix E	HMIS Data Collection Fields	Improved pdf only, no modifications to text.
11/25/2013	Appendix F	HMIS Service Transaction Requirements	New documentation in HMIS Procedures. This document has been in use for several years as part of the HMIS training curriculum, updated 11/01/2012 and again,
11/25/2013	Appendix G	Data Quality Reports List	Redesigned and Updated 10/23/2012
11/25/2013	Appendix H	Data Quality Verification Forms	Redesigned and Updated 10/23/2012
11/25/2013	Appendix I	HMIS Guidance for Programs Service victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking adopted 9/12/2009	New documentation in HMIS Procedures. This document was adopted 9/12/2009 and is now being included in the HMIS Procedures Manual.
11/25/2013	Appendix J	HMIS Training Registration	New documentation in HMIS Procedures. This document has been in use for many years.
11/25/2013	Appendix K	HMIS Glossary Definitions and Acronyms	New documentation created 11/25/2013 too be included in HMIS Procedures for NOFA.
6/2/2016	Appendix K	HMIS Glossary Definitions and Acronyms	Documentation updated 6/2/2016 and replaced in manual 6/2/2016
7/7/2017	Pages 1-10	throughout	Replaced Program with Project throughout to match 2014 Data Standards language
7/7/2017	Pages 4-5	HMIS Training	Updated all language to match increased training improvements offered.
7/7/2017	Page 6	User Terminations/Separation	Added email address where formal notification of termination should be sent.
7/7/2017	Page 7	HMIS Data Standards	The language in the original paragraph was rephrased to past tense and the following sentence was added: "These additional required fields have been removed as of 7/7/2017 to be further evaluated by the Partnership before re-committing to data entry, report development and monthly data quality review. "
7/7/2017	Page 8	Assessments Tab	The language was deleted and replaced with: "The Assessments Tab no longer used in data entry workflow. All assessment data is collected through the EntryExit Tab in the ClientPoint Module or the ShelterPoint Module."
7/7/2017	Page 8	Measurements Tab	Renamed from "Matrix" tab to "Measurements" tab by Bowman. The language was deleted and replaced with: "The Matrix Tab is no longer used in the required data entry workflow. Training on the Matrix Tab is still included in End User Training and may be used by Partners to fulfill organizational requirements."

Modifications to Fairfax Falls Church Partnership HMIS Procedure Manual

date	Section	Name	Details of Modifications
7/7/2017	Page 8	Case Plans Tab	<p>The second paragraph 'Programs are not mandated to use this module. However, tracking of goals in HMIS allows outcomes reporting' was replaced with:</p> <p>"Projects are not required to use this module and training has never been provided as part of HMIS End User Training. "</p>
7/7/2017	Page 9	Service Transactions Tab	<p>The last sentence of the paragraph 'All other programs are encouraged to record services provided' was replaced with:</p> <p>"All other projects which have organizational requirements to enter services are required to conduct internal monthly data quality review of services entered to ensure accuracy and completeness of HMIS services data. "</p>
7/7/2017	Page 9	ShelterPoint Module	<p>The following paragraphs were added for clarification:</p> <p>"The ShelterPoint workflow for Emergency Shelter includes household group entry, assessment data completion, automatic creation of the EntryExit and opportunity to add ROIs so that the data collection workflow can all be completed through the ShelterPoint module, reducing the data entry workflow and the possibility of data entry errors.</p> <p>Night-By-Night Emergency Shelter (a bed is not reserved for a specific client) bedlist does not include the additional workflow elements configured for Emergency Shelter Projects. Shelter Stays in Night-By-Night Projects should never be longer than one night. Each stay is recorded as an individual shelter stay through ShelterPoint."</p>
7/7/2017	Page 10	Project EntryExit	The word 'hypothermia' was replaced with 'Seasonal Emergency Shelter Night By Night'
7/7/2017	Page 10	HMIS Data Quality	At the end of the last paragraph 'the month prior' was replaced with 'the prior 12 months'
7/7/2017	Page 10	HMIS Data Quality	The calendar of submission section was deleted as it is explained more thoroughly in the chart in Appendix G.
7/7/2017	Page 10	Uses of Data	The list of federal and local summary reports was deleted as it was five years out of date and became pedantic when update was attempted. To be revisited with 2018 review process.
7/7/2017	Appendix B	User Policy, Responsibility Statement and Code of Ethics	Section added at the end of the form which allows the supervisor to select the organization to which the user should be attached.
7/7/2017	Appendix E	HMIS Data Collection Fields	Updated with 2014 v5.1 Data Standards (publish date August 2016). Due to the overwhelming and incompletionable workload created by data entry, report development and data quality review of assessment data entered into the HMIS by 2010 Fairfax Falls Church CoC developed and approved HMIS PnP requirements, removed extensive list of ADDITIONAL CoC developed assessment data which was REQUIRED by the CoC of itself in 2010 when creating the PnP manual. This modification to be thoroughly re-examined in 2018 Program Year by the CoC for thoughtful reinstatement and commitment for monthly data quality review for any data added to the HMIS.

Modifications to Fairfax Falls Church Partnership HMIS Procedure Manual

date	Section	Name	Details of Modifications
7/7/2017	Appendix F	HMIS Service Transaction Requirements	Updated with 2014 v5.1 Data Standards and HUD Federal Partner Program Manual service requirements. Due to the overwhelming and incompletionable workload created by data entry, report development and data quality review of data entered into the HMIS by 2010 Fairfax Falls Church CoC developed and approved HMIS PnP requirements, removed extensive list of CoC developed services data which was REQUIRED by the CoC of itself in 2010. This modification to be thoroughly re-examined in the 2018 Program Year by the CoC for thoughtful reinstatement and commitment for monthly data quality review for any data added to the HMIS.
7/7/2017	Appendix G	Data Quality Reports List	Updated
7/7/2017	Appendix H	Data Quality Verification Forms	Due to the additional workload created by modified Data Quality Submission process (begun July 2017) which routed DQ submission through funding Program Managers, DQ submissions will be emailed to OPEHPrograms@fairfaxcounty.gov for tracking and documentation of DQ submission completion.
7/7/2017	Appendix J	HMIS Training Registration	ART Training has been re-added on the training form

Fairfax County VA-601 CoC Application: PHA Administrative Plan

Per instructions from the HUD Exchange AAQ we are clarifying that the only PHA in our CoC's geographic area is the Fairfax County Redevelopment and Housing Authority, for which we are reporting. The Alexandria Redevelopment and Housing Authority is listed under the Fairfax County CoC on the CoC-PHA Crosswalk but it is not in our geographic area and we do not interact with it. A letter stating the Homeless Preference for the Fairfax County Redevelopment and Housing Authority follows.



FAIRFAX COUNTY

FAIRFAX COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

3700 Pender Drive, Suite 300
Fairfax, Virginia 22030-7444

V I R G I N I A

Telephone: (703) 246-5000 ♦ Fax: (703) 653-1361
TTY: (703) 385-3578

September 6, 2017

HUD Headquarters

To whom it may concern:

The Continuum of Care's commitment to the goal of ending homelessness and its mission of providing affordable housing to one of our community's most vulnerable populations is consistent with the goals of the Fairfax County Redevelopment and Housing Authority (FCHRA).

In particular, one of Fairfax County's local preferences included in both the FCRHA's Housing Choice Voucher (HCV) and Public Housing Programs is to serve individuals who are homeless and are referred to the FCRHA through the Transitional Housing, Project Homes, or Special Needs Homeless programs. This local preference is included in the FCRHA's "Administrative Plan for the Housing Choice Voucher Program", and the "Admissions and Continued Occupancy Policy for the Public Housing Program", which are the guidance documents for implementing the HCV and Public Housing Programs in the county.

The criticality of prioritizing individuals and families who are homeless is also reflected in the FCRHA's waiting list policy for the HCV and Public Housing Programs. Current FCRHA policy is to close the waiting list for the two programs when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. However, since May 2008, the FCRHA approved a policy to keep the waiting list open to preferences for homelessness (Transitional Housing, Project Homes, and Special Needs Homeless) and its Family Unification allocation, even when the waiting list is closed to other applicants.

The FCRHA will continue to work with the Office to Prevent and End Homelessness, as well as the entire county human services system to identify priority populations, such as individuals and families who are homeless, and provide them with affordable, stable housing options using all the federal/state, local, private and non-profit resources that are available to the county.

Sincerely,

Thomas Fleetwood

Assistant Secretary, Fairfax County Redevelopment and Housing Authority

**Fairfax-Falls Church Partnership to
Prevent and End Homelessness**

Homeless Management Information System (HMIS)

Governance Charter

8/31/2017

Purpose

The Fairfax/Falls Church Partnership to Prevent and End Homelessness, **Homeless Management Information System (HMIS)** is a client information system that meets the Housing and Urban Development (HUD) requirements and satisfies the U.S. Congress directive for the implementation of a Homeless Management Information System (HMIS). The Homeless Management Information System (HMIS) provides a standardized tool for our partners to collect information regarding our homeless and at risk population. It allows individual project and system wide reporting of data.

Identified Interested Parties

The Fairfax/Falls Church Partnership to Prevent and End Homelessness HMIS operates alongside the following interested parties. Descriptions below identify how the party interacts with the HMIS in Fairfax County, Virginia.

1. **Executive Directors Team** - The Executive Directors Team will act on behalf of the Fairfax/Falls Church Partnership to Prevent and End Homelessness to fulfill the regulatory duties of a Continuum of Care (CoC) set forth in 24 CFR § 578. The Executive Directors Team shall be responsible for approval and implementation of all CoC HMIS Policies and Procedures.
2. **HMIS Lead** – The Office to Prevent and End Homelessness has been designated HMIS Lead Agency. This agency works closely with the CoC to implement all aspects of the HMIS system. OPEH houses the HMIS System Administration team.
3. **HMIS User Committee** – The HMIS User Committee is an advisory committee made up of a least one user representatives from each of the HMIS Participating Agencies in the CoC. This committee works closely with the HMIS System Administrator developing and recommending changes and upgrades to the system as well as the HMIS Policies and Procedures and defining reporting needs.
4. **HMIS Participating Agencies** – Are agencies and/or programs that participate in the data collection through the Fairfax/Falls Church Partnership HMIS. These organization provide data to the COC for decision making purposes, as well as to run their own reports for funding streams.

Designations

1. HMIS System

The current vendor for our Homeless Management Information System is Mediware / Bowman Systems and the application is known as ServicePoint. ServicePoint is a web application that uses a 128-bit encryption, user authentication, and user access levels to protect that from intrusion.

2. HMIS Lead

The HMIS Lead Agency to operate the Fairfax/Falls Church Partnership HMIS is designated as the Fairfax County Office to Prevent and End Homelessness (OPEH).

Responsibilities

Executive Directors Team Responsibilities:

- Approval and implementation of all CoC HMIS policies and procedures.
- Designate a single information system as the official HMIS software for the geographic area.
- Designate an HMIS Lead to operate the HMIS.
- Encourage and Support CoC Partner participation
- Providing decisions for governance of the HMIS Lead, including:
 - The requirement that the HMIS Lead enter into written HMIS Participation Agreements with each contributing HMIS Organization.
 - The participation fee, if any, charged by the HMIS.
 - Maintaining documentation evidencing compliance with the governance charter.

HMIS Lead Responsibilities:

- Staffing the management of HMIS
- Maintaining written policies and procedures
- Oversight of the day to day administration of the HMIS system
- Provide training on the HMIS application and issues related to the application
- Encourage and Support partner participation
- Execute and maintain agency user agreements
- Monitor participating agencies for compliance with the HMIS Policies and Procedures
- Implementation of Data Quality process for partners completion to ensure agencies are collecting all necessary data to complete required reporting
- Ensure HMIS software is capable of producing required reporting
- Ensure system integrity and availability

HMIS User Committee Responsibilities:

The HMIS User Committee will work with the HMIS Lead to:

- Review and revise the HMIS Policies and Procedures Manual and Appendices on at least an annual basis to be submitted to the Executive Directors Team for approval and implementation.
- Review and implement a plan for monitoring the HMIS to ensure that:
 - Agencies consistently participate in HMIS;
 - HMIS is satisfying the requirements of all regulations and notices issued by HUD;
 - The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the Fairfax/Falls Church CoC.

HMIS Participating Agency Responsibilities:

- Complying with all documentation set forth by the HMIS Policies and Procedures to govern the HMIS Solution in Fairfax/Falls Church Partnership.
- Participating Agencies must comply with federal regulations regarding HMIS.
- Participating Agencies must comply with Federal, state, and local laws that require privacy or confidentiality protections. When a privacy or security standard conflicts with other Federal, state, and local laws that the Participating Agency must follow, the Participating Agency must contact the HMIS Lead and collaboratively determine the best course of action.

Fairfax County VA-601 CoC Application: Written Standards for Order of Priority

Our CoC adopted our Coordinated Entry: Policies, Procedures, and Written Standards on August 22, 2016. They included adoption of the prioritization order in Notice CPD-16-11 for Permanent Supportive Housing. The document is attached. Our CoC is currently updating all policies, procedures and written standards which will be formally approved in January 2018. A working draft of order of priority for all programs follows as well.

Coordinated Entry: Policies, Procedures, and Written Standards

INTRODUCTION

The Coordinated Assessment Policies, Procedures, and Written Standards Manual details a set of policies, procedures and written standards specific to prevention, emergency shelter, hypothermia program, rapid rehousing, transitional housing, permanent supportive housing and other permanent housing programs to be utilized by the Fairfax-Falls Church Community Partnership to Prevent and End Homelessness. This Manual includes a basic outline of standards for eligibility and the prioritization process for program admission, policies for access and assessment, information about the prioritization pool, procedures for referrals and applications, and acceptance and rejection criteria.

The Fairfax-Falls Church Community Partnership to Prevent and End Homelessness developed its Coordinated Assessment system to make rapid, effective, and consistent client-to-housing and service matches—regardless of a client’s location within a CoC’s geographic area—by standardizing the access and assessment process and by coordinating referrals across the CoC.

Coordinated Assessment paves the way for more efficient homeless assistance systems by:

- Helping people move through the system faster (by reducing the amount of time people spend moving from program to program before finding the right match);
- Reducing new entries into homelessness (by consistently offering prevention and diversion resources upfront, reducing the number of people entering the system unnecessarily); and
- Improving data collection and quality and providing accurate information on what kind of assistance consumers need.

Staff using these policies, procedures and written standards should also reference the HMIS Policies and Procedures Manual, as well as related HMIS training materials, for more guidance.

TABLE OF CONTENTS	PAGES
1) Homelessness Prevention (including Shelter Diversion)	2 – 3
2) Emergency Shelter.....	3 – 5
3) Hypothermia Prevention – Individuals Only.....	5 – 6
4) Rapid Rehousing.....	6 – 7
5) Acceptance & Rejection Criteria for Homelessness Prevention, Emergency Shelter, and Rapid Rehousing.	7
6) Appeals Process for Homelessness Prevention, Emergency Shelter, and Rapid Rehousing	7 – 8
7) Transitional Housing (TH).....	9 – 10
8) Permanent Supportive Housing (PSH).....	10 – 11
9) List Maintenance / Data Quality, Referral & Application Process for TH & PSH.....	11 – 12
10) Acceptance & Rejection Criteria for TH & PSH.....	12 – 13
11) Acceptance / Rejection Documentation Process & Appeals for TH & PSH.....	14
12) Other Permanent Housing (TBD)	14 – 15
13) Domestic Violence.....	15 – 16
14) Recordkeeping Requirements	16 – 19
15) Key Terms.....	16 – 22

1. PREVENTION (including Diversion)

INTRODUCTION

Homelessness prevention is the approach used to stabilize households in their current housing or help them to move into new housing without first entering the shelter system or experiencing homelessness. Services may include financial assistance* (short or medium-term rental assistance, security or utility deposits, utility payments, moving cost assistance), housing relocation and stabilization services, legal assistance (generally mediation), credit counseling, and case management. The support is provided to help households resolve their immediate housing crisis and access ongoing sources of support in the community in order to remain housed. Prevention targets people at imminent risk of homelessness and diversion targets people as they are applying for entry into shelter. The overall goal of prevention services (including diversion) is to 1) reduce the number of Individuals and Families who become homeless for the first time, and 2) reduce the number of Individuals and Families experiencing multiple episodes of homelessness.

**Dependent upon the availability of funding. The household must also meet the eligibility criteria of the funding source.*

ELIGIBILITY

Those seeking prevention services are required to meet all of the following basic eligibility guidelines:

- 1) Individuals and Families defined as Homeless under the HUD definitions, Categories 2 – 4
 - Category 2: At Imminent Risk of Literal Homelessness, OR
 - Category 3: Homeless under other Federal statutes - Homeless under the McKinney-Vento Education of Homeless Children and Youth Assistance Act (this definition solely applies to programs that are designated to serve youth only households) as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, OR
 - Category 4: Fleeing/Attempting to Flee Domestic Violence
 - At Risk of Homelessness*(See “Key Terms” section for full HUD homeless definitions).*
- 2) The household annual income must be at or below 50 percent of the Fairfax County area median income; the household must lack the financial resources and support networks needed to prevent literal homelessness. *(See “Key Terms” for guidance on calculating income).*
- 3) Any additional eligibility requirements specific to the project’s funding (e.g. programs for survivors of domestic violence, programs for people with serious mental illness or chronic substance abuse or programs for veterans).

PRIORITIZATION

Providers offering prevention services should consider the identified target populations served by the project. The households that meet the most number of criteria listed below will be considered the highest priority for prevention services.

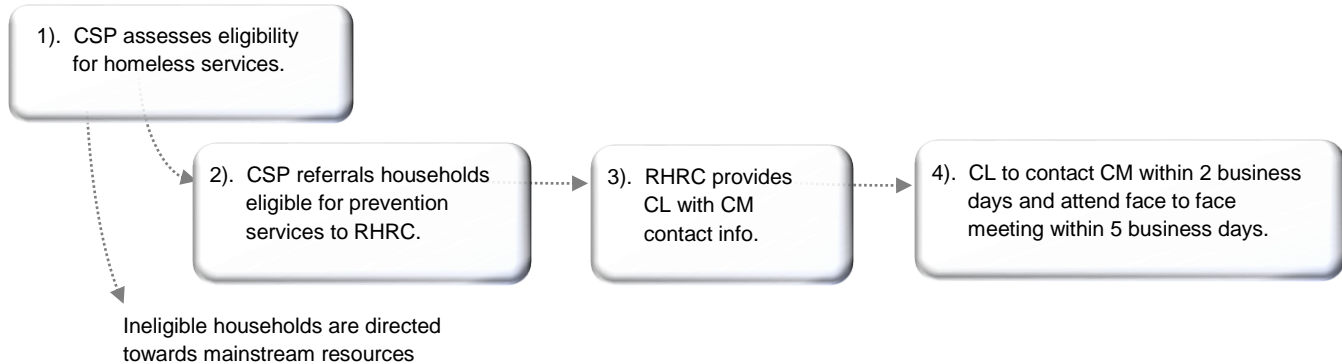
- 1) Fairfax County Residents *(See “Key Terms” section for Fairfax County Residency Status definition).*
- 2) Households with annual income at or below 30 percent of Fairfax County area median income.
- 3) Previous stay in emergency shelter as documented in HMIS (and /or verified by an emergency shelter serving victims of domestic violence) within 24 months after their date of exit to permanent housing.
- 4) Any experience of homelessness.

ACCESS & ASSESSMENT

- 1) All Individuals and Families seeking homeless services assistance will be assessed by Coordinated Services Planning (CSP) to determine current housing status.
- 2) For households that cannot be served by CSP, CSP will send a referral to the Regional Homeless Referral Coordinator(RHRC) for Individuals and Families that meet the eligibility criteria for prevention services.
- 3) Upon receipt of the referral, the RHRC will provide the name and contact information of the assigned Case Manager (CM) to the client and inform the client of the expectation that they are to make contact within 2 business days.

- 4) The client is responsible for contacting the Case Manager within 2 business days. Clients that do not make contact with their Case Manager within 2 business days will be referred back to CSP. A face to face meeting should occur within 5 business days. Clients that do not attend a face to face meeting with their Case Manager within 10 business days will be referred back to CSP. The difference in timeframes is intentionally designed to give the Case Manager some flexibility in determining when to redirect clients back to CSP and to reduce the likelihood that CSP is generating duplicative referrals.

During the first meeting with the client, the case manager will collect documentation to confirm eligibility. Eligibility must be reassessed every 90 days. Households who have received homeless services within the last year and are seeking services again should be referred by CSP to the regional partner agency last providing services.



2. EMERGENCY SHELTER

INTRODUCTION

Emergency shelter is defined by the Department of Housing & Urban Development as any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific homeless populations. Fairfax County emergency shelters serve Individuals and Families according to the following eligibility and prioritization criteria with the goal of transitioning those served back into permanent housing in 30 days or less.

ELIGIBILITY

Those seeking emergency shelter services are required to meet all of the following basic eligibility guidelines:

- 1) Families defined as Homeless under the HUD definitions, Categories 1 – 2, and 4
 Individuals defined as Homeless under the HUD definitions, Categories 1 and 4:
 - Category 1: Literally Homeless
 - Category 2: At Imminent Risk of Literal Homelessness (this definition solely applies to Families that have engaged in prevention / diversion services and no alternatives to shelter were identified)
 - Category 4: Fleeing/Attempting to Flee Domestic Violence (and no safe alternatives to shelter were available)
 (See “Key Terms” section for full HUD homeless definitions).
- 2) All other viable housing options have been considered and are not appropriate or available.

Diversion options should be explored before placing any Families or Individuals in emergency shelter. Family Shelters should conduct a Sex Offender Registry Search before admitting any adult in the household into the emergency shelter. See “Shelter Entry Screening - Sex Offender Registry Policy” for additional guidance.

PRIORITIZATION

Emergency shelter providers should use the following order of priority when placing Individuals and Families in emergency shelter:

FAIRFAX-FALLS CHURCH COMMUNITY PARTNERSHIP TO PREVENT AND END HOMELESSNESS

Coordinated Entry – Policies, Procedures and Written Standards

Individuals	Families
<p>The emergency homeless shelters for Individuals in the Fairfax-Falls Church Community are filled utilizing a prioritization pool. The pool prioritizes clients with consideration to the following factors: 1) belonging to any of the identified priority groups, 2) time in the prioritization pool, and 3) client selection of desired shelter by region. Clients can choose to be placed in the prioritization pool for one, two, or all three of these existing Emergency Shelters for single adults (Bailey's Community Shelter, Eleanor U. Kennedy Shelter, and Embry Rucker Community Shelter). Clients may be prioritized for one or three reasons:</p> <ol style="list-style-type: none"> 1) In response to federal, state, or local legislation / demand including: <ul style="list-style-type: none"> • Veterans who are willing to work toward permanent housing • Chronically homeless individuals who are willing to work toward permanent housing • Individuals who are most likely to die if not sheltered 2) To avoid / shorten an experience of sleeping in places not meant for human habitation when a housing option has been secured and is available within 30 days, and 3) To protect the life of the client (or an unborn child) when the client belongs to a high risk population. <ul style="list-style-type: none"> • Pregnant females who have been placed on bed rest and have the appropriate medical documentation who is willing to work toward permanent housing • A person who had a documented terminal illness who is willing to work toward permanent housing <p>In order to identify the next eligible person, providers must complete the following steps:</p> <ol style="list-style-type: none"> 1) Sort the Pool to identify all clients who are willing to come into their particular shelter; 2) Of those identified, sort to identify those persons belonging to one of the priority groups; 3) Of those who belong to a priority group, which person has been in the Pool the longest. This is the person who is eligible for next available regular program bed. 	<ol style="list-style-type: none"> 1) Families defined as Homeless under the HUD definition Category 1: Literally Homeless that meet the Fairfax County Residency Status & Verification of Loss of Permanent Housing in Fairfax County; and Category 4: Fleeing/Attempting to Flee Domestic Violence 2) Families defined as Homeless under the HUD definition Category 2: At Imminent Risk of Literal Homelessness that meet the Fairfax County Residency Status & Verification of Loss of Permanent Housing in Fairfax County. 3) All other Families defined as Homeless under the HUD Definition Category 1: Literally Homeless.

Providers must exercise due diligence when filling vacancies to ensure that persons are served in the order of priority above. Some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to entering services.

Documentation verifying Fairfax County Residency Status and Verification of Loss of Permanent Housing in Fairfax County needs to be collected for Families that meet HUD homeless definition Categories 1 & 2 (this does not include Category 4) in order to apply the prioritization criteria:

- 1) **Fairfax County Residency Status:** At least one of the following forms of documentation should be collected upon entry to emergency shelter to verify Fairfax County Residency Status, including:
 - Driver's license or any form of ID with an address in Fairfax County, *or*
 - Utility bill with a name and address within the past 180 days for a unit located in Fairfax County, *or*
 - Documentation of receipt of entitlement benefits, such as SNAP, TANF, Medicaid from the Fairfax County Department of Family Services, *or*
 - Children currently in physical and legal custody enrolled in Fairfax County Public Schools, *or*

FAIRFAX-FALLS CHURCH COMMUNITY PARTNERSHIP TO PREVENT AND END HOMELESSNESS

Coordinated Entry – Policies, Procedures and Written Standards

- Otherwise verifiable documentation through a third party connecting the household to Fairfax County
- 2) Verification of Loss of Permanent Housing in Fairfax County: Documentation should be collected upon entry to emergency shelter to verify Loss of Permanent Housing in Fairfax County, including:
 - A written legal rental lease or property mortgage for at least 180 consecutive days prior to their date of homelessness for property located in Fairfax County, *or*
 - An eviction or foreclosure notice indicating the date that the housing was lost in Fairfax County, *or*
 - If the family never had a legal lease or property mortgage in Fairfax County, then the family must provide documentation (Third Party Housing Status Verification Form) to verify they have resided permanently in Fairfax County for at least 180 days.

ACCESS & ASSESSMENT

Individuals	Families
<p>Triage, Diversion & Addition to the Prioritization Pool:</p> <p>1) Individuals seeking shelter must first call one of the shelters (or Coordinated Services Planning) directly. Only people who are immediately able to enter a shelter bed will be added to the Prioritization Pool. This is not a waitlist, and cannot be used as a discharge plan for people exiting institutions, facing eviction or otherwise not meeting the eligibility requirements. If calling one of the shelters, the individual seeking shelter space must leave a clear message that includes: full first, middle and last name, date of birth, contact phone number, email and an authorized representative's name and phone number.* The Individuals have left messages will be contacted and screened for placement in the Prioritization Pool. Individuals can choose to be prioritized for one, two, or all three Fairfax-Falls Church emergency homeless shelters for singles.</p> <ul style="list-style-type: none"> • For clients who are unable to call for themselves, such as clients without access to a phone, clients with an intellectual disability, brain injury or serious mental illness, calls will be accepted by a representative. • The Prioritization Pool will be regularly shared with regional and county-wide outreach teams for the purposes of Diversion from shelter. Cases will be assigned to outreach based on the original placement agency. <p>2) In order to be added to the Prioritization Pool, each individual will be contacted directly to complete the Housing Needs Tool, the Entry Data Collection Tool, and the ROI. If eligible and no other housing options are available, individuals will be added to the Pool.</p>	<p>1) All Families seeking homeless services assistance will be assessed by Coordinated Services Planning (CSP) to determine current housing status.</p> <p>2) CSP will send a referral to the Regional Homeless Referral Coordinator (RHRC) for Individuals and Families that meet the eligibility criteria for emergency shelter.</p> <p>3) The client is responsible for contacting the emergency shelter they were referred to within 2 business days. When the client makes contact, the RHRC will re-assess the housing status and determine if there are any other safe, viable housing options available.</p> <p>4) If the household is assessed to be experiencing literal homelessness without any other safe, viable housing options, the RHRC will coordinate placement in emergency shelter. If the household is not literally homeless and eligible for prevention services, a case manager should be assigned.</p> <p>Documentation verifying eligibility will be collected upon entry into emergency shelter, which may include self-declaration of income, bank statements, pay stubs, etc.</p>

**Sample Voicemail for agencies – Thank you for calling (name of program), a program of (name of agency). You have reached to a singles' shelter access line. If you are age 18 or over, currently homeless, are interested in seeking and securing housing, and you want to come into shelter, please leave a clear and complete message. The message must include your full first, middle, and last name, your date of birth and a contact phone number or email where you can be reached. If you do not have a phone or email, you can leave the name and phone number of someone who is able to contact you immediately. Based on the information what you leave in this voicemail, someone will be in contact with you in order to add your name to the singles' shelter Prioritization Pool.*

FILLING SHELTER BEDS – *Individuals Only*

When a bed becomes available, the appropriate regional homeless services staff at each shelter will begin attempting to fill at noon daily beginning at the top of the list with the first eligible person. In order to determine the next eligible person, the homeless service staff completes the following steps:

- 1) Sort the Pool to identify all clients who are willing to come into their particular shelter;
- 2) Of those identified, sort to identify those persons belonging to one of the priority groups;
- 3) Of those who belong to a priority group, which person has been in the Pool the longest. This is the person who is eligible for next available regular program bed. If there are no clients in the Pool that are identified priority group0s, the person who has been on the list the longest is the next eligible client. (A person may be ineligible due to an existing ban, the available bed is in the dormitory of the opposite gender, etc. The Stay Away and Banning Processes still Apply.)
- 4) Prior to shelter entry, Individuals will be re-assessed using the Housing Needs Tool to determine current eligibility and needs. Whenever possible, homeless assistance staff will use diversion techniques to divert households from entering shelter (family, friends, housing placement, etc.).
- 5) For Individuals who are eligible for the shelter, homeless assistance staff will complete all documentation necessary to complete HMIS data entry, the Uniform Authorization to Use and Exchange Information, the VI-SPDAT, collect contact and emergency contact information, complete shelter orientation and assign the Individual to a bed. The Individual will also be made aware that the shelter is a 30 day program, and they will be expected to exit the program 30 days after the date of intake. In addition, he / she will be informed that supportive services such as case management and housing location are available to assist him or her in finding and securing housing along with other services. For clients with an existing case manager in HMIS, intake staff should notify that case manager that the client is currently residing in their particular shelter and the identified exit date.
- 6) Homeless assistance staff notifies appropriate liaisons at other two partner shelters using HMIS of move-in.

PRIORITIZATION POOL MANAGEMENT – *Individuals Only*

Each agency will be responsible for maintaining the clients added to the Pool by their region. Clients will be called into shelter beds daily Monday through Friday (except holidays) as beds become available. Regional homeless staff is responsible for removing clients that have been called into the shelter from the Pool. In addition, as part of the data quality process, each region is responsible for ensuring that every client who has been added to the Pool by their region is contact at least once per month, and is still both interested in and eligible to enter shelter. Clients may be removed from the waitlist for the following reasons:

- 1) Entry into another shelter
- 2) Failure to make contact within a 30 day period
- 3) Refusal of bed space
- 4) Move into housing
- 5) Receiving a county-wide ban

3. HYPOTHERMIA PROGRAM– *Individuals Only*

INTRODUCTION

The following document details a set of policies, procedures and written standards for coordinated assessment specific to **Hypothermia Shelter** programs to be utilized by the Fairfax-Falls Church Community Partnership to Prevent and End Homelessness. This manual includes a basic outline of standards for eligibility.

ELIGIBILITY

Shelter providers are required to ensure that all program participants meet the following basic eligibility guidelines:

- 1) Individuals meet HUD's definition of Category 1, 3, 4 – Literally Homeless

- 2) All participating household members are over the age of 18.

PRIORITIZATION

Hypothermia Shelters are open to all homeless individuals in Fairfax County regardless of current alcohol or drug use in order to prevent weather-related deaths.

ACCESS & ASSESSMENT

- 1) All unsheltered homeless adults experiencing an episode of homelessness are eligible for participation in the Hypothermia Prevention and Response Program.
- 2) Homeless assistance staff will complete the Hypothermia Intake & Screening Form for participating households.
- 3) During the households' intake, homeless assistance staff will assess client's needs and make an initial attempt to connect household with vital support services.

ACCEPTANCE & REJECTION CRITERIA

Criteria for Banning would include: actual physical violence, or threatening behavior towards staff, other guests, or community volunteers; possession of weapons, and/or attempts to sell or distribute illegal drugs / controlled substances or so-called "designer drugs."

ACCEPTANCE / REJECTION DOCUMENTATION PROCESS & APPEALS

- 1) Denial of hypothermia shelter admission
 - a. Hypothermia providers must document the reason for denial of hypothermia services in a document upload to HMIS and/or incident report reflecting a brief description of the event leading to the denial of hypothermia services.
 - b. Complete incident/ban section in HMIS and document whether ban is program site specific or county wide
- 2) Client Participation and Appeals
 - a. Every Hypothermia Shelter program must have an appeal process in place and available to anyone who requests a copy.
 - b. The client must make every reasonable effort to provide the necessary information and documentation required for the appeal within the time frame of the appeal.
- 3) Denial of hypothermia shelter admission
 - a. Hypothermia providers must document the reason for denial of hypothermia services in an incident report reflecting a brief description of the event leading to the denial of hypothermia services, and maintain that documentation according their agency's documentation policies.
 - b. The "Incidents" section must be completed in HMIS including a short description of the incident in the notes section, and specific documentation of whether the ban is program site specific or county wide.
Whenever possible, hypothermia providers attempt to link clients who are denied hypothermia admission to other providers or sites; however, if the client provides sufficient danger to staff, volunteers or other clients, referrals should not be made. Hypothermia service providers will be made aware of any acts or threats of violence.
- 4) Client Participation and Appeals
 - a. Every Hypothermia Shelter program must have an appeal process in place that allows for clients to have their appeal heard by a member of agency management. The process for appeals must be documented and available to anyone who requests a copy. Clients do not retain the right to remain on hypothermia site property during the appeal process.
 - b. The client must make every reasonable effort to provide the necessary information and documentation required for the appeal within 5 business days of the denial of program admission. The agency representative then must provide an initial response within 5 business days of receipt of the appeal, and then follow their agency's appeal process as documented.

4. RAPID REHOUSING

INTRODUCTION

Rapid Rehousing is an approach to help Individuals and Families experiencing homelessness move quickly into permanent housing, ideally within 30 days of becoming homeless. Rapid rehousing assistance is generally offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the unique needs of each household. Services include housing search and selection support, assistance in negotiating the terms of a lease, short term rent subsidies and move-in assistance,* individualized case management, ongoing crisis prevention and crisis management services, facilitated access to community resources (i.e. benefits, employment), and other supportive services. The amount of rental assistance and length of case management services is determined with guidance provided by the Housing & Services Triage Tool. In general, longer term subsidies are designed to support households with higher barriers and short term subsidies are used for households with low barriers. The minimum amount of support should be provided to assist the household in stabilizing in housing.

**Dependent upon the availability of funding. The household must also meet the eligibility criteria of the funding source.*

ELIGIBILITY

Those seeking rapid rehousing services are required to meet all of the following basic eligibility guidelines:

- 1) Individuals and Families defined as Homeless under the HUD definitions, Categories 1& 4.
 - Category 1: Literally Homeless
 - Category 4: Fleeing/Attempting to Flee Domestic Violence
(See “Key Terms” section for full HUD homeless definitions).
- 2) Any additional eligibility requirements specific to the project’s funding (e.g. programs for survivors of domestic violence, programs for people with serious mental illness or chronic substance abuse or programs for veterans).

PRIORITIZATION

Providers offering rapid rehousing services should consider the identified target populations served by the project and use the following order of priority to select participants for rapid rehousing services:

- 1) Fairfax County Residents (See “Key Terms” section for Fairfax County Residency Status definition).
- 2) Households with annual income at or below 30 percent of Fairfax County area median income.
- 3) Previous stay in emergency shelter as documented in HMIS (and /or verified by an emergency shelter serving victims of domestic violence) within 24 months after their date of exit to permanent housing.
- 4) Any previous experience of homelessness.

ACCESS & ASSESSMENT

- 1) All Individuals and Families seeking homeless services assistance will be assessed by the Regional Homeless Referral Coordinator (RHRC) to determine eligibility for rapid rehousing services.
- 2) If the household is assessed to be eligible for rapid rehousing services, a Case Manager will be assigned.
- 3) The RHRC is responsible for notifying the client and the referral source of the results of the eligibility assessment.

During the first meeting with the client, the Case Manager will collect documentation to confirm eligibility and will complete the Housing & Services Triage Tool (for Families) to determine the recommended length of services provided or VI-SPDAT (for Individuals). Eligibility must be reassessed every 90 days.

5. ACCEPTANCE & REJECTION CRITERIA for PREVENTION, EMERGENCY SHELTER, and RAPID REHOUSING

ACCEPTANCE & REJECTION CRITERIA for PREVENTION, EMERGENCY SHELTER, and RAPID REHOUSING

The homeless services provider is responsible for notifying the client and Coordinator Services Planning if the client was not approved for services. The following is a summary of why this may occur:

1) *Reasons for Rejection*

Programs ultimately have the right to accept or reject applicants from their program. There must be documented, legitimate reasons for programmatic rejection. Some common reasons for programmatic rejections are listed below.

- a. Lack of required eligibility documentation; or
- b. Not meeting minimum eligibility criteria; or
- c. Not following up within the timeframe established; or
- d. Homeless services were previously terminated as a result of threats of violence or violence

2) *Client Choice*

Clients retain the ultimate right to accept or refuse services and / or entrance into services. Clients who refuse services are not considered to have been rejected by the program provider.

6. APPEALS & FSPT PROCESS for PREVENTION, EMERGENCY SHELTER, and RAPID REHOUSING

DENIAL of SERVICES & APPEALS PROCESS for PREVENTION, EMERGENCY SHELTER, and RAPID REHOUSING

1) *Denial of Services – Individuals and Families*

- a. The emergency shelter provider must document the reason for denial of services in a case note or document and upload to HMIS. Family service providers should notify Coordinated Services Planning and client in writing. Individual service providers should notify the referring agent and the client in writing.
- b. Repeated denials of Individuals and Families by an emergency shelter provider may require additional monitoring and evaluation of the provider's decisions by the Fairfax County Office to Prevent and End Homelessness and other Community Partnership staff.

2) *Denial of Services – Individuals ONLY*

- a. Individuals with high recidivism rates may be required to "stay away" from single shelter services for a period of time based on the number of times they have been in Fairfax County shelters. "Stay away" refers to the amount of time that must pass before a person is eligible for re-entry into a shelter and is based on the following formula:
 - First, second, and third discharge from shelter: 30 day stay away period
 - Fourth, fifth, and sixth discharge from shelter: 3 month stay away period
 - After the seventh discharge from shelter: 6 month stay away period

3) *Client Participation and Appeals*

- a. Every emergency shelter provider must have an appeal process in place and available to anyone who requests a copy.
- b. The client must make every reasonable effort to provide the necessary information and documentation required for the appeal within the time frame of the appeal.

FSPT (FAMILY SERVICES PLANNING TEAM) MEETINGS

- 1) *Definition & Purpose* – "FSPT" stands for Family Services Planning Team. This language is used to describe the gathering of social service professionals that have experience in working with the household or are from different agencies that may be able to provide support in developing a housing plan. At least one other Fairfax-Falls Church Community Partnership social service professional must be present to qualify the meeting as a FSPT.

2) *Types of FSPTs*

- a. Entry FSPTs – An Entry FSPT may be held for households that have previously engaged in homeless services or are not experiencing literal homelessness but are requesting shelter instead of engaging in prevention services. The purpose of the Entry FSPT may be to (1) assist the family in addressing barriers to prevent or divert them from homelessness, (2) to review the details of a previous Exit FSPT (if applicable) including any requirements, contingencies, or time limits that were given, and / or (3) to determine if additional services or interventions can be offered moving forward.
- b. Exit FSPTs – Some participants receiving homeless services will fail to comply with the terms and conditions of their participant agreements or exceed their assigned length of stay in emergency shelter without identifying a

housing plan. Program violations can run the gamut from minor to major issues, and the program operator must comply with the appeals process established for the program type. In some instances, program violations will be severe and /or repeated to the point that immediate program termination is necessary. If a household is reporting they will be literally homeless if exited and there are no safety risks posed to the provider, a FSPT should be scheduled to help the household identify options.

- c. Optional FSPTs – FSPTs can also be held any time that staff or clients feel it could be beneficial such as when (1) clients are experiencing difficulties in following their service plan (2) attempting to re-enter a program after a past successful exit or (3) voluntarily exiting a program.
- 3) *Documenting and Communicating FSPT Outcomes*– Following the determination of the FSPT, the homeless services worker that scheduled the FSPT should ensure that Coordinated Services Planning is aware of the decision of the meeting. If the family is exiting shelter into literal homelessness with minor children, and is determined to be ineligible for reentry, the homeless services worker that scheduled the FSPT should make a report to Child Protective Services via the CPS Hotline 703-324-7400. This call should be made at actual program exit, when it is determined that the family will truly be unsheltered with minor children. Information shared should include the interventions that were provided, the reasons that they are being terminated, the reasons behind their ineligibility for reentry, and any other information as it pertains to the safety/wellbeing of the children.

7. TRANSITIONAL HOUSING

INTRODUCTION

To ensure that all Transitional Housing vacancies are used as strategically and effectively as possible, the Transitional Housing resource needs to be targeted to serve persons with the highest severity of service needs that is within the numeric range of the Housing Services Triage Tool (HSTT) and the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT), indicating that these Individuals and Families can move toward self-sufficiency usually within a two year period.

ELIGIBILITY

Transitional Housing providers are required to ensure that all program participants and tenants meet the following basic eligibility guidelines:

- 1) Individuals and Families defined as Homeless under the McKinney-Vento Homeless Assistance Act as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 , Category 1 – Literally Homeless or for programs targeting youth, as defined by the McKinney-Vento Education of Homeless Children and Youth Assistance Act of 2001; and
- 2) If designated as a Transitional Housing project for Families (households with children), the household must include at least one adult and one minor child; and
- 3) Any additional eligibility requirements specific to the project's funding (e.g. programs for survivors of domestic violence, programs for youth, or programs for veterans, etc.).

PRIORITIZATION

Transitional Housing providers should consider the identified target populations served by the project and use the following order of priority to select participants for the Transitional Housing project:

- 1) Individuals and Families with an annual income at or below 50 percent of the Fairfax County area median income; and
- 2) Individuals and families with the highest Severity of Service Needs (see the “Key Terms” section for definitions) that is within the numeric range that is identified as appropriate for the Transitional Housing program based on household type
 - a) Households with at least one adult and one child – A score as measured by the Housing and Services Triage Tool (HSTT) that is between 17 – 25. Families with a HSTT score greater than 25 can be considered for Transitional

Housing only if there are no other Families in HMIS with a HSTT score between 17 – 25 **and** the family does not meet the requirements for Permanent Supportive Housing.

- b) Households without children – A score as measured by the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) score that is 5+.
- c) Youth only households – A score as measured by the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) score that is 5+.

3) Individuals and Families with the longest history of homelessness as identified by Fairfax County HMIS.

4) All other homeless Individuals and Families.

Providers must exercise due diligence when filling program vacancies to ensure that persons are served in the order of priority above. Some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to entering housing. Providers are not required to keep units vacant where there are persons who meet a higher priority within the community and who have not yet accepted the Transitional Housing opportunities offered to them. Emergency shelter providers (that are sending the referrals) should continue to make attempts to engage those persons.

REFERRING AGENCIES

The agencies that are eligible to make referrals include all Fairfax County Office to Prevent and End Homelessness (OPEH) contracted regional providers, Continuum of care-funded providers, and

ACCESS & ASSESSMENT

- 1) All Individuals and Families seeking assistance will be assessed immediately by regional homeless assistance staff person to determine current housing status.
- 2) All Individuals and Families defined as Homeless under the HUD definition, Category 1 – Literally Homeless or the McKinney-Vento Education of Homeless Children and Youth Assistance Act of 2001 will be assessed within 10 business days of seeking assistance with either the Housing Services Triage Tool (HSTT) or the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) as appropriate for the household type.
- 3) Homeless assistance staff should complete a referral in HMIS for all Individuals and Families determined by the HSTT or VI-SPDAT to have a score that meets the threshold for Transitional Housing. All required documentation must be uploaded into HMIS to complete the referral.

8. PERMANENT SUPPORTIVE HOUSING

INTRODUCTION

Permanent Supportive Housing is designed to serve persons with the highest needs and greatest barriers towards obtaining and maintain housing on their own, especially those who are experiencing chronic homelessness.

ELIGIBILITY

Permanent supportive housing providers are required to ensure that all program participants and tenants meet the following basic eligibility guidelines:

- 1) Individuals and Families defined as Homeless under the HUD definition, Category 1 – Literally Homeless or current tenants of permanent supportive housing that were chronically homeless at the time of admission (Individuals and Families referred from transitional housing programs must have met HUD's definition of literal homelessness upon entry into the transitional housing program); and
- 2) One household member must have a documented, long-term disability (*See "Key Terms" section for definition of Documented, Long-Term Disability*); and
- 3) If designated as a PSH project for families (households with children), the household must include at least one adult and one minor child; and

- 4) Any additional eligibility requirements specific to the project's funding (e.g. programs for survivors of domestic violence, programs for people with serious mental illness or chronic substance abuse or programs for veterans).

PRIORITIZATION

Permanent supportive housing providers should consider the identified target populations served by the project and use the following order of priority to select participants for the PSH project:

- 1) Current tenants of permanent supportive housing that were chronically homeless at the time of admission and are at risk of losing housing due to no fault of their own (e.g. including a loss of program funding, a change in service needs, or a new household composition).
- 2) Chronically Homeless Individuals and Families with the longest History of Homelessness and with the highest Severity of Service Needs (*See the "Key Terms" section for definitions*).
- 3) Chronically Homeless Individuals and Families with the longest History of Homelessness.
- 4) Chronically Homeless Individuals and Families with the highest Severity of Service Needs.
- 5) Homeless Individuals and Families with a Disability with the Most Severe Service Needs Coming from Transitional Housing programs.

If a PSH provider is not able to identify any eligible chronically homeless Individuals or Families as defined above then the PSH provide should use the following order of priority:

- 6) All Other Chronically Homeless Individuals and Families.
- 7) Homeless Individuals and Families with a Disability with the Most Severe Service Needs Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.
- 8) Homeless Individuals and Families with a Disability and the longest period of continuous or episodic homelessness.

Providers must exercise due diligence when filling program vacancies to ensure that persons are served in the order of priority above. Some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to entering housing. Providers are not required to keep units vacant where there are persons who meet a higher priority within the community and who have not yet accepted the PSH opportunities offered to them. Street outreach providers should continue to make attempts to engage those persons and the PSH providers are encouraged to follow a Housing First approach to the maximum extent practical.

REFERRING AGENCIES

The agencies that are eligible to make referrals include all Fairfax County Office to Prevent and End Homelessness (OPEH) contracted regional providers, Continuum of Care-funded providers, and the Community Services Board for clients participating in the Projects for Assistance in Transition from Homelessness (PATH), Intensive Case Management (ICM) and Program Assertive Community Treatment (PATH) programs.

ACCESS & ASSESSMENT

- 1) All Individuals and Families seeking assistance will be assessed immediately by regional homeless assistance staff person to determine current housing status.
- 2) All Individuals and Families defined as Homeless under the HUD definition, Category 1 – Literally Homeless, will be assessed within 10 business days of seeking assistance with either the Housing Services Triage Tool (HSTT) or the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) as appropriate for the household type.
- 3) Homeless assistance staff should complete a referral in HMIS for all Individuals and Families determined by the HSTT or VI-SPDAT to have a score that meets the threshold for PSH. All required documentation must be uploaded into HMIS to complete the referral.

9. LIST MAINTENANCE / DATA QUALITY, REFERRAL & APPLICATION PROCESS FOR TH & PSH

LIST MAINTENANCE and DATA QUALITY

Referring staff review open referrals during data quality process by the 10th of each month. Referring staff verify that open referrals are still legitimate and close referrals when appropriate. Referrals are closed by the referring agency when:

- 1) Client chooses to close referral;
- 2) Client is no longer eligible for housing programs utilizing the Prioritization Pool;
- 3) Client has not been seen in six months;
- 4) Client refuses three offers of safe, affordable and appropriate housing; or
- 5) Client has already been housed.

Receiving agency should close referrals when clients are housed through their program. *Referring* agency establishes all of the relevant client data at referral. Information must be updated at least once every six months, but should be updated whenever the referring agency is aware of changing client circumstances. When clients move to another location or program, then a new referring agency must staff the case with the original referring agency before changing prioritization information, such as length of homelessness or severity of service needs.

REFERRAL AND APPLICATION PROCESS

- 1) Prior to referral, case manager should check HMIS to see if there is an existing referral.
- 2) Required paperwork, including (a) referral, (b) certification of homelessness, (c) documentation of disability - *PSH only*, and (d) release of information should be completed by the applicant and case manager. All referrals must be reviewed by the supervisor prior to submission to the Prioritization Pool. Upon completion of the supervisory review, the required paperwork should be scanned and uploaded into HMIS. The V-SPDAT or HSTT will be recorded in HMIS and therefore do not need to be uploaded.
- 3) TH or PSH Provider goes to the Prioritization Pool in HMIS when filling a vacancy.
- 4) TH or PSH Provider identifies the top three Individuals or Families from the Prioritization Pool based on the Eligibility & Prioritization standards outlined above.
- 5) TH or PSH Provider contacts case manager to confirm that the eligibility documentation, such as the homeless certification or documentation of disability, is timely and accurate.
- 6) If all documents are not uploaded in HMIS and current, the referring case manager must upload essential documentation to HMIS within two business days of the TH or PSH Provider's request in order for the client to be considered for tenancy. The referring case manager should notify the PSH provider via e-mail when the documentation has been uploaded.
- 7) TH or PSH Provider contacts the client and referring worker to schedule an interview within 3-5 business days of receiving the documentation, unless housing unit repairs require additional time for work to be completed.
- 8) If the client cannot be contacted within 3-5 business days, then the TH or PSH Provider may move on to the next eligible client on the list.
- 9) TH or PSH Provider must notify the case manager and client of the decision on the referral within two business days of the interview.

10. PROGRAM SELECTION POLICIES FOR TH& PSH

PROGRAM SELECTION POLICIES

The TH or PSH Provider is responsible for notifying the referring case manager and client if the client was not accepted into the program. The following is a summary of why this may occur:

- 1) *Reasons for Rejection* - Programs ultimately have the right to accept or reject applicants from their program. There must be documented, legitimate reasons for programmatic rejection. Some common reasons for programmatic rejections are listed below.
 - a. Lack of required eligibility documentation; or
 - b. Not meeting minimum eligibility criteria; or

- c. Program unable to meet client need (ex: clients in need of assisted living level of care may not be appropriate for an independent living program with 1 – 2 weekly visits); or
 - d. Denied based on appropriateness of client as per tenant screening procedures which must be outlined in the program's publicly-posted tenant selection plan that is maintained by the property owner, property manager or program staff (See '*Common Tenant Selection Process*' listed below); or
 - e. Client applicant does not provide additional documentation as requested or repeatedly misses program appointments.
 - f. Client applicant is not willing to participate in housing program.
- 2) *Common Tenant Selection Policies* - The following is a list that is often used by property managers to determine eligibility for specific housing units based on the tenant-selection policies of the private and public property owners or management. Clients who are denied due to tenant selection policies have not been rejected from the program and may be able to be successfully housed in a different unit within the same program if this is an option that the Transitional Housing provider can offer.
- a. Credit history
 - b. Income / employment / education requirements (such as those mandated by Housing and Community Development for units that are funded using Project-Based Vouchers)
 - c. Size of unit as compared to size of household
 - d. Criminal history, such as a felony conviction or being on the sex offender registry
- 3) *Client Choice* - Clients retain the ultimate right to accept or refuse housing. Clients who refuse housing are not considered to have been rejected by the program provider. Below is a list of common reasons for refusal of housing.
- a. Geographic location of housing
 - b. Accessibility of unit
 - c. Client willingness or ability to share housing (if applicable)
 - d. Preferred service provider

11. DOCUMENTATION PROCESS & APPEALS FOR TH & PSH

DOCUMENTATION PROCESS & APPEALS

- 1) *Denial of Tenancy*
- a. The TH or PSH Provider must document the reason for denial of tenancy in HMIS and send it to the referring case manager and client.
 - b. Repeated denials of Individuals and Families by a TH or PSH Provider for tenancy may require additional monitoring and evaluation of the provider's decisions by the Fairfax County Office to Prevent and End Homelessness and other Community Partnership staff.
- 2) *Client Rejection and Appeals*
- a. Every TH and PSH Program must have an appeal process in place and available to anyone who requests a copy.
 - b. Appeals must be submitted in writing within 3 days of rejection. TH and PSH Providers should respond to the appeal letter within 3 days of receipt. The client must make every reasonable effort to provide the necessary information and documentation required for tenancy.

12. OTHER PERMANENT HOUSING

INTRODUCTION

ELIGIBILITY

PRIORITIZATION

ACCESS & ASSESSMENT

PRIORITIZATION POOL MANAGEMENT

REFERRAL AND APPLICATION PROCESS

ACCEPTANCE & REJECTION CRITERIA

ACCEPTANCE / REJECTION DOCUMENTATION PROCESS & APPEALS

13. VICTIMS OF DOMESTIC VIOLENCE

INTRODUCTION

Individuals and families fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking that are presenting to the homeless and victim services systems should have access to the full range of housing and service intervention options available in the Continuum of Care. This section outlines the protocols designed to ensure this population has safe and confidential access to the coordinated entry process.

ELIGIBILITY

Those seeking placement within a domestic violence shelter are required to meet all of the following basic eligibility guidelines:

- 1) Individuals and Families defined as Homeless under the HUD definitions, Categories 4:
 - Individuals and Families fleeing, or is 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, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence*
 - Has no other safe residence; and
 - Lacks the resources or support networks to safely obtain other permanent housing.*(See "Key Terms" section for full HUD homeless definitions).*

PRIORITIZATION

Domestic violence shelter providers should use the following order of priority when placing Individuals and Families in emergency shelter:

- 1) Individuals or Families assessed to be in imminent danger according to the Lethality Assessment Screening Tool.
- 2) All other Individuals or Families fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking.

CONFIDENTIALITY

The Violence Against Women Act (VAWA) amended the McKinney-Vento Homeless Assistance Program to protect victims' personally identifying information by preventing local Victim Service Providers* from putting personally identifying information about victims into HMIS. Victim Service Providers receiving HUD funds must use a comparable database that adheres to the same technology data standards as mainstream HMIS systems.

Victims are not automatically exempt from having their personal information entered into HMIS when they use other HUD-funded services, although they do have a right to opt-out. It is critical that providers in both the homeless and victim services systems educate victims about their right to decline having any information about them entered into an HMIS system and also educate other HUD-funded agencies to provide full notice and obtain explicit, informed consent. All survivors should have the opportunity to decline any or all electronic HMIS entry – whether the information is "scrambled," "hidden" or "open." The confidentiality protections set forth in these federal laws and grant conditions apply to any survivor who (1) requests services (regardless if they are provided services or not), (2) is receiving services, or (3) has received services in the past.

FAIRFAX-FALLS CHURCH COMMUNITY PARTNERSHIP TO PREVENT AND END HOMELESSNESS
Coordinated Entry – Policies, Procedures and Written Standards

Victim Service Providers are defined as nonprofit organizations whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault or stalking, such as rape crisis centers, domestic violence shelters, and transitional housing programs. This also includes faith-based programs and homeless shelters that have specific victim services programs or umbrella organizations that have specific victim services programs as a part of its organization. In those programs, confidentiality protections only extend to the specific program in question, unless the larger organization receives VAWA or Family Violence Prevention and Services Act (FVPSA) funds and is therefore subject to those protections.

ACCESS, ASSESSMENT, and SAFETY PLANNING

Individuals and families fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking may not enter homeless and victim services systems through a single point of entry. The system is designed to be flexible so that all service providers are equipped to respond and appropriately direct victims to the resources available that best meet their individual needs. The following is an overview of the resources that can provide support in determining how to direct a victim seeking services:

Access Point	Contact Information	Services Provided
Fairfax County's Coordinated Services Planning	703-222-0880	Information, referral, linkage, and advocacy to public and private human services available to Fairfax County residents
Artemis House – 24 hour domestic violence shelter	703-435-4940	Emergency shelter for victims at imminent risk of lethality, victims of sexual assault, stalking or human trafficking
Bethany House – domestic violence shelter		Emergency shelter for victims of domestic violence
Fairfax County Sexual and Domestic Violence Hotline	703-360-7273	Safety planning, options counseling, and connection to resources
Fairfax County Domestic Violence Action Center	703-246-4573 4000 Chain Bridge Road, Suite 2702, Fairfax, VA 22035	Crisis intervention, safety planning, advocacy, and court attire, court accompaniment
Fairfax County Office for Women & Domestic and Sexual Violence Services	703-324-5730 12000 Government Center Pkwy, Suite 339, Fairfax, VA 22035	Short-term individual and group counseling (free), support services focusing on legal and economic issues, and batterer intervention programs

REFERRING VICTIMS OF DOMESTIC VIOLENCE TO PSH, TH, and OTHER PERMANENT HOUSING

ACCEPTANCE & REJECTION CRITERIA

APPEALS & FSPT PROCESS

14. RECORDKEEPING REQUIREMENTS

The following recordkeeping requirements have been established for all local partnership organizations in order to document the homeless and chronically homeless status of program participants.

ORDER OF PRIORITY FOR EVIDENCE

Partner organizations must maintain the following records to ensure compliance with the definition of “homeless” and “chronically homeless” per 24 CFR 578.3. The following list is the order of priority for obtaining evidence:

- 1) Third-party documentation (Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of third-party documentation and intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides or changes of the dates entries are made.);
- 2) Intake worker observations; and
- 3) Certification from the person seeking assistance.

EVIDENCE OF HOMELESS STATUS

Partner organizations that provide housing or services that are dedicated or prioritized to people experiencing homelessness must maintain records evidencing that the individuals or families receiving the assistance in those beds meets the definition for homeless at 24 CFR 578.3.

Evidence of an individual or head of household’s current living situation may be documented by a written observation by an outreach worker, a written referral by housing or service provider, or a certification by the household seeking assistance that demonstrates that the individual or head of household is currently homeless and living in a place not meant for human habitation, in an emergency shelter, or a safe haven.

EVIDENCE OF CHRONICALLY HOMELESS STATUS

Partner organizations that provide beds that are dedicated or prioritized to the chronically homeless must maintain records evidencing that the individuals or families receiving the assistance in those beds meets the definition for chronically homeless at 24 CFR 578.3. Such records must include evidence of the homeless status of the individual or family (paragraphs (1)(i) and (1)(ii) of the definition), the duration of homelessness (paragraph (1)(ii) of the definition), and the disabling condition (paragraph (1)(iii) of the definition). When applicable, recipients must also keep records demonstrating compliance with paragraphs (2) and (3) of the definition.

- 1) **Evidence of homeless status.** Evidence of an individual or head of household’s current living situation may be documented by a written observation by an outreach worker, a written referral by housing or service provider, or a certification by the household seeking assistance that demonstrates that the individual or head of household is currently homeless and living in a place not meant for human habitation, in an emergency shelter, or a safe haven. For paragraph (2) of the definition for chronically homeless at 24 CFR 578.3, for individuals currently residing in an institution, acceptable evidence includes:
 - a. Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution that demonstrate the person resided there for less than 90 days. All oral statements must be recorded by the intake worker; or
 - b. Where the evidence above is not obtainable, a written record of the intake worker’s due diligence in attempting to obtain the evidence described in the paragraph i. above and a certification by the individual seeking assistance that states that they are exiting or have just exited an institution where they resided for less than 90 days; and
 - c. Evidence that the individual was homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter, and met the criteria in paragraph (1) of the definition for chronically homeless in 24 CFR 578.3, immediately prior to entry into the institutional care facility.
- 2) **Evidence of the duration of the homelessness.** Partner organizations documenting chronically homeless status must also maintain the evidence described in paragraph (a) or in paragraph (b) below, and the evidence described in paragraph (c) below:

a. **Evidence that the homeless occasion was continuous, for at least one year.**

- i) Using any combination of allowable documentation described in the Order of Priority for Evidence section of the Recordkeeping requirements, partner organizations must provide evidence that the homeless occasion was continuous, for a year period, without a break in living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter. For the purposes of this policy, a break is considered at least seven or more consecutive nights not residing in a place not meant for human habitation, in shelter, or in a safe haven.
- ii) At least 9 months of the 1-year period must be documented by one of the following: (1) HMIS data, (2), a written referral, or (3) a written observation by an outreach worker. In only rare and the most extreme cases, HUD would allow a certification from the individual or head of household seeking assistance in place of third-party documentation for up to the entire period of homelessness. Where third-party evidence could not be obtained, the intake worker must obtain a certification from the individual or head of household seeking assistance, and evidence of the efforts made to obtain third-party evidence as well as documentation of the severity of the situation in which the individual or head of household has been living. An example of where this might occur is where an individual has been homeless and living in a place not meant for human habitation in a secluded area for more than 1 year and has not had any contact with anyone during that entire period.
- iii) A single encounter with a homeless service provider on a single day within 1 month that is documented through third-party documentation is sufficient to consider an individual or family as homeless for the entire month unless there is any evidence that the household has had a break in homeless status during that month (e.g., evidence in HMIS of a stay in transitional housing).

b. **Evidence that the household experienced at least four separate homeless occasions over 3 years.**

- i) Using any combination of allowable documentation described in the Order of Priority for Evidence section of the Recordkeeping requirements, the recipient must provide evidence that the head of household experienced at least four, separate, occasions of homelessness in the past 3 years.
- ii) Generally, at least three occasions must be documented by either: (1) HMIS data, (2) a written referral, or (3) a written observation. Any other occasion may be documented by a self-certification with no other supporting documentation.
- iii) In only rare cases should self-certification from the individual or head of household seeking assistance be permitted in place of third-party documentation for the three occasions that must be documented by either: (1) HMIS data, (2) a written referral, or (3) a written observation where third-party evidence could not be obtained, the intake worker must obtain a certification from the individual or head of household seeking assistance, and must document efforts made to obtain third-party evidence, and document of the severity of the situation in which the individual has been living. An example of where this might occur is where an individual has been homeless and living in a place not meant for human habitation in a secluded area for more than one occasion of homelessness and has not had any contact with anyone during that period.

c. **Evidence of diagnosis with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.** Evidence of this criterion must include one of the following:

- i) Written verification of the condition from a professional licensed by the state to diagnose and treat the condition;
- ii) Written verification from the Social Security Administration;

- iii) Copies of a disability check (e.g., Social Security Disability Insurance check or Veterans Disability Compensation);
- iv) Intake staff (or referral staff) observation that is confirmed by written verification of the condition from a professional licensed by the state to diagnose and treat the condition that is confirmed no later than 45 days of the application for assistance and accompanied with one of the types of evidence above; or

15. KEY TERMS

- 1) **Chronically Homeless.** The definition of "chronically homeless" currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:
 - a) An Individual who:
 - i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and
 - iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
 - b) An Individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice], before entering that facility; or
 - c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice, including a family whose composition has fluctuated while the head of household has been homeless.
- 2) **Coordinated Assessment.** According to the US Department of Housing and Urban Development (HUD), "Coordinated Assessment" is defined as "a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by Individuals and Families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool." (CoC Interim Rule, Section 578.3)
- 3) **Diversion.** Programs that help people seeking shelter identify immediate alternative housing arrangements (e.g., a shared housing arrangement, reestablished lease arrangements with a previous landlord, moving in with friends/relatives) and if necessary connect them with services (such as short term case management, conflict mediation and moving in expenses) to help them return to permanent housing. The main difference between diversion and other permanent housing-focused interventions centers on the point at which intervention occurs. Prevention targets people at imminent risk of homelessness, diversion targets people as they are applying for entry into shelter, and rapid re-housing targets people who are already homeless. Financial assistance is dependent upon the availability of funding; the household must also meet the eligibility criteria of the funding source.
- 4) **Documented, Long-term Disability.** A disability documented by a licensed professional (approved to treat the disability) which impedes activities of daily living, impacts the Individual's ability to work full-time or earn at least 50 percent of the Area Median Income, or creates significant difficulty with functioning and requires some type of professional intervention. This disability must be expected to be of long, continued and indefinite duration. For households with children, where the child is disabled, the disability must be such that it requires the head of

household to provide on-going, intensive care related to the disability. This care must impact the head of household's ability to work full-time or earn at least 50 percent of the Area Median Income.

- 5) **Domestic Violence Database.** A database comparable to HMIS that is compliant with Continuum of Care and Violence Against Women Act regulations that collects victim service provider client-level data over time and generates unduplicated aggregate reports based on the data, which is administered by the Fairfax County Department of Administration for Human Services and the Office to Prevent and End Homelessness as the HMIS lead agency.
- 6) **Emergency Shelter.** Emergency shelter is defined by the Department of Housing & Urban Development as any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations of the homeless. Fairfax County emergency shelters serve Individuals and Families according to the following eligibility and prioritization criteria with the goal of transitioning those served back into permanent housing in 30 days or less.
- 7) **Fairfax County Residency Status.** At least one of the following forms of documentation should be collected upon entry to emergency shelter to verify Fairfax County Residency Status, including:
 - o Driver's license or any form of ID with an address with Fairfax County, *or*
 - o Utility bill with a name and address within the past 180 days for a unit located in Fairfax County, *or*
 - o Verification documentation of receipt of entitlement benefits, such as SNAP, TANF, Medicaid from the Fairfax County Department of Family Services, *or*
 - o Children currently in physical and legal custody enrolled in Fairfax County Public Schools, *or*
 - o Otherwise verifiable documentation through a third party connecting the household to Fairfax County
- 8) **History of Homelessness.** For the purposes of Coordinated Assessment, "History of Homelessness" is defined as the total number of days that an Individual or family is homeless in the Fairfax-Falls Church Community in the three years prior to seeking assistance as documented in the Fairfax County HMIS, and by independent third-party certification of homelessness from the Fairfax County domestic violence homeless assistance database or other service providers.
- 9) **Homeless.** Homeless means:
 - a) *Category 1: Literally Homeless* - An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
 - b) *Category 2: At Imminent Risk of Literal Homeless* - An individual or family who will imminently lose their primary nighttime residence, provided that:
 - i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (1) No subsequent residence has been identified; and
 - (2) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
 - c) *Category 3: Homeless under other Federal statutes* - Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- d) *Category 4: Fleeing/ Attempting to Flee Domestic Violence* - Any individual or family who:
- i) Is fleeing, or is 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, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - ii) Has no other residence; and
 - iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

10) **Household Type.** For specificity and clarity, individuals and families can be identified as being a member of one of three different household type possibilities, where “children” is a person who is less than 18 years of age and “adult” is someone who is greater than 18 years of age:

- a) Households with at least one adult and one child;
- b) Households without children; or
- c) Households with only children.

11) **Housing First.** Housing First is an approach in which housing is offered to people experiencing homelessness without preconditions (such as sobriety, mental health treatment, or a minimum income threshold) or service participation requirements and in which rapid placement and stabilization in permanent housing are primary goals. PSH projects that use a Housing First approach promote the acceptance of applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. HUD encourages all recipients of CoC Program-funded PSH to follow a Housing First approach to the maximum extent practicable. Any recipient that indicated that they would follow a Housing First approach in the FY 2013 CoC Project Application must do so for both the FY 2013 and FY 2014 operating year(s), as the CoC score for the FY 2013–FY 2014 CoC Program Competition was affected by the extent in which project applications indicated that they would follow this approach and this requirement will be incorporated into the recipient’s FY 2013 and FY 2014 grant agreement.

12) **Prevention.** Programs that provide financial assistance and supportive services that stabilize households in their current housing or help them to move into new housing without first entering the shelter system or experiencing homelessness. Services may include financial assistance (short or medium-term rental assistance, security or utility deposits, utilities payments, moving cost assistance), housing relocation and stabilization services, legal assistance (generally mediation), credit counseling and case management. The goal is to help households resolve their crisis, secure short-term financial or rental assistance as needed, and access ongoing sources of support in the community in order to remain housed. If the individual or family is unable to stay in their existing housing, the prevention program

helps the household to find an alternative housing arrangement that is safe, reasonably affordable and adequate. Financial assistance is dependent upon the availability of funding; the household must also meet the eligibility criteria of the funding source.

- 13) **Rapid Rehousing.** Rapid Rehousing is an approach to help Individuals and Families experiencing homelessness move quickly into permanent housing, ideally within 30 days of becoming homeless. Rapid re-housing assistance is generally offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the unique needs of each household. Services include housing search and selection support, assistance in negotiating the terms of a lease, short term rent subsidies and move-in assistance,* individualized case management, ongoing crisis prevention and crisis management services, facilitated access to community resources (i.e. benefits, employment), and other supportive services.

*Dependent upon the availability of funding. The household must also meet the eligibility criteria of the funding source.

- 14) **Severity of Service Needs.** Persons who have been identified as having the most severe service needs based on the assessment tool used for each household type:
- a) Households with at least one adult and one child – Highest score as measured by the Housing and Services Triage Tool (HSTT).
 - b) Households without children – Highest score as measured by the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) score excluding the Socialization and Daily Functioning section. The full VI-SPDAT score will be maintained on file for program assignment.

- 15) **Verification of Loss of Permanent Housing in Fairfax County.** Documentation should be collected upon entry to emergency shelter to verify Loss of Permanent Housing in Fairfax County, including:
- o A written legal rental lease or property mortgage for at least 180 consecutive days prior to their date of homelessness for property located in Fairfax County, *or*
 - o An eviction or foreclosure notice indicating the date that the housing was lost in Fairfax County, *or*
 - o If the family never had a legal lease or property mortgage in Fairfax County, then the family must provide documentation (Third Party Housing Status Verification Form) to verify they have resided permanently in Fairfax County for at least 180 days.

Fairfax-Falls Church Partnership to Prevent and End Homelessness
CoC Orders of Prioritization in Coordinated Entry System
(Working Draft August 2017)

Prevention

Households without Children

Providers offering prevention services should consider the identified target populations served by the project. Individuals will be prioritized for prevention services based on the following criteria:

1. A living situation that meets HUD's definition of either Category 2 or Category 4 homelessness
2. Prior experience(s) of homelessness within the last 24 months
 - Previous stay in emergency shelter as documented in HMIS, verifiable third-party documentation, and /or verified by an emergency shelter serving victims of domestic violence
 - Prior history of unsheltered homelessness as documented in HMIS through a street outreach program, verifiable third-party documentation, or self-report if no other documentation is available.
3. Affiliation with a "special population", including:¹
 - Chronically homeless
 - Veterans
 - Youth (ages 18-24)
 - Elderly (ages 60+)
 - Pregnant women who have been verifiably placed on bed rest
 - Persons with a documented terminal illness
4. Fairfax County residency status

Households with Children

Providers offering prevention services should use the following order of priority:

1. Families defined as Homeless under the HUD definition Categories 2 and 4. Within these Categories, families should be prioritized by those that meet the most number of criteria:
 - Fairfax County Residents
 - Households with annual income at or below 30 percent of Fairfax County area median income.
 - Previous stay in emergency shelter as documented in HMIS (and /or verified by an emergency shelter serving victims of domestic violence) within 24 months after their date of exit to permanent housing.
 - Any experience of homelessness.
2. Families defined as Homeless under the HUD definition Category 3.
3. At risk of homelessness.

Rapid Rehousing

Providers offering rapid rehousing services should consider the identified target populations served by the project and use the following order of priority to select participants for rapid rehousing services:

1. Fairfax County Residents
2. Households with annual income at or below 30 percent of Fairfax County area median income.
3. Previous stay in emergency shelter as documented in HMIS (and /or verified by an emergency shelter serving victims of domestic violence) within 24 months after their date of exit to permanent housing.

¹ Domestic Violence (DV) is not specifically listed in special populations throughout this document because households fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking) have a direct access point for emergency shelter. Households fleeing violence are assisted with safety planning and are assessed for likelihood for lethality. Individuals with high risk of lethality are referred to a dedicated domestic violence shelter where they receive housing location, case management and other supportive services. Those that can't be accommodated in the DV shelter have access to our other emergency shelters and services. There is a process for anonymization of these clients in HMIS.

4. Any previous experience of homelessness.

Emergency Shelter

Households without Children

Emergency shelters that serve single individuals in the Fairfax-Falls Church Community are filled utilizing a coordinated system known as the Shelter Triage, Access and Referral System for Singles, or the STARSS for short. Individuals can choose to be placed in the STARSS for one, two, or all three of the emergency shelters for single individuals, including Bailey's Crossroads Community Shelter, Eleanor U. Kennedy Community Shelter, and Embury Rucker Community Shelter. Individuals will be prioritized for one of three reasons (not in order of importance):

1. Vulnerability – calculated as a) experiencing homelessness for at least 6 months and b) having at least one of the following markers for increased mortality:
 - More than three hospitalizations or emergency room visits in a year
 - More than three emergency room visits in the previous three months
 - Aged 60 or older
 - Cirrhosis of the liver
 - End-stage renal disease
 - History of frostbite, immersion foot, or hypothermia
 - HIV+/AIDS
 - Tri-morbidity: co-occurring psychiatric, substance abuse, and chronic medical condition
2. Affiliation with a “special population”, including:
 - Chronically homeless
 - Veterans
 - Youth (ages 18-24)
 - Elderly (ages 60+)
 - Pregnant women who have been verifiably placed on bed rest
 - Persons with a documented terminal illness
3. Fairfax County residency status

Households with Children

1. Families defined as Homeless under the HUD definition Category 1: Literally Homeless that meet the Fairfax County Residency Status & Verification of Loss of Permanent Housing in Fairfax County; and Category 4: Fleeing/Attempting to Flee Domestic Violence
2. Families defined as Homeless under the HUD definition Category 2: At Imminent Risk of Literal Homelessness that meet the Fairfax County Residency Status & Verification of Loss of Permanent Housing in Fairfax County.
3. All other Families defined as Homeless under the HUD Definition Category 1: Literally Homeless.

Permanent Supportive Housing

Permanent supportive housing providers should consider the identified target populations served by the project and use the following order of priority to select participants for the PSH project:

1. Chronically Homeless Individuals and Families with the longest History of Homelessness and with the highest Severity of Service Needs
2. Chronically Homeless Individuals and Families with the longest History of Homelessness.

3. Chronically Homeless Individuals and Families with the highest Severity of Service Needs.
4. Homeless Individuals and Families with a Disability with the Most Severe Service Needs Coming from Transitional Housing programs.

If a PSH provider is not able to identify any eligible chronically homeless Individuals or Families as defined above then the PSH provide should use the following order of priority:

5. All Other Chronically Homeless Individuals and Families.
6. Homeless Individuals and Families with a Disability with the Most Severe Service Needs Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.
7. Homeless Individuals and Families with a Disability and the longest period of continuous or episodic homelessness.

Transitional Housing

Transitional Housing providers should consider the identified target populations served by the project and use the following order of priority to select participants for the Transitional Housing project:

- 1) Individuals and Families with an annual income at or below 50 percent of the Fairfax County area median income; and
- 2) Individuals and families with the highest Severity of Service Needs that is within the numeric range that is identified as appropriate for the Transitional Housing program based on household type'
 - a) Households with at least one adult and one child – A score as measured by the Housing and Services Triage Tool (HSTT) that is between 17– 25. Families with a HSTT score greater than 25 can be considered for Transitional Housing only if there are no other Families in HMIS with a HSTT score in the range of 17 – 25 **and** the family does not meet the requirements for Permanent Supportive Housing.
 - b) Households without children – A score as measured by the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) score that is 5+.
 - c) Youth only households – A score as measured by the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) score that is 5+.
- 3) Individuals and Families with the longest history of homelessness as identified by Fairfax County HMIS.
- 4) All other homeless Individuals and Families.

2017 HDX Competition Report

PIT Count Data for VA-601 - Fairfax County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	1059	964
Emergency Shelter Total	590	637
Safe Haven Total	0	0
Transitional Housing Total	395	219
Total Sheltered Count	985	856
Total Unsheltered Count	74	108

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	149	150
Sheltered Count of Chronically Homeless Persons	106	87
Unsheltered Count of Chronically Homeless Persons	43	63

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	178	142
Sheltered Count of Homeless Households with Children	178	141
Unsheltered Count of Homeless Households with Children	0	1

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	55	37	34
Sheltered Count of Homeless Veterans	46	25	21
Unsheltered Count of Homeless Veterans	9	12	13

2017 HDX Competition Report

HIC Data for VA-601 - Fairfax County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	504	80	424	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	256	83	173	100.00%
Rapid Re-Housing (RRH) Beds	210	28	169	92.86%
Permanent Supportive Housing (PSH) Beds	693	0	575	82.97%
Other Permanent Housing (OPH) Beds	308	0	249	80.84%
Total Beds	1,971	191	1590	89.33%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	242	295

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	40	39

2017 HDX Competition Report

HIC Data for VA-601 - Fairfax County CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	195	210

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for VA-601 - Fairfax County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	2883	2752	71	62	-9	50	45	-5
1.2 Persons in ES, SH, and TH	3213	2999	125	108	-17	58	51	-7

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	2726	-	95	-	-	48	-
1.2 Persons in ES, SH, and TH	-	2973	-	142	-	-	57	-

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	104	35	34%	3	3%	6	6%	44	42%
Exit was from ES	1004	137	14%	83	8%	79	8%	299	30%
Exit was from TH	189	13	7%	9	5%	4	2%	26	14%
Exit was from SH	2	0	0%	0	0%	0	0%	0	0%
Exit was from PH	352	39	11%	20	6%	26	7%	85	24%
TOTAL Returns to Homelessness	1651	224	14%	115	7%	115	7%	454	27%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1204	1059	-145
Emergency Shelter Total	706	590	-116
Safe Haven Total	0	0	0
Transitional Housing Total	430	395	-35
Total Sheltered Count	1136	985	-151
Unsheltered Count	68	74	6

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	3251	3038	-213
Emergency Shelter Total	2905	2771	-134
Safe Haven Total	8	0	-8
Transitional Housing Total	424	327	-97

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	282	217	-65
Number of adults with increased earned income	9	3	-6
Percentage of adults who increased earned income	3%	1%	-2%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	282	217	-65
Number of adults with increased non-employment cash income	8	17	9
Percentage of adults who increased non-employment cash income	3%	8%	5%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	282	217	-65
Number of adults with increased total income	13	19	6
Percentage of adults who increased total income	5%	9%	4%

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	78	97	19
Number of adults who exited with increased earned income	12	17	5
Percentage of adults who increased earned income	15%	18%	2%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	78	97	19
Number of adults who exited with increased non-employment cash income	23	20	-3
Percentage of adults who increased non-employment cash income	29%	21%	-9%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	78	97	19
Number of adults who exited with increased total income	32	34	2
Percentage of adults who increased total income	41%	35%	-6%

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	2750	2658	-92
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	872	816	-56
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	1878	1842	-36

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	3200	3104	-96
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1119	1071	-48
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	2081	2033	-48

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	689	622	-67
Of persons above, those who exited to temporary & some institutional destinations	113	98	-15
Of the persons above, those who exited to permanent housing destinations	182	154	-28
% Successful exits	43%	41%	-2%

Metric 7b.1 – Change in exits to permanent housing destinations

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	2745	2694	-51
Of the persons above, those who exited to permanent housing destinations	1324	1208	-116
% Successful exits	48%	45%	-3%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	1040	1159	119
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	985	1109	124
% Successful exits/retention	95%	96%	1%

2017 HDX Competition Report

FY2016 - SysPM Data Quality

VA-601 - Fairfax County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2017 HDX Competition Report

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	350	354	419	407	536	371	311	287	438	484	622	924	163	204	401	195				
2. Number of HMIS Beds	350	354	407	407	472	297	265	283	379	404	450	744	147	180	396	185				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	97.14	100.00	88.06	80.05	85.21	98.61	86.53	83.47	72.35	80.52	90.18	88.24	98.75	94.87				
4. Unduplicated Persons Served (HMIS)	2860	2788	2844	2736	690	532	424	327	481	477	558	596	366	826	1394	2172	0	0	0	56
5. Total Leavers (HMIS)	2468	2392	2425	2414	315	263	192	96	64	48	82	77	143	615	888	1610	0	0	0	12
6. Destination of Don't Know, Refused, or Missing (HMIS)	941	758	603	780	12	7	11	14	8	2	3	4	4	15	35	157	0	0	0	1
7. Destination Error Rate (%)	38.13	31.69	24.87	32.31	3.81	2.66	5.73	14.58	12.50	4.17	3.66	5.19	2.80	2.44	3.94	9.75				8.33

2017 HDX Competition Report

Submission and Count Dates for VA-601 - Fairfax County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/25/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	4/30/2017	Yes
2017 HIC Count Submittal Date	4/29/2017	Yes
2016 System PM Submittal Date	6/5/2017	Yes

Fairfax County VA-601 CoC Application: Accepted –Ranked

Following are the emails to all applicants whose project applications (25) were accepted and ranked. They were sent on August 30, 2017.

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 4:19 PM

To: Joe Fay (jfay@facetscares.org) <jfay@facetscares.org>; Maura Williams (mwilliams@facetscares.org) <mwilliams@facetscares.org>

Subject: 2017 HUD Program Competition Notification of Acceptance of Projects

Good afternoon Joe and Maura,

This is official notification that the following project applications have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2017 HUD CoC Program Competition:

- Linda's Gateway – VA0278
- Triumph – VA0094
- Triumph III – VA0287
- Rapid Rehousing Project – new

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 4:23 PM

To: Krizek, Bryan <bryan@christianrelief.org>; Tracy Kelso <tracyk@christianrelief.org>

Subject: 2017 HUD Program Competition Notification of Acceptance of Projects

Good afternoon Bryan and Tracy,

This is official notification that the following Christian Relief Services project applications have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2017 HUD CoC Program Competition:

- 1991 CRSC/PH SHP – VA0095
- 1994 CRSVA/PH SHP – VA0097
- 1995 CRSVA/PH SHP – VA0098

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 4:29 PM

To: lambwood@pathwayhomes.org; Eleanor Vincent (evincent@pathwayhomes.org)
<evincent@pathwayhomes.org>

Subject: 2017 HUD Program Competition Notification of Acceptance of Projects

Good afternoon Sylisa and Eleanor,

This is official notification that the following Pathway Homes project applications have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2017 HUD CoC Program Competition:

- 1991 Pathways SHP – VA0096
- 2007 Pathways SHP – VA0144
- 2009 Pathways SHP – VA0156
- 2011 Pathways SHP – VA0197
- 2014 Pathways SHP – VA0257
- 2015 Pathways SHP – VA0288
- 2017 Pathways SHP – new PH bonus funding
- 1991 Pathways SHP – new Reallocated funding expansion

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 4:38 PM

To: Lazo, Laura <Laura.Lazo@fairfaxcounty.gov>; Powell, Kehinde (Kehinde.Powell@fairfaxcounty.gov) <Kehinde.Powell@fairfaxcounty.gov>

Subject: 2017 HUD Program Competition Notification of Acceptance of Projects

Good afternoon Laura and Kehinde,

This is official notification that the following Department of Housing and Community Development project applications have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2017 HUD CoC Program Competition:

- DHCD/Pathways SPC 1 – VA0101
- DHCD/Pathways SPC 9 – VA0100
- DHCD/Pathways SPC 10 – VA0145

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 4:42 PM

To: Pam Michell (pmichell@newhopehousing.org) <pmichell@newhopehousing.org>; Dana Murray <dmurray@newhopehousing.org>

Subject: 2017 HUD Program Competition Notification of Acceptance of Projects

Good afternoon Pam and Dana,

This is official notification that the following New Hope Housing project applications have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2017 HUD CoC Program Competition:

- PSH Group Homes – VA0109
- Milestones – VA00110
- Just Home Fairfax – VA0218

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 4:44 PM

To: 'wgradison@prsinc.org' <wgradison@prsinc.org>; Gillian Gmitter <gdesantis@prsinc.org>; Charlene Williams <Cwilliams@prsinc.org>

Subject: 2017 HUD Program Competition Notification of Acceptance of Projects

Good afternoon Wendy, Gillian and Charlene,

This is official notification that the following PRS Intensive SHP project applications has been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2017 HUD CoC Program Competition:

- PRS Intensive SHP – VA0112

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 4:45 PM

To: Joe Meyer <joe.meyer@shelterhouse.org>; Jamie Ergas <jamie.ergas@shelterhouse.org>

Subject: 2017 HUD Program Competition Notification of Acceptance of Projects

Good afternoon Joe and Jamie,

This is official notification that the following Shelter House project applications have been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2017 HUD CoC Program Competition:

- RISE – VA0114
- Rapid Rehousing Project – VA0286

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless

From: Maltzman, Julie

Sent: Wednesday, August 30, 2017 4:52 PM

To: Judith Dittman <jdittman@second-story.org>; 'Meghan Huebner' <mhuebner@second-story.org>

Subject: 017 HUD Program Competition Notification of Acceptance of Projects

Good afternoon Judith and Meghan,

This is official notification that the following Abused and Homeless Children's Refuge – Second Story project application has been accepted and ranked on the Priority Listing as part of the Fairfax County CoC's Application for the 2017 HUD CoC Program Competition:

- Rapid Rehousing for Transitioning Age Youth – VA0277

The Priority Listings will be posted on the OPEH website by September 19, 2017.

Thank you for your partnership during the application process, as always, Julie

Julie Maltzman
Continuum of Care Lead Manager
Office to Prevent and End Homelessness
12000 Government Center Parkway, Suite 333
Fairfax, VA 22035
703-324-3965
julie.maltzman@fairfaxcounty.gov
www.fairfaxcounty.gov/homeless