

**WCICCC Steering Committee Conference Call
November 13, 2008, 10:30 a.m.**

Attendance

Glenda Farkas, West Central Illinois Center for Independent Living, Quincy
Suzan Nash, Western Illinois Regional Council (WIRC), Macomb
Royal White, WIRC, Macomb
Dan Little, MCS Community Services, Jacksonville
Heidi Prather, Salvation Army (SA), Quincy
Lori Sutton, Illinois Institute for Rural Affairs/WIU, Macomb
Melissa Holden, YWCA, Quincy
Cheryl Esselman, Two Rivers Regional Council (TRRC), Quincy

Agenda

1. Welcome
2. Housing Provider Update/Personnel Changes
 - a. YWCA of Quincy: In October, the YWCA lost two adjoining apartments to a fire. The fire was deemed accidental. A lease is up at end of November on another unit, the YWCA is declining to renew the lease due to unsatisfactory relationship with landlord. The program is full.
 - b. WIRC: All units are full.
 - c. SA: Five individuals in shelter with children.
3. HUD CoC Grant Application: grant was submitted without problems. The grant booklets are being printed, each applicant and Glenda will get a booklet. Melissa asked when we would hear back about the grant. Originally, HUD expects to release funding announcements at the end of December, but that was before the grant deadline was delayed.
4. HMIS Expansion – Lori discussed the HMIS documents. Lori looked at different scenarios to increase the HMIS coverage and the related costs. For an agency to join the system is costs \$198 annually, if they use Lori or Melissa for technical support. If the agency wants direct access to ROSIE staff for technical support, then the cost to the agency is \$258 annually to join the system.

A discussion took place in regards to giving financial breaks to agencies needing the fees waived in order to participate in the HMIS. The four agencies that provide the match (WIRC, MCS, TRRC, and YWCA) for the grant were agreeable to the increased match from \$720 to \$995.50.

Lori will contact Samaritan Well, Glenda will contact Madonna House, and Melissa will touch base with New Start Rescue Mission to see if they want to join the system and/or purchase a computer through the grant. The local organization would need to come up with the 20% match on the computers. Lori will inform Dan of the discussions and cost estimates so he can run them by Nora to make sure the grant modification is OK with the Chicago HUD office. Dan's next fiscal grant year starts in March.

5. Social Work Intern – Lori will have a social work intern working for her next January thru May. The intern would work 32 hours a week for 15 weeks, 450 hours total. The intern will assist with the point-in-time sheltered and unsheltered counts, assist in developing discharge planning polices, updating the online directories, developing a history of the continuum and HMIS. Lori estimates the intern will be traveling 25% of the time by interviewing services providers for the history section, shadowing caseworkers, and participating in the unsheltered counts.

6. Point-in-time (PIT) unsheltered counts – Jan. 28, 2009

In 2007, HUD required that every continuum conduct their public places count during the last seven days of January. The count needs to be done in one, twenty-four hour period. Traditionally WCICCC does the sheltered count on the last Wednesday of the month. The sheltered and unsheltered count needs to use the same date.

HUD's A Guide to Counting Unsheltered Homeless People Revised, September 29, 2006

http://www.fhasecure.gov/offices/cpd/homeless/library/webcast101006/street_count_guide.pdf

This guide gives good advice on conducting counts.

The counts will take place in Quincy, Jacksonville, Beardstown, Macomb, and Monmouth. It is important to perform the count in teams for safety reasons. Melissa and Heidi are looking to pair up in Quincy to do the count. Heidi will bring blankets for distribution. Glenda suggested contacting the city to let them know that you will be going out and doing a count.

Lori will develop a sheet/survey to do the count with and without interviews.

7. Conferences

- a. Ticket Teleconference – TRRC is applying to be an employer through the new Ticket to Work Program. Please see handout for additional details on teleconference.

8. Calendar for Upcoming Year

- Jan. 15, 10:30 a.m. Steering Committee Conference Call
- Jan. 28, Point-in-Time Sheltered & Unsheltered Count
- Feb. 12, 10:30 a.m. Steering Committee Conference Call
- March 12, 10:30 a.m. Full Continuum Conference Call
- April 9, 10:30 a.m. Steering Committee Conference Call
- May 14, 10:30 a.m. Steering Committee Conference Call
- TBA Full Continuum Meeting

HMIS Annual Cost, 2008**(Phase I)**

IIRA	(YWCA grant \$11,850; MCS grant \$1,000)	\$ 12,850
ROSIE	(YWCA grant)	\$ 2,280
HMIS Annual Cost		<u>\$ 15,130</u>
Add User Support		<u>\$ 300</u>
(ROSIE has only been charging us for one user, not 2 -- Lori and Melissa are the main contacts for HMIS problems)		
Adjusted HMIS Annual Cost, 2008		<u><u>\$ 15,430</u></u>
SHP/Cash Match		
HUD (80%)		\$ 12,344
Local Match (20%)		\$ 3,086
WIRC	\$ 720.00 (paid to YWCA from CSBG funds)	
MCS	\$ 920.00 (\$720 to YWCA from CSBG funds; \$200 match on \$1,000)	
TRRC	\$ 720.00 (paid to YWCA from CSBG funds)	
YWCA	\$ 726.00 (paid by raising funds)	

Projected Cost with the Quincy and Jacksonville Salvation Army Joining HMIS

Increase Concurrent ROSIE users by 1 (\$165/mo)		\$ 1,980
SHP/Cash Match		
HUD (80%)		\$ 1,584
Local Match (20%)		\$ 396
SA Jacksonville		\$ 198
SA Quincy		\$ 198
Optional User Support/Agency		\$ 300
HUD		\$ 240
Local Match		\$ 60

Each SA pays between \$198-\$258 to be on system, annually.

Projected Cost with Smaller Shelters Joining HMIS (with fees waived or discounted)

Shelters: Madonna House, Samaritan Well, and New Start Rescue Mission (data entry by YWCA)

HMIS Conference (Melissa & Lori)		\$ 2,500
HMIS Annual Cost, 2008		\$ 15,430
Increase Concurrent ROSIE users by 1 (\$165/mo)		<u>\$ 1,980</u>
Proposed HMIS Annual Cost		<u><u>\$ 19,910</u></u>
SHP/Cash Match		
HUD (80%)		\$ 15,928
Local Match (20%)		\$ 3,982
WIRC	\$ 995.50	
MCS	\$ 995.50	
TRRC	\$ 995.50	
YWCA	\$ 995.50	

HMIS Usage Statistics

Phase I. Salvation Army and Small Shelters with Interest (and Financial Assistance)

Time Frame:

With SA, Madonna House*, Samaritan Well*, and New Start Rescue Mission

**(data entry by YWCA) on System
(if fees waived or discounted)**

	2008 Grant Application Status			With Salvation Army* on System			(data entry by YWCA) on System (if fees waived or discounted)		
	Individuals	Families	Overall	Individuals	Families	Overall	Individuals	Families	Overall
Emergency Shelter	0% (0/36 beds)	0% (0/12 beds)	0% (0/48 beds)	22% (8/36 beds)	50% (6/12 beds)	29% (14/48 beds)	22% (18/36 beds)	50% (6/12 beds)	50% (24/48 beds)
Transitional Housing	3% (1/35 beds)	65% (53/82 beds)	46% (54/117 beds)	3% (1/35 beds)	65% (53/82 beds)	46% (54/117 beds)	26% (9/35 beds)	95% (78/82 beds)	74% (87/117 beds)
Permanent Supportive Housing (McKinney-Vento funded housing only)	NA (No beds available)	100% (53/53 beds)	100% (53/53 beds)	NA (No beds available)	100% (53/53 beds)	100% (53/53 beds)	NA (No beds available)	100% (53/53 beds)	100% (53/53 beds)
Overall HMIS Coverage of Non-DV Beds			49% (107/218 beds)			56% (121/218 beds)			75% (164/218 beds)

Question: Can agencies request computer or internet cost reimbursement by running through HUD grant? Local group responsible for match not continuum?

HUD: 75% participation rate of homeless service providers in Continuum of Care

Annual Homeless Assessment Report (AHAR): sample communities must report on at least 50 percent of the beds in at least one of the following program types: emergency shelters serving individuals, emergency shelters serving families, transitional housing serving individuals, and transitional housing serving families.

Phase II. Emergency Shelter & Motel Voucher Programs

Time Frame:

Starting Point (Monmouth), Motel Vouchers: TRRC* (Quincy), WIRC* & SA (Macomb)

**Starting Point (with fees waived and/or
Lori doing data entry)**

	Individuals	Families	Overall
Emergency Shelter	100% (36/36 beds)	100% (12/12 beds)	100% (48/48 beds)
Overall HMIS Coverage of Non-DV Beds			86% (188/218 beds)

Phase III. Transitional Housing and Domestic Violence Providers

Time Frame:

Crisis Center Foundation (Jacksonville), Emergency Shelter, DV Provider
 QUANADA (Quincy), Emergency Shelter & Transitional Housing, DV Provider
 Cornerstone Foundation for Families (Quincy), Transitional Housing, Youth Provider

Questions/Issues

Will need to increase concurrent users based on the number of individuals enter data into system (\$1,980).

Can these organization request fee waived or discounted if they are interested in joining system?

Are there other service providers that may benefit from the system?

The three organization listed above will not be able to participate as an open system, their records cannot be visible to other agencies.

*HMIS pulls some of the aggregated information needed for EF & S report.

Illinois Institute for Rural Affairs, Data Analysis and Technical Assistance Center Social Work Practicum Work Plan for Continuum of Care Project, Spring 2009

The Illinois Institute for Rural Affairs (IIRA) has been providing technical assistance to the West Central Illinois Continuum of Care Consortium (WCICCC) since 1998. WCICCC is a group of social service providers that assist homeless clients in an eleven county region. The assistance IIRA has provided WCICCC enables the region to receive \$620,000 annually to assist homeless individuals and families. The three largest communities in the region are Quincy, Macomb, and Jacksonville. Each of these communities has projects funded by the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) grant funds. The majority of the work IIRA does for WCICCC revolves around requirements that need to be reported in the annual HUD CoC grant application process.

Goal 1: To provide high quality technical assistance to WCICCC which supports the annual U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) grant application.

Objective 1 [lead role]: Assist in the Point-in-Time (PIT) homeless ***sheltered*** count. The PIT count of people experiencing homelessness is intended to represent a one-night count, without double-counting.

- Count must be performed between January 22 through 31, WCICCC date is traditionally the last Wednesday of January;
- Contact existing organizations to:
 - update capacity information in regards to units and beds,
 - number of individuals and families using shelters on PIT date,
 - subpopulation information, and
 - changes in services over past year;
- Document methodology; and
- Complete process by February 13, 2009.

Objective 2 [supporting role]: Assist in the PIT homeless ***unsheltered*** count.

- Assist as needed in performing count, by
 - Participating in a public-place count of known location count on PIT evening, and/or,

- Assisting in service-based count taken at non-sheltered services, such as soup kitchens, food pantries, outreach programs, or mainstream social service agencies;
- Perform or coordinate data entry and tabulation of survey(s);
- Documenting methodology;
- Generating report on finding of PIT homeless sheltered and unsheltered count [lead role]; and
- Draft report distributed at Full Continuum meeting, March 13, 2009, and finalized report by April 9, 2009.

Objective 3 [lead role]: Assist in developing discharge planning policies for region. HUD wants to ensure, to the maximum extent possible, that persons discharged from publicly funded institution or system of care should not be discharged into homelessness. Discharge policies are needed for foster care, health care, mental health care, and corrections. The state of Illinois has policies in place for foster care and corrections. WCICCC needs to work with local providers for the health care and mental health care policies.

- Research discharge planning policies adopted by other continuum of cares;
- Meet with local entities to help facilitate the development of policies for WCICCC; and
- Document where discharge planning process is at end of practicum.

Goal 2: To provide high quality technical assistance to WCICCC which supports non-HUD grant related activities.

Objective 1 [lead role]: Update **Hancock County Health Care Coalition Directory**. Information from the Hancock directory will flow into and will update the **WCICCC's Housing and Service Directory**, an online database of housing and service providers available at www.wciccc.com.

- Both directories require contacting existing organizations to update information;
- Research new organizations to include in the directories;
- Work with Teresa Beeler, Hancock County Health Department, for requirements in regards to the Hancock directory;
- Draft Hancock directory by April 15, 2009, and finalized report by end of practicum.
- Develop plans to make WCICCC's online database more robust, by adding more service providers, incorporating information from grant applications about providers, adding fields and searching features to the database;
- Document progress towards updating WCICCC's directory at end of practicum.

Objective 2 [lead role]: Document the history of WCICCC, including how the continuum was formed, HUD CoC-funded organizations, creation of homeless management information system (HMIS), other CoCs in the state, and other pertinent WCICCC information. Document will be used for new employees working with service providers in the region, incorporated into HMIS training manual, and portions of the document will also be used to update WCICCC's website.

- Gather information from previous grant documents;
- Interview individuals that helped to create the continuum; and
- Interview CoC-funded organizations.

Objective 3 [supporting role]: Other duties.

- Attend monthly steering committee conference calls;
- Attend quarterly Full Continuum meeting;
- Assisting with homeless research;
- Assist in coordinating/compiling annual Illinois Department Human Services' annual Homeless Prevention Funds application; and
- Other duties, as requested.

Goal 3: To provide professional development opportunities for the social work intern.

Objective 1 [lead role]: To participate in eight, three-hour seminars session sponsored by the Department of Social Work.

- Oral agency reports (e.g. mission, organization, funding, quality, diversity, etc.);
- Written assignments (learning plan, weekly logs, ethics paper, written process recordings, annotate bibliography); and
- Agency in-service projects (semester-long agency project).

Objective 2 [lead role]: To participate, as time and interest allow, in community development opportunities available or sponsored by IIRA.

- Attend IIRA's annual Rural Community Economic Development Conference in March.
- Observe a strategic visioning and planning process offered by IIRA's MAPPING the Future of Your Community (optional). MAPPING is the flagship program, created in 1991 to bring together the diverse segments of a community on behalf of their overall community and economic development. Community MAPPING programs have been conducted in over 90 communities in rural Illinois.
- Attend workshops and conferences sponsored by IIRA, MAPPING, other IIRA units, and/or WIU.



Ticket Teleconference

Training to Help Homeless People with Disabilities Go to Work

Free Training Teleconference on the NEW Ticket to Work Program

Tuesday, December 9, 2008 2:00pm to 3:00pm EST

Learn about this new program that provides new opportunities to help homeless people with disabilities go to work!

Register online at the Ticket to Work Outreach Website: www.cessi.net/ttw

Join a teleconference to learn how organizations helping Social Security disability beneficiaries who are homeless go to work could access funds to help pay for employment services! This information will be helpful to Continuum of Care agencies as well as other community-based organizations serving homeless job seekers.

A new regulation became effective for the Social Security Administration's (SSA's) Ticket to Work Program. The NEW Ticket to Work Program is based on the beneficiary attaining certain milestones and outcomes rather than fee for service. Under this new regulation, those organizations that are approved Employment Networks will receive more money, earlier in the process and some of it is based on the beneficiary having earnings consistent with part-time work. In fact, the first Ticket payment of \$1,177 is possible to the Employment Network when the beneficiary has earnings of only \$335 in a month. With the final regulation, SSA addressed many of the concerns and barriers brought up by beneficiaries, providers, advocates and others since the Program was implemented in 2001.

The US DOL and HUD initiative to "End Chronic Homelessness Through Employment and Housing" has shown that homeless people with disabilities can work when given access to services and supports. The NEW Ticket to Work Program can help pay for those services. In addition to providing job seekers more choice and control in accessing services, an added bonus for beneficiaries who are using the Ticket and making timely progress towards achieving their employment goals is postponement of SSA's medical continuing disability review.

To get an overview of the NEW Ticket to Work Program and learn about all of the changes, please register for the teleconference at www.cessi.net/ttw.

More Ticket to Work and Work Incentives details are also available at www.ssa.gov/work.

Planned Agenda:

Opening Remarks: Sue Suter, Associate Commissioner, SSA's Office of Employment Support Programs

Remarks: John Rio, Senior Program Associate, Advocates for Human Potential

Overview and Changes: Tom Gloss and Ken McGill, Ticket to Work Program Specialists, CESSI, Program Manager for Recruitment and Outreach

Application Guidance: David Jones, Account Manager, CESSI, Program Manager for Recruitment and Outreach

For questions or immediate service, please email mentalhealth@cessi.net.