

## **Southern Nevada Homelessness Continuum of Care Board CoC Monitoring Working Group Report to the CoC Board**

### **Working Group: Monitoring working group**

**Champions: Lorena Candelario, Vice-Chair, City of North Las Vegas, Marilyn Provost, Vice-Chair, United Way of Southern Nevada,**

**Working Group Attendance:** Lorena Candelario – Chair/Champion (City of North Las Vegas), Marilyn Provost – Vice Chair (UWSN), Karen Schneider (CCSS), Michelle Johnston (US Vets), Tara Ulmer (CCSS), Leone Lettsome (City of North Las Vegas), Stacey Youngblood (City of Henderson), Lourdes Wong (SNAMHS), and Tameca Ulmer (CCSS CRM).

**September 13, 2017 : Held in-person 1:30pm – 3:00pm @ United Way of Southern Nevada located at 5830 W. Flaming Road LV 89103, on the 1st floor conference room.**

### ***Accomplishments – Action Items Completed:***

- Review of Monitoring Forms Update: There was discussion about the forms presented at the last meeting. The group talked about removing the cover page from the main packet and utilizing the rest for chronic homeless verification (must include back-up documentation). For homeless verification for non-chronics, it was discussed to use the one that says Sample (large font). This would also ensure that the forms are easily distinguishable. These forms would be mandated only for CoC-funded projects.
- On-Site Monitoring: The group went over the most current spreadsheet. Three SNAHMS programs will be monitored by the end of October. The Shade Tree program still needs to be monitored. The monitoring period for each project would be that project's immediately previous grant year. There was also discussion about adding a column into the on-site monitoring spreadsheet to include the contract period per project. There was discussion about the request to CoC providers to forward their monitoring letters from HUD to the MWG.
- Members provided feedback to Clark County staff on the draft scope of work for the External Monitoring Team RFP. The group had concerns about completing monitoring in the meantime; members do not currently have the bandwidth to complete full monitoring. Therefore, the group decided to prioritize the monitoring order for the selected External Monitoring Team
- Projects Requiring Monitoring: The group decided to proceed with the External Monitoring Team RFP and defer the monitoring to occur once that team is selected. (If this is not possible by January after the census, then MWG members will need to re-address this matter.)

### ***Near term: Action Items In-progress / Pending:***

- CoC grantees will be provided training on the forms and how to use them for the next grant term.

- CoC grantees will be informed of scheduled onsite monitoring and who will be coming to monitor
- Check to see if elements of the verification forms could be included into HMIS; questions were asked about ensuring that if back-up documentation was not uploaded, a user couldn't proceed. Bitfocus staff was present, so this question will be asked to Bitfocus and the responses will be shared with the MWG.
- Performance Monitoring Tool/V3 Report Updates: Bitfocus was not on the phone during this meeting; therefore, no updates were provided
- There was concern with regards to errors during the last cycle in the monitoring reports to providers. The suggestion was made for a mechanism to double check reports prior to them being shared with the providers. This could perhaps be added to the scope of work for the External Monitoring Team.

***Goals not yet met / Issues:***

- Updating the homeless forms and sending it out to the entire MWG, adding the required form to comply with HUD requirements and ensure that all recipients are in compliance  
\*\*This will be included as part of the COC Assessment package
- MWG to receive a copy of local by-laws
- Updating the RFP for the External Monitoring Team scope of work and proceed with that process with CC Purchasing department
- Collaborating with the CI-CAT to develop a compliance checklist.

***Announcements:***

- Next Meeting: Wednesday, October 11, 2017 at United Way of Southern Nevada, 1:30-3:00pm.