THE COMMUNITY PARTNERSHIP FOR THE PREVENTION OF HOMELESSNESS

QUARTERLY ALL PROVIDER MEETING
MEETING AGENDA

• Contract Monitoring Updates
• Requests for Deadline Extensions
• Training Updates
• Monthly Reporting Updates
• Sole Source Contract Updates
• HMIS Updates
• Provider Feedback - Q & A
CONTRACT MONITORING UPDATES

• HSMU FY2019 monitoring schedule:
  • 1st and 2nd Quarters-Announced
  • 3rd and 4th Quarter-Unannounced
  • HSMU Review Enclosure Notice

• Each provider needs to maintain the following information in separate binders for monitoring purposes:
  • UIR’s
  • Client Satisfaction Survey’s
  • Fire Drill Logs & Fire and Safety Inspection
  • Maintenance/Pest Control
DEADLINE EXTENSION REQUESTS

• All requests for deadline extensions must be received by TCP via email no later than 2 weeks prior to the initial due date

• This must be sent in writing on agency letterhead and signed by the executive director

• Any requests for deadline extensions must be sent to the Contract Administrator or designee
  • The person who this should be sent to will most likely be announced in communication sent from TCP Contracting and Program Staff.
TRAINING UPDATES

• February Training Calendar released on January 28, 2019

• Canceling a Training Registration
  • Step 1-Login to the Eventbrite account used to register staff for the training
  • Step 2-In the upper right-hand corner you will see your account Aviator, click on the arrow next to the Aviator and a drop-down menu will appear
  • Step 3-Select the "Tickets," tab, which will bring up a list of all the events you are registered for
  • Step 4-Click on the applicable event you want to cancel and hit the, “Cancel Order,” tab
TRAINING UPDATES (CONT.)

HSRA Trainings

• TCP has begun offering the HSRA modernization trainings. If you and/or your staff have taken the stand-alone Customer Service and Language Access training after October 1st, 2018 or completed Hypothermia in Service Training between the period of September 2018-December 2018,

• **PLEASE DO NOT REGISTER FOR SEVEN THE (7) HOUR HSRA, CUSTOMER SERVICE AND LANGUAGE ACCESS TRAINING.** Please only register for the three (3) hour HSRA trainings.
MONTHLY REPORTING UPDATES:
FIRE DRILL LOG & SHIFT SUPERVISOR REPORT

• Site Based Programs (DHS, HUD and Escrow) - 3rd Calendar day
• Updated Fire Drill Logs – Current FY Contract Number
• Dual Submissions - Ex. HUD contract and Sole Source Contract in 1 building
• Dropbox Link- Sent the last FULL week of the month
MONTHLY HOUSING AND PARTICIPANT ASSESSMENT REPORTS (HPAR)

• HPAR’s are due by the 5th of each month

• Tracking monthly Reports
  • Printing out the completed assessment and file it
  • Downloading as a PDF file and saving to an electronic filing system
  • Internal tracking system

Troubleshooting the Offline Application
• Offline vs. The web based link
• Reinstalling the application
• Offline application downloading instructions
• HPAR Technical Assistance-Contact DerRobert @ d davidson@community-partnership.org
MANAGEMENT CONTRACT UPDATES

• FY2019 Management Contracts are forthcoming
  • If TCP is missing deliverables for your FY2018 contract, you will receive an email within the next 2 weeks from TCP requesting the documents
  • An FY2019 contract will not be issued for your program until TCP has all deliverables needed to close out the FY2018 contract
HMIS UPDATES

• 2019 PIT – HMIS Data Clean-up for residential programs
  • Next round of reports well be sent between 2/11 - 2/13/2019
  • Final deadline to complete corrections is COB Friday, 2/22/2019
    • TCP offices closed Monday, 2/18/2019

• Monthly HMIS Training Sessions
  • Link available on our website under For Providers > HMIS
  • These sessions DO NOT cover CAHP / SPDAT Assessments

• HMIS Communication Reminders
  • End users should always contact their HMIS Agency Administrator FIRST
  • HMIS Agency Administrators are to report changes ASAP
PROVIDER FEEDBACK – Q & A
CONTACT INFORMATION

- Candyce J. Coates, Senior Program Officer – CCoates@community-partnership.org
- Charlene Traylor, Senior Program Officer – CTraylor@community-partnership.org
- Jennifer Mine, Program Officer, JMine@community-partnership.org
- Kelly Ghassemieh, Compliance Specialist, KGhassemieh@community-partnership.org
- Der'Robert Davidson, Program Assistant, DDavidson@community-partnership.org
- Jose Lucio, Chief of Contracting and Procurement, JLucio@community-partnership.org

Next Meeting will be in May 2019