

Prevention Committee meeting notes -September 18, 2014 Cotton Town Hall

Attending: LifeHouse, AICHO, Salvation Army, AEOA, Legal Aid Range, LA Duluth, Dabinoo'Igan, Cynthia Finley (Leadership Council), Bob Grytdahl (Duluth Human Rights Officer), Ji Young Choi (MN Housing), St. Louis County staff.

Post site visit report highlights-taken from the August 4, 2014 letter from MN Housing identified areas recommended for increased attention:

"It is the expectation that FHPAP planning, implementation and evaluation is conducted with open dialogue from both service providers and community members in order to make decisions to best serve the residents of St. Louis County as a whole."

Minnesota Housing presented a powerpoint outlining the history and parameters of FHPAP. Agenda included Roles and Responsibilities of an Advisory Committee as well as suggestions for membership. The committee should include local housing providers, community members representing schools, corrections, hospitals, landlords etc., homeless or formerly homeless representatives, local government staff and MICH Rep.

The responsibilities of the Advisory Committee are FHPAP planning, design, implementation and evaluation.

Workgroup discussion summaries:

I. Service Providers

- a) Should be involved with Provider Council and provide input-track the community process-develop Target populations-determine and refine program from service point of view- be innovative with use of funds to meet community determined needs.
- b) Can determine ways to assess needs with both #'s and stories.
- c) Need to attend Best Practice meetings and respond to FHPAP Coordinator request for data.

II. Grantee (St. Louis County)

- a) FHPAP Coordinator can provide quarterly summaries of FHPAP data to identify community need.
- b) Advocate for more support from Minnesota Housing-trainings/presentations regarding what a successful program looks like.
- c) More direction with best practices for Targeting. Who are we targeting and why?

III. Advisory Committee

- a) Monthly-in person at first and as needed electronically. Can go to every 2 months or quarterly when established.

- b) Cotton-3 year staggered terms. Chair and Co-Chair recommends to Leadership Council
- c) Recommend 15 members for voting decisions.
- d) Looking for broader community beyond FHPAP providers; HRA, Landlords, Education component...Families in Transition/Headstart, Offender Re-entry, Faith-based, DV, Homeless or formally homeless, Bois Forte and Fond du Lac rep, City and County staff including Financial Worker representation.
- e) Data Analysis: Determine Community needs and gaps utilizing HMIS data and ESG reports. Census data, SLC evictions, Wilder, PIT/HIC Comp plans, Recidivism studies, 211 CA data, sub grantees data, housing burden, Unemployment Rates,
- f) Determine community wide focus north and south. Use data to justify and clearly connect need to grant request. Be innovative.
- g) Plan for RFP. Streamline and show innovation. Determine what is most appropriate for our community to fund. Define format and process. Develop program enhancement.
- h) Define how Diversion and Prevention fit into Coordinated Access Homeless Response System.

IV. Ideas for Innovation

- Incorporate Housing Access Center
- Incorporate Transportation support?
- Utilities
- Landlord dialogue-incentive to house?
- Section 8 policy
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Summary: Community must work together to develop meaningful decisions to work within the Homeless Response System based on community needs and gaps. Incorporate Prevention as clear part of the Coordinated Assessment.

Per MN Housing: FHPAP Best Practices

Central Referral System, simple resource directories, good service provider communication, pooling resources, develop program eligibility system, financial tenant education, track and evaluate performance.

Next meeting: Thursday, November 13, 2014 Cotton Town Hall 1:00-3:00.

Continued below for summary of required Case File Management.

Minnesota Housing Site Visit Notes for FHPAP Service Providers

Case File Review requires:

1. Intake form that reflects why the household seeking assistance.
2. Tennesen warning needs to list Minnesota Housing Finance Agency for all household members over 18 yrs.
3. Proof of eligibility: Current income form at or below 150% of federal poverty guidelines. Crisis documentation, other eligibility requirements noted.
4. Updated form for **Release of Information** indicating **ALL** entities (including MHFA) that may be contacted. Must be signed by all household members which information is needed. **ROI must indicate an expiration date of one year or less. Do not have clients sign blank release forms.**
5. Signed HMIS Data Privacy Notice release form for all household members over 18 yrs.
6. FHPAP receipt must reflect amounts allocated only to the FHPAP project (do not include ESG leverage)
7. Files should document how crisis was resolved. Type and amount of assistance provided, any outside contribution to solution, or assurance that assistance was used to stabilize the household.

HMIS data input-elements of concern:

No one should be entered as “stably housed” at entry. *Imminently losing housing or unstably housed and at risk of losing housing.*

Matrix should not have housing index as 4 or 5-they are in the program because of a housing crisis-should reflect a 1 or 2.

Must include Destination at Exit-make stronger attempt to get information.

Enter St. Louis County (not just St. Louis)

Do not use Utility Deposit Assistance, include all under Utility Service Payment Assistance

Data check-null or missing data needs to be resolved prior to submission.