



# 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 1<sup>st</sup>, 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 @ [ddavidson@community-partnership.org](mailto:ddavidson@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 will 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

The background is a dark teal gradient. In the corners, there are decorative white line-art elements resembling circuit traces or data paths, with small circles at the end of the lines.

# PROVIDER FEEDBACK – Q & A

# CONTACT INFORMATION

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

**Next Meeting will be in May 2019**