

# The Community Partnership for the Prevention of Homelessness



All Providers Meeting and Webinar

# Agenda

First Source Agreement

Housing and Participant Assessment Report

Shift Supervisor Reporting

Fire Drill Logs

Contract Deliverables

Announcements

- Training Subcommittee Final Report

- Hypothermia In Service Trainings

- Landlord & Tenant Rights Training

- HUD Client Satisfaction Surveys

# First Source Agreement Updates

All providers that have a contract for \$300,000.00 or more must comply with First Source Employment

Paper Enrollment is no longer accepted.

Providers must register using the First Source Online Registration and Reporting System (FORRS).

FORRS will provide a more efficient way for companies and organizations to remain compliant with monthly First Source reporting requirements.

FORRS will be the sole registration and reporting system for companies responsible for managing and reporting First Source employee data.

Providers must report enroll and report as required and submit to TCP a copy of the verification/receipts provided. The link to complete enrollment and reports is listed below

[https://webapps.does.dc.gov/FORRS/\(S\(1j5sz2qnkfluu0imwcc5hqfr\)\)/](https://webapps.does.dc.gov/FORRS/(S(1j5sz2qnkfluu0imwcc5hqfr))/)

# Housing and Participant Assessment Report

Housing and Participant Assessments Reports (HPAR) are required for ALL scattered site programs and where clients have a lease.

Retrieving PDF copies of submitted surveys, Information required and POC

Client name or HMIS Identification Number

Email address for the staff member who completed the survey

Date and time the survey was completed

DerRobert Davidson, Temporary Assistant – [temp2@community-partnership.org](mailto:temp2@community-partnership.org)

Updating the Offline Application every 30 Days

# Provider Required Reporting – Shift Supervisor Report

Required of all providers

With the exception of those that are scattered site

*Rapid Rehousing*

*Shelter Plus Care*

*Permanent Supportive Housing*

Must be submitted on or before the 3<sup>rd</sup> of each month

# Fire Drill Logs

1. Fire Drill Logs are now due on the 3rd day of each month
2. If your contract requires your program to submit a fire drill, you must submit a monthly fire drill log to TCP.
3. There is an updated form available on TCP website as well as included in the monthly fire drill notice.
4. Please ensure your fire drill log has the following information
  - a) Current FY contract number and program name.
  - b) Fire drill log has all applicable signatures and dates.

# Contract Deliverables

A Deliverable Checklist and Documentation Receipt is required for all deliverable submission(s) and/or resubmission(s).

Deliverables indicated as N/A require an statement on agency letterhead.

All statements should be submitted separately

All staff charged to the contracts of programs must complete FBI and MPD Background checks and Toxicology screenings.

Programs no longer need to submit to TCP copies of staff confidential information. TCP Form 909 replaces this submission.

Ensure you are completing your deliverables using your current FY contact name and contract number.

# CONTRACT DELIVERABLES: HELPFUL HINTS!

Keep a binder for ALL deliverables so they are easy to locate throughout the year for occasions such as when:

- New contracts are issued;

- Scheduled or unscheduled site visits occur;

- Additional RFPs are issued; and

- NOFA application attachments are due (HUD providers only).

Ensure contract numbers and program names are correct on all forms – this will minimize processing errors with invoicing, HMIS, etc.

Double check ALL required pages for appropriate signatures and dates before submitting them to TCP.



# Announcements

## Training Subcommittee Final Report

Developed to assist DHS and TCP in rethinking the courses, proposed instructor, policies, procedures, and proposed frequency among other characteristics.

Members include providers, TCP and DHS staff

Proposed changes will be considered and/or made to applicable trainings

## Hypothermia In Service Trainings

## Landlord and Tenant Rights & Responsibilities training

## HUD Client Satisfaction Surveys

Submission Process

Due August 11, 2018 by 5 p.m.

Retain submission receipt for your records

# TCP Points of Contact

202-543-5298

## **CONTRACTS AND PROGRAMS TEAM:**

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# TCP CONTACT INFORMATION

## CAHP, DATA AND REPORTING TEAM

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## HOUSING TEAM

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## FINANCE TEAM

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