

Written Standards:
Eugene/Springfield/Lane County
Continuum of Care

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1. Introduction

The Written Standards guide the Continuum of Care programs for Lane County as approved by the Poverty and Homelessness Board, the governing board for the CoC. Throughout this document, references are made to technical guidance manuals. These manuals contain the instructions for the day-to-day, on the ground management of the affected programs and do not require board approval. The technical guidance meets HUD policy mandates and grant requirements. During the course of the grant year, our HUD project officer recommends we create policies where HUD does not have specific guidance. The policies are created through discussions with the housing program staff at the CoC Provider Meetings and Lane County staff recommendations, in accordance with HUD regulations. These policies are added to the appropriate technical guidance manuals and incorporated into the programs.

2. Continuum of Care Introduction

What is a Homeless Continuum of Care?

In 1987, Congress passed the first federal law specifically addressing homelessness. The Stewart B. McKinney Homeless Assistance Act of 1987, later renamed the McKinney-Vento Homeless Assistance Act, provides federal financial support for a variety of programs to meet the many needs of individuals and families who are homeless. The housing programs it authorizes are administered by HUD's Office of Special Needs Assistance Programs.

Initially, HUD did not impose any requirements for systemic planning at the local level. From 1988 to 1993, HUD held national competitions for its homeless assistance funds every year, for which individual organizations throughout the country wrote applications. However, since 1994, HUD has required each community to come together to submit a single comprehensive Continuum of Care (CoC) application rather than allowing applications from individual providers in a community. HUD's intent in creating this structured application process was to stimulate community-wide planning and coordination of programs for individuals and families who are homeless.

The enormous diversity of individuals and families who are homeless and the unique problems and specific needs of each subgroup require highly complex service systems. The need to provide specialized services for different sub-populations means some services or programs are appropriate for some groups of clients but not others. In addition, a single client may need the help of numerous mainstream services beyond housing including health care, cash benefits, food, employment, and substance abuse treatment. Community-wide planning and coordination among homeless service providers and mainstream service providers is important if individuals are to get the help they need and eventually leave homelessness.

At its simplest, a Continuum of Care is established by representatives of relevant organizations within a geographic area to carry out the responsibilities set forth in the CoC Program interim rule.

HUD developed the concept of the CoC in 1995 through its annual competition for homelessness assistance grants. The CoC was envisioned as a local network that plans and coordinates funding for services and housing to assist homeless individuals and families. The HEARTH Act amendments to the McKinney-Vento Homeless Assistance Act codified in law the role and functions of the CoC; thus each community **must** establish a CoC in compliance with the new CoC Program interim rule. In some communities, very little will have to change to be in compliance with the requirements of the interim rule, but the rule gives CoCs more ability to formalize and change to better achieve the goals of the CoC Program. In other communities,

more structure and formalization will need to be implemented to be in compliance with the program requirements.

When establishing a CoC, communities must bear in mind that CoCs are designed to:

- Promote a community-wide commitment to the goal of ending homelessness
- Provide funding for efforts for rapidly re-housing homeless individuals and families
- Promote access to and effective use of mainstream programs
- Optimize self-sufficiency among individuals and families experiencing homelessness

The composition of each CoC is expected to be tailored to its unique community circumstances, to the extent possible involving all of the players required to further local efforts to end homelessness. The purpose of requiring stakeholder representation from a wide range of organizations within the CoC's geographic area is to ensure that all community

The CoC serves two main purposes:

First, a CoC is an annual homeless assistance application to HUD for funding to support housing and services targeted for homeless sub populations.

Second, a CoC is a strategic plan for addressing homelessness in a community.

3. Continuum of Care Board Duties/ Governance Structure (UPDATED 12/8/15)

POVERTY and HOMELESSNESS BOARD PURPOSE

The Poverty and Homelessness Board (PHB) meets both the requirements of the HUD Continuum of Care Board and the Community Action Agency. The PHB Governance Charter and organizational structure is required for all funds governed by the Continuum of Care title IV McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 and the Continuum of Care Program Interim Rule. The PHB Governance Charter and organizational structure is also required for all funds governed by Community Action Agencies, Chapter 319yy, Section 17b-885 and Sec. 17b-887.

Through a public process and Continuum of Care member participation, it was determined that Lane County be designated as the Continuum of Care (CoC) to serve as the Collaborative Applicant to operate the Continuum of Care. Lane County was also designated an Administrator of the Homeless Management Information System (HMIS) to review and approve privacy, security, and data quality plans, policies and procedures, and performance measures for the Human Services Management Information System (HMIS).

HMIS ServicePoint's enhances Service Provider collaboration, service delivery and data collection capabilities. The mission of ServicePoint HMIS Project is to be an integrated network of homeless, prevention and other service providers that use a central database to collect, track and report uniform information on client needs and services. The HMIS lead agency ensures that it administers HMIS in compliance with HUD requirements

HMIS documents the demographics of homelessness, at-risk of homelessness and poverty in Lane County according to the HUD HMIS Standards. It is then the goal of the project to identify patterns in the utilization of assistance, and document the effectiveness of the services for the client. This will be accomplished through analysis of data that is gathered from the actual experiences of persons who are homeless or at-risk of homelessness and the service providers who assist them in shelters, homeless assistance programs, prevention programs, and basic needs services throughout the County.

See Appendix for HMIS Policies and Procedures Manual

The PHB shall serve the geographic area of the Eugene/Springfield/Lane County, Oregon to:

- Promote community-wide commitment to the goal of ending homelessness and assisting low-income individuals to meet their basic needs and achieve self-sufficiency.
- Promote access to and effective use of mainstream programs.
- Plan systematically for and evaluate programs, including actions to develop information as to the problems and causes of homelessness and poverty in the community, to determine how much and how effectively assistance is being provided to deal with those problems and causes, and to establish priorities among projects, activities, and areas as needed for the best and most efficient use of resources.

I. PHB BOARD ROLES AND RESPONSIBILITIES

- A. Designate Lane County as Continuum of Care Collaborative Applicant to prepare and oversee the development and submission of an annual application for CoC program funds and to operate the CoC.
- B. Conduct year-round Continuum of Care planning of homeless and homeless prevention housing and services in conjunction with Emergency Solutions Grant (ESG) recipients in the geographic area.
- C. Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the PHB at least once every 5 years;
- D. Annually update a governance charter which will include all procedures and policies.
- E. Establish performance targets appropriate for projects funded under the ESG and CoC grant programs and other anti-poverty programs serving low incomes persons. Monitor subrecipient performance, evaluate outcomes, and take action against poor performers.
- F. Establish and operate a coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- G. Assure the coordination and implementation of a housing and service system for homeless and low income citizens that promote self-sufficiency.
- H. Designate Lane County as the administrator for the Homeless Management Information System (HMIS). Review and approve privacy, security, and data quality plans, policies and procedures, and performance measures for HMIS
- I. Participate in a Point-in-Time Count of homeless persons that is conducted at least biannually.
- J. Review an annual gaps analysis that is conducted of both homeless and low income citizens' needs and services.
- K. Develop program and financial priorities for the distribution of public funds.
- L. Assure a collaborative, fair, and transparent process for developing priorities for projects to be submitted in grant applications to funders.
- M. Review the efficiency and effectiveness of funding expenditures for funded activities.
- N. Monitor implementation of the CoC and ongoing alignment with vision, goals and strategies.
- O. Delegate activities and oversee committees, work groups and task forces as appropriate.

II. PHB MEMBERSHIP

A. Board Composition

The PHB shall include community representatives within the geographic area who are:

1. Appointed representatives from local government entities:

a. The following four (4) members from local governmental entities shall be elected officials or their designees, one each, designated by Lane County and the Cities of Eugene and Springfield and a rural Lane County elected official. Appointments are encouraged to include elected officials or designees that serve on the regional policy boards for human services, housing and employment. Elected officials' positions may be filled by the elected official or their designee and either the elected official or their designee will have full membership authority, including the ability to vote.

- i) City of Eugene
- ii) City of Springfield
- iii) Lane County
- iv) Rural Lane County

b. The following four (4) members shall be representatives of community interest and may include representation from such groups as:

- i) Law enforcement
- ii) Philanthropic sector
- iii) Faith-based organizations
- iv) Education (public schools, colleges or university)
- v) Business
- vi) Local hospitals
- vii) Other community interests to be determined upon need

c. The following four (4) members shall be representatives of low income community representatives who are:

- i) Homeless or formerly homeless individual.
- ii) A subrecipient agency of the Emergency Solutions Grants program (ESG).
- iii) The remaining two representatives may include representation from such groups as:

- non-profit supportive housing provider
- non-profit affordable housing developer
- social service representative
- victim service provider

2. In addition to the Board members, five (5) Ex officio participants would be invited to attend meetings and participate in the discussion representing these governmental departments, as follows:

- a. The director of the Oregon Department of Health and Human Services or the director's designee.
- b. The director of the Housing and Community Services Agency of Lane County or the director's designee.
- c. The director of the Workforce Partnership or the director's designee.
- d. The director of the U.S. Department of Veterans Affairs, Behavioral Health Recovery & Reintegration or the director's designee.
- e. The director of the St. Vincent de Paul or their designee.

B. PHB Selection/Election

1. The PHB will be comprised of 12 voting members. Other than those members that are appointed by the governmental entities *as set forth in Section II.A.1 above*, there will be an annual call for nominations from the public to fill any vacancies then existing on the board. The Lane County Board of Commissioners will approve new members to fill such vacancies by majority vote. Vacancies may be filled immediately or through the annual nominating process.
2. For good cause, such as missing two consecutive regular PHB meetings without notice or explanation, a letter will be sent to the member requesting clarification of membership status. The PHB may recommend to the Board of Commissioners that the member's position be declared vacant and a replacement be selected. Such appointments shall be for the duration of the unexpired term.
3. In the event that a member is unable to complete his/her term on the PHB, the Board shall be notified as soon as possible for appropriate consideration and action. The newly appointed member shall serve the remainder of the original term.
4. The first PHB board will be developed through the following process:
 - The Human Services Commission Board will create a nominations committee from its membership.
 - PHB applications that have been submitted for membership will be reviewed. Selected applicants will be interviewed. The interviews will result in recommendations for PHB membership.
 - This Nominations Committee will present a list of recommended applicants for the 12 voting member slots and the 5 ex-officio members to the HSC board.
 - The HSC Board will be asked to approve the Nominating Committees recommendations.
 - The HSC approved roster will be part of a board order for the Lane County Commissioners' approval.

C. PHB Conflict of Interest

1. No PHB voting board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents (per the CoC Rule, 24 CFR 578.95).
2. In accordance with ORS Chapter 244, no PHB or subcommittee member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the PHB as mandated by ORS 244.120.

D. PHB Board Terms

Elected representatives shall serve for a term of one year, which terms shall begin within thirty days after the beginning of the calendar year. Community and Citizen Members shall serve for terms of three years, except that, of the members first appointed, two (2) shall serve for a term of one year, three (3) shall serve for a term of two years, and three (3) shall serve for a term of three years.

E. PHB Board Leadership

1. A Chair and Vice Chair will be elected by the PHB. The term of office shall be one year or until a successor has been elected. In the case of a vacancy occurring in the office of chairperson or vice chairperson, the PHB shall fill the position by election at its regular meeting.
2. It shall be the duty of the chairperson to preside at all meetings of the PHB; to enforce observation of the Charter; to decide all questions of order; to offer for consideration all motions regularly made; to apportion duties of the members of the PHB; to call all special meetings; to appoint all necessary subcommittees; the chair is entitled to vote on all issues.
3. In the absence of the chairperson, the vice-chairperson shall assume the duties of the office of the chairperson.

III. BROADER CoC MEMBERSHIP

Beyond the PHB membership, the Continuum of Care Interim Rule requires a description of the CoC membership beyond the board. This area highlights the broader CoC membership. These stakeholders bring their expertise with homeless subpopulations and systems are a resource to inform and/or participate in PHB activities and committees. The CoC will issue a public invitation for new members within the CoC's geographic area will occur at least annually.

The broader CoC membership consists of relevant representatives from the geographic area of Eugene/Springfield and Lane County, Oregon to carry out the responsibilities set forth by the CoC Program Interim Rule. The CoC actively seeks out participation from a variety of groups for both the PHB's workgroups and committees. The following are examples of organizations and individuals to comprise the broader CoC membership to include: mental health and substance abuse providers, hospitals, health care, universities, affordable housing developers, law enforcement, homeless and formerly homeless persons, veterans, nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, and social service providers.

IV. PHB MONTHLY MEETINGS

The PHB shall:

- A. Conduct at least two public meetings per year; a majority of the PHB membership shall constitute a quorum for the transaction of business.
- B. Provide prior reasonable notice of PHB meetings and such notices shall be published on the Lane County website. Each meeting shall have on its agenda the opportunity for members of the public to provide input and comment.
- C. Review and approve the minutes and consider recommendations from such committees established as provided in Section II.E. above, including such meetings as may be necessary to conduct the business of CoC Operations, CoC Planning and HMIS Governance.

1. The PHB shall hold regular monthly meetings or as needed (with a minimum of two meetings per year). These will, to the degree possible, be the same time, day, and place. The PHB may meet more frequently during the budget process.
2. Special meetings of the PHB may be called by the chair, or in the absence of the chair, the vice-chair, or a majority of the PHB.
3. All meetings of the PHB shall comply with the Public Meeting Law as set forth in ORS 192.610 through 192.710. The PHB is responsible for compliance with the law, including but not limited to the requirements of notice and written minutes of meetings.
4. A quorum for the purpose of doing business shall be a majority of the PHB membership which constitutes half plus one.
5. All meetings shall be conducted in accordance with Robert's Rules of Order.
6. Each member of the PHB shall be entitled to one vote on all issues at meetings at which the member is present, except as provided in section II.C.1 and II.C.2 (Conflict of Interest), and no proxy votes shall be allowed. All actions of the PHB shall require the affirmative vote of half plus one of the designated number of members, regardless of any vacancies.
7. Input from non-voting members of the PHB shall be gathered during discussion and not via any process that could be confused by the public as an official vote, such as hand raising or a verbal aye or no.

D. PHB Committees

The PHB shall create committees as necessary to accomplish its purpose, roles and responsibilities. The PHB Chairperson may serve as an ex officio member of all committees. At least one Board Member shall serve on each standing committee. Committee meetings shall be scheduled by the Committee Chairperson. The responsibilities of Committee Chairpersons include convening and presiding over meetings, developing meeting agendas, identification and recruitment of members from the public to ensure wide community representation, and providing reports to the PHB as requested.

1. The PHB shall have the power to create subcommittees, both permanent functional and ad-hoc, in numbers and with responsibilities believed by the committee to be necessary.
2. Each permanent committee will consist of at least three members of the PHB.
3. The PHB chairperson shall appoint and charge a PHB member to be the Chairperson for each subcommittee.
4. Committee members with full membership authority may nominate individuals with expertise related to the committee focus to join the committee. Nominees shall complete a simple application or provide a resume to document this expertise. Through discussion, the committee will select nominees to recommend for addition to the committee. Final nominee(s) will be brought before the full PHB board for approval.

V. PHB REPORTS

The PHB shall approve the following reports and documents prior to releasing such reports and documents to the community:

- A. CoC Program Grant Project Priority List
- B. Annual Report on homeless services needs and gaps
- C. Annual Point In Time Count (PIT)

- D. Annual Housing Inventory Chart (HIC)
- E. Annual Homeless Assessment Report (AHAR)
- F. Homeless Coordinated Entry System

COORDINATED ENTRY

The PHB will approve reports re: the Homeless Coordinated Entry System. Under the CoC Program interim rule, each CoC must establish and operate a coordinated assessment system. Coordinated Entry ensures that homeless persons are matched with the right intervention, among all of the interventions available in the CoC, as quickly as possible. It standardizes the access and assessment process for all clients and coordinates referrals across all providers in the CoC. When providers intake and assess clients using the same process, and when referrals are conducted with an understanding of all programs, including their offered services and bed availability, participants can be served with the most appropriate intervention and not with a “first come, first served” approach.

See Appendix for Written Standards for Coordinated Entry System

VI. EMERGENCY SOLUTIONS GRANT (ESG) MONITORING

Background

We are currently using ESG funds to provide emergency shelter, homeless prevention, and rapid re-housing to individuals and families. We currently fund two emergency shelter providers and two homeless prevention and rapid rehousing providers. We also use ESG funds to support our HMIS data collection system to have a clearer picture of demographics and outcomes measured. We use ESG funds in conjunction with Continuum of Care funds to create a more comprehensive continuum of housing and supportive services for individuals and families who are homeless or at risk of homelessness.

ESG Monitoring

Lane County follows the guidance of Oregon Housing and Community Services, as the ESG funder for the State of Oregon re: funding policies and procedures and the operation and administration of HMIS for ESG funded projects.

Lane County monitors ESG programs (sub recipients) annually by reviewing participant files for program eligibility, provision of appropriate services and use of funds and by requiring back up documentation to invoices to monitor that funds are being used in accordance with ESG standards. Sub recipient staff are also interviewed re: program specific areas, i.e. income guidelines, eligible activities, eligible costs, assessment of direct service provision and overall fiscal accountability. ESG monitoring also includes reviewing for adherence to ESG performance standards and the corresponding outcome measures that are included in sub recipient contracts. ESG providers must participate in HMIS. Performance based reports are run from this system to evaluate program outcomes. Outcome measures for ESG programs include: 80% of households remain housed upon exit from Homeless Prevention Program services; 28% of households have employment income upon exit from program services; 95% have accuracy rate on HMIS data.

VII. AMENDMENT TO CHARTER

This Governance Charter may be amended or repealed or new rules adopted by two-thirds vote of the members at any regular or special meeting called for that purpose at which a quorum is present and with the approval of the County Board of Commissioners. Written notice of such

proposed amendment, and the nature of, shall have given to the membership at least 10 days prior to the date of the meeting at which the amendments are to be considered.

See Appendix:

- *HMIS Policy & Procedures Manual*
- *Written Standards: Coordinated Entry Lane County Continuum of Care*
- *Written Standards: Eugene/Springfield/Lane County Continuum of Care*

4. Homeless Management Information System (HMIS)

See Appendix: Lane County ServicePoint HMIS Policies and Procedures

5. General and Project Specific Policies and Procedures for Providing Direct Assistance and Services to CoC and ESG Project Participants See Appendix: Technical Guidance: Eugene/Springfield/Lane County Continuum of Care

6. Coordinated Entry

See Appendix: Written Standards: Coordinated Entry Lane County Continuum of Care (Appendix) and Technical Guidance: Coordinated Entry Lane County Continuum of Care for the following:

- (i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
- (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- (iv) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;

7. Lane County Policies and Procedures: Contracts Lane Manual Health & Human Services

Contracting will follow the requirements as outlined in Lane County Health & Human Services Policies and Procedures and in Lane Manual Chapters 20 and 21.

8. Interim Rule 578.91 Conflict of interest, Grievance, Terms, Vacancy § 578.95 Conflicts of interest.

(a) Procurement. For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the codes of conduct and conflict-of-interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations).

(b) Continuum of Care board members. No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

(c) Organizational conflict. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award

of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns.

(d) Other conflicts. For all other transactions and activities, the following restrictions apply:

(1) No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.

(2) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (d)(2)(ii) of this section, provided that the recipient has satisfactorily met the threshold requirements of paragraph (d)(2)(ii) of this section.

(i) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:

(A) Disclosure of the nature of the conflict, accompanied by a written assurance, if the recipient is a government, that there has been public disclosure of the conflict and a description of how the public disclosure was made; and if the recipient is a private nonprofit organization, that the conflict has been disclosed in accordance with their written code of conduct or other conflict-of-interest policy; and

(B) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law, or if the subrecipient is a private nonprofit organization, the exception would not violate the organization's internal policies.

(ii) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (c)(3)(i) of this section, HUD must conclude that the exception will serve to further the purposes of the Continuum of Care program and the effective and efficient administration of the recipient's or subrecipient's project, taking into account the cumulative effect of the following factors, as applicable:

(A) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(B) Whether an opportunity was provided for open competitive bidding or negotiation;

(C) Whether the affected person has withdrawn from his or her functions, responsibilities, or the decision-making process with respect to the specific activity in question;

(D) Whether the interest or benefit was present before the affected person was in the position described in paragraph (c)(1) of this section;

(E) Whether undue hardship will result to the recipient, the subrecipient, or the person affected, when weighed against the public interest served by avoiding the prohibited conflict;

(F) Whether the person affected is a member of a group or class of persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; and

(G) Any other relevant considerations.

9. Point-in-Time Count (One Night Homeless Count ONHC)

One Night Homeless Count Survey Instructions

Procedures: Sheltered Count

- Personal information collected on this form will remain confidential; it is up to you to protect the privacy of the client.
- Data collected for the One Night Homeless Count will be used to determine the amount of funding for homeless services and to allocate resources based on the data collected. For example: if a high percentage of people report that they are physically disabled, then more resources could be allocated to programs that serve homeless people with physical disabilities.

VETERAN- Someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

- HOTEL.MOTEL- If the household is staying in a hotel/motel on the night of the count and the room is paid with YOUR emergency services dollars, then COMPLETE the SHELTERED COUNT FORM.

DISABLING CONDITION- a medical, mental, developmental, addiction, or emotional impairment which is expected to be of long-continued and indefinite duration and will substantially impede an individual's ability to live independently

Tips for ONHC Survey Workers

- Every individual in the household needs a completed form, stapled together as a household.
- If an individual does not know their birth date, then SIMPLY ENTER THEIR AGE.
- Review each form to be sure that it is complete.
- Be sure that every field is complete. Incomplete forms will not be included in the count.
- Keep forms grouped by Agency Program Affiliation, i.e. Eugene Mission, ShelterCare Family Housing Program, Looking Glass, Station 7.

One Night Homeless Count Survey Instructions

UNSHELTERED COUNT

About the One Night Homeless Count

- Personal information collected on this form will remain confidential; it is up to you to protect the privacy of the client.
- Data collected for the One Night Homeless Count will be used to determine the amount of funding for homeless services and to allocate resources based on the data collected.

For example: if a high percentage of people report that they are physically disabled, then more resources could be allocated to programs that serve homeless people with physical disabilities.

Definitions

HOMELESSNESS

1. an individual who lacks a fixed, regular, and adequate nighttime residence; and
2. an individual who has a *primary* nighttime residence that is -
 - a. a place not meant for human habitation or residence
 - b. a car
 - c. a park
 - d. abandoned building
 - e. bus or train station
 - f. campground

WARNING: DO NOT COUNT for UNSHELTERED:

- an emergency shelter, DO NOT FILL OUT FORM –counted in SHELTERED COUNT
- an institution that provides a temporary residence for *homeless individuals* with a condition i.e. Vets GPD, Connections, McKenzie Transitions, DO NOT FILL OUT FORM –counted in SHELTERED COUNT
- Doubled up; couch surfing

VETERAN- Someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

- HOTEL.MOTEL- If the household is staying in a hotel/motel on the night of the count and the room is paid with emergency services dollars, then DO NOT FILL OUT FORM –counted in SHELTERED COUNT

DISABLING CONDITION- a medical, mental, developmental, addiction, or emotional impairment which is expected to be of long-continued and indefinite duration and will substantially impede an individual's ability to live independently

Tips for ONHC Volunteers

- Every individual in the household needs a completed form, stapled together as a household.
- If an individual does not know their birth date, then SIMPLY ENTER THEIR AGE.
- Review each form to be sure that it is complete
- Be sure that every field is complete. Incomplete forms will not be included in the count.
- Keep forms grouped by Workers Agency Affiliation, i.e. FFLC, Eugene Service Station.

10. Educational Policies for Homeless Students and Families

- Homeless school liaisons are members of the Lane County Continuum of Care and attend CoC meetings.
- They conduct trainings on eligibility/educational rights of homeless students for homeless providers, on site and at regional summits.
- CoC homeless providers and McKinney Vento (MCKV) liaisons will identify homeless families work on best enrollment practices and use agency specific releases to share information. Releases include names, birthdates and last school attended to address the needs of pre-school age homeless children. With families' consent, shelter and

Transitional housing programs will inform liaisons when a homeless family enters their program and provide forwarding addresses to liaisons when a family exits.

- A roster of liaisons and homeless program staff are exchanged and updated as needed. An education checklist to ask families and youth about educational needs in homeless programs has been distributed to all the homeless CoC providers.
- CoC homeless providers will collaborate with local coalition of McKinney Vento (MCKV) school district homeless school liaisons, the McKinney Assistance Training Team (MATT).
- MATT coordinates services with public and private human service agencies. This group of 12 MCKV liaisons works together with CoC partners to implement systemic change that ensures the rights of homeless children, youth and families.
- MATT collaborates with homeless service providers to identify homeless families with school age children and inform them of their eligibility for services. MATT trains CoC providers by offering McKinney Vento 101, which describes the educational rights of homeless students.
- Local homeless agencies will include MATT liaisons at their staff meetings to share information and advocate for students and their families.
- MATT will educate providers about their need to be in compliance with the McKinney-Vento Education Assistance Act.
- MATT participates in planning forums such as Head Start and the Early Childhood Planning Committee and posts "Information for Parents and Information for Youth" at homeless program sites to inform families of their rights and protections under McKinney-Vento.
- Lane County CoC providers work with McKinney-Vento homeless liaisons to consider the educational needs of children in emergency and transitional shelter.
- Currently shelter providers offer homework and study clubs at St Vincent dePaul Connections housing sites: Ross Lane, Oakwood, and Heather Glen.
- A goal is to assist agencies to review their policies, practices and programs to remove barriers to homeless students' academic success.
- Transportation is one of the most significant barriers to success and is critically underfunded. The law says that school districts must provide students experiencing homelessness with transportation to and from their school of origin, at a parent or guardians request.
- For unaccompanied youth, districts must provide transportation to and from the school of origin at the homeless liaison's request. However, implementation is challenged due to a lack of resources and effective strategies. The Lane County CoC has created a Homeless Education Committee to develop formal policies for emergency, transitional and permanent housing programs to lift the barriers for homeless students and honor their right to an equal education.
- Our CoC Education Committee will work on policies and protocols to lift the barriers to enable homeless students to get enrolled in an appropriate school, receive free or reduced lunches at school, attend their school of origin with transportation and arrange for support services from McKinney-Vento liaisons.