

## **Start the CoC Check-up Today! Timeline Extended!**

December 21, 2011

On November 8, 2011, HUD launched the Continuum of Care (CoC) Check-up. HUD sent an e-mail to CoC leads with instructions and login information for the on-line self-assessment tool located at the [HUD Homelessness Resource Exchange \(www.hudhre.info\)](http://www.hudhre.info) on November 10<sup>th</sup>. If you have yet to login and initiate the Check-up process, please do as soon as possible.

The CoC Lead should navigate to the [CoC Lead Portal](#) to initiate the Check-up process using the login information emailed to the Lead. Upon entering the CoC Lead portal, you will be prompted to change your password. Please navigate to the "My Account" box at the top right of the screen to make this change. The CoC Lead, in consultation with the CoC decision-making body, is also responsible for selecting and inviting CoC stakeholders to complete the on-line self-assessment tool. The CoC Lead should contact selected respondents by phone, provide an overview of the process, and alert them that they will receive an email with instructions for completing the tool.

For additional information regarding required respondent types and the CoC Check-up process visit the [CoC Check-up](#) page on the [Homelessness Resource Exchange](#).

### **Purpose**

Currently, more than 150 CoCs have started the CoC Check-up on-line self-assessment tool! Though the CoC Checkup is not mandatory, completion of the CoC Check-up is required to request Technical Assistance.

The Check-up is designed to serve multiple purposes: to determine the current functional capabilities of each CoC and the degree to which CoCs are prepared for HEARTH implementation; to help CoCs identify areas for improvement; to serve as a tool for continuous improvement by helping CoCs identify specific goals and action steps that will be documented in a CoC Action Plan; and to help identify areas for possible technical assistance. Though it is not mandatory, completion of the CoC Check-up is required to request HUD-funded Technical Assistance.

### **Timeline**

To ensure CoCs have sufficient time to complete the CoC Check-up process, HUD is extending the deadline for completing self-assessments to **Friday, January 20, 2012**, and has extended the timeframes for completion of the second and third stages of the Check-up. Below is a revised schedule:

<b>CoC Check-up Schedule</b>		
<b>Stage 1:</b>	11/10/11	<b>CoC Check-up Self-Assessment Tool Opens</b>
<b>CoC Stakeholder Assessment</b>	11/10/11 – 1/20/12	<b>CoC Stakeholders Complete Self-Assessment Tool</b>
	1/20/12	<b>CoC Check-up Self-Assessment Tool Closes</b>

<b>Stage 2: CoC Review of Stakeholder Assessment &amp; CoC Data</b>	1/17/12 (tentative)	<b>CoC Check-up Webinar 2</b> -Stage 2 process overview & instructions
	1/21/12 – 3/5/12	<b>CoC Review, Final Assessment, &amp; Action Plan</b> -CoCs review results & HDX data -CoCs determine final Check-up ratings -Complete CoC Action Plan
<b>Stage 3: CoC Final Self-Rating &amp; CoC Action Plan</b>	3/5/12	<b>CoC Check-up Self-Assessment Final Rating Tool Opens &amp; CoC Action Plan Opens</b>
	3/5/12 – 3/16/12	<b>CoC Leads Enter Final Ratings &amp; CoC Action Plan</b> -CoC Check-up considered “complete” once these two items completed
	3/16/12	<b>CoC Check-up Closes</b>

- For a detailed explanation of the CoC Check-up process, please review the [Introduction to the CoC Checkup](#) webinar.
- To access tools and resources about the CoC Check-up please visit the the [CoC Check-up](#) page on HUD’s [Homelessness Resource Exchange](#).
- CoC Leads can access the CoC Check-up self-assessment and select respondents through the [CoC Lead Portal](#). All surveys must be submitted before the **Self-Assessment tool closes at 11:00 p.m., ET on Friday, January 20, 2012.**