Continuum of Care Check-up Deadline Reminder

All surveys must be submitted before the Self-Assessment tool closes at 11:00 p.m., ET on Friday, January 20, 2012

January 18, 2012

More than 330 Continuums of Care (CoC) across the nation have started the Continuum of Care (CoC) Check-up. Although the Self-Assessment portion is due to soon, it is not too late to begin. CoC Leads that are just starting can initiate the Check-up process by navigating to the CoC Lead Portal.

At the login page, enter the User ID and password that you should have received via email. If you have not received a User ID and password, please submit a ticket to the HUDHRE Virtual Help Desk. Upon entering the portal, the CoC Lead will be prompted to change his or her 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 by **11:00 p.m., ET on January 20, 2012.**

For CoC Leads who already have sent invitations, you may check the status of respondent surveys and send a reminder email to respondents by doing the following:

1) Login to the CoC Lead Portal

2) Select the "Click here to review the progress of respondents" heading on the welcome screen

3) Find the respondent in question. If the self-assessment survey is successfully completed, the submission date will be listed in the "Finalized" column.

4) If a respondent has not submitted the survey, mark "Yes" next to "Send New Invitation Email?". Then press "Save". This will prompt the system to re-send an invitation, containing the url to the self-assessment survey, to the respondent.

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

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.

Timeline

Below is a revised schedule for the CoC Check-up process:

CoC Check-up Schedule		
Stage 1: **CoC Stakeholder Assessment**	11/10/11	**CoC Check-up Self-Assessment Tool Opens**
	11/10/11 – 1/20/12	**CoC Stakeholders Complete Self-Assessment Tool**
	1/20/12	**CoC Check-up Self-Assessment Tool Closes**
Stage 2: **CoC Review of Stakeholder Assessment & CoC Data**	1/17/12 (tentative)	**CoC Check-up Webinar 2** -Stage 2 process overview & instructions
	1/21/12 – 3/5/12	**CoC Review, Final Assessment, & Action Plan** -CoCs review results & HDX data -CoCs determine final Check-up ratings -Complete CoC Action Plan
Stage 3: **CoC Final Self-Rating & CoC Action Plan**	3/5/12	**CoC Check-up Self-Assessment Final Rating Tool Opens & CoC Action Plan Opens**
	3/5/12 – 3/16/12	**CoC Leads Enter Final Ratings & CoC Action Plan** -CoC Check-up considered "complete" once these two items completed
	3/16/12	**CoC Check-up Closes**

- 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**.