

Continuum of Care Check-Up Extension & Final Steps

April 24, 2012

To date, 90% of all Continuums of Care (CoCs) have started the CoC Check-up process and more than half have entered their final self-rating and developed and uploaded CoC Action Plans. The CoC Check-up is fundamentally a self-improvement process for CoCs and HUD is hopeful that the Check-up tool and related processes are providing CoCs with useful and timely information to improve CoC capacity and performance.

It should be noted that HUD does recognize that many CoCs desire additional time to complete their Check-up and establish meaningful plans. **Therefore, HUD is extending the Check-up timeframe and will continue to allow CoCs to enter their final self-ratings and upload CoC Action Plans for this Check-up cycle through June 30, 2012.** All CoCs who have started but not yet completed the Check-up should complete the process by entering final CoC self-assessment ratings and CoC Action Plans by this date.

As a reminder, HUD staff will not have access to individual CoC stakeholder surveys, aggregated stakeholder results or final self-ratings for any individual CoC. However, please be aware that moving forward HUD will only approve technical assistance for CoCs that have completed a Check-up.

Completing the CoC Check-up

In reviewing the self-assessment survey and HDX data with community stakeholders, CoC Leads and the CoC primary decision-making group should determine for each indicator whether the average rating among stakeholders most accurately represents the CoC's capacity for functioning or if a different, adjusted rating is more accurate. The CoC Check-up Self-Assessment tool allows CoC Leads to enter a final CoC self-rating for each indicator that most accurately reflects the CoC's current self-rating for each indicator.

To complete the final self-rating, CoC Leads should:

- Login to the CoC Lead portal at <http://www.hudhre.info/index.cfm?do=cocLeadCheckup.login>
- Select "Final CoC Self-Rating," and
- Complete and submit the final self-assessment survey (identical to original CoC Lead survey)

CoC Leads can generate a Final CoC Self-Rating Report by selecting "Click here for the Final CoC Self-Rating Report" under the "Reports" heading not the CoC Lead portal.

CoC Leads should also work with their primary decision-making group to complete an action plan that includes strategies and actions the CoC will be undertaking to improve capacity and performance. As part of the final Check-up stage, CoC Leads should also upload the CoC action plan in the CoC Lead portal. In some communities, the action plan may serve as an update to an existing plan or may serve as an altogether new plan that guides CoC performance and capacity

improvements. To the extent it is appropriate, the CoC should link the Action Plan to the Federal Strategic Plan goals, HEARTH performance measures, and Check-up domains and elements. The [CoC Action Plan template](#) is available for guidance and as an example that may be used or adapted by CoCs. However, CoCs may upload any plan that best reflects CoC plans to improve capacity and performance.

To upload the CoC Action Plan, CoC Leads should:

- Login to the [CoC Lead portal](#) at <http://www.hudhre.info/index.cfm?do=cocLeadCheckup.login>
- Select "CoC Action Plan," and
- Upload the Action Plan by selecting "browse"

Helpful Resources for Completing the Self-Assessment

- [CoC Review Tool](#)
- [CoC Action Plan Template](#)
- [Six CoC Check-up Stakeholder Groups](#)
- [Instructions for the CoC Lead](#)
- [CoC Check-up: Key Points for CoC Leads and Local Stakeholders](#)
- [CoC Check-up Self-Assessment Glossary of Terms](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Webinars](#)

Please submit your questions regarding the CoC Check-up process to the [Virtual Help Desk](#). Select "CoC Check-up" as your Topic.