Texas Balance of State Continuum of Care

New Local Homeless Coalition (LHC) Officer Onboarding Checklist

We are excited to learn and grow with you and your community as we work to address homelessness locally and statewide. This post-onboarding checklist is intended to help you understand how to meet the LHC requirements and the support systems in place to aid you in your LHC activities.

Please reach out to jen@thn.org and/or lhc@thn.org with any questions. Thank you!

☐	To Do	Link(s)
☐	**REQUIRED:** Sign up for the TX BoS CoC newsletter. *CoC General Meetings' registration links are shared in these newsletters (which LHC chairs or a designated substitute are required to attend), in addition to news, funding opportunities, learning opportunities, and other relevant updates.*	Newsletter signup: https://www.thn.org/texas-balance-state-continuum-care/join-us/#news-and-events Click "Click Here to Subscribe to Our Newsletter Today" Check the box next to "TX BoS CoC News"
☐	**REQUIRED**: Attend CoC General Meetings when they are scheduled, which is announced in the TX BoS CoC newsletter. When registering for the General Meeting, be sure to select the LHC you represent below the question, "Are you joining this meeting as an official LHC Chair or designee?" If you are unable to attend, please have a substitute register for the meeting using their own name and email address, and also have them select the LHC they represent. *These meetings give you the opportunity to learn about TX BoS CoC programs and policy priorities, upcoming events, local initiatives to end homelessness, best practices, and more!*	Register for CoC General Meetings: https://www.thn.org/texas-balance-state-continuum-care/join-us/#news-and-even Scroll down to "Join Texas BoS CoC General Meetings" Click "Register Here to Attend"
☐	**REQUIRED:** Please add jen@thn.org to all LHC email distribution lists so THN can stay current with when your coalition meets, receive minutes when they are	

	distributed to members, and stay current with what your LHC is doing. If you do not distribute LHC minutes to members, please ensure the LHC lead or other contact submits LHC general meeting minutes and attendance lists by emailing them to jen@thn.org and/or lhc@thn.org **A note regarding THN attendance at LHC meetings:** if you would like the LHC Coordinator to regularly attend your hybrid or online coalition meetings, a separate email request must be submitted. If you would like the LHC Coordinator to attend a meeting in-person to provide a presentation or answer specific questions, an email request must be sent at least one month before the meeting.	
☐	**REQUIRED:** Ensure the LHC plans and conducts a Point-in-Time Count every January. Begin planning in August by recruiting/electing a PIT Count Lead volunteer.	Point in Time Count: https://www.thn.org/texas-balance-state-continuum-care/data/pit-count-and-hic/ View past trainings and PIT reports to learn more about the count
☐	**REQUIRED:** Remember that general LHC membership must meet at least four times per year, or quarterly. If you do not have an email distribution list that jen@thn.org has been added to, hold quarterly meetings and must cancel one (meaning the LHC would have only met three times), please notify jen@thn.org and/or lhc@thn.org.	
☐	**RECOMMENDED:** Attend Local Homeless Coalition Conference Calls via Google Meet quarterly (January, April, July, October) on the last Tuesday of the month, 10 a.m. – 11 a.m. *These meetings give LHC leads and members the opportunity to learn from their peers and from experts in the field. Topics are suggested by LHCs. Have a topic suggestion? Email jen@thn.org and/or lhc@thn.org*	If you have not received a calendar invitation, please email jen@thn.org and lhc@thn.org
☐	**RECOMMENDED:** Visit the Local Homeless Coalition page to access resources for LHCs, the LHC requirements, materials from past LHC Conference Calls, and more.	Local Homeless Coalitions: https://www.thn.org/local-homeless-coalitions/

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☐	**RECOMMENDED:** Spend one LHC meeting learning about the Housing Inventory Count (HIC) and discussing what programs in the community should be included or contacted to see if their program meets the guidelines to be included in the count. *Already know who in your community should participate in the HIC? Spend part of an LHC meeting giving a HIC refresher so that any new members are aware of what the HIC is and why it is important.*	Housing Inventory Count: https://www.thn.org/texas-balance-state-continuum-care/data/pit-count-and-hic/
☐	**RECOMMENDED:** If needed, contact jen@thn.org and/or lhc@thn.org to learn if there are any federally-funded programs in your coverage area. Recipients of the following grants are required to participate in Coordinated Entry and use Homeless Management Information System software: • Continuum of Care (CoC) Program funding • Emergency Solutions Grant (ESG) funding • Housing Opportunities for Persons with AIDS (HOPWA) • Projects for Assistance in Transition from Homelessness (PATH) • Runaway and Homeless Youth (RHY) Act funding • Supportive Services for Veteran Families (SSVF) *No federally funded projects in your area? Consider spending one meeting learning about HMIS and Coordinated Entry. While your community may not be required to implement a Coordinated Entry process, a good long-term goal is to build community capacity to eventually implement the coordinated referral process. HMIS also empowers communities to collect data on homelessness that complements the Point-in-Time Count.*	See if Coordinated Entry exists in your community: https://www.thn.org/texas-balance-state-continuum-care/coordinated-entry/#ce-regional-governance Scroll down to "Map of Entry Points in TX BoS CoC" Coordinated entry information: https://www.thn.org/texas-balance-state-continuum-care/coordinated-entry/ HMIS: https://www.thn.org/texas-balance-state-continuum-care/hmis/
☐	**RECOMMENDED:** Get involved in homelessness advocacy work by visiting the Statewide Initiatives section of our website and subscribing to "Federal and State Advocacy Updates" when you subscribe to the TX BoS CoC Newsletter.	Statewide Initiatives: https://www.thn.org/policy-advocacy/

☐	**RECOMMENDED:** Add jen@thn.org and/or lhc@thn.org to your safe senders list. Emails are our primary method for keeping up with coalitions. You can expect the following types of emails from the Jen and LHC email accounts: • Forwarded recommended resources or learning opportunities that are time sensitive, such as upcoming webinars you or LHC members may be interested in. Recommendations can come from THN and fellow LHC leads • Advocacy opportunities, such as participating in Homelessness Awareness Day at the state capitol every odd year or opportunities to comment on policies affecting homeless services and people experiencing homelessness • Calendar invitations to attend LHC Conference Call meetings • Requests for assistance from individuals in neighboring communities • Requests from other LHC leads, e.g. sitting in on meetings or arranging a call to learn how your LHC responded to a challenge they currently face • LHC lead check-in invitations (primarily conducted over Google Meet or phone) • Time-sensitive requests and/or announcements from THN staff, e.g. request for applicants for the CoC grant Independent Review Team	