

Quarterly Certification Instructional Guide for Grantees (Using GIFTS)

Introduction

The Quarterly Certification is part of a series of items that give the SSVF Program Office insight into how a program is performing in a quarter. It provides a program the opportunity to give feedback and comments to the Program Office while also providing a reminder about requires trainings and obligations.

New for FY 2019

In FY 2019, the SSVF Program Office will no longer require Grantees to report on *Screened but not Enrolled Households* within the Quarterly Report. However, Grantees should continue to monitor these households at a program level. Also new for FY 2019, Grantees must certify that the SSVF Program staff have completed the VA Suicide Prevention Training (SAVE) on an annual basis. In addition, Grantees have the option to submit SSVF Veteran Success Stories within this requirement.

When to Submit a Quarterly Certification to the SSVF Program Office

The Quarterly Certifications are submitted on approximately the 20th day after the close of a quarter. This means that for the first quarter of FY2019 a quarterly certification requirement must be submitted through the grantee portal by 1/22/2019. A reporting timeline is included below:

Quarter	GIFTS Online Requirement Active	GIFTS Submission Due Date
Q1	1/11/2019	1/22/2019
Q2	4/1/2019	4/22/2018
Q3	7/1/2019	7/22/2019
Q4 (End of Year Certification)	10/15/2019	11/14/2019

Submitting the Quarterly Certification to the SSVF Program Office

- Quarterly Certifications are submitted to the SSVF Program Office using the SSVF online grants management system (GIFTS). Grantees will have an active Requirement form in their GIFTS account portal, titled SSVF Quarterly Certification on, approximately, the active date listed in the previous chart.



2. The agency name and grant number will be pre-populated. The form also asks for a point of contact at the agency for further discussion, if needed.

1 SSVF Quarterly Certification 2 Review My Requirement

SSVF Quarterly Certification Printer Friendly Version | E-m

* Required before final submission

Grantee Information:

Organization Name
Department of Veterans Affairs

Reference Number
TEST: 14-XX-XXX

Certification Point of Contact

* Name (First & Last)

* Title:

* Email:

3. The following sections of the form should be completed by the grantee after reading and verifying that the program has completed the tasks outlined. They include the section regarding the Final Rule, Grant Performance, Participant Satisfaction Survey, Data Quality, Trainings/Webinars, Expenditures and HHS Drawdowns and Success Stories. The program should use HMIS data reports and Participant Satisfaction Survey report (provided by M. Davis). For other questions, Grantee should choose the appropriate Yes/No response for each question.

- The Final Rule section asks for the program to certify that they are following their grant agreement and the Final Rule (38 CFR part 62).

Final Rule:

* I certify that this SSVF program is in compliance with the Final Rule (38 CFR part 62).
No

* I certify that I am operating in compliance with my signed grant agreement.
No

- The Grant Performance section will prepopulate the targeted number of Households to be served from the Grant Resolution that submitted at the beginning of the grant year. Grantee will use HMIS uploaded data to indicate how many households are served since October 1, 2018. If Grant is not at target to achieve annual goal, please identify the reason why and remediation plan, as indicated.

Grant Performance:

Resolution Projected Households

* Indicate how many households were served from October 1 to end of this quarter:

* Is your program on target (Q1=25%, Q2=50%, Q3=75%) to meet annual goal of households served?
No

If no, please indicate your remediation plan.

- **NEW SECTION on RAPID RESOLUTION HOUSEHOLDS (APRIL 1, 2019)**

The SSVF Program Office requests information on Veteran households that have received Rapid Resolution conversations and enrollments in SSVF Rapid Resolution services. Grantees will report these numbers in their Quarterly Certifications under the **Rapid Resolution Conversations and Enrollments** section the Quarterly Certification requirement in GIFTS.

Reporting Rapid Resolution Conversations and Enrollments

Step 1: Document the unique number of Veteran households that received Rapid Resolution conversations by grantee staff each month in an internal log.

Step 2: Report the total number of unique Veteran households that received Rapid Resolution conversations conducted by grantee staff for the entire grant year in the **Total number of unique Veteran households that have received Rapid Resolution conversations** field of the Quarterly Certification requirement.

Step 3: Report the total number of Veteran households enrolled in SSVF and receiving Rapid Resolution services for the entire grant year in the **Total number of SSVF Rapid Resolution enrollments** field of the Quarterly Certification requirement. These numbers should match Rapid Resolution numbers served in HMIS. Please review data instructions in the Rapid Resolution Compliance Guide for instructions on how to track these households in HMIS.

- SSVF Participant Satisfaction Survey section covers the M. Davis Survey Data. Grantees receive a performance report for each award from M. Davis on a quarterly basis. Grantee must certify that they review exit data monthly and that all households are registered within 30 days of exit. The number of Exits should be generated from HMIS and should match data uploaded to the VA repository by grantee.

SSVF Participant Satisfaction Survey

* I certify that our agency has reviewed the SSVF Satisfaction Survey report for this grant program (provided each quarter).

No

* Indicate how many Participant Households were registered for the survey from October 1 to the end of this quarter.

* Indicate how many Participant Households exited the SSVF program from October 1 to the end of this quarter.

The percentage of Participant Household Exits who were registered for the survey. i

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If this percentage is below 70%, please indicate reason:
(Note: Households referred using the HUD-VASH referral packet for for TFA-only assistance do not need to complete the survey.)

- The Data Quality section regards items such as completing data accurately, data quality plans and successful/accurate HMIS uploads, etc.

Data Quality:

I certify that our program has successfully uploaded HMIS data to the VA Repository every month during this quarter.

 No

I certify that data received by the VA via our monthly HMIS uploads to the Repository accurately represents our program performance.

 No

If your program did not complete a successful HMIS data upload to the VA Repository for any month during this quarter, please describe how your program corrected this or outline your remediation plan to improve data quality, including timelines/dates.

I certify that our program is actively working to improve data quality. Grantees are expected to review data routinely for data quality and consistency.

 No

Please indicate whether you are able to run aggregate data reports for your SSVF program. Per SSVF program policy, grantees are expected to routinely review data entered into their HMIS system.

 No

If you are unable to run aggregate data reports for your program, have you contacted your HMIS administrators to resolve this issue?

 No

I certify that full SSN information is entered for all Veterans served in our SSVF program.

 No

I certify that accurate CoC codes are entered in HMIS for all clients served in our SSVF Program.

Note: CoC codes should be linked to the client/head of household.

 No

I certify that accurate 3-digit or 5-digit VA Medical Center (VAMC) codes are entered for all clients served in our SSVF Program.

Please refer to station codes provided by the SSVF Program Office.

 No

I certify that Residential Move-In Dates are entered in HMIS as soon as Rapid Re-Housing clients move in to a permanent residence.

 No

I certify that VA's Homeless Prevention Screening Form data and Threshold Scores are entered for all prevention clients served in our SSVF Program.

 No

I certify that accurate living situation/destination information is entered at program entry and exit for all clients served in our SSVF Program. The use of "Other" as a destination option is used sparingly and only in instances where no other destination code is a viable option.

 No

- The Training/Webinars section cover all mandatory trainings. SSVF grantees must certify that all newly hired SSVF employees review the required material in the Grantee Orientation Guide located on the SSVF Website. Grantees must also ensure that all SSVF staff, including fiscal staff, review the “Audit Guidelines, Fraud Prevention, Reporting, and Compliance” webinar on an annual basis. In the Trainings/Webinars Section, SSVF grantees will certify that their program is in compliance with these requirements.
- New for FY 2019, Grantees must certify that the SSVF Program Staff have completed the VA Suicide Prevention Training (SAVE) on an annual basis. Grantees may request in-person training by contacting the local VA Medical Center’s Suicide Prevention Coordinator (SPC). Grantees may also complete one of the following online S.A.V.E trainings
 - <https://psycharmor.org/courses/s-a-v-e/>
 - https://www.va.gov/homeless/ssvf/index.asp?page=/ssvf_university/webinar_library

Trainings/Webinars:

I certify that all new SSVF employees have completed the webinars listed in the Grantee Orientation Guide available here:

✖ https://www.va.gov/homeless/SSVF/?page=/ssvf_university/new_staff_development

No

✖ I certify that SSVF program staff (new and existing) review all trainings/webinars provided by the VA SSVF Program Office.

No

Please certify that your SSVF program staff, including those responsible for fiscal procedures, have completed the SSVF webinar training, Audit Guidelines, Fraud Prevention, Reporting, and Compliance, within the last 365 days. This webinar covers SSVF program reporting, compliance, and fraud and abuse deference. All SSVF staff must review this training annually.

✖ The link to the training can be found in the Grantee Orientation guide and can be found here :

https://www.va.gov/HOMELESS/ssvf/docs/SSVF_National_Webinar_February092017_FINAL_Audio_FraudPrevention.pdf

No

Please certify that your SSVF program staff (new and existing) have completed VA Suicide Prevention Training (SAVE Training). All SSVF staff must review this training annually. Grantees may request in-person training by contacting the local VA Medical Center’s Suicide Prevention Coordinator (SPC) and request an in-person training (or contact the VA’s Homeless Program designated POC Certified S.A.V.E Trainer). Grantees may also complete one of the following online S.A.V.E Trainings:

✖ <https://www.psycharmor.org/courses/s-a-v-e/>

https://www.va.gov/homeless/ssvf/index.asp?page=/ssvf_university/webinar_library

Yes

- The Expenditures & HHS Drawdowns section asks the program if they are making appropriate draws from the HHS Payment Management System, and other questions about their spending such as whether all spending is in compliance with program regulations and if the program is meeting the spending threshold for each quarter

Expenditure & HHS Drawdowns:

* I certify that payment requests from HHS Payment Management System reflect actual spending.

No

If HHS drawdowns do not reflect actual spending, please explain the variance in the below section.

* I certify that all expenditures are for costs on the approved SSVF Budget.

No

* I certify that our program has received approval from the SSVF Program Office for any modifications made to the approved SSVF budget.

No

* I certify that all SSVF grant spending is in compliance with all OMB regulations.

No

* I certify that actual expenditures, as of the end of the quarter, are within spending limitations. Projected spending rates per quarter: Q1=15-35%, Q2=40-60%, Q3=65-80%.

No

VA regularly reviews grantee expenditures to ensure that funds are being used in a manner consistent with program goals and regulations and may elect to recoup projected unused funds and reprogram such funds to provide supportive services in areas with higher need.

- Grantees have an opportunity to provide any additional information to the SSVF Program Office.

Additional feedback for SSVF Compliance Office:

- The SSVF Program Office is accepting Success Story submissions in order to recognize and share success stories from SSVF grantees. Submissions should not contain any personally identifiable information on Veterans served. Submissions should represent SSVF “beyond the numbers” and be based on the following:
 - Success stories of Veteran families served where homelessness was prevented and/or ended for literally homeless families.
 - Success stories of Veterans in targeted populations (Females, Families with Dependents, Chronically Homeless, <30% AMI, OEF/OIF/OND, etc.)
 - Success stories of Veteran families receiving and/or linked to employment services via SSVF
 - Success stories demonstrating an impact on Veteran family’s access to VA benefits and other entitlements via SSVF
 - Success stories demonstrating the development of VA interaction and enhanced community networks (public and private) via SSVF

For more information about sending in Success Stories for specific identified Veteran Households please see:

Success Stories (Optional)

SSVF is a unique grant program, as it has the ability to help both the Veteran and his/her family members. The SSVF Program Office would like to learn about the results of your program success. This is not a "mandatory" request, but if your agency would like to share success stories, they may be submitted within this form. Submissions should represent SSVF "beyond the numbers" and be based on stories where homelessness was ended or prevented for Veteran families; Specific target populations (Females, Families with Dependents, Chronically Homeless, <30% AMI, OEF/OIF/OND, etc.); Veteran families receiving and/or linked to employment services via SSVF; demonstrating an impact on a Veteran family's access to VA benefits and other entitlements via SSVF; success stories demonstrating the development of VA interaction and enhanced community networks (public and private) via SSVF .

Please provide a brief description of a success story (do not include identifiable information within this submission). Please note that the SSVF Program Office may contact you for additional information.

I certify that I am authorized to submit this Quarterly Certification response on behalf of this SSVF program.

* Please note: Documentation supporting all certifications must be maintained by the grantee and made available for monitoring visits and audits.

Save & Finish Later

Review & Submit

4. Grantee should follow instructions to review and submit the completed form. The SSVF Program Office will conduct a review of the submitted form and provide follow up, if necessary.