**RECOMMENDED ACTION STEPS**

**CHITTENDEN CONTINUUM OF CARE SYSTEM MAPPING AND STRATEGIC PLANNING**

**STEERING COMMITTEE**

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| ACTION ITEM | **Workgroups RESPONSIBLE** | **RESOURCES NEEDED** | **TIMELINE** | **OUTCOMES and INDICATOR(S) OF COMPLETION** |
| Set time and results driven goals for the CoC | Steering Committee/ Governance |  |  | Strategic Plan with clear timelines and outcomes |
| Engage additional stakeholders | Steering Committee/ Governance |  |  | List of Stakeholders to engage; Plan for engaging; Participation of Stakeholders in Planning |
| Establish and continually reinforce guiding principles of CoC | Steering Committee/ Governance |  |  | Agreed upon list of Guiding Principles |
| *Determine operating costs for planning, implementation, and sustainability & Identify funding sources to be secured* | *CA – Estimate Costs*  Steering Committee – Find Funding |  |  | Operating Costs; Funding Needed; Funding Secured |

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| ACTION ITEM | **Workgroups RESPONSIBLE** | **RESOURCES NEEDED** | **TIMELINE** | **OUTCOMES and INDICATOR(S) OF COMPLETION** |
| Establish clear processes and entities for strategic planning | Strategic Planning Committee |  |  | Defined process for strategic planning |
| Identify additional opportunities for cross-systems collaboration | *Strategic Planning Committee* |  |  | Action Plan for Cross-Systems Collaboration |
| *Identify current level and type of need by subpopulation* | Strategic Planning |  |  | Needs Assessment |
| *Identify gaps in current system including challenges/barriers to obtaining assistance - Which gaps in services, infrastructure, and other resources are reconcilable? Which ones are intractable?* | Strategic Planning |  |  | Gaps Analysis |
| *Identify mechanisms for utilizing data for monitoring and performance measurement* | Strategic Planning Workgroup |  |  | CoC Data Collection and Use Plan  Performance Measurement Plan |

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| *Identify initial steps to immediately increase system coordination – Develop phases for CA?* | Coordinated Assessment Workgroup |  |  |  |
| Identify agreed upon avenues of access to homeless system | Coordinated Assessment Workgroup |  |  | System Map |
| *Scan/Catalog current availability of resources (and eligibility requirements)* | Coordinated Assessment |  |  | Resource Map |
| *Increase understanding around how current resources are being used in the community (Resource Map)* | Coordinated Assessment |  |  | Resource Map |
| Develop consistent *eligibility* criteria and mechanisms for central waiting lists | Coordinated Assessment |  |  | Written Eligibility Criteria adopted by CoC  Central Waiting List Mechanism  Clearly Define Eligibility Documentation Requirements |
| *Identify mechanism for prioritization across/within subpopulations* | Coordinated Assessment |  |  | Written Process for Prioritization adopted by CoC |
| Identify common processes and procedures for assessment and referral | Coordinated Assessment |  |  | Assessment and Referral Policies adopted by CoC |
| *Identify mechanisms for utilizing data for Coordinated Assessment* | Coordinated Assessment – define requirements  Working Group from Data Committee and others - mechanisms |  |  | CoC Data Collection and Use Plan  Plan for monitoring implementation of Coordinated Entry |
| *Determine operating costs for planning, implementation, and sustainability & Identify funding sources to be secured* | CA – Estimate Costs  *Steering Committee – Find Funding* |  |  | Operating Costs; Funding Needed; Funding Secured |
| *Communicating CA to CoC Members and Creating Buy-In* | Coordinated Assessment *(with support from Steering Committee)* |  |  |  |

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| ACTION ITEM | **Workgroups RESPONSIBLE** | **RESOURCES NEEDED** | **TIMELINE** | **OUTCOMES and INDICATOR(S) OF COMPLETION** |
| Assess all current sources of data being collected – including variables and methods | Working Group from Data Committee and others |  |  | Data “Map” |
| Identify consistent set of data to be collected across CoC agencies | Working Group from Data Committee and others |  |  | CoC defined data variables |
| Identify way to de-duplicate data from different sources (such as a common unique identifier) | Working Group from Data Committee and others |  |  |  |
| Identify mechanism for collecting and compiling data across all CoC agencies | Working Group from Data Committee and others |  |  | CoC Data Collection and Use Plan |
| *Identify mechanisms for utilizing data for Coordinated Assessment* | Coordinated Assessment – define requirements  Working Group from Data Committee and others - mechanisms |  |  | CoC Data Collection and Use Plan  Plan for monitoring implementation of Coordinated Entry |

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| ACTION ITEM | **Workgroups RESPONSIBLE** | **RESOURCES NEEDED** | **TIMELINE** | **OUTCOMES and INDICATOR(S) OF COMPLETION** |
| Bring funders together to develop consistent expectations/requirements | Funders |  |  | Funders “Roundtable”  Common Funding Criteria |