



**Partners in Care, Oahu's Continuum of Care  
2017 Operations Work Plan**

**EXPECTED RESULT: Increased HUD funding to CoC and maximum leveraging of Planning Funds through design and implementation of a comprehensive operations plan and calendar for all CoC mandated functions.**

CoC Functions	Activities	Lead	Oversight	Due Date
Develop an Effective and Fully Functioning Coordinated Entry System (in full compliance with HUD requirements by Feb 2018)	<ul style="list-style-type: none"> <li>• Oversee and coordinate all phases of the CES Work Plan in collaboration with HUD TA Provider HomeBase.</li> <li>• Complete CoC systems inventory and map of all existing housing and service resources in collaboration with HUD TA Provider HomeBase.</li> <li>• Facilitate completion of <i>Phase I – Planning and Development</i> of the CES Work Plan designed by HUD TA Provider HomeBase.</li> <li>• Facilitate completion of <i>Phase 2 – Implementation Action Plan</i>.               <ul style="list-style-type: none"> <li>➢ Finalize prioritization scheme and develop BNL incorporating prioritization scheme.</li> <li>➢ Develop and implement temporary centralized manual matching and referral process.</li> <li>➢ Develop and implement draft Single Adult CES P&amp;Ps in collaboration with HomeBase.</li> <li>➢ Develop and implement marketing and communications strategy for advertising CES to providers, clients and other mainstream systems (<i>Also, in Communications Work Plan</i>).</li> <li>➢ Eligibility engine in HMIS and method to report vacancies in HMIS and support CES P&amp;Ps.</li> </ul> </li> <li>• Facilitate completion of <i>Phase 3 – Evaluation and Refinement</i> of the CES Work Plan designed by HUD TA Provider HomeBase.</li> </ul>	Director	Planning	Ongoing
		Consult	Dir/Planning	Q1-Mar
		Director	Planning	Q1-Feb/Mar
		Director	Planning	Q1-Mar
		Dir/Consult	Planning	Q1-Mar
		Dir/TA	Planning	Q2-April
		Dir/TA	Aware/Exec	Q2-April
		Consult	Data	Q2-June
		Director	Planning	Q4-Nov
		Point In Time Count	<ul style="list-style-type: none"> <li>• Complete data entry of all survey data.</li> <li>• Cleaning and de-duplication of data.</li> <li>• Complete 2017 PIT After Action/Debrief Report to include information from regional debriefing and volunteer survey.</li> <li>• Complete 2017 SW PIT Report, submit to HUD (HDX DD 5/1/17), and distribute in the community (Communications Work Plan).</li> <li>• Data mapping by legislative and council districts.</li> <li>• Design and begin implementation of 2018 PIT Plan.</li> </ul>	Data C.
Consult/DC	Data			Q1-Mar
Data C.	Data			Q2-April
Cons/Dir.	Dir./Data			Q2-April
Data C. Data C.	Data Data			Q2-May Q2-June/OG
Housing Inventory Count	<ul style="list-style-type: none"> <li>• Review HUD requirements and develop work plan for timely submission of accurate HIC to HUD and distribution to the community.</li> <li>• Complete required reports and timely submission of HIC to HUD (HDX DD 5/1/17).</li> </ul>	Consult	Data	Q1-Mar
		Consult	Data	Q2-April

System Performance Measures	<ul style="list-style-type: none"> <li>Run SPM report on 3/17/17 and work with providers to improve data quality.</li> <li>Run SPM report on 4/17/17, and work with providers to improve data quality.</li> <li>Complete required reports and timely submission of SPM to HUD (HDX DD 5/17/17).</li> </ul>	Data C. Data C. Consult	Data Data Data	Q1- Mar Q2- April Q2- May
ESG Consultation and Monitoring	<ul style="list-style-type: none"> <li>Develop three-member evaluation team for RFP review and evaluation in collaboration with the City/County of Honolulu.</li> <li>In collaboration with City/County of Honolulu convene community forums including discussion at PIC General Membership meeting for consultation and feedback on ESG Action Plan and funding priorities.</li> <li>Complete written report of 2017 ESG collaboration and consultation between ESG recipient (City/County of Honolulu) and CoC.</li> <li>Monitor and evaluate system performance measures and data quality of ESG programs and services.</li> </ul>	Director Director Director Director	Planning Planning Planning Planning	Q1-Feb Q2-April Q2-June Q3-Sept
CoC Project Monitoring and Evaluation	<ul style="list-style-type: none"> <li>Develop monitoring and evaluation criteria for CoC project evaluation, and notify all CoC funded projects of monitoring and evaluation schedule and process, and the potential impact on renewal funding.</li> <li>Conduct monitoring and evaluation of all CoC projects focusing on system performance measures, data quality, and active participation in the CoC twice during 2017 (April and September). Provide written monitoring report to CoC leadership.</li> </ul>	Director Director	Planning Planning	Q1-Mar Q2-April Q3-Sept
2017 CoC Consolidated Application to HUD	<ul style="list-style-type: none"> <li>Form 2017 NOFA Task Force through open invitation via PIC listserv.</li> <li>Develop 2017 NOFA Planning Timeline.</li> <li>Develop recommended 2017 CoC project priorities and reallocation amount (if any).</li> <li>2017 CoC project priorities and reallocation approved by General Membership.</li> <li>Form 2017 NOFA Evaluation Committee and develop evaluation process and methodology.</li> <li>Develop and distribute 2017 CoC RFPs by project type as recommended by 2016 Debrief.</li> <li>Draft narrative, data reports, attachments, and application construction of general sections.</li> <li>Project evaluation and recommendations approved by Planning Committee.</li> <li>2017 CoC project ranking approved by Executive Committee.</li> <li>2017 CoC project applicant notification of review and ranking.</li> </ul>	Director Director T. Force T. Force T. Force Dir/T.Force Director Evaluation Planning Director	Planning Planning Planning Planning Planning Planning Planning Planning Executive Planning	Q2-April Q2-May Q2-May Q2-June Q2-May Q2-May/June Q3-July Q3-July Q3-Aug Q3-Aug

	<ul style="list-style-type: none"> <li>• Draft 2017 CoC Consolidated application posted on website for review and public comment.</li> <li>• Finalize narrative, attachments and application, and submit to HUD by NOFA deadline (TBD).</li> </ul>	Director	Planning	Q3-Aug
		Director	Planning	Q3-Aug/Sep
Advancement of Community Priorities	<ul style="list-style-type: none"> <li>• Create a printable pdf resource book of systems map and all homeless resources in the CoC. Post resources on website.</li> <li>• Convene key stakeholder groups at least quarterly including youth providers, hospital discharge teams, prison discharge teams, AOD treatment teams, HPD community policing teams, and first responders to strengthen collaboration, share resources and develop a full continuum of services.</li> </ul>	Consult	Director	Q2-May
		Director	Planning	Q1-Mar Ongoing
Advocacy and Planning	<ul style="list-style-type: none"> <li>• 2017 post crossover legislator visits (focused on Leadership, Finance and Program Vice Chairs).</li> <li>• Evaluate 2017 legislative session: results of session; and strengths and weaknesses of Advocacy strategy.</li> <li>• Meet with key legislators to express gratitude, outcomes and community impact data.</li> <li>• Produce Annual Advocacy Report outlining results/successes of 2017 legislative session.</li> <li>• Form and convene Advocacy Core Group (“Core”) for 2018 legislative session.</li> <li>• Meet with PHA, HPO, BTG, Governor’s Office, Mayor’s Office, City/County DHS, AMHD, and other government agencies to discuss funding priorities and identify critical community issues.</li> <li>• Identify legislative issues and priorities for 2018 by examining gaps in services, 2017 NOFA priorities, surveying membership, and critical community issues (including those on neighbor islands).</li> <li>• Prepare recommended 2018 legislative priorities, and finalize with general membership.</li> <li>• Develop and finalize all issue papers, draft bills and other advocacy documents.</li> <li>• Update Advocacy webpage with all updated documents, and members and contact information for all Core Group members.</li> <li>• Develop advocacy action plan and schedule meetings with legislators.</li> <li>• Assign tasks and roles to Core members for 2018 legislative session.</li> <li>• Revise issue papers, draft bills and prepare testimony for 2018 legislative session.</li> </ul>	Core	Advocacy	Q1-Mar
		Core	Advocacy	Q2-May
		Dir/Core	Advocacy	Q2-May
		Core	Advocacy	Q2-June
		Core	Advocacy	Q2-June
		Core	Advocacy	Q3-Sept
		Core	Advocacy	Q3-Sept
		Core	Advocacy	Q3-Sept
		Core	Advocacy	Q3-Oct
		Core	Advocacy	Q4-Nov
		Core	Advocacy	Q4-Nov/Dec
		Chair	Advocacy	Q4-Nov
		Core	Advocacy	Q4-Nov