



**Partners in Care, Oahu's Continuum of Care
2017 Operations Work Plan – Six Month Plan – Updated August**

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.

Goals	Tasks	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"> Oversee and coordinate design and implementation of CES for all sub-populations 	Director	Planning	Ongoing	
	<ul style="list-style-type: none"> Complete CoC systems matrix of all existing housing and service resources in collaboration with HUD TA Provider HomeBase. 	Consult	Planning	Complete	
	<ul style="list-style-type: none"> Finalize prioritization scheme and develop BNL incorporating prioritization scheme. 	Dir/Consult	Planning	Complete	
	<ul style="list-style-type: none"> Develop and implement centralized manual matching and referral process. 	Director	Planning	Q3-Sept	
	<ul style="list-style-type: none"> Develop and implement CES P&Ps. <ul style="list-style-type: none"> ➤ Families ➤ Singles ➤ Youth ➤ DV 	Director	Planning	Complete Complete Q3-Sept Q4-Oct	
	<ul style="list-style-type: none"> Form and convene CES Oversight Group to monitor and evaluate system for all sub-populations. 	Director	Planning	Q3-Aug Monthly	
	<ul style="list-style-type: none"> Develop and implement marketing and communications strategy for advertising CES to providers, clients and other mainstream systems (Also, in Communications Work Plan). 	Director	Planning	Q4-Oct	
	<ul style="list-style-type: none"> Eligibility engine in HMIS and method to report vacancies in HMIS and support CES P&Ps. 	Consult	Planning	Q4-Oct	
	Point In Time Count	<ul style="list-style-type: none"> Complete data entry of all survey data. 	Data C.	Data	Complete
		<ul style="list-style-type: none"> Cleaning and de-duplication of data. 	Consult/DC	Data	Complete
<ul style="list-style-type: none"> Complete 2017 PIT After Action/Debrief Report to include information from regional debriefing and volunteer survey. 		Data C.	Data	Complete	

	<ul style="list-style-type: none"> • Complete 2017 SW PIT Report, submit to HUD (HDX DD 5/1/17), and distribute in the community (Communications Work Plan). • Data mapping by legislative and council districts. • Design and begin implementation of 2018 PIT Plan. 	Cons/Dir. Data C. Dir./Data C	Dir./Data Data Data	Complete Complete Q3- Sept
Housing Inventory Count	<ul style="list-style-type: none"> • Review HUD requirements and develop work plan for timely submission of accurate HIC to HUD and distribution to the community. • Complete required reports and timely submission of HIC to HUD (HDX DD 5/1/17). 	Consult Consult	Data Data	Complete Complete
System Performance Measures	<ul style="list-style-type: none"> • Complete required reports and timely submission of SPM to HUD (HDX DD 5/17/17). 	Consult	Data	Complete
ESG Consultation and Monitoring	<ul style="list-style-type: none"> • Develop evaluation team for RFP review and evaluation in collaboration with the City/County of Honolulu. • 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. • Complete written report of 2017 ESG collaboration and consultation between ESG recipient (City/County of Honolulu) and CoC. • Monitor and evaluate system performance measures and data quality of ESG programs and services. 	Director Dir/WG WG WG	Planning Planning Planning Planning	Complete Complete Complete Q4-Oct
CoC Project Monitoring and Evaluation	<ul style="list-style-type: none"> • 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. • Conduct monitoring and evaluation of all CoC projects focusing on system performance measures, data quality, and active participation in the CoC during NOFA evaluation process and at the end of the calendar year. Provide written monitoring report to CoC leadership. 	Dir/WG Dir/WG	Planning Planning	Q3-Aug Q3-Aug Q4-Nov
2017 CoC Consolidated Application to HUD	<ul style="list-style-type: none"> • Develop 2017 NOFA Planning Timeline. • Develop recommended 2017 CoC project priorities and reallocation amount (if any). 	Dir./Consult Director	Planning Planning	Complete Complete

	<ul style="list-style-type: none"> • 2017 CoC project priorities and reallocation approved by Planning Committee. • Form 2017 NOFA Evaluation Committee and develop evaluation process and methodology. • Develop and distribute 2017 CoC RFPs by project type as recommended by 2016 Debrief. • Draft narrative, data reports, attachments, and application construction of general sections. • Project evaluation and recommendations approved by Planning Committee. • 2017 CoC project ranking approved by BOD. • 2017 CoC project applicant notification of review and ranking. • Membership and public review of draft application. • Final application posted on PIC website. • Application submitted to HUD via e-snaps. 	Director Dir./Consult Director Director Dir./Consult Director Director Director Director Director/CA	Planning Planning Planning Planning Planning BOD Planning Planning Planning Planning	Complete Complete Complete Q3-Aug and Sept. Q3-Aug Q3-Aug Q3-Sept. Q3-Sept. Q3-Sept. Q3-Sept.
Advancement of Community Priorities	<ul style="list-style-type: none"> • Create a printable pdf resource book of systems map and all homeless resources in the CoC. Post resources on website. • 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. 	Consult Director	Director Org Dev	Q4-Oct Ongoing
Advocacy and Planning	<ul style="list-style-type: none"> • 2017 post crossover legislator visits (focused on Leadership, Finance and Program Vice Chairs). • Evaluate 2017 legislative session: results of session; and strengths and weaknesses of Advocacy strategy. • Meet with key legislators to express gratitude, outcomes and community impact data. • Produce Annual Advocacy Report outlining results/successes of 2017 legislative session. • Form and convene Advocacy Core Group (“Core”) for 2018 legislative session. • Meet with PHA, HPO, BTG, Governor’s Office, Mayor’s Office, City/County DHS, AMHD, and other government 	Core Core Dir/Core Core Core Core	Advocacy Advocacy Advocacy Advocacy Advocacy Advocacy	Complete Complete Q3-Sept Complete Q3-Sept Q3-Sept

	agencies to discuss funding priorities and identify critical community issues.			
	<ul style="list-style-type: none"> • 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). 	Core	Advocacy	Q3-Sept
	<ul style="list-style-type: none"> • Prepare recommended 2018 legislative priorities, and finalize with general membership. 	Core	Advocacy	Q3-Sept
	<ul style="list-style-type: none"> • Develop and finalize all issue papers, draft bills and other advocacy documents. 	Core	Advocacy	Q3-Oct
	<ul style="list-style-type: none"> • Update Advocacy webpage with all updated documents, and members and contact information for all Core Group members. 	Core	Advocacy	Q4-Nov
	<ul style="list-style-type: none"> • Develop advocacy action plan and schedule meetings with legislators. 	Core	Advocacy	Q4-Nov/Dec
	<ul style="list-style-type: none"> • Assign tasks and roles to Core members for 2018 legislative session. 	Chair	Advocacy	Q4-Nov
	<ul style="list-style-type: none"> • Revise issue papers, draft bills and prepare testimony for 2018 legislative session. 	Core	Advocacy	Q4-Nov