Objective: *Gain full input and participation from providers in your region to ensure that the Coordinated Assessment will be useful to your region and will have full/high participation*

In larger regions, these steps may need to be accomplished by sub-population (unaccompanied youth, families, singles)

Action Item	Resources Available/Needed	Persons responsible	Statewide Timeline	Local Timeline	Status

Convene a community-wide visioning process that might identify the following:
 A common understanding of CA
 Why a CA is needed for your CoC
 Common goals and principles for the CA
 Leadership structure to help shape CA (who will make the decisions?)
	Available:
	    Ramsey CoC process
	    HUD CA overview
	
	 Needed:
	
	    Strong facilitation
	    Clear understanding of CA
	    An understanding (among leadership) of how your community will benefit from a CA (why does this make sense beyond "HUD is requiring it")
	    No foregone conclusions. Every community will develop CA differently. Don't start with assumptions.
			3/1/13		

Identify meeting schedule for CA leadership team Bi-monthly recommended	Available: Needed:		3/1/13		

Conduct outreach to funders of your area's CoC (not just HUD)
    Provide overview of CA
    Share common goals and principles from community visioning
    Seek their participation and leadership moving forward
	Available:
	    HUD Ca overview
	
	 Needed:
			4/1/13		

Objective: *Identify and understand the continuum of housing and services that will be included in your coordinated assessment*

In larger regions, these steps may need to be accomplished by sub-population (unaccompanied youth, families, singles)

Action Item	Resources Available/Needed	Persons responsible	Statewide Timeline	Local Timeline	Status

Define the components of your Continuum	Available:
	    Washington example
	    State example
	
	Needed:
			4/1/13		

Conduct mapping exercise to:
    Determine how households currently access services in your community
    Create an inventory of services provided along your homeless response continuum
    ID eligibility restrictions (as determined by funders) per provider
    ID eligibility restrictions (as determined by agency mission or service model) per provider
    ID Avg bed vacancy rate
	Available:
	    Dakota Mapping exercise
	    Dakota Agency survey
	    Dayton examples
	    OTHER??
	
	Needed:
	    Survey to provide to all appropriate agencies
			5/1/13		

Conduct discussions to **seek alignment on eligibility** by component, model, population, etc.					

Objective: *Identify components needed in assessment tool for your region*

In larger regions, these steps may need to be accomplished by sub-population (unaccompanied youth, families, singles)

Action Item	Resources Available/Needed	Persons responsible	Statewide Timeline	Local Timeline	Status

Identify components that will answer/match **provider eligibility**
     What questions need to be asked?
     How will the answers given inform a referral?
	Available:
	     West Central CoC
	     Matt White
	
	 Needed:
			7/1/13		

Identify components that will identify how **applicant's needs** can be best met
     What questions need to be asked?
     How will the answers given inform a referral?
	Available:
	     West Central CoC
	     Matt White
	
	 Needed:
	     The CA will provide the greatest value if it is driven by "what does the client need", rather than by provider eligibility. How do you create the focus on client needs in addressing this objective?
			7/1/13		

Identify what you need from a data system (HMIS)	Available: Needed:				

Objective: *Identify the referral/placement process that will work best for your community*

In larger regions, these steps may need to be accomplished by sub-population (unaccompanied youth, families, singles)

Action Item	Resources Available/Needed	Persons responsible	Statewide Timeline	Local Timeline	Status
Determine **how you will market** the CA	Available: Needed:				
Determine **how/where people will access** the CA	Available: Needed:				
Determine **who will conduct the assessment**	Available: Needed:				
Identify what you need from a data system (HMIS)	Available: Needed:				
Build a budget for anticipated costs of Ca system	Available: Needed:				