**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)*

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Resources Available/Needed</th>
<th>Persons responsible</th>
<th>Statewide Timeline</th>
<th>Local Timeline</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convene a community-wide visioning process that might identify the following:</td>
<td></td>
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<tr>
<td>- A common understanding of CA</td>
<td>Available:</td>
<td></td>
<td>3/1/13</td>
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<tr>
<td>- Why a CA is needed for your CoC</td>
<td>- Ramsey CoC process</td>
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<tr>
<td>- Common goals and principles for the CA</td>
<td>- HUD CA overview</td>
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<tr>
<td>- Leadership structure to help shape CA (who will make the decisions?)</td>
<td>Needed:</td>
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<td></td>
<td>- Strong facilitation</td>
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<tr>
<td></td>
<td>- Clear understanding of CA</td>
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<tr>
<td></td>
<td>- An understanding (among leadership) of how your community will benefit from a CA (why does this make sense beyond “HUD is requiring it”)</td>
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<td></td>
<td>- No foregone conclusions. Every community will develop CA differently. Don’t start with assumptions.</td>
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| Identify meeting schedule for CA leadership team | Available: | 3/1/13 |
|                                                 |   - Bi-monthly recommended | |

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

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| **Define the components of your Continuum** | Available:  
- Washington example  
- State example  

Needed:  | | | 4/1/13 | | |
| **Conduct mapping exercise to:**  
1. Determine how households currently access services in your community  
2. Create an inventory of services provided along your homeless response continuum  
3. ID eligibility restrictions (as determined by funders) per provider  
4. ID eligibility restrictions (as determined by agency mission or service model) per provider  
5. 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 | | |
**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)

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<tr>
<td>Identify components that will answer/match provider eligibility</td>
<td>Available:</td>
<td>West Central CoC</td>
<td></td>
<td></td>
<td>7/1/13</td>
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<tr>
<td>- What questions need to be asked?</td>
<td>Matt White</td>
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<td>- How will the answers given inform a referral?</td>
<td>Needed:</td>
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<tr>
<td>Identify components that will identify how applicant’s needs can be best met</td>
<td>Available:</td>
<td>West Central CoC</td>
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<td></td>
<td>7/1/13</td>
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<td><strong>Identify what you need from a data system</strong> (HMIS)</td>
<td>Available:</td>
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<td></td>
<td>Needed:</td>
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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)*

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<td>Determine <strong>how you will market</strong> the CA</td>
<td>Available:</td>
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<tr>
<td>Determine <strong>how/where people will access</strong> the CA</td>
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<td>Needed:</td>
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<td>Determine <strong>who will conduct the assessment</strong></td>
<td>Available:</td>
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<td>Build a budget for anticipated costs of CA system</td>
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