



## **MEMORANDUM**

**TO:** Mid-Willamette Homeless Initiative Steering Committee **DATE:** 08/28/2018

**THRU:** Sean O'Day  
Executive Director

**FROM:** Alison Treichel  
Program Coordinator

**SUBJECT:** Revised Work Plan

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### **Issue**

Discussion and adoption of revised work plan to accommodate the addition of facilitating The Challenge.

### **Background**

The Mid-Willamette Homeless Initiative (MWHI) year 1 work plan was originally adopted in March 2018. During the July 2018 Steering Committee Meeting, Tricia Ratliff of HOME Youth and Resource Center presented on the work of The Challenge. Tricia concluded her presentation with the proposal of folding in The Challenge with the work of the MWHI.

This incorporation of The Challenge efforts was discussed among Steering Committee members. The coordinator was asked to look over the current work plan and strategic plan to look for any overlap and to outline where needed revisions would be. Tricia Ratliff, HOME Youth and Resource Center, met with program coordinator to discuss the inclusion of group facilitation in the current work plan.

### **Recommendation**

Review, discuss, and adopt the revised work plan, attached.

### **Discussion / Analysis**

The attached work plan is revised to show where the work of The Challenge, if included in the MWHI efforts, would be included (page 5). Additionally, an annual end of year report, based on

the metrics presented at the July 2018 Steering Committee, has been added, named under ongoing efforts as outlined by the scope of work (page 6).

The Challenge team has identified next-steps for the collaboration including exploring the rights and opportunities for minors to become renters, working towards establishing a Host Home program, working towards a coordinated entry specific to the youth population, developing street and community outreach, and building the work of The Challenge into the Rural Oregon Continuum, of Care structure.

The adopted MWHI Strategic Plan identifies youth as a specific target population. Goal 3 reads as: “develop strategies to enhance coordination and reduce gaps in support services for individuals, families, and youth experiencing homelessness.” Goal 6 also specifies youth as a target population (“develop strategies that address the unique needs and characteristics of identified target populations, such as youth, seniors and chronically homeless populations.”). Objective 6.1 continues, “prioritize runaway and homeless youth as a major focus; work to identify gaps in services and resources needed to fill the gaps.”

Revisions to the work plan include the deletion of Projects 6 and 7 to allow for the addition of facilitation of The Challenge. These projects were identified to be efforts already underway by other stakeholders (6) or the least evolved (7).

The program coordinator met with Jimmy Jones of ARCHES to discuss the state of the Coordinated Entry Program, an effort led by ARCHES, in the community. Previous efforts to create a workgroup around the topic of coordinated entry were discussed. Similar to the original Project 6 outlined in the year 1 work plan, attached, Jones led a workgroup with community partners to discuss participation in coordinated entry. Jones is in the process of drafting a memo outlining progress to date and the current direction of efforts, including next steps and areas needing continued work. It is recommended that this information is used to re-visit this portion of the project.

Additionally, during the July Steering Committee meeting, the coordinator reported that ARCHES is leading community efforts around emergency warming and cooling sheltering plans. Because both components of Project 6 have been or are currently being addressed by community partners, the program coordinator is recommending that the work plan be revised. It is suggested that in lieu of creating duplicative workgroups, or re-establishing dissolved efforts, that the coordinator continues to participate in and support ongoing community discussions and planning already underway.

Revised Project 6, if adopted, would now encompass the facilitation of The Challenge’s efforts moving forward. Work by the coordinator would include aiding in the re-establishing the runaway and homeless youth team, including working with partners to define time commitments and roles, planning and facilitating of monthly team meetings, reporting progress of group work to the MWHI Steering Committee, facilitation of timeline setting, and heading efforts to expand participation in The Challenge to reach more youth and include more stakeholders.

The work outlined by The Challenge is congruent to the scope of work laid out for the program coordinator position including engaging with existing stakeholder efforts to advance homeless services in the Mid-Willamette Valley, convening identified stakeholders on a regular basis, creating specialty subgroups as needed, and evaluating the feasibility, development and sustainability of a runaway and homeless youth integrated service system. As such, it is recommended that the MWHI Steering Committee review and adopt the revised work plan to include the facilitation of The Challenge moving forward.



## MWHI Program Coordinator Year 1 Work Plan Proposal

Project 1: Co-Create Systems Inventory Map for Area (to include resources, assets, services etc. reflective of the 5 Jurisdictions); Per Scope of Work					
Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible	Comments:
Identify and contact Stakeholders	April 2018	Interested stakeholders identified;	Number of stakeholders contacted, number of stakeholders interested in participation	Program Coordinator; Steering Committee; Health and Housing Workgroup	<u>Complete</u> : Health and Housing; individual interviews; community partner survey
Update public funds money map	April-May 2018	2016-2017 money map created	Creation of updated public funding map	Program Coordinator	<u>Complete</u> : presented at July steering committee meeting; updated with Polk County information
Hold mapping conversation(s) to include: inventory of services, funding sources, areas of expertise, and areas of need	May-September 2018	Preliminary inventory map to illustrate basic framework created, communication among stakeholders and discussion of shared vision and collective impact	Creation of inventory map, number of stakeholders participating in mapping	Program Coordinator; Stakeholders; Health and Housing Workgroup	<u>Complete</u> .
Conduct crosswalk of 10 Year Plan, Mid-Willamette Homeless Initiative Strategic Plan and community plan required elements	June-August 2018	Crosswalk and documentation of similarities and differences	Creation of crosswalk document	Program Coordinator	<u>Complete</u> .
Create report and recommendations, in collaboration with stakeholders	May-September 2018	Concise report and map, outlining findings and recommendations created	Creation of report document, number of stakeholders participating	Program Coordinator; Stakeholders	In Progress
Present final product(s) to Steering Committee	October 2018	Current state of service continuum outlined; recommendation, possible next steps identified	Presentation of findings, plan to move forward	Program Coordinator	Systems to include: -Direct Services/Housing -Health and mental health systems -Child welfare/family services -Schools -Justice System



**Project 2: Initiate a conversation with the school districts within Marion and Polk counties to address barriers that homeless children face; Per Objective 3.5**

Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible	Comments:
Identify and contact appropriate school representative(s) /stakeholder(s)	April 2018	Key school representatives/stakeholders identified	Number of stakeholders identified Number of stakeholders contacted Number of stakeholder meetings held	Program Coordinator; Steering Committee	Julie w/ S.T.E.P Angie w/ CSD <u>Complete.</u>
Meet with those identified to develop map illustrating barriers to that homeless children face, collaborate recommendations/solutions	May-September 2018	Barriers and possible solutions discussed; possible partnerships identified	Report findings in mapping report Re: Project 1	Program Coordinator; Schools	In Progress; The Challenge effort has created a Youth Systems Map in collaboration with the Program Coordinator
Present findings to Steering Committee/stakeholders	See Project 1; October 2018	Communicate findings in report	Presentation of findings	Program Coordinator	As a part of project 1.

Project 3: Engage in ongoing partnership, planning and negotiation with ROCC (Balance of State); Per Scope of Work					
Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible	Comments:
Meet with Rural Oregon Continuum of Care (ROCC-Balance of State CoC) representative regularly to build relationship and improve communication channels	Ongoing	Strong communication and relationship between region and ROCC established. Region-specific participation plan/approach discussed; avenue for community stakeholders and ROCC representatives to plan and discuss CoC participation	Number of meetings; scheduling of regular meetings; participation in ROCC meetings/events	Program Coordinator; ROCC	Ongoing
Conduct a cost benefit analysis (CBA) of CoC options	August-October 2018	Pros and cons to local CoC options discussed and assessed	Creation of CBA document	Program Coordinator	In Progress
Report analysis findings to Steering Committee;	<b>October/November 2018</b>	Findings on how to best position region for success communicated and discussed	Presentation of findings	Program Coordinator; Steering Committee	
Project 4: Research, identify and evaluate effective means to address panhandling and identify alternatives for implementation; Per Scope of Work, Objective 4.3					
Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible	Comments:
Research best-practice, scientific-based findings, approach to address panhandling, including researching past approaches (City of Salem's "Give Hope, Not Money")	July-August 2018	Best-practice framework established; "Give Hope, Not Money" program assessed against available evidence; alternatives identified as needed	Report of best practice framework	Program Coordinator	In Progress
Based on findings, create case study reports	September-October 2018	Case-studies illustrating success and challenges of other communities' approaches; recommendations for implementation	Case studies developed	Program Coordinator	In Progress
Report findings to Steering Committee	<b>December 2018</b>	Findings communicated; whether/how to move forward discussed	Presentation of findings	Program Coordinator	

Project 5: Implement financial literacy objectives in MWHI Strategic Plan; Per Objectives 5.2, 5.3; Scope of Work					
Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible	Comments:
Assist NEDCO, MaPS Credit Union and others in implementing site-based financial literacy trainings	April-June 2018	Partnership opportunities discussed and identified; training classes coordinated as needed	Number of sites Number of trainings offered Number of clients/participation rates	Program Coordinator; Project Partners	Met with NEDCO, Maps, Key Bank; Hanna Morell (financial literacy advisor). St. Francis expressed interested in possible partnership
Implementation TBD	TBD	TBD	TBD	TBD	
Assist the school districts within Marion and Polk Counties to offer effective and relevant financial literacy training in selected schools through proven curriculum materials and community trainers	September 2018- January 2019	Partnership opportunities discussed and identified; training classes coordinated as needed	Number of training courses offered Number of students in attendance	Program Coordinator; Project Partners; School Districts	Met with Maps and KeyBank; may be interested in taking curriculum into schools; S.T.E.P. partners, through the work of The Challenge are exploring and holding conversations around bringing financial literacy curriculum into schools (Salem-Keizer)
Implementation TBD	TBD	TBD	TBD	TBD	



**EDIT Project 6: The Challenge: Runaway and Homeless Youth (RHY) Team**

Key Action Steps	Timeline	Expected Outcome	Data Source and Evaluation Methodology	Person/Area Responsible	Comments:
Create updated MOU, including team partners and MWVCOG	October-November 2018	MOU created and signed		The Challenge Team Members; COG	Updated MOU between The Challenge team members to extend original agreement
Define and establish time commitments of current team members	November-December 2018	Clearly defined time commitments of current team leaders		Program Coordinator; Team Leads	Connect with various supervisors to establish time commitment of team members; information will be used to inform timelines for outlined goals and objectives.
Establish timelines for The Challenge goals	November-December 2018	Clearly defined expectations and roles		The Challenge Team	As a team, define realistic timeframes for each of the outlined goals and objectives; determine goal outcomes/measures of success
Monthly Meeting of The Challenge Team	Ongoing	Mechanism and framework created for ongoing and regular check-ins/reporting. Expanded team membership to include more stakeholders, and partners from Polk County.		The Challenge Team/Team Leads; Program Coordinator	The Challenge Team will serve as subcommittee to Mid-Willamette Homeless Initiative, working towards the achievement of outlined goals and objectives.

	<b>Following tasks are already underway/under different lead; Program Coordinator to support as needed or as requested throughout Year 1</b>	
Support	Endorse and support Willamette Valley Community Health Coordinated Care Organization in taking the lead role in the pursuit of a regional Coordinated Health Partnership; Per Objective 3.6	Health and Housing Workgroup Marion County
Support	Explore and adopt a comprehensive statewide resource network; Per Objective 3.9	CAA
Support	Per Objective 3.11: Through consultation with service agencies and first responders, utilize CDL/HMIS to: 3.11.1 Establish definitions within homelessness (chronic homelessness, street homelessness etc.)	CAA
	3.11.2 Create a template for collection of data across agencies providing a cohesive data collection system in which to move forward with solutions	CAA
	3.11.3 Better assist vulnerable populations	CAA
	3.11.4 Base results of performance measures	CAA
Support	Implement the following assessment tools to assist in agency decisions about allocating resources: SPDAT, VI-SPDAT, VAT; Per Objective 3.12	City of Salem; Marion County; Salem Health
Support	Support Salem Health, City of Salem, Marion County and other nonprofit organizations in efforts to create a sobering center in the Salem area; Per Objective 3.14	The Challenge Team; WVCH
Support	Prioritize runaway and homeless youth as a major focus; work to identify gaps in services and resources needed to fill gaps; Per Objectives 2.1a, 6.1 Support The Challenge and development of RHY Shelter	The Challenge Team
Support	Support the housing authorities in their efforts to increase prioritization of housing vouchers for homeless families or victims of domestic violence; Per Objective 6.4	Housing Authorities; Center for Hope and Safety
	<b>Following tasks are outlined in scope of work, and are ongoing efforts; Per Scope of Work</b>	
Ongoing	Identify and report on national best practices and state-level legislation, policies, and other practices that could enhance MWHI implementation	Program Coordinator
Ongoing	Conduct ongoing evaluation of the efficacy of the homeless services continuum and provide feedback to relevant stakeholders on persistent gaps, needs, and barriers to addressing homelessness; re: Project 1	Program Coordinator
Ongoing	Compile and analyze periodic reports regarding the volume and demography of the homeless population and current state of resources; re: Project 1 and <b>annual MWHI metrics report for end of year 1 (December 2018)</b>	Program Coordinator
Ongoing	Provide informational updates via newsletter, presentations, and interpersonal communication; Quarterly Newsletter	Program Coordinator