

PeopleSoft

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Run Date 2/27/2025

Run Time 16:56:01

As Of Date: 27-Feb-25

Data-Issue	Position Status	Position Number	Title	Name	Emplid
	A	00090861	Executive Director (Interagenc	Silla,Theresa	00088338
	A	00092302	Special Assistant		
	A	00108312	Program Support Specialist		
	A	00112640	Special Assistant		
	A	00112641	Data and Visualization Analyst		
	A	00112642	Deputy Director (Interagency C		
	A	00115501	Data Scientist		

Empl Rcd	Hire Date	Vacant Status	Grade	Step	Salary	FTE x Dist %	Adds to FTE	Job Code
0	10/4/2021	F	E4		0 178809.25	1 N		555850
		V		12	0 80784	1 Y		552410
		V		11	0 65,285.00	1 Y		550012
		V		12	0 80,784.00	1 Y		552410
		V		12	0 80,784.00	1 Y		557587
		V		15	0 152,434.50	1 Y		557358
		V		13	0 <u>93,069.00</u>	0 Y		557586

Job DeptID	Job Dept Name	Pay Plan	Bargaing U	Union Code	Budgeted P	Report Age
HG10000000	Ofc. of the Health and Human S	DX	CH11	XXX	Y	HG
		DS	CH11	XAA	Y	HG
		DS	CH11	XAA	Y	HG
		DS	CH11	XAA	Y	HG
		DS	CH11	XAA	Y	HG
		DS	CH11	MSS	Y	HG
		DS	CH11	XAA	Y	HG

Funding Ag	HR Agency	Combo Co	Distribution	Fund	Fund Name	Program	CostCenter	ProjectID
HG0	HG	000155034	100	1010001	LOCAL FUN	100151	70108	202251
HG0	HG	000155034	100	1010001	LOCAL FUN	100151	70108	202251
JA0	HG	000155037	100	1010001	LOCAL FUN	700185	70350	400559
HG0	HG	000152621	100	1010001	LOCAL FUN	100151	70108	202251
HG0	HG	000152621	100	1010001	LOCAL FUN	100151	70108	202251
HG0	HG	000152621	100	1010001	LOCAL FUN	100151	70108	202251
	HG	Budget Entr		0				

Award	Task Numb	Project Org	ComboCod	Position De	Departmen	Location C	Location N	Reports to
1000704	10.90	HG0	PROJ	HG100000	Ofc. of the I	LOCDC000	John A. Wil	00075191
1000704	10.90	HG0	PROJ	HG100000	Ofc. of the I	LOCDC000	John A. Wil	00075191
1000817	23.02	HG0	PROJ	HG100000	Ofc. of the I	LOCDC000	John A. Wil	00090861
1000616	10.90	HG0	PROJ	HG100000	Ofc. of the I	LOCDC000	John A. Wil	00090861
1000616	10.90	HG0	PROJ	HG100000	Ofc. of the I	LOCDC000	John A. Wil	00090861
1000616	10.90	HG0	PROJ	HG100000	Ofc. of the I	LOCDC000	John A. Wil	00090861
				HG100000	Ofc. of the I	LOCDC000	John A. Wil	00090861

Reports to	Position Effd	Position NT	F/P Time	Reg/Temp	Work Sched	WAE	Sal Plan	Head Coun
Creighton C	10/1/2017		F	Reg	F	N	DX0000	1
Creighton C	1/29/2025		F				DS0087	1
Silla Theres	1/29/2025		F				DS0087	1
Silla Theres	1/29/2025		F				DS0087	1
Silla Theres	1/29/2025		F				DS0087	1
Silla Theres	1/14/2024		F				DS0086	1
Silla Theres	1/22/2025		F				DS0087	1

FTE	Employee N	WGI Due D	Gvt Lei Date	Hourly Rate	Sensitivity	Sensitivity I	Emergency	Essential S
1			10/4/2021	85.96599	1	Non Sensiti	N	N
1				38.84	5	None	N	N
1				31.39	6	Security	N	N
1				38.84	6	Security	N	N
1				38.84	6	Security	N	N
1				73.29	6	Security	N	N
1				44.74	6	Security	N	N

[illegible]





Office of the Chief Financial Officer  
District Integrated Financial System (DIFS)

**Run date/Time:** 03-03-2025 01:27:00

Agency	Agency Description	Appropriated Fund
JA0	DEPARTMENT OF HU	1010

## R025 YTD Budgetary Control Analysis Report - DC Authority Reporting

<b>Control Budget</b>	DC Authority Reporting
<b>Fiscal Year</b>	2024
<b>Period</b>	ALL
<b>Agency</b>	JA0
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	400559
<b>Award</b>	ALL

<b>Appropriated Fund Description</b>	<b>Fund</b>	<b>Fund Description</b>
LOCAL FUND	1010001	LOCAL FUNDS

Account Category (Parent Level 3)	Account Category Description (Parent Level 3)
700000A	PERSONNEL SERVICES

Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Account
701300C	ADDITIONAL GROSS PAY	7013017

Account Description	Program (Parent Level 2)	Program (Parent Level 2) Description
SEVERANCE PAY	HS0030	FAMILY SERVICES

Program (Parent Level 1)	Program (Parent Level 1) Description	Program
H03003	HOMELESS SERVICES CONTINUUM - GEI	700185

Program Description	Cost Center (Parent Level 2)	Cost Center (Parent L
HSC GENERAL CONTINUUM (	HS040	FAMILY & COMMUNI

Cost Center (Parent Level)	Cost Center (Parent Level 1) Description	Cost Center
H4002	HOMELESS CONTINUUM DIVISION	70350



Cost Center Description	Project	Project Description	Award
HOMELESS SERVICES CO	400559	JA0.OSDCHR.OUTREACH SERVICES DC HOME	1000574

Award Description	Initial Budget	Adjustment Budget	Total Budget	Commitment
FY24.JA0.0100.LOCAL FU	\$0.00	\$0.00	\$0.00	\$0.00

Obligation	Expenditure	Budget Reservations	Available Budget
\$0.00	\$2,318.63	\$0.00	-\$2,318.63



Office of the Chief Financial Officer  
District Integrated Financial System (DIFS)

**Run date/Time:** 03-03-2025 01:20:41

Agency	Agency Description	Appropriated Fund
JA0	DEPARTMENT OF HU	1010

## R025 YTD Budgetary Control Analysis Report - DC Authority Reporting

<b>Control Budget</b>	DC Authority Reporting
<b>Fiscal Year</b>	2025
<b>Period</b>	ALL
<b>Agency</b>	JA0
<b>Fund</b>	ALL
<b>Account</b>	ALL
<b>Program</b>	ALL
<b>Cost Center</b>	ALL
<b>Project</b>	400559
<b>Award</b>	ALL

<b>Appropriated Fund Description</b>	<b>Fund</b>	<b>Fund Description</b>
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Account Category (Parent Level 3)	Account Category Description (Parent Level 3)
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Account Description	Program (Parent Level 2)	Program (Parent Level 2) Description
SEVERANCE PAY	HS0030	FAMILY SERVICES



Program (Parent Level 1)	Program (Parent Level 1) Description	Program
H03003	HOMELESS SERVICES CONTINUUM - GEI	700185

Program Description	Cost Center (Parent Level 2)	Cost Center (Parent L
HSC GENERAL CONTINUUM (	HS040	FAMILY & COMMUNI

Cost Center (Parent Level)	Cost Center (Parent Level 1) Description	Cost Center
H4002	HOMELESS CONTINUUM DIVISION	70350

Cost Center Description	Project	Project Description	Award
HOMELESS SERVICES CO	400559	JA0.OSDCHR.OUTREACH SERVICES DC HOME	1000817

Award Description	Initial Budget	Adjustment Budget	Total Budget	Commitment
JA0.0100.FY25 LOCAL FU	\$0.00	\$0.00	\$0.00	\$0.00

Obligation	Expenditure	Budget Reservations	Available Budget
\$0.00	\$44,214.85	\$0.00	-\$44,214.85



REVIEW FOR FIRST LAST

PURPOSE

To establish a template for the end-of-year review across all ICH team members. In keeping with the DCHR requirements, this document has 3 sections for competencies, smart goals, and development plans.

This document includes

- A description of the core competency, smart goals, or development goals
- Notes and guidance on how to interpret the core competencies, smart goals or development goals
- Self-assessment captured in the Annual Performance Document, including a rating and comments
- Manager rating and comments.

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## SECTION 1 – COMPETENCIES

### DCHR INSTRUCTIONS

You can add up to three (3) additional competencies by clicking the "Add Competency" link. Review and discuss the applicability of all competencies with your employee.

Competencies account for fifty percent (50%) of the overall performance rating and each competency has equal weights.

Evaluation Instructions Use the 5 point rating scale to rate your employee's performance relative to each competency. Write a narrative justification to support the rating.

The rating system is:

- 1 inadequate performer
- 2 marginal performer
- 3 valued performer
- 4 highly effective performer
- 5 role model

### DECISION MAKING

#### DESCRIPTION

Provides updates on critical issues and produces deliverables that facilitate decision-making for the Executive Director of the ICH and the board members of the ICH, especially the DMs, the chair of the board (the CA), and ultimately MMB.

#### NOTES

This is nuanced and has at least 2 components:

- Facilitating decision-making for the ED, the DM, and the CA?
  - Are you framing issues in a way that identifies significant risks/challenges and facilitates decision-making? Are you providing the appropriate background to contextualize the issue for decision-makers adequately? Are you promoting data-driven decision-making by offering concrete data points or back-of-the-envelope estimates on the extent of the issue or the viability of different options? Are you outlining options for consideration and identifying pros and cons for the different options?

- As well as individual decision-making?
  - Are you seeking guidance on what you are seeing on the ground and alerting team members and the ED on risks and constraints to successfully ending and preventing homelessness in the District?

Supervision and using supervision to track initiative and decision-making? Honest that regular 1:1 supervision might not be a thing on the ICH Team. Likely not enough time.

#### SELF ASSESSMENT

**Employee Rating**

**Employee Comments**

#### MANAGER REVIEW

**Manager Rating**

**Manager Comments**

## TEAMWORK

### DESCRIPTION

Facilitates and maintains cooperative working relationships by teaming with others to create an environment in which goals are accomplished. Capable of collaborating with a diverse group of people and sharing knowledge and expertise with the group.

### NOTES

Teamwork, how often, we collaborate with one another on projects we are working on. How often, we develop game plans, in which we need to incorporate the perspective of other team members.

Communicating constraints and struggles

Clarifying misunderstanding

Setting boundaries and being clear about inability to support.

Initiative to support one another and also to get the help we need:

### SELF ASSESSMENT

**Employee Rating**

**Employee Comments**

### MANAGER REVIEW

**Manager Rating**

**Manager Comments**

## PROBLEM-SOLVING

### DESCRIPTION

Capable of resolving issues to the mutual satisfaction of all parties. Considers all facets of a situation, determines a workable solution, and evaluates its effectiveness. Explores creative options to resolving difficult situations

### NOTES

- Alignment with feedback and community; taking all the perspectives into account and hearing all the needs
- Research on what has already been done and is already underway, including applicable code/rules/regulations/policies/procedures
- Data-driven
- Initiative in problem-solving:
  - There is an obstacle in the way of completing a task, how do you go about finding a solution to get around said obstacle?
  - Do you communicate to someone to let them know that there is an obstacle?
  - Do you just wait for someone else to try and figure out a way around the obstacle or do you collaborate ideas of solutions with someone?
  - Are you using all available resources to find a solution?

### SELF ASSESSMENT

Employee Rating

Employee Comments

### MANAGER REVIEW

Manager Rating

Manager Comments

## COMMUNICATION

### DESCRIPTION

Presents ideas and information verbally and in writing in a clear, concise manner. Shares information with and informs others on a timely basis using appropriate and easily understood language. Able to articulate agency mission and goals.

### NOTES

Really important

Basics: Email, PPT, and notes

Goals: Analysis or Memo for our workgroups and committees

What are our standards for communication?

- **Purpose:** is the why of our communication stated clearly as early as possible?
- **Background and context:** are we providing the necessary background and context, appropriately conveying the information that our members and partners need to understand the purpose of our communication
- **Next Steps and Timeline:** do the recipients of our communication understand what they need to do next and the appropriate timeline for their next steps?

### SELF ASSESSMENT

Employee Rating

Employee Comments

### MANAGER REVIEW

Manager Rating

Manager Comments

## CUSTOMER SERVICE

### DESCRIPTION

Partners with internal and external customers to provide quality service. Demonstrates consistent and continual adherence to all prescribed District customer service goals and standards. Treats all customers in a professional and courteous manner.

### NOTES

Our customers are our

- District Leaders and Decision Makers who impact the availability of resources allocated to homeless services
- Full Council, Committee, and Workgroup members
- People who express an interest in understanding our planning forum and want to join our forums
- Clients who need support navigating the system.

Prompt communications:

- Acknowledge receipt of communications within 1 business day
- Provide timeline for researching and responding to the inquiry if not able to respond immediately
- Provide status update within the timeline identified to the customer

For our Committees and Workgroup members customer service means we are:

- Communicating schedule of our meetings in advance
- Relaying agenda items early enough for our members to determine if they want to attend the meeting and/or send another representative to appropriately represent their interest and perspective on the topic
- Sending out notes and follow up items in a timely manner
- Capturing the concerns, challenges, and gaps identified by our members and communicating those notes to appropriate distribution lists.
- 

Complete a thorough analysis that includes the voices of our committee and workgroup members

Accessibility:

- with a caveat that we aren't so accessible that we're not doing the work of adequately preparing for our committees and workgroups.
- but ensuring that we're not operating in silos.

## SELF ASSESSMENT

Employee Rating

Employee Comments

## MANAGER REVIEW

Manager Rating

Manager Comments



## GOAL ATTAINMENT

### DESCRIPTION

Leverages knowledge of agency and District government vision, mission, and values to consistently execute duties and responsibilities. Capable of seeing the impact that day-to-day work has on the work of the team, agency, and District government overall.

### NOTES

What is the day-to-day of our work? How do we need to focus our time and attention?

- Our ICH Full Council Members are our clients:
  - We have missed the mark if our activities do not ensure that our Full Council members, particularly our Chair (the City Administrator),
    - have the information they need to make meaningful, impactful decisions related to homeless services,
    - understand
      - our meeting schedule and agenda
      - the basics of our system:
        - who is experiencing homelessness
        - how many resources are allocated to managing, ending, and preventing homelessness
        - process for accessing and coordinating the resources for managing, ending, and preventing homelessness.
        - progress on effectively utilizing resources
        - outcomes of our efforts
      - the feedback received related to creating or implementing our plans
        - what's working well and what's not
        - gaps or unforeseen/unintended consequences
        - full spectrum of alternatives or options and
        - our recommendations on next steps
        -
- Committees and Workgroups are the structure we have established to facilitate strategic planning of homeless services in the District.
  - All of our work needs to revolve around supporting Committees and Workgroups.
  - This is how we crowd-source feedback and use that feedback to inform our Full Council and members on progress on implementing our vision of effectively and efficiently managing, ending, and preventing homelessness in the District.
  - If an activity is not directly tied to advancing the goals of our Committees and Workgroups, we are not focused on supporting the infrastructure we have established.

What are the products/deliverables that we need to focus on advancing from each of our positions at the ICH?

#### Membership:

- Who are our members?
  - Full Council members
  - Committee and Workgroup members:
  -
- Key Questions/Goals for our Members:
  - Who are the organizations and people participating in our Committees/Workgroups?
  - Do they adequately represent the CoC?
  - Are we racially accessible and inclusive?
- Tool for managing our membership and activities:
  - Listservs,
  - Meeting calendars,
  - Meeting Materials (Agenda, Presentation, Handouts, and Notes) and
  - Stakeholder engagement & recruitment activities
  -

#### Core Team/Voting Slate:

- Who are the decision-makers of our Committees and Workgroups? This list should reflect
  - Our ICH Full Council Members
  - The appropriate expertise/experience given the purpose of the workgroup
  - Create opportunities for new people and organizations to gain leadership roles so we can have an ever-expanding cadre of potential/future ICH Full Council members
  - Our intentions to be a racially equitable and accessible platform
  -
- What are the decisions that we are making as Committees and Workgroups?
  - Annual Priorities and Workplans: what is the focus of the Committee/Workgroup?
  - Annual Calendar: what is the cadence of our meetings?
  - Agenda:
    - **Discussion:** What topics are we going to discuss? What are the key questions that we are asking our meeting participants? This will establish/determine the feedback we are crowdsourcing and what is considered on-topic vs off-topic
    - **Updates:** What updates are we going to share with our members?
  - Advancing options for analysis by ICH staff

- Advancing strategies/policies/recommendations for adoption by the ICH Full Council or Executive Committee

#### Committee/Workgroup Materials:

- Voting Slate
- Workplan
- Calendar
- Agenda and Reminder
- Presentation Materials and Handouts
- Meeting Notes, including attendance
- Follow Up, including
  - Summaries for Chair and ICH Full Council Member
  - Data-driven staff analysis and recommendations

If the work that we are doing does not fit into this framework, then we are not focused on our primary duties and responsibilities.

#### SELF ASSESSMENT

Employee Rating

Employee Comments

#### MANAGER REVIEW

Manager Rating

Manager Comments

## ACCOUNTABILITY

### DESCRIPTION

Demonstrates personal responsibility for ensuring the completion of work assignments as prescribed. Uses District supplies, equipment, vehicles, uniforms, technology, etc. in an efficient manner, and appropriately reuses and discards these items.

### NOTES

How are we supporting one another to

- Ensure that our meetings and memberships fully reflect the breadth and depth of our community, especially front-line staff and clients who feel the brunt of gaps and challenges
- Prepare for upcoming Committee and Workgroup meetings
- Follow-up on Committee and Workgroup meetings that were just completed – all post-work tasks including but not limited to official notes, action items, and projects"
- Track the concerns, challenges, gaps, feedback, and recommendations crowd-sourced at our meetings
- Leverage the data available to us to assess and recommend options for the next steps
- Summarize and report on the most salient aspects of our work to our Chair and Council Members
- 

How are we accountable to each other? e

Do we meet our deadlines?

Do we take care of our District issued equipment?

Are we transparent when something goes awry?

### SELF ASSESSMENT

Employee Rating

Employee Comments

### MANAGER REVIEW

Manager Rating

Manager Comments



## JOB KNOWLEDGE

### DESCRIPTION

Exhibits an understanding and knowledge of profession. Works to improve job knowledge by taking courses, becoming certified or licensed, maintaining certification or licensure, attending conferences, seminars, seeking out a mentor, etc.

### NOTES

How are we expanding our knowledge base about the

- Nuances in District, including the relevant regulations, resources/programs, and operations
- Innovations and pilots in our CoC and throughout the nation
- 

Researching and networking to meet the gaps/challenges in knowledge for the workgroups and committees

Finding the national or location associations that are pertinent to your subject area and participating

### SELF ASSESSMENT

Employee Rating

Employee Comments

### MANAGER REVIEW

Manager Rating

Manager Comments

## SECTION 2 - S.M.A.R.T. GOALS

### PLANNING INSTRUCTIONS

Planning Instructions Develop at least three (3) and at most five (5) S.M.A.R.T. goals by clicking the "Add More S.M.A.R.T. Goals" link.

Assign percentage weight to each goal (minimum 10%) based on the goal's relevance and priority. The sum of the goal weights must equal 100%. Goals account for fifty percent (50%) of the overall performance rating.

Evaluation Instructions Use the 5 point rating scale to rate your employee's performance relative to each S.M.A.R.T. Goal. Write a narrative justification to support the rating.

**S** - Specific **M** - Measurable **A** - Attainable **R** - Realistic **T** - Time Related

### NOTES

The goals we develop should be directly tied to the work that we are doing.

Emergency Response and Shelter Operations (Synina):

- Continuity of Operations Planning, including inclement weather
- Shelter Redesign/Transformation
- Shelter Capacity
- Shelter Conditions & Operations
- Outreach WG

Strategic Planning and Youth Committee (Eileen & Jorge):

- Goals:
  - Developing the strategic plans for the 4 subsystems
  - Tracking the progress of implementation
- Deliverables and tools:
  - Strategic Plans and Progress Reports: HWDC 2.0 and SF 2.0
  - Housing dashboard: for all subsystems, including prevention, diversion, and permanent housing
  - Annual KPIs

Coordinated Assessment and Housing Placement (Eileen):

- Prioritization: Family, Singles, Veterans, and Youth
- Service Delivery: Supporting effective outreach, assessment, engagement, and navigation services

#### Healthcare (Jorge):

- Emergent: Hospitals and BH Crisis Management
- Long-Term Skilled Care: Skilled Care Facilities and Community Residential Facilities
- Community Based Care: EDP Waivers and MHRS (Core Service Agencies and ACT Teams)

#### Stakeholder Engagement (Donna):

- Forums for Representatives of Lived Experience: SHY and CEWG
- Listening/Engagement Sessions for Frontline Staff & Client across:
  - All facilities and programs that serve people experiencing homelessness
  - All planning initiatives and activities underway in ICH Committees and Workgroups
- Website and
- Comms plan for the Strategic Plans and ICH Infrastructure (currently called Public Awareness WG)

#### Full Council and Executive Committee (Theresa Silla & Donna):

- Roles/Responsibilities:
  - Member Nominations and Selection
  - Member Orientation
- Final Decision for:
  - Governance Materials:
    - Bylaws and Code of Conduct
    - Committee and Workgroup: Voting Slates and Workplans
  - Plans:
    - Winter Plan
    - Strategic Plans
  - Priority Framework for HUD CoC NOFO

#### Increasing/Supporting Other Cross-Cutting Efforts (Theresa):

- Housing (Theresa):
  - Unit-Based Housing: both scattered-site and 100%
    - Need: Identifying priorities for site-based housing (vision for program models and targets)
    - Supply: Identifying resources available for developing/piloting priority program models,



- Tracking development, lease-up, and operations of site-based housing
- Identifying lessons learned, gaps, challenges, and unintentional consequences
- Tenant-Based Housing:
  - Key question: Are there specific questions that are not currently adequately covered between Strategic Planning and CAHP?
  - Need and supply: DCHA voucher turnover and CoC resources
  - Tracking resource utilization: DCHA and TCP do not currently report out, only DHS
  - Identifying lessons learned, gaps, challenges, and unintentional consequences: property inspections?
- Employment/Entrepreneurship
- Racial Equity and Inclusion

## GOAL #1: THOROUGH APPROACH FOR TACKLING THE WORK

### DESCRIPTION

For the products that you are develop and the forums/initiatives you lead, you consistently propose or vet an approach for tackling the work before diving into the details so that the following elements are established and thought through up front:

- **Goal/Purpose:** What problem will be solved? What does success look like?
- **Users and user benefit:** who will benefit? What are some concrete examples of how they will benefit?
- **Partners:** who are the stakeholders that need to be at the table to tackle this work?
- **Roles and Responsibilities:** what are our expectations of our partners?
- **Scope of Work:** What is the scope of our work or analysis? What is out of bounds to prevent scope creep?
- **Key Activities:** what are the steps to accomplishing our goals/purpose? How will we vet ideas before fully developing them? As appropriate, include steps like concept design, wireframing, detailed mock-ups, and user tests.
- **Milestones/Deliverables:** key dates and events including deadlines for draft deliverables
- **Risks:** is there something that might entirely derail our progress or the initiative?
- **Constraints:** obvious constraints are time and resources. Are there regulatory restrictions or governance bodies that have oversight?

### DUE DATE

Due Date for an initial/draft proposal will depend on the type of project/assignment and the timeline of that project/assignment. In general, it should be as soon as possible from assignment of a project/forum/initiative, given what is reasonable with the other workload you are managing. So, ideally, within 5 - 10 business days (a week or two).

A more detailed proposal should be developed once critical feedback has been provided by key partners, especially the ICH Director but maybe also including key partners. Again, the goal should be as soon as possible, but within a reasonable timeframe given work already underway and the nature of the project/assignment, including the timeline of that project/assignment.

### WEIGHT

25%

### SELF ASSESSMENT

Employee Rating

Employee Comments

## MANAGER REVIEW

Manager Rating

Manager Comments

## GOAL #2: COMPREHENSIVE TOOLKIT FOR FACILITATING DECISION-MAKING

### DESCRIPTION

For the projects/priorities/forums/initiatives you lead, you identify, develop, and maintain a comprehensive toolkit for facilitating data-driven analysis and decision-making in our shared drive.

Different projects/priorities/forums/initiatives need different products to support decision making. Often, we need remind people what we did last year at this time or we need to show them the outcomes of similar projects. For other projects, we need to share resource materials with national examples and models.

Potential deliverables for the toolkit include:

- Demand/need estimates for particular interventions, leveraging PIT and other readily available resources
- Supply available to meet demand/need, including resource inventory and utilization tracker
- Shortfall/gap estimates

Guidance:

- Identify and leverage readily available data/resources first
- Be explicit about your approach, assumptions, and preferences
- Involve as many different partners and perspectives as possible to vet your
  - data/resource,
  - assumptions,
  - estimates, and
  - conclusions/recommendations

### DUE DATE

- Ideally, within 3 months of assignment to a project/forum/initiative
- No later than 6 months of assignment

### WEIGHT:

50%

### SELF ASSESSMENT

Employee Rating

Employee Comments

MANAGER REVIEW

Manager Rating

Manager Comments

### GOAL #3: ACCESSIBLE PROCESS/DOCUMENTATION THAT FACILITATES TEAMWORK

#### DESCRIPTION

For the projects/priorities/forums/initiatives you lead, identify, develop, and maintain a process and documents that facilitate transparency, accountability, and accessibility (particularly from a racial equity and inclusion lens) in our shared drive

Potential deliverables for the toolkit include:

- Governance documents:
  - Contact/Member Listserv
  - Voting Slate (i.e., Core Team)
  - Orienting materials:
    - vision statement and
    - work plan
- Prep:
  - Adopt standard/standing agendas tailored to your forum/initiative
  - Convene Voting Slate/Core Team
  - Establish the appropriate agenda by category:
    - Discussion Topics
    - Update Topics
    - Governance Topics
  - For each topic, identify
    - Purpose
    - Key questions (to ask for discussion topics or to address for updates)
    - Relevant/necessary background/context
  - Identify responsible parties for developing presentation materials
  - Finalize Meeting Logistics
- Meeting materials:
  - Running Agenda and Notes for Core Team
  - WG/Committee Agendas and Reminders

- Presentation (PPT) and handouts
- Notes
- Follow Up
  - Submitting key issues and meeting highlights for OCA Updates
  - Contacting partners and requesting their attention and support as appropriate
  - Tracking the status of gaps, challenges, recommendations, and feedback

DUE DATE
----------

- For new initiatives, ideally, core documents are established within 3 months of establishing the approach to the forum/initiative
- No later than 6 months

WEIGHT:
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25%

SELF ASSESSMENT
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Employee Rating

Employee Comments

MANAGER REVIEW
----------------

Manager Rating

Manager Comments

S.M.A.R.T. GOALS SUMMARY
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Section Weight: 50%

## SECTION 3 - INDIVIDUAL DEVELOPMENT PLAN

### PLANNING INSTRUCTIONS

Enter at least one (1) or at most three (3) objectives that support career development through improved knowledge, skills, and abilities by clicking the "Add More IDPs" link.

#### OBJECTIVE #1: EXPANDING KNOWLEDGE BASE

Expands knowledge base about:

- Nuances in District, including the relevant regulations, resources/programs, and operations
- Innovations and pilots in our CoC and throughout the nation

By undertaking the following activities for your forums and initiatives, your subject area of focus:

- Researching and networking to meet the gaps/challenges in knowledge
- Finding and participating in the pertinent national or location associations
- Exploring relevant learning opportunities (including online or distance learning)

#### SELF ASSESSMENT

Employee Rating

Employee Comments

#### MANAGER REVIEW

Manager Rating

Manager Comments



## SECTION 4 - MID-YEAR REVIEW PROGRESS

Summarize the Mid-Year review progress discussion held with your employee.

### MID-YEAR REVIEW PROGRESS

### OVERALL SUMMARY



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
INTERAGENCY COUNCIL ON HOMELESSNESS

YOUTH COMMITTEE &  
SUPPORTING HOPEFUL YOUTH (SHY)  
YOUTH ADVISORY BOARD (YAB)

FY24 MEETING INVENTORY

Updated: 02 March 2025

PURPOSE

To inventory ICH meetings and itemize constituent concerns voiced at ICH Youth Committee and Supporting Hopeful Youth (SHY) Youth Advisory Board (YAB) meetings in FY24.

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








    10/23 Joint SHY YAB & CEWG .....14

Attendance	Agenda	Meeting Materials
08/20 <ul style="list-style-type: none"><li>Participants: 51</li><li>Orgs: 22</li></ul>	<b>Discussion: Winter Planning</b> <ul style="list-style-type: none"><li>Shelter Capacity &amp; Locations</li><li>Other Related Components</li></ul> <b>Governance</b> <b>System Check-In</b> <ul style="list-style-type: none"><li>Youth Census</li><li>Youth CAHP Updates</li><li>System Updates</li></ul>	<a href="#">Meeting Materials Online</a> <a href="#">Webex Recording</a>
07/16 <ul style="list-style-type: none"><li>Participants: 48</li><li>Orgs: 21</li></ul>	<b>Discussion</b> <ul style="list-style-type: none"><li>FY25 Budget: Enhancements</li><li>HUD CoC NOFO</li><li>Role of Transitional Housing</li></ul> <b>System Check-In</b> <ul style="list-style-type: none"><li>Heat Season Check-In</li><li>Emerging/New Concerns</li><li>Previously Flagged &amp; Outstanding Concerns</li><li>Agency Updates</li></ul>	<a href="#">Meeting Materials Online</a> <a href="#">Webex Recording</a>
6/25 <ul style="list-style-type: none"><li>Participants: 43</li><li>Orgs: 19</li></ul>	<b>Icebreaker</b> <ul style="list-style-type: none"><li>Heat Alert &amp; District Response</li></ul> <b>Discussion</b> <ul style="list-style-type: none"><li>Role of Transitional Housing</li><li>Performance Metrics</li></ul> <b>System Check-In</b> <ul style="list-style-type: none"><li>Agency Updates</li><li>Constituent Concerns</li><li>ICH Updates – Next Steps on FY25 Budget</li></ul>	<a href="#">Meeting Materials Online</a> <a href="#">Webex Recording</a>
05/21 <ul style="list-style-type: none"><li>Participants: 50</li><li>Orgs: 27</li></ul>	<b>Discussion</b> <ul style="list-style-type: none"><li>2023 Homeless Youth Census Report</li><li>FY23 Key Performance Indicators (KPI) Deep Dive</li></ul> <b>System Check-In</b> <ul style="list-style-type: none"><li>Budget Engagement Debrief</li><li>DHS Updates</li></ul>	<a href="#">Meeting Materials Online</a> <a href="#">Webex Recording</a>

03/19 <ul style="list-style-type: none"> <li>Participants: 46</li> <li>Organizations: 18</li> </ul>	<b>Icebreaker: Strategic Planning Subpopulations</b>  <b>System Check-In:</b> <ul style="list-style-type: none"> <li>Constituent Concerns</li> <li>Agency Partner Updates</li> </ul> <b>Discussion Items:</b> <ul style="list-style-type: none"> <li>Deadlines, Milestones, and Metrics</li> <li>Expediting Matching and Move-In</li> </ul>	<a href="#">Meeting Materials Online</a> <a href="#">Webex Recording</a>
03/18 SHY YAB <ul style="list-style-type: none"> <li>Participants: 7</li> <li>Orgs: 4</li> </ul>	<b>Icebreaker: Strategic Planning for Special Populations</b>  <b>System Check-In</b>  <b>Discussion</b> <ul style="list-style-type: none"> <li>Advisory Board Transition Planning</li> </ul> Youth Homelessness Matters Day Event Planning	Closed meeting see summary of notes below <a href="#">Webex Recording</a>
01/23 <ul style="list-style-type: none"> <li>Participants: 62</li> <li>Organizations: 30</li> </ul>	<b>System Check-In:</b> <ul style="list-style-type: none"> <li>Constituent Concerns</li> <li>TCP Youth CAHP Updates</li> <li>DHS Updates</li> </ul> <b>Discussion Items:</b> <ul style="list-style-type: none"> <li>6-Month Review of the FY24 Youth CAHP Updates</li> <li>Annual Calendar &amp; Priorities</li> <li>Youth System Mapping</li> </ul>	<a href="#">Meeting Materials Online</a> <a href="#">Webex Recording</a>
11/21 <ul style="list-style-type: none"> <li>Participants: 42</li> <li>Orgs: 21</li> </ul>	<b>System Check-In</b> <ul style="list-style-type: none"> <li>TCP Youth CAHP Match Updates</li> <li>DHS Updates</li> <li>Community Partner Concerns &amp; Updates</li> </ul> <b>Discussion</b> <ul style="list-style-type: none"> <li>Youth CAHP Prioritization 6-Month Review</li> <li>ICH Governance</li> </ul>	<a href="#">Meeting Materials Online</a> <a href="#">Webex Recording</a>
11/20 SHY YAB <ul style="list-style-type: none"> <li>Participants: 18</li> <li>Orgs: 7</li> </ul>	<b>Member Check-In</b> <ul style="list-style-type: none"> <li>SHY YAB &amp; CEWG Celebrations or Concerns</li> </ul> <b>Discussion</b> <ul style="list-style-type: none"> <li>Housing Navigation Tool</li> </ul> Peer Case Management Institute	Closed meeting see summary of notes below <a href="#">Webex Recording</a>

10/31 <ul style="list-style-type: none"><li>Participants: 48</li><li>Orgs: 28</li></ul>	<b>Discussion on CAHP Prioritization 6-Month Review</b> <b>System Check-In</b> <ul style="list-style-type: none"><li>Provider Quarterly Reports</li><li>Community Partner Concerns &amp; Updates</li></ul>	<a href="#">Meeting Materials Online</a> <a href="#">Webex Recording</a>
10/23 SHY YAB <ul style="list-style-type: none"><li>Participants: 14</li><li>Orgs: 4</li></ul>	<b>Member Check-In</b> <ul style="list-style-type: none"><li>SHY YAB &amp; CEWG Celebrations or Concerns</li></ul> <b>Discussion</b> Annual Priorities	Closed meeting see summary of notes below <a href="#">Webex Recording</a>

08/20

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"><li>Participants: 51</li><li>Orgs: 22</li></ul>	<p><b>Discussion: Winter Planning</b></p> <ul style="list-style-type: none"><li>Shelter Capacity &amp; Locations</li><li>Other Related Components</li></ul> <p><b>Governance</b></p> <p><b>System Check-In</b></p> <ul style="list-style-type: none"><li>Youth Census</li><li>Youth CAHP Updates</li><li>System Updates</li></ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Webex Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"><li><b>Concerns About Shelter Capacity for Youth:</b> Participants highlighted the inadequacy of year-round shelter options for young adults, with many only utilizing shelters during extreme conditions. Concerns were raised about the safety of youth in adult shelters and the lack of case management in overflow sites. There is a need for improved workforce training and housing opportunities tailored for young adults.</li><li><b>Transportation and Service Coordination:</b> Suggestions were made to expand transportation services for youth to shelter locations and to track demand effectively to inform service delivery. The idea of creating a shelter app was proposed to enhance communication and accessibility for young adults seeking shelter.</li><li><b>Governance and Engagement:</b> The meeting addressed the importance of establishing leadership slates and encouraged participation in discussions on racial equity and inclusion. There is an emphasis on gathering feedback and engaging those with lived experience to inform governance and planning efforts moving forward.</li></ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>Shelter Capacity &amp; Locations</b></p> <ul style="list-style-type: none"><li> Observation that youth largely used shelter for less than a week for the entire hypo season.</li><li> Feedback that staying at adult shelters is often scary for youth.</li><li> Flag that there is not adequate year-round shelter for single and young adults to meet the demand.</li><li> There is only one true low barrier shelter for young adults that may be underutilized.</li><li> Focus on workforce training and housing opportunities for all young adults.</li><li> Concern that youth end up in the year-round shelters when hypothermia season ends.</li><li> Flag from outreach that many folks only go into shelter when they are at serious risk for harm, like freezing to death.</li><li> Clarification on the number of beds and utilization of Sasha Bruce House.</li><li> Concern that young adults will be exposed to bad behaviors in shared shelters with older adults.</li><li> Flag that there has historically been no case management in overflow sites.</li><li> Flag that the shelter van only drops off to adult sites so some youth were taken there by default.</li><li> Discussion on factors youth must overcome and emphasis on self-love.</li></ul> <p><b>Other Related Components</b></p> <ul style="list-style-type: none"><li> Suggestions to expand UPO transportation to and from youth service and shelter locations.</li><li> Question on how demand for shelter and transportation are being tracked to inform services.</li><li> Question on how the transportation pilot was communicated to young adults.</li><li> Suggestion to create a shelter app.</li><li> Appreciation for TCP and the data analysis to inform planning.</li></ul>		

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"><li>Participants: 48</li><li>Orgs: 21</li></ul>	<p><b>Discussion</b></p> <ul style="list-style-type: none"><li>FY25 Budget: Enhancements</li><li>HUD CoC NOFO</li><li>Role of Transitional Housing</li></ul> <p><b>System Check-In</b></p> <ul style="list-style-type: none"><li>Heat Season Check-In</li><li>Emerging/New Concerns</li><li>Previously Flagged &amp; Outstanding Concerns</li><li>Agency Updates</li></ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Webex Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"><li><b>FY25 Budget Enhancements:</b> The discussion highlighted the ongoing efforts to finalize the FY25 budget, with an emphasis on understanding enhancements proposed by the DC Council. Participants noted the need for a comprehensive update from DHS in October and raised questions about the upcoming Foggy Bottom shelter and its referral process.</li><li><b>HUD CoC NOFO and Transitional Housing:</b> Attendees expressed concerns regarding the unmet needs of unstably housed parenting youth and the effectiveness of transitional housing (TH) in supporting their transition to rapid rehousing (RRH). Suggestions included strategic partnerships between TH and RRH, as well as the need for improved tracking of housing outcomes. Participants also advocated for better support systems for youth in TH settings.</li><li><b>System Check-In and Heat Season Updates:</b> The meeting included a check-in regarding the heat season, with requests for more resources like cooling buses and water access guides. Emerging concerns were noted, and participants were encouraged to share feedback via email due to time constraints. The importance of transparency regarding previously flagged concerns was also emphasized, along with updates on agency activities and youth matching efforts.</li></ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>FY25 Budget: Enhancements</b></p> <ul style="list-style-type: none"><li><span style="background-color: yellow;"> </span> Flag that budget details are underway, so DHS can bring a more comprehensive update in October.</li><li><span style="background-color: yellow;"> </span> Question on referrals to the Foggy Bottom shelter (Non-Congregate Bridge Housing) opening in the coming months.</li></ul> <p><b>HUD CoC NOFO</b></p> <ul style="list-style-type: none"><li><span style="background-color: yellow;"> </span> Flag to consider approaches for unstably housed parenting youth, like workforce training beds.</li><li><span style="background-color: yellow;"> </span> Concern that priorities do not reflect need of youth headed households and focus on moving to independence.</li><li><span style="background-color: yellow;"> </span> Question on if there will be specific targets for the number of TH to RRH for youth.</li><li><span style="background-color: red;"> </span> Lack of system flow in current TH and flag for the opportunity to strategically partner RRH and TH.</li><li><span style="background-color: yellow;"> </span> Request for information on opportunities for vouchers to cover home mortgages.</li><li><span style="background-color: yellow;"> </span> Question on impact of PIT Plus and importance of partnerships.</li><li><span style="background-color: red;"> </span> Request for Spanish subtitle option in ICH meetings.</li><li><span style="background-color: green;"> </span> Support for PIT Plus considering limitations to annual PIT.</li><li><span style="background-color: red;"> </span> Question on if HMIS and CAHP are outdated and need to be revived to address inequities.</li><li><span style="background-color: yellow;"> </span> Suggestion to collaborate with MOLA and have more Spanish-speaking folks in ICH forums</li></ul> <p><b>Role of Transitional Housing</b></p> <ul style="list-style-type: none"><li>Question on support available to youth in TH.</li><li><span style="background-color: green;"> </span> Highlighting improvements from DHS and TCP monitoring efforts, including UIRs and case management goals.</li></ul> <p><b>Heat Season Check-In</b></p> <ul style="list-style-type: none"><li><span style="background-color: yellow;"> </span> Request for heat-related flyers or guide on access to water resources.</li></ul>		

- ■ Concern that there are no cooling buses in NW, only in NE and SE.

Agency Updates

- DHS will have solicitations coming out soon.
- ■ 34 youth were matched in June across resources with 22 move ins.
- TC a bonus Match meeting being held to fill additional vacancies.

06/25

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"><li>• Participants: 43</li><li>• Orgs: 19</li></ul>	<p><b>Icebreaker</b></p> <ul style="list-style-type: none"><li>• Heat Alert &amp; District Response</li></ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"><li>• Role of Transitional Housing</li><li>• Performance Metrics</li></ul> <p><b>System Check-In</b></p> <ul style="list-style-type: none"><li>• Agency Updates</li><li>• Constituent Concerns</li><li>• ICH Updates – Next Steps on FY25 Budget</li></ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Webex Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"><li>• <b>Heat Emergency Response Feedback:</b> Participants provided feedback on the Heat Emergency Response, highlighting challenges such as the shutdown of a cooling bus due to illegal activities, the distribution of cold water to youth programs, and the effectiveness of communication via Heat Alert emails. This underscores the need for ongoing evaluation and improvement of heat response strategies.</li><li>• <b>Transitional Housing Discussion:</b> The meeting focused on the role of Transitional Housing (TH) for youth, revealing issues such as low utilization rates and discrepancies in data regarding youth connections to family systems. Concerns were raised about the reasons youth decline TH placements, including location, policies, and lack of clarity about expectations. The discussion emphasized the importance of providing proactive information and exploring cash assistance options.</li><li>• <b>Performance Metrics and Agency Updates:</b> Due to time constraints, there was limited discussion on performance metrics, but the need for feedback was communicated. Updates from agencies highlighted ongoing surveys related to safety and security, with a commitment to provide further details in future meetings. Additionally, concerns were raised regarding the FY25 budget and its implications for addressing youth homelessness, prompting further discussion on funding allocation and stakeholder engagement.</li></ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>Icebreaker: Heat Alert &amp; District Response</b></p> <ul style="list-style-type: none"><li>• <span style="color: red;">■</span> One Cooling bus shut down after illegal activities occurred on it.</li><li>• <span style="color: green;">■</span> Heat Alert email was shared with staff and clients.</li><li>• <span style="color: green;">■</span> Cold water was available to youth in programs.</li></ul> <p><b>Discussion: Role of Transitional Housing</b></p> <ul style="list-style-type: none"><li>• <span style="color: yellow;">■</span> Request for data on how many youth are also connected to family system.</li><li>• <span style="color: red;">■</span> Flag that there is a discrepancy in youth TH programs included in the analysis of utilization and match to move in data.</li><li>• <span style="color: green;">■</span> KPIs likely reflecting that data completeness has improved since FY22.</li><li>• <span style="color: yellow;">■</span> Flag that low utilization of TH is not limited to the youth system.</li><li>• <span style="color: red;">■</span> Discussion around what happens when TH is determined to not be appropriate.</li><li>• <span style="color: red;">■</span> Question about how many jobs and opportunities there are for youth with lived experience.</li><li>• <span style="color: red;">■</span> Difficulty in locating clients causes delays in completing the BNL pre-check form.</li><li>• <span style="color: yellow;">■</span> Clarification about the process if youth decline matches TH.</li></ul>		



- ■ TH provider cohort started by DHS.
  - ■ Discussion on reasons youth decline TH - location, curfew policies and expectations of vouchers.
  - ■ Flag that substance use can impact the ability to follow TH program rules.
  - ■ Concern that youth do not know what to expect when matched to TH, highlighting need for proactive information and setting program and resource expectations.
  - ■ Discussion on cash assistance and direct cash transfers for youth, including promising practices.
- System Check-In: ICH Updates – Next Steps on FY25 Budget**
- ■ Concern that forfeited funds are going to the police but could be used to help.
  - ■ Question about if the proposed Consumer Advisory Group satisfies requirement under HUD YHDP for Youth Action Board.
  - ■ Question on if the progress of youth homelessness report can be disaggregated by sub population

05/21

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"> <li>• Participants: 50</li> <li>• Orgs: 27</li> </ul>	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• 2023 Homeless Youth Census Report</li> <li>• FY23 Key Performance Indicators (KPI) Deep Dive</li> </ul> <p><b>System Check-In</b></p> <ul style="list-style-type: none"> <li>• Budget Engagement Debrief</li> <li>• DHS Updates</li> </ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Webex Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"> <li>• <b>2023 Homeless Youth Census Insights:</b> The presentation highlighted significant issues in youth homelessness, including the challenges faced by couch-surfing youth and the overlap between mental health and domestic violence experiences. There’s a call for better solutions and incentives to engage youth in services, as the data suggests many housing-insecure youth are not being adequately reached.</li> <li>• <b>FY23 Key Performance Indicator Trends:</b> There was a noted decrease in the number of youth served compared to FY22. Discussions emphasized the need for improved strategies for permanent housing for transition-aged youth and the importance of breaking down data by program to assess outcomes effectively. Alternative housing options and program models, like Job Corps, were suggested for scaling effective support.</li> <li>• <b>Budget Engagement Concerns:</b> Discussions around the Mayor’s Proposed Budget raised concerns about the allocation of federal vouchers and the risks of homelessness for families exiting support programs. There was a strong focus on ensuring that vacant units are utilized to meet housing needs, emphasizing the need for a data-driven approach to equity in resource allocation.</li> </ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>2023 Homeless Youth Census Report</b></p> <ul style="list-style-type: none"> <li>• Clarification on the length of time for the count.</li> <li>• <span style="color: red;">■</span> Concerns about youth who fall through the cracks due to couch surfing situations.</li> <li>• <span style="color: yellow;">■</span> Discussion on types of incentives for youth to participate in the survey and engage in services.</li> <li>• <span style="color: yellow;">■</span> Feedback that community spends too much time on data and not enough time on solutions.</li> <li>• <span style="color: red;">■</span> Takeaway that the number of housing-insecure youth is almost the same as youth headed households experiencing homelessness.</li> <li>• Question on the number of youths who have family members also experiencing homelessness.</li> <li>• <span style="color: red;">■</span> Observation that experiences of Mental Health and DV represent significant overlap.</li> <li>• <span style="color: red;">■</span> Flag regarding specific client situation.</li> <li>• <span style="color: yellow;">■</span> Question on if access to food is a significant concern for young adults.</li> <li>• <span style="color: red;">■</span> Concern about the disconnect between reported mental health/substance use and services.</li> </ul> <p><b>FY23 Key Performance Indicators (KPI) Deep Dive</b></p>		

- ■ Flag that the number of youth served decreased compared to FY22 KPIs and need for year to year comparison.
  - Clarification data includes all young adults aged 18 – 24, including those served in the adult system.
  - Clarification that youth families are reported in the family system data.
  - ■ Flag that we need to expand strategy for permanent housing for transition aged youth.
  - ■ Request to break data out by program to understand outcomes.
  - ■ Discussion on alternative exit options for youth such as rooms to rent and how to scale safely.
  - ■ Flag that considers program models such as Job Corps and education or job based housing.
- Budget Engagement Debrief**
- ■ Concerns about DCHA allotting federal vouchers to families already housed.
  - ■ Concerns about permanency of FRSP and risk of homelessness for families scheduled to exit.
  - ■ Flag about using vacant units in the city to meet housing needs.
  - ■ Concern about client complaints regarding a drop-in center.

03/19

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"><li>• Participants: 46</li><li>• Organizations: 18</li></ul>	<p><b>Icebreaker: Strategic Planning Subpopulations</b></p> <p><b>System Check-In:</b></p> <ul style="list-style-type: none"><li>• Constituent Concerns</li><li>• Agency Partner Updates</li></ul> <p><b>Discussion Items:</b></p> <ul style="list-style-type: none"><li>• Deadlines, Milestones, and Metrics</li><li>• Expediting Matching and Move-In</li></ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Webex Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"><li>• <b>Strategic Planning Concerns for Youth Subpopulations:</b> Participants emphasized the need for focused workgroups addressing specific subpopulations, like domestic violence survivors and returning citizens, rather than broad strategic plans. There was apprehension that without a dedicated strategy, momentum for funding housing resources for youth could stall, particularly given the limitations of the current homeless system, which may not fully capture youth experiencing housing insecurity.</li><li>• <b>Systemwide Check-In Highlights:</b> During the check-in, concerns were raised about gaps in case management within shelters, leading to missed referrals for youth in the Youth Coordinated Assessment and Housing Placement (CAHP) process. Barriers to obtaining identification, particularly for undocumented individuals, were also flagged as significant obstacles in accessing housing and benefits.</li><li>• <b>Deadline and Metrics Discussion:</b> The committee discussed the work plan components and priorities, expressing concerns about how funding constraints might impact their initiatives. Questions were raised about the timeline for the results of the recent Homeless Youth Count (HYC), underscoring the need for timely data to inform future actions. Additional feedback was requested to refine the work plan further.</li></ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>Icebreaker: Strategic Planning Subpopulations</b></p> <ul style="list-style-type: none"><li>• <span style="background-color: yellow;">■</span> Recommendation to create new workgroups for subpopulations such as domestic violence and returning citizens rather than strategic plans.</li><li>• <span style="background-color: red;">■</span> Concern that there will be a loss of focus and momentum for funding new housing resources for the youth subpopulation without a dedicated strategic plan.</li><li>• Flag that data and reporting on youth subsystem needs to better account for youth experiencing housing insecurity i.e. doubled up and couch surfing.</li><li>• <span style="background-color: red;">■</span> Concern that the current homeless system focused on Housing First resources may disadvantage youth because of the HUD definition of literally homeless.</li><li>• Feedback that youth need a specific set of interventions that are different from the single adult system.</li></ul> <p><b>Constituent Concerns</b></p>		

- ■ Concern about case management in shelters and that clients are being skipped for referrals in Youth CAHP matching because no one from shelters is participating in CAHP matching meetings.
- ■ Barriers to obtaining IDs especially for individuals who are undocumented, making it more difficult to lease up and obtain benefits.
- Reflection on the structure and scope of the Youth Advisory Board in PG County.

**Agency Partner Updates**

- ■ Provider flag and request to DHS to postpone youth system age-out policy implementation based on the timeline to recompete ETH contracts this year.
- Question on the number of people this will impact in the immediate.

**Deadlines, Milestones, and Metrics**

- ■ Concerns about how funding will impact the work plan.
- Question on when results from the Homeless Youth Count (HYC) will be available.

03/18 SHY YAB

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"> <li>• Participants: 7</li> <li>• Orgs: 4</li> </ul>	<p><b>Icebreaker: Strategic Planning for Special Populations</b></p> <p><b>System Check-In</b></p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Advisory Board Transition Planning</li> <li>• Youth Homelessness Matters Day Event Planning</li> </ul>	<p>Closed meeting see summary of notes below</p> <p><a href="#">Webex Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Focus on Special Populations:</b> Participants agreed on the importance of leveraging existing workgroups to better address the needs of special subpopulations, such as those affected by domestic violence and returning citizens. The suggestion to explore a new cross-cutting workgroup was met with support, indicating a desire for more targeted efforts within the current structure.</li> <li>• <b>Advisory Board Transition Planning:</b> The discussion around merging the Youth Advisory Board (YAB) and the Constituent Engagement Workgroup (CEWG) into a new Consumer Advisory Group raised concerns about ensuring a dedicated space for young adults. Participants emphasized the need for effective communication regarding meetings and recruitment strategies, highlighting the importance of leveraging existing boards for support.</li> <li>• <b>Youth Homelessness Matters Day Event:</b> Planning for the upcoming Youth Homelessness Matters Day Event included feedback on design elements and logistical details. Participants appreciated the emphasis on diversity in design and stressed the need for clear information about the event's location and security arrangements to ensure smooth execution.</li> </ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>Icebreaker: Strategic Planning for Special Populations</b></p> <ul style="list-style-type: none"> <li>• Feedback to leverage existing workgroups to advance on special subpopulations.</li> <li>• <span style="color: green;">■</span> Agreement to explore new cross-cutting workgroup focused on populations not fully addressed under the current structure, including Domestic Violence and Returning Citizens.</li> </ul> <p><b>System Check-In</b></p> <ul style="list-style-type: none"> <li>• <span style="color: yellow;">■</span> Flag to revisit recruitment process for advisory group members.</li> </ul> <p><b>Advisory Board Transition Planning</b></p> <ul style="list-style-type: none"> <li>• Clarification on the number of participants in the full advisory group.</li> <li>• <span style="color: red;">■</span> Concern about not having a separate space for young adults and feedback on potential engagement methods.</li> </ul>		

- Opportunity to leverage and coordinate with other existing boards to support planning and recruitment, including DHS and Sasha Bruce Speaker Bureau.
- Request for more communication and notice for meetings.

**Youth Homelessness Matters Day Event Planning**

- Feedback on design to include actual pictures, not icons if possible.
- Appreciate the icons showing diversity.
- Flag to clarify location and security setup for the event to inform planning.

01/23

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"> <li>Participants: 62</li> <li>Organizations: 30</li> </ul>	<p><b>System Check-In:</b></p> <ul style="list-style-type: none"> <li>Constituent Concerns</li> <li>TCP Youth CAHP Updates</li> <li>DHS Updates</li> </ul> <p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>6-Month Review of the FY24 Youth CAHP Updates</li> <li>Annual Calendar &amp; Priorities</li> <li>Youth System Mapping</li> </ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Webex Recording</a></p>

**Key Takeaways**

- **Constituent Concerns and Engagement:** The meeting highlighted several urgent issues raised by constituents, such as concerns about youth providers not receiving timely reimbursements from DHS, communication gaps regarding cold weather programs, and the need for better language access for shelter services. Engaging youth and stakeholders in addressing these concerns is essential for effective service delivery.
- **Youth System Mapping and Priorities:** The introduction of Youth System Mapping aims to identify resources and improve navigation for youth services. The discussion emphasized the importance of including youth voices in the planning process and ensuring that priorities are defined with measurable outcomes. This mapping effort will help understand gaps and improve coordination across services.
- **Holistic Approach to Safety and Support:** The DHS updates underscored the need for a coordinated response to youth safety that includes mental health and substance use services. Concerns about assaults faced by youth and the emergence of fentanyl usage highlight the necessity for targeted interventions and direct youth engagement in developing safety strategies.

**Details of Constituent Concerns**

**Constituent Concerns**

- Question on if ICH Full Council nominations, included co-chair for the ICH Youth Committee.
- Flag that at least one youth provider has not been reimbursed by DHS in the last 3 months, with concern for impact on operations.
- Cold Weather Emergency related concerns, including communication of program availability and hours, capacity limit at Zoe Doors Drop-In Center, and the operations of the only youth low barrier shelter.
- Concern reported by outreach on the need for language access and support, especially for the Shelter Hotline and signage for the warming buses, shelter locations.
- Question on if the capacity of youth programs was considered in the estimate of shelter demand in the Winter Plan.

**DHS Updates**

- Shelter related concerns:
  - Report that young adults are going to Adam’s Place shelter instead of Sanctuary because it is easier to navigate.
  - Youth are reporting they are assaulted on the way to or at Sanctuary.

- ■ Flagging the need for a youth-dedicated intervention on upper Georgia Avenue where Casa Ruby was previously located.
  - ■ Emphasis on coordination with mental health and substance use services in holistic safety/security response.
  - ■ Report that fentanyl is a significant change in what youth are using and outreach is encountering new levels of youth self-neglect.
  - ■ Flag for direct youth engagement in development of safety/security recommendations.
- 6-Month Review of the FY24 Youth CAHP Updates**
- ■ Discussion on resuming backup matches to ensure vacancies are filled more quickly and agencies are accountable for immediate follow-ups.
  - ■ Request for program one-pagers to support provider and youth understanding of available housing programs and acceptance of housing match.
- Annual Calendar & Priorities**
- ■ Emphasis on inclusion of youth voice when establishing priorities.
  - ■ Request to define deliverables and standard for reporting outcomes for each priority.
- Youth System Mapping**
- ■ Recommendation to include experience of youth who have not successfully stabilized and/or are now being served in the adult system.
  - ■ Flag to include considerations for adults aged 25 – 30.
  - ■ Reminder that housing stabilization is the bottom line.
  - ■ Training and information sharing is vital so that each subsystem understands the constraints and resources.

11/21

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"> <li>Participants: 42</li> <li>Orgs: 21</li> </ul>	<p><b>System Check-In</b></p> <ul style="list-style-type: none"> <li>TCP Youth CAHP Match Updates</li> <li>DHS Updates</li> <li>Community Partner Concerns &amp; Updates</li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>Youth CAHP Prioritization 6-Month Review</li> <li>ICH Governance</li> </ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Webex Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"> <li><b>Moment of Reflection:</b> The meeting began with a moment of silence in honor of two individuals who were part of the youth services community that died, highlighting the importance of community and remembrance in the work being done.</li> <li><b>Community Partner Concerns:</b> Attendees raised significant concerns regarding communication about shelter availability, the accuracy of posted information, and how to efficiently flag critical cases for hypothermia outreach. This underscores the need for improved messaging and collaboration among service providers.</li> <li><b>Youth CAHP Prioritization Review:</b> The discussion focused on the 6-month review of the Youth CAHP prioritization process. Recommendations were made to enhance the BNL pre-check form and to clarify messaging regarding client preferences in shared living situations, emphasizing the importance of client-centered approaches in case management.</li> </ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>Community Partner Concerns &amp; Updates</b></p>		

- ■ Concern about messaging on shelter availability. Report that some service locations are posting inaccurate information and not having up-to-date flyers.
  - ■ Question on the best way to flag critical cases for hypothermia outreach.
  - ■ Concerns around PSH eligibility and how cases are reviewed in Youth CAHP meetings.
- Youth CAHP Prioritization 6-Month Review**
- ■ Recommendation on improvements to the BNL pre-check form, process, and consistency with the I-CAHP system.
  - ■ Discussion on BNL pre-check messaging and language to use regarding room and shared locations for client preference.

11/20 JOINT SHY YAB & CEWG

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"> <li>• Participants: 18</li> <li>• Orgs: 7</li> </ul>	<p><b>Member Check-In</b></p> <ul style="list-style-type: none"> <li>• SHY YAB &amp; CEWG Celebrations or Concerns</li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Housing Navigation Tool</li> <li>• Peer Case Management Institute</li> </ul>	<p>Closed meeting see summary of notes below</p> <p><a href="#">Webex Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"> <li>• <b>Focus on Joint Priorities:</b> During the member check-in, participants highlighted the importance of addressing shared concerns between the SHY YAB and CEWG, particularly regarding shelter conditions, case management, and hypothermia communication. This emphasis on collaboration aims to ensure that both groups can effectively tackle issues relevant to their populations.</li> <li>• <b>Implementation of Housing Navigation Tool:</b> The discussion on the Housing Navigation Tool revealed a strong interest in its training and administration at shelters. Participants emphasized the need for clarity on its integration with existing programs like CAHP and Project Reconnect, as well as the urgency of establishing a comprehensive strategy to address broader issues of poverty and oppression.</li> <li>• <b>Concerns About Peer Case Management Training:</b> Feedback on the Peer Case Management Institute indicated apprehension regarding the adequacy of training for those working with traumatized individuals. Participants requested more flexibility in training schedules to accommodate those currently employed, and they sought clarification that the program is focused on training rather than direct employment opportunities.</li> </ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>SHY YAB &amp; CEWG Celebrations or Concerns</b></p> <ul style="list-style-type: none"> <li>• <span style="color: red;">■</span> Concerns to track include shelter conditions, case management, and hypothermia communication.</li> <li>• Recommendation to focus the joint meeting on items that are relative for both CEWG and YAB attendees.</li> </ul> <p><b>Housing Navigation Tool</b></p> <ul style="list-style-type: none"> <li>• <span style="color: yellow;">■</span> Discussion on the training of the tool and when it will be administered at shelters.</li> <li>• <span style="color: yellow;">■</span> Recommendation to have DOC participate as well and use the tool at the READY Center.</li> <li>• <span style="color: yellow;">■</span> Clarification on the timeline for the pilot and the launch with outreach teams in Jan 2024.</li> <li>• <span style="color: yellow;">■</span> Questions on how the tool interactions with CAHP and Project Reconnect.</li> <li>• <span style="color: yellow;">■</span> Clarification on what Project Reconnect can assist with in terms of finances.</li> <li>• <span style="color: red;">■</span> Concerns about late night discharges from jail.</li> <li>• <span style="color: red;">■</span> Frustration that there is not a larger strategy to deal with poverty and oppression.</li> </ul> <p><b>Peer Case Management Institute</b></p> <ul style="list-style-type: none"> <li>• <span style="color: red;">■</span> Concerns that the program won't equip people with enough training to work with traumatized people.</li> <li>• <span style="color: yellow;">■</span> Clarification that this is a training program not an employment program.</li> <li>• <span style="color: yellow;">■</span> Clarification that marijuana is not included in the drug test.</li> </ul>		



- Frustration about the lack of flexibility in the training to be able to attend while also working.

10/31

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"> <li>Participants: 48</li> <li>Orgs: 28</li> </ul>	<p><b>Discussion on CAHP Prioritization 6-Month Review</b></p> <p><b>System Check-In</b></p> <ul style="list-style-type: none"> <li>Provider Quarterly Reports</li> <li>Community Partner Concerns &amp; Updates</li> </ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Webex Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"> <li><b>Youth CAHP Prioritization Review:</b> The 6-month review of the Youth CAHP highlighted key concerns, including the low response rate for the By-Name List pre-check form, which affects matching youth to services. Discussions also addressed how youth in adult shelters are counted and the importance of client choice in housing options.</li> <li><b>Provider Quarterly Reports:</b> TCP presented the template for provider Quarterly Reports, emphasizing the importance of Key Performance Indicators (KPIs) for accountability and transparency. Attendees inquired about the timeline for receiving these reports, indicating a strong interest in performance tracking and program effectiveness.</li> </ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>Discussion on CAHP Prioritization 6-Month Review</b></p> <ul style="list-style-type: none"> <li><span style="color: yellow;">■</span> Clarification on how youth who use adult shelter are included on Youth By-Name List.</li> <li><span style="color: yellow;">■</span> Question on the purpose of the By-Name List pre-check form and how it will be used.</li> <li><span style="color: yellow;">■</span> Discussion on low response rate of the BNL pre-check form to inform Youth CAHP matching. Only 27% or 64 of the requested 234 requests were completed by providers.</li> <li><span style="color: yellow;">■</span> Question on the makeup of youth programming by single, shared room, apartment style to inform client choice at the time of match.</li> <li><span style="color: yellow;">■</span> Question on if match outcomes differ from shelter or outreach to understand potential gaps in response and follow up.</li> </ul> <p><b>Provider Quarterly Reports</b></p> <ul style="list-style-type: none"> <li><span style="color: yellow;">■</span> Question on when providers can expect their next reports.</li> </ul>		

10/23 JOINT SHY YAB & CEWG

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"> <li>Participants: 14</li> <li>Orgs: 4</li> </ul>	<p><b>Member Check-In</b></p> <ul style="list-style-type: none"> <li>SHY YAB &amp; CEWG Celebrations or Concerns</li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>Annual Priorities</li> </ul>	<p>Closed meeting see summary of notes below</p> <p><a href="#">Webex Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"> <li><b>Prioritization of Yearly Goals:</b> Participants emphasized the need to establish clear priorities for the year, focusing on issues such as food access, capacity within the Single Adult System, and the importance of hiring passionate staff. The conversation also highlighted the necessity for trauma-informed training to better support service delivery.</li> <li><b>Addressing Knowledge Gaps:</b> There was a strong call for improved communication strategies to fill knowledge gaps regarding housing processes and program rules. Suggestions included hosting town</li> </ul>		

halls, enhancing social media outreach, and providing accessible information for individuals who are hearing impaired or do not speak English.

- **Collaboration Between Youth and Adult Systems:** The discussion highlighted the goal of fostering collaboration between advocates with lived experience from both youth and adult systems. Participants expressed concerns about youth being redirected to adult services and requested a peer review of program rules in shelters to ensure they are inclusive and effective.

**Details of Constituent Concerns**

**SHY YAB & CEWG Celebrations or Concerns**

- Request to establish priorities for the year.
- Concerns about food and capacity within the Single Adult System.
- Emphasis on hiring the right people with passion for the job.
- Request for more trauma informed training for staff.
- Concerns about youth being banned from youth programs and having to go to the adult system to access services.
- Frustration with how meals are run at shelters including time of the day and total time available.
- Questions on how to escalate concerns and what the process is.
- Goal of advocates with lived experience working together between the youth and adult system.
- Request for a peer review of program rules for shelters.

**Annual Priorities**

- Discussion focused on knowledge gaps such as the housing process and types of housing programs.
- Frustration over the length of housing lease up process and rent reasonableness.
- Recognition that there needs to be better access for people who are hearing impaired or don't speak English.
- Recommendation for town halls and better communication through flyers to address knowledge gaps.
- Request for more social media.
- Concerns about the lack of training and understanding of program rules.
- Clarification on how Medicaid billing works and what services it pays for.
- Request for better family mediation resources as seeing an uptick in youth being kicked out of the home.





FY25 MEETING INVENTORY

Updated: 02 March 2025

PURPOSE

To inventory ICH meetings and itemize constituent concerns voiced at ICH Youth Committee meetings in FY25.

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MEETING AGENDA OVERVIEW FOR EASY NAVIGATION

Attendance	Agenda	Meeting Materials
01/21 <ul style="list-style-type: none"><li>Participants: 43</li><li>Orgs: 22</li></ul>	<ul style="list-style-type: none"><li>Discussion<ul style="list-style-type: none"><li>FY24 Key Performance Indicators (KPIs)</li><li>Planning for Performance, Budget, &amp; Strategic (5-Year) Plan</li></ul></li><li>System Check-In<ul style="list-style-type: none"><li>CAHP Updates</li><li>Hypothermia &amp; Inauguration</li><li>HUD CoC NOFO Awards</li><li>Governance</li></ul></li></ul>	<a href="#">Meeting Materials Online</a> <a href="#">Meeting Recording</a>
11/19 <ul style="list-style-type: none"><li>Participants: 43</li><li>Orgs: 25</li></ul>	<ul style="list-style-type: none"><li>System Check-In<ul style="list-style-type: none"><li>Agency Updates</li><li>Emerging &amp; Outstanding Concerns</li></ul></li><li>Discussion<ul style="list-style-type: none"><li>Progress Report, Budget &amp; Governance</li><li>Approach to Strategic Planning</li></ul></li></ul>	<a href="#">Meeting Materials Online</a> <a href="#">Meeting Recording</a>
10/22 <ul style="list-style-type: none"><li>Participants: 44</li><li>Orgs: 20</li></ul>	<ul style="list-style-type: none"><li>System Check-In<ul style="list-style-type: none"><li>Homeless Youth Census Debrief</li><li>Governance Update</li><li>Emerging &amp; Outstanding Concerns</li></ul></li><li>Discussion<ul style="list-style-type: none"><li>CFSA Housing Report &amp; Data Sharing</li><li>Youth Shelter &amp; Program Modeling</li></ul></li></ul>	<a href="#">Meeting Materials Online</a> <a href="#">Webex Recording</a>

01/21

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"><li>• <b>Participants: 43</b></li><li>• <b>Orgs: 22</b></li></ul>	<p><b>Discussion</b></p> <ul style="list-style-type: none"><li>• FY24 Key Performance Indicators (KPIs)</li><li>• Planning for Performance, Budget, &amp; Strategic (5-Year) Plan</li></ul> <p><b>System Check-In</b></p> <ul style="list-style-type: none"><li>• CAHP Updates</li><li>• Hypothermia &amp; Inauguration</li><li>• HUD CoC NOFO Awards</li><li>• Governance</li></ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Meeting Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"><li>• <b>Youth-Specific Key Performance Indicators (KPIs) &amp; System Challenges:</b> Concerns were raised about how KPIs track youth accessing adult services, returns to homelessness, and housing stock availability. Participants discussed improving data collection and analysis to better reflect youth system successes and transitional housing outcomes. Questions emerged about how different populations (pregnant/parenting youth, minors, etc.) are tracked and how program exits are categorized.</li><li>• <b>Strategic Planning &amp; Budget Engagement:</b> Discussions highlighted the need for a clearer definition of success for young adult programs beyond HUD’s permanent housing metric. Participants emphasized the importance of budget engagement strategies, resource allocation, and cost evaluations. Interest was expressed in mobilizing the Leadership Slate to assess the Solid Foundations DC framework.</li><li>• <b>System Check-In &amp; Governance Updates:</b> Hypothermia response efforts were reviewed, with concerns about transportation for young adults and UPO’s operational limitations. Due to time constraints, CAHP updates and HUD CoC NOFO Awards were not covered. Governance updates included recommendations for Youth System WG Leadership Slate nominations and implications of the OIG Audit.</li></ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>FY24 Key Performance Indicators (KPIs)</b></p> <ul style="list-style-type: none"><li>• <span style="background-color: yellow;"> </span> Clarification on how the KPIs account for youth accessing adult services and returns to homelessness.</li><li>• <span style="background-color: yellow;"> </span> Request to see more detailed breakdown on<ul style="list-style-type: none"><li>○ Number of youth served and exiting from transitional housing.</li><li>○ Data for young adults receiving prevention and</li><li>○ Exits to PSH, RRH, and Other permanent destinations.</li></ul></li><li>• <span style="background-color: yellow;"> </span> Reflection that the majority of exits for youth under age 17 are to family and friends reunification.</li><li>• <span style="background-color: yellow;"> </span> Question on how pregnant and parenting and youth between age 16 and 21 are tracked in the KPIs.</li><li>• <span style="background-color: yellow;"> </span> Question on how youth are being housed faster if there is a gridlock of available housing stock.</li><li>• <span style="background-color: yellow;"> </span> Clarification around the length of time and how the distribution of age ranges impact the data.</li><li>• <span style="background-color: yellow;"> </span> Clarification that KPIs do not include data on families served through the Office of Migrant Services unless they were also served in the homeless services system.</li><li>• <span style="background-color: yellow;"> </span> Reminder to sign up for the Weekly Occupancy Report produced by TCP: <a href="mailto:wor@community-partnership.org">wor@community-partnership.org</a></li></ul> <p><b>Planning for Performance, Budget, &amp; Strategic (5-Year) Plan</b></p> <ul style="list-style-type: none"><li>• <span style="background-color: red;"> </span> Frustration that KPIs do not fully reflect the successes of the youth system and transitional housing.</li><li>• <span style="background-color: yellow;"> </span> Discussion on potential improvements to system and population data for the young adults.</li><li>• <span style="background-color: yellow;"> </span> Flag that the HUD definition of success is permanent housing differs does not account for all young adult program successes.</li><li>• <span style="background-color: red;"> </span> Concern that KPI data shows an underperformance of the young adult system.</li><li>• <span style="background-color: yellow;"> </span> Consideration for similarities between youth, women and survivors of domestic violence use of transitional housing in the system.</li><li>• <span style="background-color: yellow;"> </span> Improved data quality from FY22, FY23 KPIs and clarity on how and where HMIS tracks outcomes.</li><li>• <span style="background-color: yellow;"> </span> Reflection that the community needs to define what success looks like for the young adult system.</li></ul>		

- Discussion on the type of reports TCP can produce and baseline of HUD required metrics.
- Concern that FRSP does not equate to permanency and potential risk for minors and young adults.
- Clarification on how HUD tracks the results of the programs they fund.
- Recommendation to mobilize the Leadership Slate to evaluate Solid Foundations DC.
- Discussion on Budget Engagement to include resource allocation and cost increases.
- Agreement and interest in budget engagement and resource allocation “\$100 game”.

**Hypothermia & Inauguration**

- DHS update on work with UPO to ensure that young adults are transported to young adult shelters.
- Clarification that UPO cannot transport individuals under age 18.
- Flag that UPO’s peak times are 4:30 – 8:30 pm often only allow for 1-2 runners for wellness checks and additional outreach.

**Governance**

- Recommendations and interest for Youth System WG Leadership Slate.

11/19

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"> <li>• <b>Participants: 43</b></li> <li>• <b>Orgs: 25</b></li> </ul>	<p><b>System Check-In</b></p> <ul style="list-style-type: none"> <li>• Agency Updates</li> <li>• Emerging &amp; Outstanding Concerns</li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Progress Report, Budget &amp; Governance</li> <li>• Approach to Strategic Planning</li> </ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Meeting Recording</a></p>
<p><b>Key Takeaways</b></p> <ul style="list-style-type: none"> <li>• <b>Agency Updates and Emerging Concerns:</b> Updates were provided on youth housing programs, emphasizing the need for clear communication, such as spelling out abbreviations and providing keys. Concerns included insufficient data on youth services and transportation gaps, especially regarding youth-specific schedules. Emerging needs like resources for Creole and French-speaking clients were flagged, alongside requests for better accountability and systemic improvements.</li> <li>• <b>Progress Report and Strategic Planning:</b> Discussions focused on the annual work plan and addressing systemic inequities, particularly for youth experiencing homelessness. Feedback underscored the importance of cultural competency, training for assisting undocumented individuals, and the need to include diverse family dynamics in planning. Strategic planning highlighted the need for youth voices to guide improvements and for data-driven decision-making.</li> <li>• <b>Actionable Next Steps:</b> Participants were encouraged to provide feedback on reports, transportation updates, and planning approaches. Agencies committed to revisiting concerns like budget allocation for homeless services, updating the Winter Plan, and ensuring accurate representation of youth progress in data systems. Additional discussions and opportunities for input were planned to refine strategic directions.</li> </ul>		
<p><b>Details of Constituent Concerns</b></p> <p><b>Agency Updates</b></p> <ul style="list-style-type: none"> <li>• Reminder to spell out abbreviations or provide a key.</li> <li>• Request for a breakdown of the more specific reasons youth decline matches.</li> <li>• Several requests for additional data, including: <ul style="list-style-type: none"> <li>• Total number of youth on the By-Name List</li> <li>• Number of program move ins resulting from housing resources</li> </ul> </li> <li>• Reflection that the rate of unassignment is a little lower than when reported earlier this year.</li> <li>• Request to understand business operations and technology methods used to measure improvement for youth services.</li> </ul> <p><b>Emerging &amp; Outstanding Concerns</b></p> <ul style="list-style-type: none"> <li>• Question on how responsibility and accountability to constituents is being accounted for.</li> </ul>		

- Request for the language line information posted on UPO buses and/or more readily available.
- Report on an uptick in Creole and French speaking clients.
- Flag that UPO does not transport to youth shelters from non-youth pickup sites. E.g. Union Station.
- Flag that the transportation schedule on cold.dc.gov does not include the youth specific schedule.
- Reminder that you can change the language the website is in through a toggle on the top of the page. Also a plug for google translate while websites are needing updates.
- Request for more adequate data for the youth system and needed improvements the current system is not sufficient.

**Progress Report, Budget & Governance**

- Clarification on the process and timeline to provide feedback on the Progress Report.
- Positive feedback and appreciation for the opportunity to review and provide feedback.
- Concerns about comparing families and singles and systemic inequities to address in both systems.
- Clarification that youth aged 16-18 experiencing homelessness are not included under term unaccompanied individuals or single adults.
- Request for a training on assisting people who are undocumented and cultural competency.
- Discussion on individuals who are undocumented. No one should be turned away from services.
- Concerns about the lack of homeless services funds when funds are available for other agencies and projects.
- Reminder to include fathers when discussing families and the impact of intergenerational inequity.
- Reminder that people are often a product of their environment.
- Reflection that on the need to increase resources and progress overall by “expanding the pie”.
- Interest in more work and training beds available for young people.

**Approach to Strategic Planning**

- Importance of data driven decision making, particularly around budget formulation.
- Emphasis on voices of young people to guide system improvement and approach to services.
- Flag that some models may be out of date and need to be evaluated given the rate of vacancies.
- Concern that all work is not entered in HMIS so progress like successful diversions is not reflected.
- Discussion on how the youth system scaled up quickly and now need to depict how resources are used and what the shifts in inventory are.
- Clarification there will be additional opportunities for discussion before a decision is made.
- Question on the timeline for evaluating Solid Foundations.
- Reflection that if youth are accounted for in HWDC 3.0 a separate plan may not be needed.

10/22

Attendance	Agenda	Meeting Materials
<ul style="list-style-type: none"><li>• <b>Participants: 44</b></li><li>• <b>Orgs: 20</b></li></ul>	<p><b>System Check-In</b></p> <ul style="list-style-type: none"><li>• Homeless Youth Census Debrief</li><li>• Governance Update</li><li>• Emerging &amp; Outstanding Concerns</li></ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"><li>• CFSA Housing Report &amp; Data Sharing</li><li>• Youth Shelter &amp; Program Modeling</li></ul>	<p><a href="#">Meeting Materials Online</a></p> <p><a href="#">Webex Recording</a></p>

**Key Takeaways**

- **Homeless Youth Census and System Check-In:** The recent 2024 Homeless Youth Census highlighted improved technical performance, increased survey responses, and new questions focused on safety and shelter usage. System check-in topics flagged the need for enhanced survey proofreading, better logistical coordination, and a focus on identifying trends among housing-unstable youth.
- **CFSA Housing and Data Sharing:** The CFSA presentation reviewed housing processes and data sharing improvements, including a shared portal with DCHA for application tracking. Key points involved addressing youth service gaps as they age out, improving data matching for service histories, and increasing care coordination with other providers for high-needs youth.

- **Youth Shelter and Program Modeling:** Discussions focused on optimizing youth shelter usage, particularly by addressing factors impacting bed utilization, shelter accessibility, and service gaps in specific regions. Suggestions included developing low-barrier youth shelters across locations, improving data on youth preferences, and rethinking shelter models to better meet youth needs.

**Details of Constituent Concerns**

**Homeless Youth Census Debrief**

- ■ Less technical issues this year as the survey was on the same software used for PIT.
- ■ Flag to proofread surveys closely as some questions on the Spanish survey were still in English.
- ■ Need for better coordination overall, including scheduling meetings, gift card drop offs and preparing agencies for the count.
- ■ Request for trends on housing unstable.
- ■ Reflection that there was an 13% increase of surveys submitted despite not having a kickoff event.
- ■ Flag that new questions were added, specifically around safety and shelter use.
- ■ Excitement to see results and qualitative information to inform youth shelter utilization.

**CFSA Housing Report & Data Sharing**

- ■ Discussion on why DCHA sends applications back. Reasons include outdated pay stubs or incomplete fields.
- ■ Confirmation that CFSA has a shared portal with DCHA to track applications, but clients do not have access.
- ■ There are approximately 30 vouchers available currently.
- ■ Provider kudos to CFSA for transparency and work to simplify the housing process over the years.
- ■ Flag that service history/ward status is not always accurate in HMIS so may be missing people in the data match.
- ■ CFSA will follow up on how homelessness and stably housed is defined.
- ■ Discussion on people aging out of youth services and the need for additional care coordination.
- ■ CFSA offers additional FUP housing presentations to different agencies.
- ■ Need for coordination with other providers (i.e DBH) for youth with high needs.
- ■ Flag for opportunity to leverage homeless system data to inform the application for FUP resources.

**Youth Shelter & Program Modeling**

- ■ Question on what factors impact shelter use and why youth choose youth or adult shelters.
- ■ Emphasis on maximizing utilization of existing youth shelter beds before adding beds.
- ■ Need to understand why youth beds have lower utilization and compare historical data.
- ■ Flag to account for shelter location and potential need a shelter for youth in NW, not just SW/SE.
- ■ Request for TCP to mirror the existing daily census report for youth shelters.
- ■ Flag to account for youth who are barred/suspended from youth shelter and are more vulnerable.
- ■ Suggestion to capture which quadrant youth want to stay in.
- ■ Flag that there is only one youth specific low barrier available for walk up.
- ■ Recommendation to start by ensuring all youth shelters are low barrier and accessible.
- ■ Interest in background on program design that led to the current construct of youth shelter.
- ■ DHS to engage with current youth shelter and community for short- and long-term planning.
- ■ Reflection to think outside the box on our next investment to allow for better utilization.