

# DuPage Continuum Plan to End Homelessness

- 1) [DuPage Plan Components](#) ( a general description of the 9 components)
- 2) [Objectives by Component](#) ( objectives to be accomplished to address each component)
- 3) [Objectives by Year](#) ( target dates for accomplishing each objective)
- 4) [Component 1 Action Plan](#) ( action steps to be taken to accomplish component 1 objectives with time frames)
- 5) [Component 2 Action Plan](#) ( action steps to be taken to accomplish component 2 objectives with time frames)
- 6) [Component 3 Action Plan](#) ( action steps to be taken to accomplish component 3 objectives with time frames)
- 7) [Component 4 Action Plan](#) ( action steps to be taken to accomplish component 4 objectives with time frames)
- 8) [Component 5 Action Plan](#) ( action steps to be taken to accomplish component 5 objectives with time frames)
- 9) [Component 6 Action Plan](#) ( action steps to be taken to accomplish component 6 objectives with time frames)
- 10) [Component 7 Action Plan](#) ( action steps to be taken to accomplish component 7 objectives with time frames)
- 11) [Component 8 Action Plan](#) ( action steps to be taken to accomplish component 8 objectives with time frames)
- 12) [Component 9 Action Plan](#). ( action steps to be taken to accomplish component 9 objectives with time frames)

Any comments should be emailed to [Carolyn Engle](#).

## DUPAGE PLAN TO END HOMELESSNESS

APRIL 26, 2004

[NEXT](#)

[PREVIOUS](#)

[HOME](#)

COMPONENT	RESPONSIBLE COMMITTEE
1. Needs Assessment Data - The DuPage Homeless Continuum is using Service Point by	Needs Assessment Committee

<p>Bowman for its Client Management Information System (CMIS). The focus will be on 100% participation by all homeless providers, agreeing on the type of data needed, setting up the reports needed to analyze the data, what information has to be input to obtain these reports, and obtaining needs assessment data. <a href="#">Click here to view objectives</a></p>	<p><i>and CMIS Users Group</i></p>
<p><b>2. Emergency Prevention</b> – The DuPage County Homeless Continuum will have in place an Emergency Prevention system that assists the maximum number of persons possible and operates efficiently. The focus will be on obtaining more funds from private sources, supporting the staff costs for these programs, maximizing the use of public funding to help more persons, streamlining procedures, identifying means for increasing timely access to prevention resources, identifying requirements that are a barrier for obtaining help now, and using other mainstream programs as a part of an overall homeless prevention effort. <a href="#">Click here to view objectives</a></p>	<p><i>Grants Funding Committee and Prevention Providers</i></p>
<p><b>3. Systems Prevention</b> – The DuPage Homeless Continuum will work with local and state governments to ensure that discharge policies for persons leaving public systems such as jails, hospitals, mental health facilities, and the child welfare system are being implemented to prevent them from becoming homeless. The DuPage Homeless Providers will ensure that all eligible persons will be enrolled and benefit from all mainstream programs (mental health, substance abuse, TANF, child welfare, SSI, VA, Medicaid, Kidcare, etc. ) for which they are eligible that can assist in meeting their housing needs. <a href="#">Click here to view objectives</a></p>	<p><i>Community Outreach Committee and DuPage Federation</i></p>
<p><b>4. Outreach to Unsheltered</b> – The DuPage Homeless Continuum will have an outreach and engagement system in place that reduces barriers to housing homeless persons who are not sheltered. A key focus will be the development of low demand housing which will provide housing for unsheltered persons with mental illness and substance abuse treatment needs. A system of communication among human service providers will be developed and utilized to provide outreach services to the unsheltered homeless so that they can be rapidly placed. <a href="#">Click here to view objectives</a></p>	<p><i>Community Outreach Committee and DuPage Federation</i></p>
<p><b>5. Shorten Homelessness</b> –The shelter and transitional housing providers will have procedures in place to minimize the length of time persons remain homeless and the number of times they become homeless. There will be incentives for all providers to get persons into permanent housing as quickly as possible. <a href="#">Click here to view objectives</a></p>	<p><i>Needs Assessment Committee</i></p>
<p><b>6. Timely Re-housing</b> – The DuPage Continuum has in place skilled housing search and placement services available to facilitate the rapid re-housing of persons losing their housing and persons who are homeless and need permanent housing. <a href="#">Click here to view objectives</a></p>	<p><i>Needs Assessment Committee</i></p>
<p><b>7. Support Services</b> – When persons are housed, they will have timely access to funded services that will provide health care, mental health services, substance abuse treatment services, etc. necessary for maintaining housing stability. All funding streams for support services will be fully utilized to maximize the services available. <a href="#">Click here to view objectives</a></p>	<p><i>Grants Funding Committee and DuPage Federation</i></p>
<p><b>8. Increasing Income</b> – In order to support housing costs, the DuPage Homeless Continuum providers will assist homeless persons in securing enough income to afford rent by rapidly linking them with employment and/or benefits. <a href="#">Click here to view objectives</a></p>	<p><i>Community Outreach Committee and DuPage Federation</i></p>
<p><b>9. Creating Permanent Housing</b> – <i>In the last five years, the DuPage Continuum has funded 54 permanent supportive housing individual beds with the DuPage Health Department. They have also funded permanent supportive housing units for 5 families through Catholic Charities. Another 23 permanent housing units for families and individuals with Catholic Charities and DuPage P.A.D.S. have been funded. The DuPage Continuum will identify and develop an adequate supply of all types of permanent housing. To achieve this goal, the Continuum will work to expand the number of permanent supportive housing units, expand the supply of community affordable housing units, increase the number of rent subsidies for market rate housing units, and explore the opportunities for developing safe haven, shelter plus care, and single room occupancy housing . The DuPage Continuum will communicate and participate with housing groups such as the DuPage Housing Authority and the DuPage Housing Action Coalition. It will establish relationships with housing developers, government housing programs, county government and municipal government regarding housing needs for the homeless and those at risk of homelessness. <a href="#">Click here to view objectives</a></i></p>	<p><i>Grants Funding Committee and DuPage Federation</i></p>

# DUPAGE PLAN TO END HOMELESSNESS

[NEXT](#)

[PREVIOUS](#)

[HOME](#)

## DUPAGE HOMELESS CONTINUUM

### Objectives for the Plan to End Homelessness

April 26, 2004

**1. Component: Needs Assessment Data –To have a fully functional CMIS system that tracks information and referral, case management, and benefits screening functionality to collect information about the people who become homeless.**

**RESPONSIBLE COMMITTEE: Needs Assessment Committee and CMIS Users Group**

**[Click here to view action steps to achieve the objectives below.](#)**

- 1.1. Establish universal criteria for needs assessment data entry by 2004.
- 1.2. By January 2005 all HUD funded agencies will be fully entering data into all required fields to the CMIS system.
- 1.3. Audit and analyze data in the system to ensure integrity and usage, beginning in 2005.
- 1.4. By January 2006 all other relevant providers that support homeless populations will be invited to participate in CMIS.

1.5. By 2006, using the CMIS system, complete an annual “gaps analysis” for homeless services.

1.6. By 2007, conduct a technology audit for all CMIS users.

**2. Component: Emergency Prevention – Have system in place with resources for direct and flexible assistance.**

**RESPONSIBLE COMMITTEE: Grants Funding Committee and Prevention Providers**

**[Click here to view action steps to achieve the objectives below.](#)**

2.1. By the end of 2005, coordinate between homeless prevention providers and community partners re: resources available and requirements for accessing them. A signed agreement will document intent to coordinate.

2.2. By 2005, expand legal assistance and housing resources available for a one-time, short term and transitional financial assistance that could be used to avert eviction. Measure – 10% increase in legal services and in number of those who receive homeless prevention services.

2.3. By the end of 2007, ensure adequate funding for case management services to process applications. Measure – 10% increase on C. M. \$ for three years.

2.4. By 2007, develop two new homeless prevention programs to address early intervention and influencing factors in homelessness.

2.5. By 2008, ensure that there is an adequate amount available annually for direct financial assistance to all persons who need it.

**3. Component: Systems Prevention – a) policies for discharge from public institutions; b) enrollment in mainstream programs**

**RESPONSIBLE COMMITTEE: Community Outreach Committee and DuPage Federation**

**[Click here to view action steps to achieve the objectives below.](#)**

3.1. By December 2005, increase the linkage to permanent supportive housing and services for persons leaving institutions by developing coordinated discharge policies with oversight and agreement to use the policy.

3.2. By September 2005, continue to develop and implement strategies between housing first and mainstream service systems to ensure receipt of mainstream benefits by eligible persons.

**4. Component: Outreach to Unsheltered - Have an outreach and engagement system with emphasis on mentally ill and substance abusers.**

**RESPONSIBLE COMMITTEE: Community Outreach Committee**

**[Click here to view action steps to achieve the objectives below.](#)**

4.1. By 2006, establish a system of coordinated street outreach for persons who are homeless.

4.2. By 2008, develop engagement housing (such as safe havens or harm reductions programs) for those who need permanent housing but are resistant to traditional service models.

**5. Component: Shorten Homelessness – Ensure shelters and transitional housing have procedures to minimize the time persons are homeless**

**RESPONSIBLE COMMITTEE: Needs Assessment Committee**

**[Click here to view action steps to achieve the objectives below.](#)**

5.1. By 2006, develop standards for interim housing (shelters and transitional housing) that promote housing placement in the most suitable setting as soon as possible.

5.2. By 2006, develop an affordable housing clearinghouse that will be used to link households in interim housing with appropriate market housing.

**6. Component: Timely Re-housing – Skilled housing search and placement services are available.**

**RESPONSIBLE COMMITTEE: Needs Assessment Committee**

**[Click here to view action steps to achieve the objectives below.](#)**

6.1. By June 2005, an agency is identified that is interested in becoming a community housing development organization.

6.2. By June 2006, current transitional housing providers will make two of their units per year available for clients to take over the lease and remain in that unit permanently.

6.3. Identify best practices for reducing the time it takes for individuals to get re-housed by June 2007.

6.4. Annually, starting by 2008, for-profit housing providers will make a minimum of ten units available to homeless individuals.

- 7. Component: Support Services – Timely access to funded services and funding streams are fully utilized.**

**RESPONSIBLE COMMITTEE: Grants Funding Committee and DuPage Federation**

**[Click here to view action steps to achieve the objectives below.](#)**

7.1. By 2004, identify available missing insufficient/inadequate support services.

7.2. By 2010 develop needed support services.

- 8. Component: Increasing Income – Secure enough income for rent by rapidly linking with employment and benefits**

**RESPONSIBLE COMMITTEE: Community Outreach Committee and DuPage Federation**

**[Click here to view action steps to achieve the objectives below.](#)**

8.1. By 2005, increase usage of present mainstream benefits to 50% of eligible clients.

8.2. By 2005, develop strategies to increase income through employment and support services, in order to obtain and maintain employment.

8.3. By 2005, link with on-going efforts to change eligibility requirement and to increase benefit levels.

**9. Component: Creating Permanent Housing – a) expand PSH, build inventory of affordable rental housing, develop more rent subsidies, develop housing for persons who do not accept support services; b) develop partnerships with relevant stakeholders**

**RESPONSIBLE COMMITTEE: Grants Funding Committee and DuPage Federation**

[Click here to view action steps to achieve the objectives below.](#)

9.1. By 2005, develop and formalize our partnership with DuPage Housing Action Coalition to advocate for the needs of chronically homeless.

9.2. By 2008, create twenty permanent supportive housing units for the chronically homeless with twenty more units in the pipeline.

9.3. By 2009, create a countywide rental subsidy program to supplement housing choice vouchers.

## **DUPAGE PLAN TO END HOMELESSNESS**

### **OBJECTIVES BY YEAR**

[NEXT](#)

[PREVIOUS](#)

[HOME](#)

#	OBJECTIVE	2004	2005	2006	2007	2008	2009	2010
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	<a href="#">1. Needs Assessment Data</a> - Needs Assessment Committee							
<a href="#">1.1</a>	Establish universal criteria for needs assessment data entry.	X						
<a href="#">1.2</a>	All HUD funded agencies will be fully entering data into all required fields to the CMIS system.		X					
<a href="#">1.3</a>	All other relevant providers that support homeless populations will be invited to participate in CMIS.			X				
<a href="#">1.4</a>	Audit and analyze data in the system to ensure integrity and usage.		X					
<a href="#">1.5</a>	Using the CMIS system, complete an annual "gaps analysis" for homeless services.			X				
<a href="#">1.6</a>	Conduct a technology audit for all CMIS users.				X			
	<a href="#">2. Emergency Prevention</a> - Grants Funding Committee							
<a href="#">2.1</a>	Coordinate between homeless prevention providers and community partners re: resources available and requirements for accessing them. A signed agreement will document intent to coordinate.		X					
<a href="#">2.2</a>	Expand legal assistance and housing resources available for a one-time, short term and transitional financial assistance that could be used to avert eviction. Measure - 10% increase in legal services and in number of those who receive homeless prevention services.		X					
<a href="#">2.3</a>	Ensure adequate funding for case management services to process applications. Measure - 10% increase in case management money for three years.				X			

<a href="#">2.4</a>	Develop two new homeless prevention programs to address early intervention and influencing factors in homelessness.				X			
<a href="#">2.5</a>	Ensure that there is an adequate amount available annually for direct financial assistance to all persons who need it.					X		
	<a href="#">3. Systems Prevention</a> - Community Outreach Committee							
<a href="#">3.1</a>	Increase the linkage to permanent supportive housing and services for persons leaving institutions by developing coordinated discharge policies with oversight and agreement to use the policy.		X					
<a href="#">3.2</a>	Continue to develop and implement strategies between housing first and mainstream service systems to ensure receipt of mainstream benefits by eligible persons.		X					
	<a href="#">4. Outreach to the Unsheltered</a> - Community Outreach Committee							
<a href="#">4.1</a>	Establish a system of coordinated street outreach for persons who are homeless.			X				
<a href="#">4.2</a>	Develop engagement housing (such as safe havens or harm reduction programs) for those who need permanent housing but are resistant to traditional service models.					X		
	<a href="#">5. Shorten Homelessness</a> - Needs Assessment Committee							
<a href="#">5.1</a>	Develop standards for interim housing (shelters and transitional housing) that promote housing placement in the most suitable setting as soon as possible.			X				
<a href="#">5.2</a>	Develop an affordable housing clearinghouse that will be used to link households in interim housing with			X				

	appropriate market housing.							
	<a href="#">6. Timely Re-housing</a> - Needs Assessment Committee							
<a href="#">6.1</a>	Identify an agency that is interested in becoming a community housing development organization.		X					
<a href="#">6.2</a>	Current transitional housing providers will make two of their units per year available for clients to take over the lease and remain in that unit permanently.			X				
<a href="#">6.3</a>	Identify best practices for reducing the time it takes for individuals to get re-housed.				X			
<a href="#">6.4</a>	Annually, for-profit housing providers will make a minimum of ten units available to homeless individuals.					X		
	<a href="#">7. Support Services</a> - Grants Funding Committee							
<a href="#">7.1</a>	Identify available missing insufficient/inadequate support services.	X						
<a href="#">7.2</a>	Develop needed support services.							X
	<a href="#">8. Increasing Income</a> - Community Outreach Committee							
<a href="#">8.1</a>	Increase usage of present mainstream benefits to 50% of eligible clients.		X					
<a href="#">8.2</a>	Develop strategies to increase income through employment and support services, in order to obtain and maintain employment.		X					

8.3	Link with on-going efforts to change eligibility requirement and to increase benefit levels.		X						
	<a href="#">9. Creating Permanent Housing</a> - Grants Funding Committee								
<a href="#">9.1</a>	Develop and formalize our partnership with DuPage Housing Action Coalition to advocate for the needs of chronically homeless.		X						
<a href="#">9.2</a>	Create twenty permanent supportive housing units for the chronically homeless with twenty more units in the pipeline.					X			
<a href="#">9.3</a>	Create a countywide rental subsidy program to supplement housing choice vouchers.						X		

## DUPAGE PLAN TO END HOMELESSNESS

[NEXT](#)

[PREVIOUS](#)

[HOME](#)

<b>Component #1 - Needs Assessment</b> - Fully functional CMIS									
<b>Objective:</b> 1.1 Establish a universal criteria for needs assessment data entry by 2004.									
<b>Responsible Continuum Committee or Task Group:</b>					Needs Assessment Committee -				
Milestones and Action Steps	Timeline								
	2004				2005				
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.1.1. CMIS users group to set sub-committee that represents major agencies.		X							
1.1.2. Define terms or fields needing definition.			X						
1.1.3. Agree upon definitions.			X						

1.1.4. Report back to full CMIS Users Group.				X				
1.1.5. Publish glossary of terms for all agencies.				X				
<b>TOTAL COST</b>								

## DUPAGE PLAN TO END HOMELESSNESS

[NEXT](#)

[PREVIOUS](#)

[HOME](#)

<b>Component #2 - Emergency Prevention</b> - Have system in place with resources for direct and flex							
<b>Objective:</b> 2.1 - By end of 2005, coordinate between homeless prevention providers and com resources available and requirements for accessing them. A signed agreement will document							
<b>Responsible Continuum Committee or Task Group:</b>				Grants Funding Comm			
Milestones and Action Steps	Timeline						
	2004				2005		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3
2.1.1. Homeless prevention funds guidelines will be posted on CRIS.				X			
2.1.2. Identify community partners who need this information.					X		
2.1.3. Develop outreach materials re: homeless prevention.						X	
2.1.3.1 Define guidelines for all homeless prevention providers.					X		

2.1.3.2 Include publicity for Federation Mainstream Benefit training.									X		
2.1.3.3 Include follow-up and "agreement" w/ this material.										X	
2.1.3.4 Distribute material.										X	
2.1.4. Incorporate training on homeless prevention resources in Federation Mainstream Services training.											X
<b>TOTAL COST</b>											

## DUPAGE PLAN TO END HOMELESSNESS

[NEXT](#)

[PREVIOUS](#)

[HOME](#)

<b>Component #3 - Systems Prevention</b>		a) policies for discharge from pu b) enrollment in mainstream pro										
<b>Objective:</b> 3.1 By December 2005, increase linkage to permanent supportive housing and sen leaving institutions by developing a coordinated discharge policies with oversight and agreem												
<b>Responsible Continuum Committee or Task Group:</b>		Community Outreach Committe										
Milestones and Action Steps	Timeline											
	2004				2005							
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
3.1.1. Identify all potential discharge facilities.				X								DMI DOC Co Nursi
3.1.2. Collect discharge and pre-release agreements and alert key contacts re: objective/actions.				X								
3.1.3. Review present discharge policies and compile into one document.					X							
3.1.3.1 Distribute and review												
3.1.3.2 Compile												
3.1.4. Identify other continuum of Care action plans to see if they are working on this and develop a coordinated action				X								





# DUPAGE PLAN TO END HOMELESSNESS

[NEXT](#)      [PREVIOUS](#)      [HOME](#)

<b>Component #6 Timely Re-Housing</b> - Skilled housing search and placement services are available													
<b>Objective:</b> 6.1 By 2005 an agency is identified that is interested in becoming a community housing development organization.													
<b>Responsible Continuum Committee or Task Group:</b>						Needs Assessment Com							
Milestones and Action Steps	Timeline												
	2004				2005								
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
6.1.1. Gather information on benefits of becoming a community housing development organization.				X									HU
6.1.2. Identify target populations.					X								Ki
6.1.3. Disseminate information that was gathered.						X							IL H
6.1.4. Develop a marketing strategy for buy-in.									X				
6.1.5. Hold community informational meeting.												X	
6.1.6. Follow-up with meeting attendees.													X
6.1.7. Get a commitment from an agency to become a community housing development organization.													X
<b>TOTAL COST</b>													

# DUPAGE PLAN TO END HOMELESSNESS

[NEXT](#)      [PREVIOUS](#)      [HOME](#)

**Component #7 Support Services** - Timely access to funded services and funding streams are fu

**Objective:** 7.1 By 2004, identify available, missing, insufficient/ inadequate support services.

**Responsible Continuum Committee or Task Group:** Grants Funding Commi

Milestones and Action Steps	Timeline								
	2004				2005				
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
7.1.1 Define/segment targeted homeless populations.		X							D
7.1.2 Inventory available support services.			X						
7.1.3 Conduct gaps analysis				X					
7.1.4 Develop a list of needed services				X					
<b>TOTAL COST</b>									

## DUPAGE PLAN TO END HOMELESSNESS

[NEXT](#)

[PREVIOUS](#)

[HOME](#)

**Component #8 - Increasing Income** - Secure enough income for rent by rapidly linking with empl

**Objective:** 8.1 - By 2005, increase usage of present mainstream benefits to 50% of eligible clients

**Responsible Continuum Committee or Task Group:** Community Outreach Committee

Milestones and Action Steps	Timeline							
	2004				2005			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
8.1.1 Determine baseline of # of eligible clients usage by contacting mainstream agencies.				X				
8.1.2 Obtain data re: vulnerable populations				X				
8.1.3 Compile data					X			
8.1.4 Identify why they're not using benefits						X		
8.1.5 Develop strategies to minimize barriers								X
8.1.6 Outreach to encourage usage						X		
8.1.6.1 Link with other organizations already doing outreach								
8.1.7 Implement strategies to minimize barriers								06
<b>TOTAL COST</b>								

## DUPAGE PLAN TO END HOMELESSNESS

[NEXT](#)

[PREVIOUS](#)

[HOME](#)

<b>Component #9 - Creating Permanent Housing</b>	a) expand PSH, build inventory of permanent housing, develop more rent subsidies for persons who do not accept subsidies
	b) develop partnerships with relevant agencies

**Objective:** 9.1 - By 2005, develop and formalize our partnership with DuPage Housing Action Committee for the needs of chronically homeless.

<b>Responsible Continuum Committee or Task Group:</b>	Grants Funding Committee							
<b>Milestones and Action Steps</b>	<b>Timeline</b>							
	<b>2004</b>				<b>2005</b>			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
9.1.1 Meeting of chairperson's Forum and DHAC representatives			X					
9.1.2 Identify common goals and opportunities on which to partner.				X				
9.1.3 Create a Memorandum of Understanding that describes the relationship and philosophy.					X			
<b>TOTAL COST</b>								