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| **CAN:** |  |
| **AGENCIES PROVIDING STREET OUTREACH:** |  |
| **GEOGRAPHIC AREA ADDRESSED IN THIS PLAN:** |  |

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| **CANVASSING SCHEDULE**  *Provide details on outdoor locations where outreach workers are most likely to encounter unsheltered homeless people. Specify who is assigned to canvass these locations and when canvassing will occur. Be sure to include locations where outreach workers are likely to encounter all relevant populations (e.g., young people, undocumented immigrants, families with children, etc.). In CANs where multiple agencies provide outreach services, include all agencies. Add/delete rows as necessary.* | | | | |
| **DAY** | **TIME** | **LOCATION** | **AGENCY ASSIGNED** | **STAFF**  **ASSIGNED** |
| *Example:*  *MONDAYS* | *7am – 9am* | *Train Tracks Behind Walmart* | *Hope House* | *Mary & Tim* |
| MONDAYS |  |  |  |  |
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| TUESDAYS |  |  |  |  |
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| WEDNESDAYS |  |  |  |  |
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| **OFFICE HOURS SCHEDULE**  *Provide details on indoor locations where outreach workers are most likely to encounter unsheltered homeless people. Specify who is assigned to visit these locations and when visits will occur. Be sure to include locations where outreach workers are likely to encounter relevant populations (e.g., young people, undocumented immigrants, families with children, etc.). In CANs where multiple agencies provide outreach services, include all agencies.* | | | | |
| **DAY** | **TIME** | **LOCATION** | **AGENCY ASSIGNED** | **STAFF ASSIGNED** |
| *Example:*  TUESDAYS | *1pm – 3pm* | *Maple Street Library* | *Project Help* | *Kim & Sue* |
| MONDAYS |  |  |  |  |
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| **ENGAGEMENT PLAN FOR MOST VULNERABLE CLIENTS**  *Indicate specific clients (initials and/or HMIS #s only) who are highly vulnerable, who is assigned to engage them and how frequently engagement attempts will occur. Add/delete rows as necessary.*  *NOTE: This should be a brief list of ONLY clients determined by the CAN to be highly vulnerable. It is not intended to be a complete list of all outreach clients. In CANS where multiple agencies provide outreach services to the most vulnerable clients, include all agencies.* | | | |
| **CLIENT** | **AGENCY ASSIGNED** | **STAFF**  **ASSIGNED** | **FREQUENCY** |
| *Example:*  *JOFI (HMIS#12345)* | *Hope House* | *Mary & Tim* | *At least 2X/week* |
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| **PHONE/EMAIL OUTREACH SCHEDULE**  *Provide details on towns where neither in-reach nor canvassing is feasible. Specify people who can identify and refer any unsheltered homeless people in each town, who is assigned to stay in contact with to each person and how frequently contact will occur. In CANS where multiple agencies provide outreach services, include all agencies. Add/delete rows as necessary.* | | | | |
| **TOWN** | **CONTACT INFO** | **AGENCY ASSIGNED** | **STAFF ASSIGNED** | **FREQUENCY** |
| *Example:*  *Harleysville* | *Joe Smith (Mayor’s Assistant): (201) 555-1111*  *jsmith@hville.gov* | *Project Help* | *Kim* | *Quarterly* |
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| **SCHEDULE FOR OTHER CRITICAL STAFF TASKS**  *Identify and schedule other critical tasks that outreach staff need to prioritize. In CANS where multiple agencies provide outreach services, include all agencies.* | | | |
| **Task** | **AGENCY ASSIGNED** | **STAFF ASSIGNED** | **DAYS/TIMES** |
| *Example:*  *Documentation* | *Project Help* | *(Kim & Sue)* | *Tuesdays, Thursdays & Fridays (7am – 10am)* |
| *Example:*  *Case Management Tasks with Enrolled Clients* | *Hope House* | *(Mary & Tim)* | *Mondays (9am -12pm)*  Tuesdays, Wednesdays & Fridays (12pm – 3pm) |
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| **COVERAGE PLAN**  *Briefly describe:*   1. *The project’s strategy for ensuring that regular outreach occurs during planned staff absences.* 2. *The project’s strategy for ensuring that engagement of those who seem particularly unwell and/or vulnerable occurs during unplanned staff absences.* |
| A)  B) |
| **UNCOVERED AREAS**  *Briefly describe:*   1. *Any geographic areas within your CAN that are not covered in this plan and the reason why.* 2. *Any plans your project or CAN has to ensure that all areas are covered in the future.* |
| A)  B) |

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| **SYSTEMS GAPS**  *Briefly describe:*   1. *Any key organizations or sectors within your CAN that are not currently engaged to help prevent and end unsheltered homelessness (e.g. Shore Hospital, Fulton County jail, DOC, child welfare, schools, etc.)* 2. *Any plans your project or CAN has to ensure that these partners are engaged in the future.* |
| A)  B) |

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| **EMERGENCY PLAN**  *Briefly describe steps your project will take to help unsheltered people reduce risks during:*   1. *Extreme cold weather/snow storms* 2. *Extreme hot weather* 3. *Flooding* 4. *Other emergencies* |
| A)  B)  C)  D) |

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| **ENGAGEMENT SUPPLIES**  *List supplies that are available to outreach workers to offer to clients. Examples might include toiletries, socks, gloves, hats, blankets, water, etc. If needed supplies are not currently available, describe plans for obtaining supplies.* |
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| **PUBLIC AWARENESS/PIT**  *Briefly describe:*   1. *The project’s strategy for ensuring that members of the public who are unfamiliar with the homeless services system know who to call to get help for a homeless person.* 2. *How your project prioritizes and responds to such concerns.* 3. *How your project determines if anyone particularly vulnerable was found during the annual PIT count and how you follow up to engage those people.* |
| A)  B)  C) |

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| **PLAN REVIEW AND APPROVAL** | | |
| **CAN Representative Name:** | **CAN Representative Signature** (required 2x/year): | **Date:** |
| **PERIOD #1:** |  |
| **PERIOD #2:** |  |
| **DMHAS Representative Name:** | **DMHAS Representative Signature** (required 2x/year): | **Date:** |
| **PERIOD #1:** |  |
| **PERIOD #2:** |  |