Housing First Toolkit

Module 3: Implementation Checklist

Hiring Staff and Involving People with Lived Experience

___ Finalize the budget for program resources
___ Begin process of hiring housing and clinical/support staff, including people with lived experience

Establishing Staff Supervision and Communication Protocols

___ Plan regular (weekly) meetings with staff for support and training both separate and cross-team meetings for housing and clinical/support staff and peer workers

Training Staff

___ Provide initial training around the Housing First model (values and principles) and differentiation between roles of stakeholders/team member
___ Develop mechanisms for training of new program staff and ongoing training of continuing staff and peer workers

Housing/Rehousing Participants and Providing Support

___ Communicate the clinical needs of the target population with other stakeholders, including:
___ Complete the following with regards to housing and support services:
   ___ Determine housing procurement options
   ___ Create and manage budgets related to housing and rehousing
   ___ Work with participants as they choose housing options
   ___ Support participants during their transition to housing
   ___ Cultivate strong relationships with landlords
   ___ Learn from and respond to evictions and consider rehousing strategies as they arise
   ___ Foster and strengthen community partnerships
PROVIDING ONGOING SUPERVISION AND SUPPORT
___ Develop staff supervision and communication procedures
___ Supervise and support staff, participants, and peer workers on an ongoing basis
___ Aim to learn from, improve on, and adapt to experiences with staff, participants, and peer workers while maintaining program fidelity

OFFERING ONGOING/ADVANCED TRAINING AND TECHNICAL ASSISTANCE
___ Provide ongoing training to housing, clinical/support staff, and peer workers
___ Provide additional training in areas of recovery, intergenerational trauma and trauma-informed care, addictions, motivational interviewing, harm-reduction strategies, and difficult tenancy issues
___ Consult regularly with staff to determine areas where additional/ongoing training would be helpful
___ Provide continued technical assistance to the program, including external expertise
___ Provide advanced training through conferences and professional development opportunities
___ Develop Communities of Practice as sources of continued support and learning

ASSESSING AND IMPROVING THE PROGRAM THROUGH EVALUATION AND FIDELITY ASSESSMENTS
___ Develop an evaluation plan and select an evaluation team
___ Collect data on an ongoing basis
___ Assess the program’s fidelity to the Housing First model
___ Provide evaluation feedback early and continually throughout implementation