

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