

# CEA Consultant Site Visit Objectives & Schedule

	Site Visit #1	Site Visit #2	Site Visit #3	Site Visit #4	Site Visit #5	Site Visit #6
<b>DATE OF SITE VISIT:</b>	Sept. 2 – 4	Sept. 30 – Oct. 3	Oct. 13	Nov. 3 – 6	Week of Dec. 10	*Jan. 12 – 14
<b>*PLANNED ACTIVITIES:</b>	<p>Meet with:</p> <ul style="list-style-type: none"> <li>✓ FHI &amp; Data/Eval staff</li> <li>✓ City, County and other funders and/or agency leaders</li> </ul> <p>Observe:</p> <ul style="list-style-type: none"> <li>✓ 2-1-1</li> <li>✓ FHC processes</li> <li>✓ Diversion Pilot Learning Circle</li> </ul> <p>Review:</p> <ul style="list-style-type: none"> <li>✓ Data</li> <li>✓ program eligibility criteria</li> <li>✓ FHC Operations Manual</li> </ul>	<p>Focus Groups with:</p> <ul style="list-style-type: none"> <li>✓ Consumers placed in housing through FHC</li> <li>✓ Consumers on the waitlist</li> </ul> <p>Individual Meetings with:</p> <ul style="list-style-type: none"> <li>✓ Specialized population providers/groups</li> <li>✓ A sample of providers from different program types</li> </ul>	<p>Continue Meetings with:</p> <ul style="list-style-type: none"> <li>✓ Funders</li> <li>✓ Other Stakeholder groups</li> </ul>	<p>Meetings with:</p> <ul style="list-style-type: none"> <li>✓ CEH Funders Group</li> <li>✓ Coordinated Entry Funders</li> <li>✓ CCS/FHC</li> <li>✓ FHI/CEH Staff</li> </ul> <p>Hold Community Forum to:</p> <ul style="list-style-type: none"> <li>✓ Share initial observations and findings</li> <li>✓ Lead focused discussions</li> <li>✓ Gather feedback</li> </ul>	<p>Meet with the FHI Advisory Group to:</p> <ul style="list-style-type: none"> <li>✓ Report on findings from analysis</li> <li>✓ Present initial recommendations</li> <li>✓ Gather input and feedback for final recommendations</li> </ul>	<p>Present final recommendations to:</p> <ul style="list-style-type: none"> <li>✓ CEH Interagency Council (IAC)</li> <li>✓ Facilitate discussion with FHI Advisory Group</li> </ul> <p>Meet with CEH/FHI staff to:</p> <ul style="list-style-type: none"> <li>✓ Wrap up project</li> <li>✓ Submit final report and recommendations</li> <li>✓ Provide suggestions on next steps and implementation plan</li> </ul>
<b>OBJECTIVE OF VISIT:</b>	<b>Information Gathering</b>	<b>Consumer &amp; Provider Input</b>	<b>Ongoing Info Gathering/Stakeholder Meetings</b>	<b>Community Stakeholder Feedback &amp; Info Sharing</b>	<b>Share Initial Findings &amp; Obtain Additional Input</b>	<b>Present Final Recommendations</b>
<b>WHO:</b>	<p>Actual Individual and/or Group Meetings included:</p> <ul style="list-style-type: none"> <li>✓ FHI Staff</li> <li>✓ King County Evaluator</li> <li>✓ Funders included: King County, City of Seattle, Building Changes, &amp; United Way</li> <li>✓ FHC Director, assessment and referral staff</li> <li>✓ 2-1-1 staff</li> <li>✓ Diversion Pilot members</li> </ul>	<p>**Actual Individual and/or Group Meetings included:</p> <ul style="list-style-type: none"> <li>✓ (2) Client focus groups</li> <li>✓ MSC</li> <li>✓ Valley Cities</li> <li>✓ Friends of Youth</li> <li>✓ LIHI</li> <li>✓ YWCA</li> <li>✓ Solid Ground</li> <li>✓ Hopelink</li> <li>✓ DV providers</li> <li>✓ I/R programs</li> <li>✓ King County Family Treatment &amp; Drug Court and PCAP reps</li> </ul>	<p>**Actual Individual and/or Group Meetings included:</p> <ul style="list-style-type: none"> <li>✓ Seattle Office of Housing</li> <li>✓ Seattle Housing Authority</li> <li>✓ King County Housing Authority</li> </ul>	<p>**Actual Individual and/or Group Meetings included:</p> <ul style="list-style-type: none"> <li>✓ CEH Funders Group</li> <li>✓ CCS/FHC staff leadership</li> <li>✓ FHI/CEH team</li> <li>✓ Open community forum (over 150 participants)</li> </ul>	<p>**Actual Individual and/or Group Meetings included:</p> <ul style="list-style-type: none"> <li>✓ FHI Advisory Group</li> <li>✓ Planning meeting with CEH</li> </ul>	<p>**Actual Individual and/or Group Meetings included:</p> <ul style="list-style-type: none"> <li>✓ IAC Meeting</li> <li>✓ FHI Advisory Group work session</li> <li>✓ Project wrap-up with CEH staff</li> </ul>
	<p><i>*Dates and projected meetings are tentative and may change do to scheduling and consultant preference</i></p> <p><i>**After each site visit the individuals/groups who met with consultant will be updated</i></p>					