



Coordinated Access and Assessment (CAA)

CAA Advisory Committee Terms of Reference

DRAFT August 2020

Overview

The Coordinated Access and Assessment (CAA) Advisory Committee has been established to provide direct feedback on the process, the development and outcomes of Coordinated Access and Assessment for Greater Victoria Region.

The CAA process will continue to be founded on strong partnerships between funders (BC Housing, Island Health and CRD) and on clear communication and collaboration with non-profit supportive and supported housing providers, and with other partners in the homelessness serving system of care.

The CAA process supports the development of a coordinated response and intake process for people experiencing homelessness or at risk of homelessness to access supportive housing and supported housing. The primary purpose of CAA is to streamline the process for people experiencing homelessness, to access the housing and supports to end their homelessness.

By standardizing the intake and assessment process, sharing information in real-time within a community, adopting uniform prioritization policies and coordinating referral processes, coordinated access systems connect people to the right housing and supports as efficiently as possible based on their preferences and level of need. This ensures communities get the most out of limited resources and we can more rapidly and effectively prevent (and substantially reduce) and/or end homelessness for those in greatest need. (CAEH)

The Coordinated Access and Assessment (CAA) process provides a streamlined application and assessment to prioritize individuals for housing and supports into more than 1500 Supportive housing units in Greater Victoria.

The process also provides a streamlined application and assessment process to support individuals to move from supportive housing into more than 100 (*anticipated by late 2020) subsidized housing units with in-reach supports and market units with rent supplements.

As needed, the CAA Advisory Committee may also determine a collective response to people sheltering outdoors in parks or on the street; or to respond to community crisis specifically related to people experiencing homelessness.

Purpose and Role of the Advisory Committee

- To support the development of CAA in the Greater Victoria Region
- To ensure that the CAA system feeds data into and is supported by data that is collected within a well-coordinated homelessness management information system. In the capital region this is currently the Homeless Individuals and Families Information System (HIFIS). Information is also tracked and available in BC Housing's tenancy tracking system – Housing connections (HC)
- A streamlined approach to access into supportive housing
- A streamlined approach to access into supported housing
- A streamlined approach to access into rent supplements (that are included in the system)
- Positive flow – movement from supportive housing into independent subsidized housing with or without support
- To identify community priorities (directly or through a working group) to direct the CAA Placement Committee as they make specific placement decisions into supportive housing. (See CAA Placement Committee Terms of Reference)
- To provide direct feedback to and discuss CAA process with funders
- To consistently report CAA decisions and updates to the broader community
- To receive and review best practices information on Coordinated Access and Assessment
- To collectively respond to community crisis related to homelessness
- To identify and report on gaps in housing and health support services for people experiencing homelessness
- To make recommendations for new resources that are targeted for people experiencing homelessness for the development of CAA
- To work collaboratively with the Greater Victoria Coalition to End Homelessness for the purpose of:
 - Data analysis for the purpose of system improvement
 - To improve coordination to better address the needs of people experiencing homelessness

Representation:

Island Health, Director MHSU SI Operations (to bring forward VMHC, ACT, Residential, Tertiary and Acute Care perspective)

Island Health – Representative of MHSU Residential Access

Capital Regional District Housing Director

Capital Regional District Housing Manager

BC Housing Regional Director

BC Housing Coordinated Access and Assessment Manager

Aboriginal Coalition to End Homelessness

Greater Victoria Coalition to End Homelessness

Island Community Mental Health

Our Place Society

Pacifica Housing

PHS Community Services

Victoria Cool Aid Society

Island Community Mental Health

Victoria Police Department

Person(s) with Lived Expertise

Victoria Native Friendship Centre

The City of Victoria Representative (to be invited 2020)

M'akola Housing and/or other Indigenous serving organizations to be invited August 2020

Commitment

Chairs: rotating responsibilities – Leadership from BCH, IH, CRD or other designate

All CAA Advisory committee members are accountable to bring forward agenda items, issues of concern or success

Members will disseminate information back to their respective organizations

Members will uphold the principles of Coordinated Access and Assessment: Consistency, transparency, streamlined access; committee members will adopt the practice of uniform prioritization, referral coordination, and efficiency of resources

MEETING LOGISTICS

Meeting Type	Frequency	Location
CAA Advisory Committee	Monthly on the 3 rd Wednesday 2:00pm – 3:30 pm	Royal Jubilee Hospital or teleconference
Teleconference Information	Guest Dial In: 844-445-4475	
	Participant ID: 765 402 82 and press #	

Documentation & Reporting Requirements

Island Health will coordinate CAA Advisory meetings on a monthly (or as needed) basis

BC Housing will coordinate CAA Placement Committee meetings on a monthly (or as needed) basis

Development of the agenda will be the responsibility of the co-chairs with input from all members. Agenda support will be provided by staff of all funding agencies.

Minute-taking and distribution will be the responsibility of Island Health.

Quorum Requirements

Quorum requirements are as follows:

- At least one of the three co-chairs
- At least one representative of BC Housing
- At least one representative of Island Health
- At least one representative of Capital Regional District
- At least one member at large needs to be present
- As the need arises, special membership representatives will be invited to participate and guide on key decisions.

Coordinated Access and Assessment for Supported/Supportive Housing

Supportive Housing included in CAA Process in the Capital Region

BCH Supportive Housing - Accessible through CAA	Island Health Housing - Accessible directly through Island Health and through CAA		Independent Housing with Supports
ACEH – Evergreen July 2020	Adanac	Medewiwin	Regional Housing First Program as below (RHFP)
Camas Garden	Blackwood	Meerstille	RHFP: Treanor (Millstream Ridge)
Clover	Burdett	Mike Gidora Place	RHFP: Spencer Close (Langford)
Desmond (portion)	Caribbean	Newbridge	RHFP: West Park Lane (Thetis)
Douglas Street Community	Cedar Grove	Our Place	RHFP: Charters (Sooke)
Johnson Street Community	Comerford	Panama House	Rent Supplements (including but not limited to HPP, HOP, AHOP)
Medewiwin (<i>portion</i>)	Cook Street	Pandora Project	BCH subsidized housing – Mary Cridge Manor
Mt. Edwards	Cottage Grove	Rockland	BCH subsidized housing – as available
Olympic Vista	Desmond House	Saanich House	CHB Rent Supplements
Queens Manor	Eagle Rock	Shelmarie	
Rock Bay Transitional	Fairway Woods	St. Vincent de Paul	
Swift House (<i>portion</i>)	Garden House	Styles	
Tally Ho	Greenridge	Swift House (<i>portion</i>)	
Waterview	Lighthouse	Tillicum	
Paul's Place	McCauley Lodge	Wascana	
Comfort Inn Coolaid Towers			
Comfort Inn Our Place Society			
Travelodge, Capital City hotel, HoJo, and Arena -short term supportive housing			