

November 13, 2013 – 2<sup>nd</sup> Congress to End Homelessness - CASE Plan Review

### Small Group Process / Facilitator Guidance

Participants will divide into **3 Groups** as directed by CASE Plan presenter (Tom) and meet in assigned meeting rooms. Presenter will distribute CASE Plan Goal Summary Sheets

Facilitators are: Jodi Jankowski  
Tom Bonnington  
Veronica Burkhardt

*Primary Responsibility is to facilitate the conversation/responses to questions noted below*

Recorders are: Omar Smiley  
Elizabeth Wells  
DON Intern

*Primary Responsibility of Recorders is to take notes of the small groups and to record responses on newsprint for 'preference' noted below.*

*Later can be delegated to another participant in the group if so agrees upon.*

Materials: Newsprint / Markers / Stickers will be provided.

Groups will have **one hour** to do the following:

**INTRODUCE** self and thank folks for participating – have folks introduce self and agency

**EXPLAIN** purpose and process for the hour. Purpose is to review/update CASE plan vision, review/update CASE plan goals as assigned to group and set measures, responsible party, and timeframe to accomplish goals.

**RESPOND/REACT** to the following three questions

Allow 12-15 minutes for conversation – less if group seems down with the question and add the time to other question as time permits.

2 – 5 minutes - Pass out colored stickers (three per participant) and allow folks to *vote* on priority. Folks can vote more than once for any item. Please use color sticker to match color assigned to question.

Do the above for all three questions

**QUESTION ONE:** *What is the measure for this goal?*

**QUESTION TWO:** *What is good timeframe to accomplish goal?*

**QUESTION THREE:** *Who is responsible for accomplishing goal?*

At Conclusion – have group select one spokesperson to share at the report out.