Learning Collaborative Announcement

***How to use this tool:*** *This sample announcement can be used to promote the Learning Collaborative before an application is released.*

The Sample Organization is launching a Learning Collaborative. The Learning Collaborative will help organizations adopt and improve rapid re-housing, a strategy that has proven effective in reducing homelessness in many communities. Rapid re-housing involves helping people quickly move into permanent housing and providing temporary support and financial assistance as needed.

The Learning Collaborative will take place from [date] to [date].

## What is the Learning Collaborative?

Approximately four to five organizations will participate in the Learning Collaborative. Teams from participating organizations will learn from each other and from experts in the rapid re-housing model, while setting bold but achievable goals for themselves.

The Learning Collaborative will help your organization improve your rapid re-housing program. Participating organizations, with assistance from their peers and national experts in rapid re-housing, will establish their own ambitious goals for how to improve their rapid re-housing programs. You will participate in conference calls, in-person meetings, peer site visits, hands on technical assistance, and webinars with national experts and other organizations in your collaborative.

## Why rapid re-housing?

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) and various other initiatives around the country demonstrated that rapid re-housing works and is cost-effective. In addition to being effective, rapid re-housing helps achieve the goals set out in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, which is guiding HUD’s funding decisions. HEARTH Act objectives include, reducing the length of homelessness, and reducing returns to homelessness, both of which can be improved with rapid re-housing.

## What is the timeline for participation in the Learning Collaborative?

The Learning Collaborative is composed of the following stages:

* The Pre-work Stage (date - date). After application and acceptance into a Learning Collaborative, organizations will establish teams, prepare baseline data, and review orientation materials.
* Learning Collaborative session (date - date). During this one-day, interactive session, teams will complete an action plan. They will answer these three main questions:

1. What are we trying to accomplish? (Participants determine which specific outcomes they are trying to change)
2. How will we know that a change is an improvement? (Team members identify appropriate measures to track their success)
3. What changes can we make that will result in improvement? (Teams identify key changes that they will actually implement)

* First Action Period (date - date). During this period, teams will begin implementing their action plan. Teams will share progress via online forums, peer site visits, and monthly conference calls.
* Rapid Re-Housing Challenge session (date - date). During this one-day, interactive session, teams will review their progress during the first action period, establish a truly ambitious 100 day goal for rapidly re-housing homeless households, and develop a team contract for how they will interact with each other and deal with potential setbacks and issues over the next 100 days. This session culminates with a published presentation of the team’s goals and plans.
* Second Action Period (date - date). During this period, teams will begin implementing their action plan. A 50 day conference call will be conducted to review progress, share experiences, and challenge teams to begin to think about how they would sustain their results following the first 100 days.
* Presentation of results (date - date). Results from the Learning Collaborative will be celebrated in a public event.

## Who should be on my organizations team?

A team should consist of at least three people representing the following positions in your organization: executive director, program director, and front line staff. Larger organizations may have other team members. The Learning Collaborative leader can provide more advice on the composition of your team. One member of your team will act as the team leader on behalf of your organization.

## What is the time and financial commitment for participating organizations?

Organizations must commit their teams to attending both the Learning Collaborative session and the Rapid Re-Housing Challenge session. Teams must also participate in the pre-work conference call, 50 day conference call, and monthly calls during the first action period. Teams must also establish some baseline data and collect some data on an ongoing basis to complete simple monthly progress reports that will be shared with organizations in their collaborative.

### What are the commitments for the team members?

* Attend all sessions;
* Complete pre-work and prepare clear goals for improvements before first Learning Collaborative session;
* Meet between two and four times a month with your team to share successes, identify challenges and discuss next steps for practice and system improvements;
* Communicate with other teams and faculty in the Learning Collaborative;
* Participate in conference calls once per month;
* Participate and share learnings on the online forum;
* Use data collected for metrics reports to measure progress; and
* Share results on a regular basis with the Collaborative.

### What are the additional commitments for the organization’s team leader?

* Lead your organization’s team in ensuring that the team conversation is genuine and that all voices, including those of consumers, are heard;
* Lead the team in testing changes and making improvements;
* Serve as the primary team liaison to the Sample Organization;
* Coordinate data collection as needed;
* Submit metrics reports in a timely manner;
* Ensure that metrics and lessons learned are shared with team members and organization staff;
* Have influence and authority to make systemic changes and spread these throughout the organization;
* Provide the team with the resources, including time, materials and equipment, access to local experts, and unequivocal support from agency leadership, necessary to implement the selected changes;
* Participate in conference calls on a regular (once every two months) basis;
* Connect the Learning Collaborative goals to strategic initiatives of the organization;
* Provide time for the team to attend both sessions;
* Hold team members accountable for initiating, maintaining, and evaluating the change they test;
* Facilitate the implementation of successful changes throughout the organization;
* Provide continuing opportunities to disseminate what has been learned and to continue change processes within the organization; and
* Sign a Memorandum of Agreement that formalizes the expectations stated above.

### What are the financial commitments?

The primary costs associated with participating in the Learning Collaborative include the following:

* Travel and associated expenses to participate in the one-day sessions for all team members, which will be regionally located; and
* Staff time to participate in the above activities throughout the Learning Collaborative.

## What is provided to participating organizations?

In addition to access to technical assistance, the Sample Organization will arrange the two sessions and conference calls, reserve meeting space, provide food and beverages during the sessions, and provide rapid re-housing experts to conduct the sessions. The Sample Organization will host a public event to publicize the results of the Rapid Re-Housing Challenge.