

Overview:

This Equal Access Agency Assessment Tool helps homeless housing and service providers assess their compliance with regulations and best practices. This tool is for agencies internal use only. This tool is intended for administrative staff, however, front line staff may also benefit from reading the tool and assisting in the assessment process. This tool is not official program guidance or legal advice that may be important to comply with local, state or federal privacy laws.

For each attribute, for example, "Agency/Project has a Written Policy", use the drop down to select "Yes", "No", "Y", or "N". At the bottom of the "Assessment" tab, click on the "Update Assessment Report" button. This will populate and update the "Priority Steps" report tab. Several items on the "Assessment" tab must be filled out before the report is populated with recommendations.

Each response is weighted based on the elements that are key to ensuring equal access. Some of these goals build on each other and the items to the left must be in place before meeting standards that are to the right. As such, the items to the left have a higher weight value.

Tab Descriptions:

Assessment	The Assessment contains a list of Equal Access goals and attributes related to those goals. Once the assessment is completed and the button on the bottom of the assessment tab is clicked, the Priority Steps Report will be generated.
Priority Steps	The Priority Steps gives a list of three steps to complete to help the agency move towards a more inclusive and safe environment. Once the steps are completed, the items can be updated on the Assessment tab and the "Update Assessment Tab" button can be clicked to generate three new steps on the Priority Steps Report.
Definitions	This is a list of definitions that can be helpful when assessing and updating policies and standards
Library of Steps	The Library of Steps tab includes a set of all activities that can be carried out to meet challenges found during the assessment process.

Assessment Tab Descriptions:

Item #	This is a reference number to identify equal access goal and support discussion.
Equal Access Goal	These goals reflect the Equal Access Rule and are informed by input from leaders in homelessness issues and transgender equality.
Agency/Project has a Written Policy	Agency has written Policies and Procedures or Standard Operating Procedures that include non-discrimination, respecting individuals and confidentiality.
Staff, Volunteers and Vendors are Trained to Comply with the Written Policy	Training should occur in a consistent and accessible manner. Training should be informed by best practices in transferring knowledge. Documentation of training attendance should be on file. Staff should be retrained on an annual basis.
All Clients are Aware of the Agency/Project Policy	Client awareness is achieved by verbal discussion during intake, behavior agreement when enrolling and a posted notice that states rights, responsibilities and expectations.