



After implementing the Local Evaluation Instrument Appeal Process Pilot (see [here](#) for pilot adopted in February 2020) in 2021, All Chicago has made changes which are outlined below. The following two pages contain the revised version of the process. The process will continue to be a test pilot in 2022.

1. We have removed 1 panel member from the SPC representatives and added 1 member to the LEI Committee representatives. This corrects the previous imbalance in which the SPC had 2 representatives and the LEC had 1, while maintaining an odd number of total representatives so that ties may be avoided. Of all the groups, the LEI Committee has the most knowledge about the evaluation instrument, so it will be helpful for this group to have additional representation. This change results in LEI Committee members going from 2 to 3 individuals and SPC members going from 2 to 1 individual. The additional member added to the LEI Committee representatives may be any type of member from that committee (i.e., there is no specification that this member needs to be a service provider or LEC member).
2. We have specified that only one individual per CoC-funded agency may participate on the panel.
3. We have clarified that All Chicago, not the Local Evaluation Committee, provides additional guidance to the committees/work groups on the timeline and member selection. We have also identified additional ways that All Chicago supports the identification and preparation of the Appeal Panel members, such as through a panel member training.



Appeal Process

In general, the scope of appeals will be erroneous scoring and not appeals for philosophical reasons regarding the questions. Philosophical disagreements should be given as feedback when All Chicago annually meets with the Local Evaluation Committee to plan and prepare the instrument.

1. **Remediation of Preliminary Scorecard** (Level 1) – All Chicago will remedy any identified issues with a project’s score. This is limited to erroneous data errors or not following the Local Evaluation Instrument instructions. Providers will submit a request to remedy their score in writing through the CoCPrograms@allchicago.org email. All Chicago will set a deadline and will respond in writing within 10 business days of issuance of the preliminary score card.
2. **Local Evaluation Instrument Appeals Panel** (Level 2) – Local Evaluation Instrument Appeals Panel will review and decide on any appeals of All Chicago’s decision during Level 1. The Local Evaluation Instrument Appeals Panel will not review appeals that were not submitted during Level 1. The panel will focus on whether or not All Chicago followed the Local Evaluation Instrument instructions and CoC Governance Charter. Providers will submit an appeal in writing through a survey form and include documentation from Level 1. All Chicago will set a deadline for appeals. The Local Evaluation Instrument Appeals Panel will respond in writing within 5 business days after the appeal submission deadline. Decisions made by the Local Evaluation Instrument Appeals Panel are final.

Timeline

The following timeline provides a general idea of the number of days/weeks between each step in the process. It is subject to adjustment based on the calendar and other scheduled activities.

	<u>Timeframe</u>
Release Local Evaluation Instrument	Generally early April
Local Evaluation Instrument Deadline	+ 4 weeks
Preliminary Scorecards Released	+ 4 weeks
Deadline to submit a Level 1 appeal to All Chicago for scoring remedy	+1 week
All Chicago responds to scoring remedies	+1 week
Deadline to submit a Level 2 appeal to LEI Appeals Panel	+1 week
LEI Appeals Panel responds to appeals	+1 week
Final Scorecards Issued	+3 days
<u>Total Weeks</u>	12 weeks



Panel Membership

An appeals panel is specifically constructed for the Local Evaluation Instrument to ensure appropriate knowledge, background, expertise and neutrality. A Local Evaluation Instrument Appeals Panel is constructed as outlined below.

<u>Number of Members:</u>	<u>Committee / Work Group:</u>	<u>Purpose</u>
3	Local Evaluation Committee (1 Lived Experience Commission; 1 Service Provider)	Background, knowledge and intent regarding development of Local Evaluation Instrument and instructions.
2	Collaborative Applicant Committee	Ensures All Chicago followed Local Evaluation Instrument instructions and CoC Charter
2	Board of Directors (1 Lived Experience Commission; 1 Service Provider or Other Group)	Ensures All Chicago followed Local Evaluation Instrument instructions and CoC Charter
1	Coordinated Entry Lead or CE Leadership Team	Background and knowledge of expectations and policies around Coordinated Entry.
1	HMIS Lead or HMIS Committee	Background and knowledge of expectations and policies around HMIS.
1	Lived Experience Commission	Ensures voice and representation of persons of lived experience
1	Service Providers Commission	Background and knowledge regarding implementation of CoC funded projects and community expectations.

Note: Service Providers who submit appeals to this level would not be able to be on the Appeals Panel. Service Providers who are subgrantees for a CoC grant of an agency that submitted an appeal would not be able to be on the Appeals Panel. Only one individual per CoC-funded agency may participate on the panel. All Chicago staff who participated in the review and scoring of Local Evaluation Instruments would not participate. Coordinated Entry and HMIS representation will be selected by the CE Leadership and HMIS Committee respectively.

All Chicago will provide timelines and additional guidance in the selection of representatives and alternates. All Chicago supports the recruitment and preparation of the panel through various activities including but not limited to outreach to identify representatives and alternates, scheduling meeting dates, providing a training session to orient the panel members, and requesting panel members to identify any recusals or potential conflicts of interest.