

## **Indiana Department of Health HIV Services Program Housing Service Standard**

### **HRSA Service Definition:**

Housing services provide transitional, short-term, or emergency housing assistance to enable a client or family to gain or maintain outpatient/ambulatory health services and treatment. Housing services include housing referral services and transitional, short-term, or emergency housing assistance. Transitional, short-term, or emergency housing provides temporary assistance necessary to prevent homelessness and to gain or maintain access to medical care. Housing services must also include the development of an individualized housing plan, updated annually, to guide the client's linkage to permanent housing. Housing services also can include housing referral services: assessment, search, placement, and advocacy services; as well as fees associated with these services.

Eligible housing can include either housing that:

- Provides some type of core medical or support services (such as residential substance use disorder services or mental health services, residential foster care, or assisted living residential services); or
- Does not provide direct core medical or support services but is essential for a client or family to gain or maintain access to and compliance with HIV-related outpatient/ambulatory health services and treatment. The necessity of housing services for the purposes of medical care must be documented.

### *Program Guidance*

- RWHAP recipients and subrecipients must have mechanisms in place to allow newly identified clients access to housing services. RWHAP recipients and subrecipients must assess every client's housing needs at least annually to determine the need for new or additional services. In addition, RWHAP recipients and subrecipients must develop an individualized housing plan for each client receiving housing services and update it annually. RWHAP recipients and subrecipients must provide HAB with a copy of the individualized written housing plan upon request.
- Housing services cannot be in the form of direct cash payments to clients and cannot be used for mortgage payments.
- Housing services cannot pay for rental deposits.

### **Key Service Components and Activities:**

HSP funds payments to support emergency, transitional and short-term housing services for clients requiring intervention by housing case managers or specialists to achieve long-term housing stability. Key services, components and activities are noted in the Service Standards below.

**HIV Services Program Service Standards:**

<b>Standard</b>	<b>Documentation</b>
<b>1. Personnel Qualification</b>	
1. Services are provided by trained case managers or other professionals who possess a comprehensive knowledge of Federal, State, and Local housing programs and how these programs can be accessed by clients.	1. Documentation of applicable experience and qualifications are in personnel files and available for review by IDOH upon request.
<b>2. Eligibility Criteria</b>	
1. Sub-recipients must have established criteria for the provision of housing services that includes, at minimum: <ul style="list-style-type: none"> <li>a. Eligibility verification consistent with recipient requirements</li> </ul>	1. Non-medical case managers must maintain up to date eligibility records for clients according to agency protocol and in any data system required by IDOH. 2. Service providers and sub-recipients must maintain documentation of current eligibility if providing HIV services reimbursable under the RWHAP Part B Program. 3. Documentation must be made available for review by IDOH upon request.
<b>3. Assessment</b>	
1. Clients receive initial brief screening to determine whether clients need one or a small number of housing payments to quickly stabilize situation vs. intervention to address long-term stability (to differentiate between need for "housing services" vs. "EFA"). 2. Clients requiring housing services must receive an assessment that documents resources, barriers to service(s), and need of service(s) from the client. 3. Attempts must be made to access other housing resources.	1. Documentation of brief assessment to differentiate "housing services" needs from "EFA" needs in client record. 2. Documentation of signed and dated assessment in client record.
<b>4. Service Delivery</b>	
1. Providers create a Housing Plan that supports stable long-term housing that includes:	1. Documentation of signed and dated Housing Plan. 2. Documentation that Housing Plan is updated at least annually.

<ol style="list-style-type: none"> <li>a. Assistance in identification of housing options</li> <li>b. Relocation assistance, if indicated</li> <li>c. Initiation of Housing Opportunities for Persons With AIDS (HOPWA), if appropriate</li> <li>d. Initiation of Section VIII application, if appropriate</li> <li>e. Initiation of Permanent Supportive Housing application, if appropriate</li> </ol> <ol style="list-style-type: none"> <li>2. Housing Plan will be updated annually while receiving service(s), or if change in client situation warrants reassessment.</li> <li>3. Progress notes will include:             <ol style="list-style-type: none"> <li>a. Progress made on each objective in Housing Plan</li> <li>b. Each payment made, with name of payee and amount of payment</li> </ol> </li> <li>4. The duration of housing payments is no longer than 24 months.</li> </ol>	<ol style="list-style-type: none"> <li>3. Documentation of housing payments made in signed and dated client record progress notes.</li> <li>4. Services provided must be recorded in CAREWare service tracking system no later than 20 days after the end of each month in which services were provided.</li> </ol>
<p><b>5. Discharge</b></p>	
<ol style="list-style-type: none"> <li>1. The sub-recipient agency must have a discharge policy in place for the purposes of discharging a client from housing services.</li> </ol>	<ol style="list-style-type: none"> <li>1. Agency discharge policy.</li> </ol>

**Subservices:**

- HS – Housing case management
- HS – Housing payment

**Service Unit Definition:**

- Unit = 1 visit
- Unit = 1 payment