

Policies & Procedures

**HOUSING SELECTION AND
QUALIFICATION**

Section: Administrative

Pages: 6

Subject: Housing Selection and Qualification

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DESCRIPTION

Davis Behavioral Health owns and/or operates a variety of housing programs throughout Davis County that offer affordable housing options for those living with behavioral health issues. Our housing programs are primarily focused on helping individuals reach their goals for recovery. We strive to provide residents with a reliable space to focus on behavioral health treatment, social goals, and personal skills development. Davis Behavioral Health housing is program-based housing. To be placed into one of our housing units, individuals must be Davis Behavioral Health clients engaged in behavioral health services. Our housing units must be the last option for housing after all other options have been explored such as living with family and obtaining family-funded housing.

Housing Options

1. Transitional Treatment Program Units
 - a. Target Population: Clients discharging from CRU who need intensive case management support to prepare for community living.
 - b. Duration: 90 days
2. North or South HUD Home
 - a. Target Population: Clients who need assistance with daily tasks such as meds, hygiene, and meals.
 - b. Duration: This is generally considered a long-term placement
3. Hope Apartments

- a. Target Population: Clients who need daily contact (such as med delivery) but are able to accomplish activities of daily living (ADLs) with limited clinical support.
 - b. Duration: Long Term
- 4. Community Apartments
 - a. Target Population:
 - i. Clients with serious mental illness who are unable to find housing in the community because of their mental illness.
 - ii. Clients in substance use recovery who need a safe and sober living apartment.
 - b. Tenants need help clearing barriers to community housing (background issues, awaiting housing vouchers) and are expected to be actively searching for community placement with the help of a case manager. Clients are generally self-sufficient but require weekly housing support from their case manager or housing staff.
 - c. Duration: These units are considered short-term 1-2 years.
- 5. Begin Again Recovery Unit
 - a. Target Population: clients in recent substance use recovery who are actively participating in intensive outpatient or outpatient treatment.
 - b. Duration: 3-6 months

PROCEDURE

Housing Referrals: The DBH Housing Committee oversees the referral and acceptance of clients into DBH housing. The committee is composed of the DBH housing manager, clinical liaison, and other stakeholders as needed and available.

1. Due to the limited nature of housing, applicants must demonstrate that they have explored family and other housing options before being considered for DBH housing.
2. Requests for housing are accepted from all DBH programs. Please send an email requesting placement to:
 1. Housing Manager and/or,
 2. Clinical Housing liaison.
3. The Housing Committee meets bi-weekly and discusses each applicant and ranks them for placement on the waiting list.

4. Application/referral submission dates and needs assessment will be considered in determining priority ranking.

Housing Eligibility: An initial determination must be made that a client has a need for DBH or HUD housing.

1. Clients who are homeless may be given priority access to housing. Homelessness will be determined pursuant to legal definitions and documented by the Housing Coordinator.
2. Housing needs will be determined by the Housing Committee and the Clinical Treatment Team. Various factors (roommates, client sex-matched with openings in location, client abilities/needs, natural supports explored) impact need determinations.
3. The Housing Committee must explore and document all other housing options such as living with family and family-funded housing. If neither are options, then the committee must work with the family and client to determine how much can be contributed toward housing.
4. All applicants for HUD homes and HOPE Apartments must fit into an income category of less than or equal to 40% of the AREA MEDIAN INCOME **and** meet any other regulatory requirements that HUD and Tax Credit Programs dictate.
5. Clients being considered for HUD housing must also pass a criminal background check (BCI) which Danville will do.

Housing Applications: Once the client meets the need criteria, an application is to be filled out with the assistance of the Case Manager and/or Housing Coordinator.

1. The client is then instructed or assisted in obtaining document verifications [Social Security Card, Picture ID, and Birth Certificate]. Each prospective tenant will also need to provide third-party verifications of income [bank statements (6 months), award letters from Social Security, and employment check stubs or W-2 form]
2. Acceptable documentation is to be confirmed by the Housing Coordinator.

3. Complete section 8 application
4. The Housing Coordinator or designee will assist Medicaid clients with applying for Medicaid housing assistance funds that pay for rental deposits and the first month's rent.

Processing: After approval has been granted and a waiting list ranking has been established, the Housing Coordinator will make a final review of the application packet to ensure that all forms are correctly filled out and that all verifications are in order.

- a. HUD Home applications will be sent by the Housing Coordinator to Danville Management. Communication regarding applicants, property, and financial issues will be conducted for DBH between the Housing Coordinator and Danville.
 1. Based on the established ranking and facility availability, a final decision on placement into housing will be made by the Housing Committee.

Leases and Placement: The Housing Coordinator will meet with each applicant to complete all required paperwork and to determine rent and security deposit amounts according to established guidelines.

1. The Housing Coordinator is responsible for finalizing the lease and the house rules, as well as ensuring all legal documents are signed.
2. Inspections: An inspection schedule will be established by the Housing Coordinator for each apartment and tenant placed into HUD Homes.
 - a. The staff that should be involved in this inspection process each time are the Housing Coordinator and another staff working in a landlord function.
 - b. DBH apartments require regular cleaning that adheres to inspection standards. There needs to be regular cleaning of the HUD Homes (individual apartments to be maintained to inspection standards by the tenants) and of the Hope Apartment commons area (refer to budget for planning and scheduling).

Rent Collection: Monthly rent for apartments and HUD Homes is to be remitted by the tenants or their representative payees to the Housing Coordinator or to the receptionist at any DBH facility.

1. Tenants should not leave rent with case managers, therapists, prescribers, or any other staff.
2. Rent received by the Finance Department is to be logged in to Boston Post Software and deposited daily (or at a minimum, no later than each Friday) to appropriate bank accounts.
3. HUD Home deposits will be handled and processed separately for each facility (per Danville arrangements).
4. When necessary to meet the needs of DBH and/or a client, special payment arrangements may be recommended by the Housing Coordinator with required approval by Finance. These arrangements are typically made during lease signing for circumstances such as rent due upon receipt of monthly SSI payment or every two weeks if they have a job, etc.

Tenant Rule Infractions: If clients become delinquent in their rent or if there are lease rule infractions there will be notification warnings sent by the Housing Coordinator.

1. The Housing Coordinator will notify the client's Case Manager of infraction situations. Similarly, if Case Managers, Treatment Team staff, or maintenance staff become aware of problems with tenants or with property, they should immediately inform the Housing Coordinator so that situations can be appropriately addressed without delay.
2. This policy will give both the Housing Coordinator and treatment team a vital opportunity to work with the client to resolve problems before situations escalate into a violation of the lease that could result in eviction.

Case Management: Case Managers or certified peer support specialists are responsible for providing case management services to all clients within DBH Housing and HUD Homes. These services are crucial to the success of the program and the success of the clients. There will be House Managers assigned to both the North and South HUD Homes.

Evictions: If at any time, it is determined that a client needs to be moved or evicted from housing, the Housing Coordinator will inform the client's Case Manager, Therapist, and/or treatment team of the situation. Once determined that this action to move or evict is warranted by circumstance or required by law or contract, the Housing Coordinator is authorized to take appropriate action.

1. Once the determination has been made to proceed with eviction, the only involvement by clinical staff should be to work with the client in dealing with their personal mental state and continuing appropriate treatment.
2. Clinicians and Case Managers will be kept informed of the situation, but they should not attempt to give legal or other advice to the clients regarding the eviction process.
3. Decisions and communications related to tenant eviction, lease termination, or sanctions for violation of the lease will be addressed exclusively by the Housing Coordinator and the Executive Leadership Team

Treatment Plan:

DBH housing is part of an overall treatment plan. Individualized housing goals and interventions will be determined by the clinical treatment team and carried out by the client with the support of peers, case managers, and other staff as indicated.

1. A treatment plan is a living document that will be modified as client need dictates. Failure to engage in treatment goals can result in violations and evictions.