
Supported Housing Program Manual

Division of Behavioral Health
Nebraska Department of Health and Human Services

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SUPPORTED HOUSING PROGRAM

The Department of Health and Human Services Division of Behavioral Health – Community-based Services (Division) provides housing assistance to support eligible consumers with their recovery goal of independent living. Safe and stable housing are components needed for recovery by people who have behavioral health disorders and experience very low income. Assistance provided by the Supported Housing Program affords opportunity to a consumer to achieve or remain in permanent, affordable, community integrated housing while receiving behavioral health services supportive of recovery.

The Supported Housing Program was developed following the general principles of the evidence-based practice of Supported Housing. Supported Housing is permanent, integrated, affordable housing linked to a range of support services that enable individuals to live independently and participate in community life. The Division’s housing assistance program provides funding for very low-income adults with serious mental illness or substance use disorders (or co-occurring) to serve as a “bridge” to other housing resources such as the Federal Housing Choice Voucher Program (also known as Section 8) and public subsidized housing or living in independent housing without rental assistance.

Originally, the *Housing Related Assistance* (HRA) Program was created in 2005 and utilizes Nebraska state documentary stamp tax dollars (Nebraska Revised Statute 71-812(3)) to provide housing assistance to eligible individuals with a serious mental illness (or co-occurring disorder) and who are receiving behavioral health services funded by the Department of Health and Human Services (DHHS). State general funds were made available to serve eligible individuals with either a serious mental illness or substance use disorder (or co-occurring disorder) and who are receiving behavioral health services funded by DHHS.

I. Purpose

The purpose of the Supported Housing Program is to address housing needs for people with behavioral health disorders. This includes the use of rental assistance, other housing-related assistance, facilitation of community integration and a tenant-based rental assistance approach as strategies to prevent homelessness as well as sustain stable housing. The Division contracts with each Regional Behavioral Health Authority (RBHA) for the provision of housing assistance. The RBHA provides Supported Housing Program coordination and assistance within the Region.

II. General Program Requirements

The Supported Housing Program provides funding for a key component of recovery for individuals: Home – housing with needed supports. Tenant-based rental assistance enables people to rent housing on the open market and is part of the Supported Housing capacity in each of the six behavioral health regions.

General housing assistance requirements of the Supported Housing Program include:

1. The principles of the evidence based practice of Supported Housing should be followed. This includes:
 - a. Permanence
 - b. Functional separation of housing and supportive services
 - c. Integration
 - d. Affordability
 - e. Flexibility, and
 - f. Consumer Choice
2. Funds for housing assistance shall be used for the Priority Populations established in the eligibility criteria listed below.
 - a. Funds are to be used in accordance with the priority scheme.
 - b. The Division may limit or expand the priority populations dependent on the amount of funds allocated for the Supported Housing Program.
3. Funds may only be used for housing assistance for consumers living in the state of Nebraska.
4. All assisted housing paid under these guidelines must meet Housing Quality Standards or, when appropriate, Minimum Habitability Standards
5. When housing assistance funds are used, community integration shall be required.
6. The Division has set an Annual Funding Cap as identified in Attachment #3 Fair Market Rent Documentation. The Annual Funding Cap is set for each RBHA (13 x highest one-bedroom unit FMR in area) per consumer in a twelve (12) consecutive month time period for state funded housing-assistance, as identified by the region with every consumer following the same time frame (the twelve (12) consecutive month options include: a rolling 12 consecutive months, the calendar year, or the state fiscal year).
7. The Supported Housing Program is the payor of last resort. A consumer must document that he/she has exhausted all other options for payment before requesting any funds under this rental assistance program.
8. Consumers are responsible for providing accurate and timely information to the program. Knowingly providing inaccurate information or withholding information regarding income levels or other changes in status that would affect eligibility for the program is grounds for immediate discharge from the program.

9. The Supported Housing Program shall follow the *Tenant Based Rental Assistance* model as defined by the U.S. Department of Housing and Urban Development (HUD). This means funds will be provided on the behalf of an individual/household for housing related costs and the consumer selects the housing unit of his/her choice.
 10. Supported Housing Program funds may be used as *Project-Based Rental Assistance*, for units operated by Housing and Urban Development (HUD) or local housing authorities. Project based rental assistance for units not operated by HUD or local housing authorities is NOT an approved use of program funds.
 - a. Supported Housing Program funds may be used if assistance is needed by an individual residing in a local Public Housing Authority project-based unit to assist with the tenant's share for utilities as long as the utility account is in the tenant's name. The Supported Housing Program funds are the payor of last resort, as all other mainstream and local housing assistance must be exhausted first.
 - b. Supported Housing Program funds may be used for utility assistance to consumers residing in HUD direct contracted "Section 8 Project-based Rental Assistance (PBRA) program" housing units if the utility is in the tenant's name. PBRA units are different from the PHA direct contracted "Housing Choice Voucher (HCV) program" housing units.
 11. Supported Housing Program funds are NOT approved for Licensed Healthcare Facilities, including Assisted Living Facilities and Mental Health Centers as identified in DHHS Regulations.
 12. Supported Housing Program funds may be provided for security deposit and the first month rent to assist a consumer move into a non-licensed, non-treatment Oxford House recovery residence.
 - a. Acceptance into an Oxford House is recognized as participating in another behavioral service.
 - b. Acceptance into an Oxford House is recognized as a Housing Stability Plan.
 - c. The letter of acceptance into an Oxford House is accepted as equivalent to a tenant lease agreement.
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III. Regional Behavioral Health Authority Responsibilities

Funds for the Supported Housing Program will be distributed to the Regional Behavioral Health Authority (RBHA) through the Division contract for services with each RBHA.

1. The RBHA is responsible for providing direct services, or via oversight of contracted entity, of the Supported Housing Program within their Region. Coordination of the program involves:
 - a. Approving applications for eligible consumers for Supported Housing Program funds;
 - i. Application materials include documentation provided by the behavioral health service provider to the Regional Housing Coordinator.
 - b. Authorizing Housing Quality Standards (HQS) inspections, or when appropriate, Minimum Habitability Standards be completed for approved consumers.
 - c. Making payments to the landlord and/or utility.

- d. Ensuring and maintaining an Individual Service Plan or modified Housing Stability Plan is in each consumer's file.
 - e. Developing and maintaining the Supported Housing Program Plan consistent with the Supported Housing Program.
 - f. Making the Supported Housing Program Plan available to the Division upon request.
- 2. The RBHA is responsible for developing and maintaining the Supported Housing Program Plan. Safe and stable housing are components needed for recovery by people who experience very low income who have behavioral health disorders.
 - a. The Supported Housing Program Plan will identify the activities that are designed to support affordable housing services and facilitate the community integration of eligible individuals with behavioral health disorders. The Supported Housing Program is to serve as a "bridge" to other housing resources such as the Federal Housing Choice Voucher Program (also known as Section 8) and public subsidized housing or living in independent housing without rental assistance.
- 3. The RBHA is responsible for providing Supported Housing Program coordination and assistance within their Region. The RBHA may contract with a qualifying public or private nonprofit entity for this provision. For the purposes of this program, in order to be a qualified public, or private nonprofit entity the organization must meet the following requirements:
 - a. The designated entity shall be an organization with experience in managing affordable housing for adults who are very low income with a serious mental illness.
 - b. Providers of behavioral health services are excluded from filling the Regional Housing Coordination function.
- 4. The RBHA is responsible for managing the Supported Housing Program funds allocated through the Division contract.
 - a. Once a consumer is found eligible to receive Supported Housing Program funds, the RBHA may bill the Division.
 - i. For consumers approved for housing assistance, the RBHA shall bill the Division for reimbursement of funds expended.
 - ii. The RBHA shall submit billings monthly for housing assistance provided. The amount of funds requested must not exceed the amount actually expended for the month and must be recorded in the Region's financial accounting system. No prepayment of costs will be permitted.
 - iii. The RBHA is responsible to bill the Division in a manner to ensure housing assistance funds are used only for purposes intended in the Supported Housing Program and comply with requirements pertaining to allowable and unallowable costs.
 - b. The RBHA may exceed the Annual Funding Cap per consumer if the Region Administrator approves such a request.
 - i. The request shall be based on the current HUD Fair Market Rent Documentation System.

- ii. The RBHA must document the need for raising the annual funding cap limit.
 - iii. The RBHA must make documentation available to the Division upon request.
 - iv. The request needs to include a narrative that identifies the total amount of assistance provided to date, the number of months authorized under the request, the maximum amount of funding over the cap, the total amount of funding through the request period, and the 12 month annual funding cap time period defined by the regional housing program.
 - v. The request must be approved in writing (by signature or email) by the Regional Administrator (in order to maintain Segregation of Duties, authorization cannot be delegated) and documentation needs to be maintained in the consumer file.
- c. A RBHA which has a need for additional Supported Housing Program funds above the service approved contracted amount may request to move funds by methods identified in the contract for such changes.
5. The RBHA is responsible for Supported Housing Program reporting in the Centralized Data System (CDS), as identified in the Supported Housing Program Attachment #1.
6. The RBHA is responsible for managing the Landlord Risk Mitigation Fund program funds allocated through the Division contract and reporting Landlord Risk Mitigation Fund activities.
- a. See Section VIII. Landlord Risk Mitigation Fund.

IV. Consumer Eligibility

A consumer shall be considered eligible for the Supported Housing Program if he/she meets the following criteria:

1. Is an adult with serious mental illness as defined by Nebraska Revised Statute 71-812(3) or an adult with a substance use disorder or co-occurring disorders as defined by The *Diagnostic and Statistical Manual of Mental Disorders (DSM)* and which has resulted in functional impairment that substantially interferes with or limits one or more major life functions.
2. Is an adult receiving behavioral health service(s) funded by DHHS and is participating in the behavioral health service(s) or has been accepted for residency in an Oxford House.
3. Meets residency requirements by being either:
 - a. A United States Citizen; or
 - b. A Legal Permanent Resident or other documented immigration status allowed under DHHS policy.
 - c. Documentation of immigration status is the responsibility of the individual applying for housing related assistance.

V. Consumer Priority

Priority criteria are established for supported housing services available to consumers with mental health and substance use disorders. Priority criteria for consumers served in the Supported Housing Program are:

A. Supported Housing – Mental Health Service

1. Supported Housing Program - Mental Health and Dual Disorder priority populations are governed by state statute (NRRS 71-812(3)(a)) and the agreement between the Division and the RBHAs:

- (1) Persons who are Mental Health Board committed and being treated in a Regional Center who are ready for discharge
- (2) Persons who are Mental Health Board committed to inpatient care being treated in a community inpatient setting or crisis center and who are awaiting discharge
- (3) Persons committed to outpatient care by a Mental Health Board
- (4) All others.

2. Meets either Priority One or Priority Two criteria as listed below. No one under Priority Three shall be served unless all Priority One and Priority Two consumers have been addressed under this policy first.

- a. Priority One – either:

- i. A person with Extremely Low Income (a household income between 0 and 30 percent of the applicable Median Family Income) who is discharged from an inpatient Mental Health Board commitment, or
- ii. A person with Extremely Low Income who is eligible to move from a residential level of care to independent living to make room for a person being discharged from an inpatient Mental Health Board commitment.

- b. Priority Two – A consumer with Extremely Low Income who is “at risk” of an inpatient mental health commitment which could be at least in part due to a lack of affordable, independent housing.

- i. For the purposes of this section, “at risk” means the individual meets at least one of the following criteria:

- (1) a history of inpatient Mental Health Board commitments within the last five years
- (2) was subject to an emergency protective custody within the last five years
- (3) the housing assistance will clearly prevent a psychiatric hospitalization
- (4) the person is currently homeless
- (5) the person has no income and appears eligible for SSI
- (6) the consumer is living in independent housing that is not safe, decent, or affordable
- (7) housing assistance prevents a consumer from moving into a higher level of care
- (8) is currently committed to outpatient services by a Mental Health Board.

- c. Priority Three – A behavioral health services consumer with Very Low Income (a household income of 50 percent or less of the applicable Median Family Income) who

does not meet either Priority One or Two; policy does not support consumers in this priority level unless all Priority One and Priority Two consumers have been addressed.

- i. For the purposes of this section, when a determination has been made that a consumer who meets Priority Three criteria and is “at risk,” this means the individual meets at least one of the following criteria:
 - (1) a history of inpatient Mental Health Board commitments within the last five years
 - (2) was subject to an emergency protective custody within the last five years
 - (3) the housing assistance will clearly prevent a psychiatric hospitalization
 - (4) the person is currently homeless
 - (5) the person has no income and appears eligible for SSI
 - (6) the consumer is living in independent housing that is not safe, decent, or affordable
 - (7) housing assistance prevents a consumer from moving into a higher level of care
 - (8) is currently committed to outpatient services by a Mental Health Board.

B. Supported Housing – Substance Use Disorder Service

1. Supported Housing Program – Substance Use Disorder priority populations follow the Federal Substance Abuse Prevention and Treatment Block Grant population priorities and the agreement between the Division and RBHAs. The population priorities are:
 - (1) Pregnant women who are injecting drugs
 - (2) Other pregnant substance users
 - (3) Other injecting drug Users
 - (4) Women with dependent children, including women who are working to regain custody of their children
 - (5) All others
2. Housing Priority – If non-co-occurring SUD diagnosis then would fall under Housing Priority 3

VI. Program Expectations

Program expectations of the Supported Housing Program include:

1. Consumer is an adult in need of housing related assistance determined by:
 - a. Documented efforts to fully exhaust options available for rental assistance through local housing authorities and/or other entities; and
 - b. Clear demonstration of the consumer’s willingness to continue to seek other sources of rental assistance if initially turned down or placed on a waiting list.
 - i. Failure to honor these agreements may be grounds for termination of the Housing Assistance Program assistance.
2. A consumer will be discharged from service-within 90 days of the date of the last payment made on behalf of the consumer. CDS allows a discharge up to ninety (90) days back from the current date. But within that time period, if the need for additional housing assistance is identified, no

new application for the assistance is required for each new housing assistance request. If there has been a discharge, then a new application and a new encounter needs to be created.

3. The Supported Housing Program (SHP) has two targeted populations that have specific spending authority through the annual budget. These targeted populations are Transitioning Populations and Women with Dependent Children. These targeted populations may need either short-term (24-month maximum) or long-term housing. All other SHP eligibility criteria must be met to be eligible for SHP funding.
 - a. Transitional type housing is eligible under short-term housing, as long as it meets all other Supported Housing Program eligibility criteria. Any stay in short-term housing that needs to exceed the 24-month maximum will be reviewed on a case by case basis and will need Division approval. Transitioning Populations:
 - i. Young adults age 18 – 26. Individuals 18 years of age and older are not eligible if they are receiving a subsidy from the state for housing. Transition Aged Youth transitioning from the children’s mental health system/child welfare system must be given priority over other youth.; and
 - ii. Eligible individuals of any age who are moving into housing from higher levels of care, individuals being served in Institutes for Mental Disease (IMD) or are at risk for institutionalization.
 - b. Women with Dependent Children
 - i. Women with dependent children exiting residential treatment for substance use disorders.
 - ii. Priority Populations specified for Supported Housing -SUD
 1. Priority Populations are identified in the Supported Housing Program Manual, including the SUD priority population of “Women with dependent children, either having physical custody or attempting to regain custody.”
 - iii. Housing Priority – If non-co-occurring SUD diagnosis then would fall under Housing Priority 3
4. An Individual Service/Treatment Plan (ISP) is required to have been developed with their behavioral health service provider that includes the identified goals of independent living and stable income. A copy of the ISP must be on file with the Region. If the consumer is in a service that does not have case management or no ISP is available, the program coordinator will complete a modified Housing Stability Plan with the consumer. See Attachment #2 for more information. Acceptance into Oxford House will qualify as a Housing Stability Plan as demonstrated by the notification of acceptance.

The ISP or Housing Stability Plan should be written documentation that incorporates the following:

- a. The consumer’s goal of obtaining and maintaining independent housing;
- b. A contact person who is:
 - i. Trained in identifying and assisting the consumer with the above goal, and
 - ii. Who can be contacted by a landlord if there are any problems

- c. There is a plan of action to seek a stable income as needed to support stable independent living if the person is considered a “Zero Income Consumer.”
- 5. If a person is found eligible and determined to have no income at the time of application, the following applies. The program will assist with implementation of the plan to address-housing stability.
 - a. If the consumer is able to seek employment, the program will refer the consumer to, including but not limited to:
 - i. Resources for searching for employment independently,
 - ii. Services of the Nebraska Department of Labor,
 - iii. Supported Employment from a local behavioral health provider,
 - iv. Vocational Rehabilitation services, or
 - v. Other related strategies (identify).
 - b. If the consumer is not able to seek employment due to a disability he/she must apply for disability benefits through any relevant programs including, but not limited to, SSI, SSDI, or Veteran’s disability benefits.
 - i. If the consumer is not connected to the SSI/SSDI Outreach, Access, and Recovery (SOAR) program or provider in the region, referral must be made.
 - c. The Supported Housing Program Coordinator needs to review the case:
 - i. Monthly to determine that the consumer is working to establish a stable income
 - ii. If the consumer’s application for disability benefits is under appeal, the case review may be done quarterly.
- 6. When a consumer served by the program has a job with earnings that exceed the Very Low Income (as outlined by housing priority above) requirements as defined under HUD Guidelines he/she will be transitioned from the program.
 - a. The transition period begins upon verification that the consumer has been successfully employed with income over the Very Low Income level for one month (30 days).
 - b. Once the need for transition is identified, a Transition Plan is developed to allow from one (1) month up to a six (6) month process, depending on the consumer’s situation.
 - c. Written notice is given to the consumer of the need to transition out of the Program.

VII. Housing Assistance

The Supported Housing Program includes at times requirements for HQS or Minimum Habitability Standards inspections and a tenant lease agreement in order to provide eligible individuals with housing assistance. While these are identified throughout the narratives, a chart is provided for reference on page 14 of the manual.

A. Housing Assistance – Recurring Rent and Utilities

Upon determination of consumer eligibility, housing assistance may be used to pay for a housing unit that meets Housing Quality Standards (HQS) and the local Fair Market Rent (FMR). Housing assistance to sustain a consumer in their housing unit may be used for rent and utilities.

1. Each RBHA sets local standards on what is considered reasonable rent.
 - a. The leased rent (not including utilities) should be equal to or less than the FMR as calculated, defined and published by HUD.
 - b. If it is documented that the eligible consumer cannot obtain safe, decent, and affordable housing in the local area using the FMR limit, the RBHA may approve a higher amount of rent.
 - i. The RBHA must document the need for a higher amount of rent.
 - ii. The RHBA must make documentation available to the Division upon request.
2. The consumer is expected to contribute 30% of adjusted gross income, or the contribution rate as established by the local housing authority (for example, 27% for the Moving On Program), for rent and utilities within the month. In any case, to streamline transition to other programs, the adjusted gross income and consumer contribution shall be calculated in a manner consistent with the appropriate local housing authority. The following exceptions apply:
 - a. The consumer portion of rent and utilities applies to a prorated month. The consumer contribution may be waived for first partial month and deposit when the consumer doesn't have 30 days notice when the assistance is needed. In a pro-rated month the proportionate pro-rated amount will be documented.
3. On-going rental assistance and/or utility assistance may only be provided to consumers who have a signed tenant lease agreement in place for their housing unit. The only exceptions for on-going rental assistance are the security deposit and first month rent due at the time of executing the lease and utility deposits.
4. On-going rental assistance and/or utility assistance needed for a consumer with zero income to live in public housing is authorized if the RBHA clearly documents a cost savings to the program. The program must work with the consumer to obtain self sufficiency.
5. The Supported Housing Program may continue to pay the rent and/or utilities through a maximum of a ninety (90) day temporary consumer absence from the Housing Unit.
 - a. After a ninety (90) day absence from the Housing Unit, or if the consumer is clearly determined to no longer be able to live independently, the consumer shall be discharged from the program.
 - b. The ninety (90) day absence policy may be extended only:
 - i. Upon recommendation of the consumer's treatment team and,
 - ii. With written approval from the Regional Administrator; and
 - iii. The total extended absence is no longer than 180 days.
6. Recurring utility assistance cannot be provided to a consumer living in owner-occupied housing.

B. Housing Assistance – Housing Costs

1. Supported Housing Program funds may be used for Housing Costs to help an eligible consumer move into a housing unit that meets HQS or the Minimum Habitability Standards (MHS) and FMR as needed to provide housing.
 - a. Housing Costs to help an eligible consumer move into an Oxford House recovery residence requires an HQS or MHS of that housing unit which shall be used for all other individuals assisted to move into that same housing unit. This HQS or MHS will be valid for two years.
2. Supported Housing Program funds may be used for Housing Costs to help an eligible consumer who has a signed tenant lease agreement in place for their housing unit when such assistance is non-recurring.
 - a. Housing Costs must be clearly documented by the RHBA and made available to the Division upon request. Upon sufficient documentation, the following Housing Costs may be allowed:
 - i. Allowance for stove and refrigerator consistent with the local housing authority's standards [Appliance];
 - ii. RentWise or comparable consumer housing education program [RentWise];
 - iii. Security deposit for rental unit [Rent Deposit];
 - iv. Utility deposits [Utility Deposit];
 - v. Non-recurring rent payment [Rent]
 - vi. Non-recurring utility payment (electric, gas, propane, water, sewer, garbage) [Utility Current];
 - vii. Reasonable moving expenses [Move Exp];
 - viii. Needed furniture such as couch, bed, table, and chairs [Furniture];
 - ix. Items to make the consumer's apartment suitable for living such as bedding, dishes, silverware, cookware, and general kitchen supplies [HH Items];
 - x. Housing Related Debt such as past due rent may be paid if such payments allow the consumer to receive Section 8 and/or other local affordable housing services; verification of the debt must be documented [Rent Debt];
 - xi. Housing Related Debt such as past due utility payments may be paid if such payments allow the consumer to receive Section 8 and/or other local affordable housing services; verification of the debt must be documented [Utility Debt];
 - xii. Application fees [App Fee];
 - xiii. Renters Insurance and/or Renter Liability Insurance, as required by the lease [Rent];
 - xiv. Pest control, as required by the lease [Rent]; and
 - xv. Housing Costs not listed here are unauthorized without written approval from the Division [Exception Request].
 - b. Specifically excluded from Housing Costs are:
 - i. Cable television and telephone payments.
 - ii. Food, cleaning products, or other related consumable products.

- iii. Funds to cover for damages the tenant made to the unit during tenancy, outside of approved Landlord Risk Mitigation Fund assistance.
 - iv. To cover debt from previous utilizations of the program except as noted above.
 - v. Separate cost of grounds upkeep (e.g., mowing, snow removal, etc.)
3. Housing Costs may only be provided to consumers who have a signed tenant lease agreement in place for their housing unit, with exceptions identified below and as identified in the chart below.
- a. Security Deposit;
 - b. First month rent and/or security deposit and/or utility deposit due at the time of executing the lease;
 - c. Rental unit application fees;
 - d. Rent Debt;
 - e. Utility Debt; and
 - f. Housing Costs for security deposit and the first month rent to assist a consumer to move into a non-licensed, non-treatment Oxford House recovery residence as demonstrated by a copy of Oxford House notification of acceptance letter as documentation.
4. Supported Housing Program funds shall not be used to make payments on a mortgage against a consumer's home unless advance approval has been provided in writing by a Deputy Director or Director of the Division.

C. HQS/MHS and Tenant Lease Agreement Requirement Summary

Housing Assistance HQS/MHS and Lease Requirements Matrix	HQS / MHS Requirement for Each Applicant Assisted		Lease Requirement for Each Applicant Assisted	
	Moving Into Unit	Already In Unit	Moving Into Unit	Already In Unit
Non-recurring Costs - Initial Rent or Utilities				
Security Deposits	Yes	NA	No	NA
First Month Rent	Yes	NA	No	NA
* Oxford House recovery residence assistance requires HQS/MHS completed for the housing unit for the first applicant assisted moving into that housing unit and then reused for the next applicants assisted. Valid for two years.	Yes*	NA	Yes - Notice of Acceptance in lieu of lease	NA
Application Fees	No	No	No	No
Recurring Costs				
Recurring Rent or Utilities	NA	Yes	NA	Yes
Renters Insurance (as required by lease)	Yes	No	NA	Yes
Pest Control (as required by lease)	Yes	No	NA	Yes
Non-recurring One Time Costs				
Current Rent or Utilities	No	No	NA	Yes
Security Deposits - Rent or Utility	No	No	NA	Yes
Appliance	No	No	Yes	Yes
Furniture	No	No	Yes	Yes
Household Items	No	No	Yes	Yes
RentWise	No	No	No	No
Moving Expenses	No	No	Yes	Yes
Housing Related Debt - Rent	No	No	No	Yes if tied to current unit. No if not tied to current unit.
Housing Related Debt - Utility	No	No	No	Yes if tied to current unit. No if not tied to current unit.

VIII. Landlord Risk Mitigation Fund

Purpose

LB384 included portions of LB465 to authorize the use of HRA funds to provide Landlord Risk Mitigation Fund funding. The purpose of the Landlord Risk Mitigation Fund (Nebraska Revised Statute 71-812(3)(b)(iii)) is to provide added security for landlords to rent to someone participating in the Department of Health and Human Services Division of Behavioral Health – Community-based Services (Division) Supported Housing Program and Supported Housing Service – Mental Health supported by Housing Related Assistance funding. The Division contracts with each Regional Behavioral Health Authority (RBHA) for the provision of housing assistance. The RBHA provides Supported Housing Program and Landlord Risk Mitigation Fund coordination and assistance within the Region.

I. General Provisions

Maximum Allocation of HRA funds to be used for RBHA Landlord Risk Mitigation Fund: 15% of the HRA fund budget line item of each RBHA.

Claim: Request for Landlord Risk Mitigation Fund assistance for damage caused by a single consumer participating in Supported Housing Service – Mental Health supported by Housing Related Assistance funding.

Maximum Claim Amount: \$3,000 per claim.

The claim must be signed/approved by the Region Administrator (in order to maintain Segregation of Duties, authorization cannot be delegated).

The documentation must be maintained in the consumer file. The RBHA must make documentation available to the Division upon request.

- May Exceed the Maximum Claim Amount - The RBHA may exceed the Maximum Claim Amount of \$3,000 up to a total of \$5,000 per claim if the Region Administrator approves and submits such a request to the Division and receives Division approval.

The RBHA must document the need for exceeding the Maximum Claim Amount in the request. The documentation must include a narrative that identifies the total number of occasions and amount of assistance provided to date for the assisted consumer, the amount of funding over the Maximum Claim Amount, and the 12-month annual time period defined by the regional housing program.

Eligible Claim Expenses:

- Damages caused by a specific consumer tenant in excess of normal wear and tear to the unit and common areas in excess of the consumer's security deposit and insurance coverage.
- Up to two months of non-payment of rent while the unit is being repaired if the tenant is relocated during this period under the lease or did not vacate the unit in good standing.
- Legal fees incurred by the landlord by renting to a specific tenant in excess of the consumer's security deposit and insurance coverage.

Consumer Eligibility Criteria: Any consumer participating in Supported Housing Service – Mental Health supported by Housing Related Assistance funding who is receiving housing assistance on an "Ongoing" basis for "Rent" as defined in the Supported Housing Program.

Regional Behavioral Health Authority: As the regional program administrator, the RBHA will review applications and approve applications up to the Maximum Claim Amount of \$3,000 from landlords. The RBHA will review, approve and submit claims that Exceed the Maximum Claim Amount as identified above in Section 1. General Provisions.

Participating Landlord: Any landlord, including property managers, who agrees to rent to consumers who meet consumer eligibility criteria under the RBHA Supported Housing Program

(SHP) and Landlord Risk Mitigation Fund and who have signed a landlord contract with the RBHA, signed a lease with a SHP enrolled consumer and accepted a SHP voucher.

II. Program Operation Process – Regional Behavioral Health Authority

RBHA operate a regional Supported Housing Program to provide housing assistance to eligible individuals with a serious mental illness (or co-occurring disorder) and who are receiving Supported Housing Service – Mental Health supported by Housing Related Assistance funding. RBHAs must provide the following:

- A. Ensure consumer meets eligibility criteria as identified for:
 - 1. Section IV. Consumer Eligibility in the Supported Housing Program Manual for Supported Housing Service – Mental Health supported by Housing Related Assistance funding; and
 - 2. Receiving housing assistance on an “Ongoing” basis for “Rent” as defined in the Supported Housing Program.
- B. Maintain documentation and provide as requested to the Division.
 - 1. Details of extraordinary interventions that were necessary to maintaining tenancy if applicable.
 - 2. Upon utilizing Landlord Risk Mitigation Fund funding, save in the consumer file documentation of the condition of the unit leading to a request for such assistance.
- C. Maintain documentation regarding any potential claims.
- D. Participate in Landlord Risk Mitigation Fund program meetings and trainings.

III. PARTICIPATION PROCESS: LANDLORD

Landlords who have vacancies they wish to fill and who are willing to rent to people with housing needs are eligible to be a Participating Landlord who can access the Landlord Risk Mitigation Fund. Landlords with a new RBHA-Landlord Agreement will have an option in the RBHA-Landlord Agreement to opt in or opt out of the Landlord Risk Mitigation Fund. Landlords with an existing RBHA-Landlord Agreement may execute a rider to incorporate participation in the Landlord Risk Mitigation Fund. In return, they will receive the following benefits:

- A. Tenants who have indicated a readiness to succeed in rental housing.
- B. Tenants who receive support services including monthly provider contacts.
- C. Periodic contacts from RBHA providers to proactively identify any concerns.
- D. Landlord is eligible to apply for Landlord Risk Mitigation Fund funding.

Landlord Expectations, in addition to the expectations outlined in the RBHA-Landlord Agreement, include:

- A. Timely contact RBHA provider when a tenancy concern arises.
- B. Participate in periodic contacts from the RBHA provider.
- C. Permit the RBHA provider to complete a Housing Quality Standards or Minimum Habitability Standards report on the unit prior to Move-In.
- D. Provide documentation of the condition of the unit leading to a request for LRMF assistance upon submission of a claim for LRMF assistance during tenancy or at the end of lease.
- E. Complete repairs within a reasonable time.

IV. CLAIMS

The Landlord Risk Mitigation Fund covers two types of claims for excessive damages to the rental property that may occur during occupancy, but are not covered by the consumer's security deposit or insurance. The process and documentation required to file a claim depends on the type of claim filed.

Claims for Physical Damage may include:

The physical damage **must** be over and above the requirements of traditional unit turnover such as cleaning, painting, and some carpet replacement.

Examples of types of claims that may be covered include:

- Excessive cleaning
- Debris removal and disposal
- Repair of doors, walls, windows, ceilings, floors, cabinetry
- Treatment for infestation
- Damage to common areas may qualify if there is evidence to prove a specific tenant caused such damage

Items **NOT** included:

- Normal wear and tear
- Normal turnover costs

The maximum claim reimbursed will not exceed the maximum identified above in Section I. General Provisions. The amount eligible from the fund will be reduced by the amount available from the consumer's security deposit and insurance.

Claims for lost revenue may include:

- Legal costs related to evictions.
- Rent that is owed, but not collected, not to exceed 60 days.
- Up to two months of non-payment of rent while the unit is being repaired if the tenant is relocated during this period under the lease or did not vacate the unit in good standing
- Other items such as utilities may be included depending on the terms of the lease agreement.

Items **NOT** eligible for lost revenue claim include:

- Lost rent during initial lease-up period.
- Costs that are considered normal expenditures for operating a rental unit.

Claims may be submitted during tenancy to prevent eviction. Claims submitted after the termination of tenancy are allowed.

Filing a Claim

Claims can only be filed for units that have a tenant-landlord rental agreement and RBHA-landlord agreement. Proper documentation must accompany the claim submission. Incomplete claim requests will serve as a basis for denial of claim. Claims requests must include copies of required local building

permits (as applicable). Upon accepting the approved LRMF payment as payment in full the landlord will not pursuing further damages from the claim.

To file a claim, the landlord must complete a Claim Form and submit required accompanying documentation, including an attestation that the claim does not include request for LRMF funds for costs eligible/covered under insurance, within 90 days from the time the damage or loss was reported to the RBHA. An exception may be granted if there is a pending insurance determination. To request an exception, landlords must notify the RBHA of the intent to file a claim within 90 days of the occurrence.

Claim Review Process

Once a claim request is received, the Landlord Risk Mitigation Fund administrator at the RBHA will review the documentation provided.

For claims of physical damage, the review will include, but is not limited to:

- Compare the Move-In Condition report, Housing Quality Standards, or Minimum Habitability Standards report, and accompanying documentation to determine if any item on the claim was pre-existing in the unit at the beginning of tenancy.
- Review of the evidence of damage to determine normal wear and tear versus actual excessive damage, including photo of damage.
- Review the invoices for actual costs of repairs, including materials, unit prices, etc. accompanying the claim form.
- A move-out accounting and documentation of claims for the consumer's security deposit and insurance to determine when repairs are beyond normal wear and tear.
- Review of calculation for reimbursement to ensure reductions have been made to reflect reimbursement from the consumer's security deposit, insurance, etc.

Interview of the landlord for clarification if necessary.

For claims of lost revenue, the review will include, but is not limited to:

- Review of the explanation of what occurred and what actions were taken to limit loss.
- Review of move-out accounting and documentation used to make claims against security deposit and renter insurance.

The Landlord Risk Mitigation Fund Program at the RBHA will then make a determination of payment. The determination will be reviewed by RBHA and the landlord will be informed of the decision.

Disbursement of Funds

Claim checks will be issued to the landlord after claim approval.

End of Lease

If the consumer has been retained in the unit and subsequently ends the lease, the RBHA provider, landlord, and consumer will complete a Move-Out Report. This report indicates the general condition of the property at move-out and shall include the completed Claim Form with its supporting documentation (including the photographs of the prior completed repairs) as well as the tenant's end of

lease plan. If the RBHA provider identifies a consumer interview and/or accompanying the RHBA provider on a Move-Out Report inspection of the housing unit creates the risk of re/traumatizing the consumer then the consumer interview and/or accompaniment inspection can be waived and the justification noted in the file.

The RBHA provider is required to submit this final report to the Landlord Risk Mitigation Fund administrator at the RBHA even if the landlord does not make an additional Claim. The RBHA will save this documentation in the consumer file.

V. Required Landlord Risk Mitigation Fund Claim Request Form

CLAIM FORM:
LANDLORD RISK MITIGATION FUND APPLICATION FOR
DAMAGE REIMBURSEMENT

This document is to be used as an application for damage reimbursement for tenant damages.

Landlord's Name: _____

Landlord's Mailing Address: _____

Landlord's Phone Number: _____ Landlord's Email Address: _____

Property Address: _____

Tenant's Name: _____

Rent Amount: _____

Description of Damages: Please include photographs of the damage and completed repairs.

Subtotal: Cost of Damages: \$ _____
(Please include your itemized receipts and photographs of the damage to the unit and completed repairs to the unit.)

Was a building permit required to complete the repairs? Yes No

Amount recovered from tenant's security deposit and insurance: \$ _____

TOTAL: Net Damages Request Claim: \$ _____

Landlord Attestation: Claim for costs for damage reimbursement are not covered under security deposit or insurance, represents acceptance of completed repairs, and upon agreement of the approved LRMF payment as payment in full will not pursue further damages from the tenant.

Signature of Landlord: _____ Date: _____

Signature of Region Administrator _____ Amount Approved: \$ _____

Date of Approval: _____

IX. Program Fidelity

The principles of Permanent Supportive Housing as an Evidence-based Practice guide the implementation of this program.

Program Definitions

Adult with a Serious Mental Illness: A person eighteen years of age or older who has, or at any time during the immediately preceding twelve months has had, a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders and which has resulted in functional impairment that substantially interferes with or limits one or more major life functions. Serious mental illness does not include DSM V-codes, substance abuse disorders, or developmental disabilities unless such conditions exist concurrently with a diagnosable serious mental illness per Nebraska Revised Statute 71-812(3)(b)(i).

Adult with a Substance Use Disorder: A person eighteen years of age or older who has exhibited a maladaptive pattern of alcohol or substance use leading to clinically significant impairment or distress as manifested by one or more the following occurring at any time during the same twelve-month period: (1) Recurrent alcohol or substance use resulting in a failure to fulfill major role obligations at work, school, or home; (2) Recurrent alcohol or substance use in situations in which it is physically hazardous; (3) Recurrent legal problems related to alcohol or substance use; or (4) Continued alcohol or substance use despite having persistent or recurrent social or interpersonal problems caused or exacerbated by the effects of the alcohol or substance use. Nebraska Revised Statute 38-107.

Affordable: HUD defines affordable as paying no more than 30 percent of one's monthly income for housing, including basic utilities (not including phone or cable). People on Supplemental Security Income often pay 60% to 80% of their income toward their housing.

Application: A required document to collect consumer information to ensure that program eligibility requirements are met.

Application Fee: The amount charged by a landlord or property manager as part of their request that a prospective tenant provide information that will enable the landlord to determine whether each applicant may become a tenant in their housing unit.

Behavioral Health (BH) services: Includes both mental health and substance abuse (alcoholism, drug abuse, and addiction) services. Behavioral health disorder means mental illness or alcoholism, drug abuse, or other addictive disorder.

Bridge subsidy: A short-term subsidy provided to a tenant who is waiting for a long-term or permanent subsidy, such as Section 8. *Bridge* refers to the fact that the subsidy helps bridge the gap in time from which tenants move into housing until they receive permanent or long-term subsidies.

Claim: Request for Landlord Risk Mitigation Fund assistance for damage caused by a single consumer participating in Supported Housing Service – Mental Health supported by Housing Related Assistance funding.

Community based: Community-based behavioral health services means behavioral health services that are not provided at a regional center.

Continuum of Care: Both a planning process and an application for funding from HUD. The Continuum of Care brings together service providers in a geographic area to plan for providing housing and services for people who are experiencing homelessness.

Department: The Nebraska Department of Health and Human Services (DHHS).

Director: The Director of the Division of Behavioral Health.

Division: The Division of Behavioral Health of the Nebraska Department of Health and Human Services.

Extremely low-income: A household income between 0 and 30 percent of the applicable Median Family Income (MFI) as defined by the HUD.

Fair Market Rent (FMR): A monetary amount that HUD determines represents a fair rent for a particular size rental unit in a particular community, based on statistical surveys. The United States Housing Act of 1937 (USHA) requires HUD to publish FMRs annually effective on October 1 of each year. FMRs provide a guide to the Regions on how much to expend for rental assistance per consumer.

Flexibility: Decent and affordable housing linked to flexible client-driven, community-based support services is desired by consumers as an essential ingredient to support their journey towards recovery, resiliency and self-determination.

Functional separation of housing and supportive services: Assisting a resident to remain in the housing of his/her choice while the type and intensity of services vary to meet the changing needs of the individual.

Housing Choice Vouchers: Tenant-based housing choice vouchers, sometimes called *Section 8 vouchers*, are administered by public housing authorities (PHAs) nationwide and make up the difference between 30 percent of a person's income and the fair market rent for a city or town. In the Housing Choice Voucher program (Section 8 vouchers), FMRs set limits on the subsidy provided to the household. Participants in the voucher program can choose units to live in with

gross rents higher than the FMR, but they must pay the full cost of the difference between the gross rent and the FMR, plus 30 percent of their income. Housing Choice Vouchers are portable and allow tenants to choose where they live.

Housing First: A Permanent Supportive Housing model where people move directly into affordable rental housing in residential areas from shelters, streets, or institutions as quickly as possible. Receiving services, sobriety, and other conditions of readiness are eliminated or reduced.

Housing – Payment Type: This is an inclusive list. The payment types take into account all of the available options.

Ongoing Payment: Ongoing is reported for consumers, including consumers with zero income, who live in other than Section 8 assisted or non-assisted affordable housing and continue to receive Supported Housing Program (SHP) housing assistance to cover the client rent portion and/or utility payments. The housing unit must pass a Housing Quality Standards inspection for a consumer to be assisted with an Ongoing Payment. The region is responsible for documenting a cost savings to the SHP.

Housing Costs: Housing Costs may include costs for consumer housing education, rent, security and utility deposits, reasonable moving expenses, needed furniture such as couch, bed, table and chairs, as well as items needed to make the Consumer's apartment suitable for living such as bedding, dishes, silverware, and pots & pans, and general kitchen supplies. Housing Related Debt may be paid such as past due rent or utility payments which, if paid, allows the Consumer to receive Section 8 and/or other local housing authority services.

Continuation Payment: Continuation is reported for consumers who bridge over to Section 8 assisted housing and continue to receive SHP housing assistance to cover the client rent portion and/or utility payments. The unit must pass a Housing Quality Standards inspection for a consumer to be assisted with a Continuation Payment. The region is responsible for documenting a cost savings to the SHP.

Housing related debt: Consumer housing debt to a Public Housing Agency, other leasehold landlord, or utility provider for which the consumer is responsible, including housing rental payments, utility service payments, security and utility deposits and late fees.

Housing Related Assistance (HRA): The State of Nebraska program authorized by Nebraska Revised State Statute 71-812(3) for adults with serious mental illness and which has resulted in functional impairment that substantially interferes with or limits one or more major life

functions. Housing-Related Assistance includes rental payments, utility payments, security and utility deposits, and other related costs and payments. Utility deposits and payments are limited to tenant paid gas, electric, water, sewer, garbage. Specifically excluded are cable television and telephone. Other related costs and payments may also be covered.

Housing Quality Standards (HQS): Developed and mandated by the U.S. Department of Housing and Urban Development for safe and decent housing. HQS are specific standards for the physical aspects of a unit and include items like the number of windows, the number of light fixtures, how the plumbing functions, etc. HQS is required for Ongoing and Continuation Payments and for Housing Costs when provided to assist a consumer move into a housing unit with non-recurring Rent and Rent Deposits.

Integration: Means living independently in an individual's own home in the community; not consolidated in particular buildings or developments.

Landlord Risk Mitigation Fund (LRMF): The purpose of the Landlord Risk Mitigation Fund (Nebraska Revised Statute 71-812(3)(b)(iii)) is to provide added security for landlords to rent to someone participating in the Department of Health and Human Services Division of Behavioral Health – Community-based Services (Division) Supported Housing Program and Supported Housing Service – Mental Health supported by Housing Related Assistance funding.

Landlord Risk Mitigation Fund – Consumer Eligibility Criteria: Any consumer participating in Supported Housing Service – Mental Health supported by Housing Related Assistance funding who is receiving housing assistance on an “Ongoing” basis for “Rent” as defined in the Supported Housing Program.

Landlord Risk Mitigation Fund – Participating Landlord: Any landlord, including property managers, who agrees to rent to consumers who meet consumer eligibility criteria under the RBHA Supported Housing Program (SHP) and Landlord Risk Mitigation Fund and who have signed a landlord contract with the RBHA, signed a lease with a SHP enrolled consumer and accepted a SHP voucher.

Low-Income Housing Tax Credits (LIHTC): The main source of funding for affordable housing development in the United States. LIHTC is administered at the local level by each state's housing finance agency and provides a tax credit in exchange for providing affordable housing. Credits are sold to large corporations at a discount and the funds are used to build housing.

Median Family Income (MFI): Also referred to as Area Median Income (AMI). MFI represents the value at which one-half of all families have incomes above that value, and one-half have incomes below that value. MFI estimates are updated annually by HUD.

Minimum Habitability Standards (MHS): A Minimum Habitability Standards certification provides supporting documentation for the Supported Housing Program's use for Housing Costs to help a program participant move into permanent housing, in lieu of the availability of a Housing Quality Standards inspection for safe and decent housing. The Minimum Habitability Standards is required for non-recurring Rent and Rent Deposits under the Housing Costs payment type, when the HQS is not available.

Olmstead: Refers to the June 1999 United States Supreme Court decision in *Olmstead v. L.C.* which upheld Title II of the Americans with Disabilities Act and the right of individuals with disabilities to live in the least restrictive, most integrated settings possible. The decision requires states and localities to plan affirmatively to serve people in integrated, community-based settings.

Oxford House: One form of Recovery Residence. See Recovery Residence.

Permanent Housing: Community-based integrated housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing, in which individuals live independently. The housing must be safe, decent, sanitary, and meet all applicable federal, state, and local housing codes. To be permanent housing, the program participant must be the tenant on the lease for term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Priority Populations: Is defined within this manual and the State to Region contract. Should the definitions between the manual and the State to Region contract differ in any way, the State to Region contract definition has precedence over the manual definition.

Project-Based Rental Assistance (PRA): Assistance from HUD or a Public Housing Authority that lowers the cost of housing for tenants residing in a development. The assistance stays with the unit in the development and does not follow the tenant. Tenants who choose to live in those units pay a reduced rent. . There are two types of HUD PRA programs, Section 8 Project-based Rental Assistance and Project-based Vouchers.

The Section 8 Project-based Rental Assistance (PBRA) program is a form of rental subsidy that is attached to a unit of privately owned housing that is under contract with HUD. Property owners have contracted directly with HUD to rent units to families with low incomes; a contract rent which is agreed to between HUD and the landlord pursuant to a Housing Assistance Payments (HAP) contract. Contracted units can be some or all of the units in a property owner's housing properties. Under the HAP contracts, HUD provides rental subsidies to the project owners in an amount equal to the difference between the HUD approved rent (the "Contract Rent") for a particular

assisted unit and the HUD required rental contribution from eligible tenants. PBRA tenants generally do not have the right to move with a tenant-based voucher and consequently cannot move to a new location without giving up their rental assistance.

The Project-based Voucher (PBV) program, in contrast to the Section 8 PBRA program, are attached to a specific unit whose landlord contracts with the state or local public housing agency to rent the unit to families and individuals with low incomes. After a household has lived in a home subsidized with a PBV for a year, the family can opt to move to a different location, such as a home closer to a job opportunity or school better suited to a child's needs, with the next Section 8 tenant-based voucher that becomes available

Public Housing: Public Housing is a program managed by local Public Housing Authorities (PHAs) with funding from HUD. Public housing was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities, at rents they can afford. The PHA is the landlord. Rent, which is referred to as the Total Tenant Payment (TTP) in this program, is set by a formula as the highest of the following: (1) 30 percent of the monthly adjusted income; (2) 10 percent of monthly income; (3) welfare rent, if applicable; or (4) a \$25 minimum rent or higher amount (up to \$50) set by an PHA

Public Housing Agency (PHA): The local entity responsible for administering Housing Choice Vouchers (Section 8) and Project-based Voucher (PBV) programs, and which may own and operate public housing for low-income people.

Recovery Residence: Recovery housing that is characterized by alcohol-and-drug-free living settings that involve peer support and other addiction recovery aids. Substance-free does not prohibit prescribed medications taken as directed by a licensed prescriber. Recovery housing can range along a continuum of four non-linear levels described by the [National Association of Recovery Residences \(NARR\)](#). One form of recovery residence is Oxford House which is able to be supported in the Supported Housing Program.

Regional Behavioral Health Authority (RBHA): A quasi-governmental agency organized in each behavioral health region established by the Nebraska Behavioral Health Services Act responsible for the development and coordination of publicly funded behavioral health services within the behavioral health region.

Regional Housing Coordinator (RHC): An individual appointed by the RBHA to provide leadership, planning activities and system problem solving for regional housing issues for eligible persons with very low incomes who have Behavioral Health disorders. This person cannot be a service provider.

Scattered-site housing: Housing located throughout the community; it can be agency-owned or privately owned.

Section 8 Voucher: The Housing Choice Voucher (HCV) program vouchers, commonly known as a Section 8 Voucher, is the main form of HUD tenant-based rental assistance. HCV program vouchers are portable subsidies that low-income families can use to lower their out of pocket rents in the private market. The HCV program is administered at the local level by the state or local public housing authorities (PHAs). The HCV program assisted tenant must pay 30 percent of their monthly adjusted gross income for rent and utilities, and if the unit rent is greater than the payment standard, the tenant is required to pay the additional amount.

Short-term Housing: Housing that is intended to provide temporary housing to eligible individuals and allow an opportunity to develop an individualized housing and service plan to guide the consumer to permanent housing.

Social Security Disability Income (SSDI): *SSDI* is for individuals who worked and are "insured" by the Social Security taxes (F.I.C.A.) that are withheld from their earnings to replace part of a person's earnings upon retirement, disability, or for survivors when a worker dies. If insured workers (and, in some cases, their dependents or survivors) become disabled, they may become eligible for SSDI benefits.

Supplemental Security Income (SSI): *SSI* is a federal income supplement program funded by general tax revenues. It provides cash to meet basic needs for food, clothing and shelter for older persons and persons with disabilities who have little or no income.

Supported Housing: Defined by the U.S. Department of Health and Human Services in the Community Mental Health Services Block Grant, it is a specific program model in which a consumer lives in a house, apartment or similar setting, alone or with others, and has considerable responsibility for residential maintenance but receives periodic visits from mental health staff or family for the purpose of monitoring and/or assisting with residential responsibilities. The objective of supported housing is to help obtain and maintain an independent living situation. It includes services that assist individuals in finding and maintaining appropriate housing arrangements.

Substantial Gainful Activity (SGA): Is an earnings limit established yearly by the Social Security Administration (SSA) at which point a consumer on SSI or SSDI loses their eligibility for Medicaid. For the purposes of this program, SGA means any paid employment whose remuneration is over the SGA limit as set by the SSA.

Tenant-Based Rental Assistance (TBRA): Housing assistance in which tenants receive funding assistance reducing their rent on any unit that meets affordability, quality, and size standards and for which the landlord agrees to a lease under which any leaseholder would be subject.

Transitional Housing: Transitional housing typically involves a temporary residence of up to 24 months with wrap-around services on site to help people stabilize their lives.

Very low-income: A household income of 50 percent or less of the applicable Median Family Income (MFI) as defined by the HUD.

Zero income consumer: PHAs calculate FMR in part on income and financial assistance received by a consumer but cannot base the calculated rent on amounts not received by a “zero income consumer.” However, PHAs are required to include imputed welfare income in the calculation of rent.

Supporting Documentation

Housing Related Assistance Program Statutes

[Housing Related Assistance Program](#)

Nebraska Revised Statute 71-812(3)(a)

71-812. Behavioral Health Services Fund; created; use; investment.

(3)(a) Money transferred to the fund under section [76-903](#) shall be used for housing-related assistance for very low-income adults with serious mental illness, except that if the division determines that all housing-related assistance obligations under this subsection have been fully satisfied, the division may distribute any excess, up to twenty percent of such money, to regional behavioral health authorities for acquisition or rehabilitation of housing to assist such persons. The division shall manage and distribute such funds based upon a formula established by the division, in consultation with regional behavioral health authorities and the department, in a manner consistent with and reasonably calculated to promote the purposes of the public behavioral health system enumerated in section [71-803](#). The division shall contract with each regional behavioral health authority for the provision of such assistance. Each regional behavioral health authority may contract with qualifying public, private, or nonprofit entities for the provision of such assistance.

(b) For purposes of this subsection:

(i) Adult with serious mental illness means a person eighteen years of age or older who has, or at any time during the immediately preceding twelve months has had, a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders and which has resulted in functional impairment that substantially interferes with or limits one or more major life functions. Serious mental illness does not include DSM V codes, substance abuse disorders, or developmental disabilities unless such conditions exist concurrently with a diagnosable serious mental illness;

(ii) Housing-related assistance includes rental payments, utility payments, security and utility deposits, landlord risk mitigation payments, and other related costs and payments;

(iii) Landlord risk mitigation payment means a payment provided to a landlord who leases or rents property to a very low-income adult with serious mental illness which may be used to pay for excessive damage to the rental property, any lost rent, any legal fees incurred by the landlord in excess of the security deposit, or any other expenses incurred by the landlord as a result of leasing ; or

(iv) Very low-income means a household income of fifty percent or less of the applicable median family income estimate as established by the United States Department of Housing and Urban Development.

(4) Any money in the fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

Source: Laws 2004, LB 1083, § 12; Laws 2005, LB 40, § 5; Laws 2007, LB296, § 459; Laws 2021, LB384, § 11.

Effective Date: April 27, 2021

[Documentary Stamp Tax](#)

Nebraska Revised Statute 76-903

76-903. Design; collection of tax; refund; procedure; disbursement.

The Tax Commissioner shall design such stamps in such denominations as in his or her judgment will be the most advantageous to all persons concerned. When any deed subject to the tax imposed by section [76-901](#) is offered for recordation, the register of deeds shall ascertain and compute the amount of the tax due thereon and shall collect such amount as a prerequisite to acceptance of the deed for recordation. If a dispute arises concerning the taxability of the transfer, the register of deeds shall not record the deed until the disputed tax is paid. If a disputed tax has been paid, the taxpayer may file for a refund pursuant to section [76-908](#). The taxpayer may also seek a declaratory ruling pursuant to rules and regulations adopted and promulgated by the Department of Revenue. From each two dollars and twenty-five cents of tax collected pursuant to section [76-901](#), the register of deeds shall retain fifty cents to be placed in the county general fund and shall remit the balance to the State Treasurer who shall credit ninety-five cents of such amount to the Affordable Housing Trust Fund, twenty-five cents of such amount to the Site and Building Development Fund, twenty-five cents of such amount to the Homeless Shelter Assistance Trust Fund, and thirty cents of such amount to the Behavioral Health Services Fund.

Source: Laws 1965, c. 463, § 3, p. 1473;
Laws 1969, c. 618, § 2, p. 2505;
Laws 1983, LB 194, § 3;
Laws 1985, LB 236, § 2;
Laws 1992, LB 1192, § 10;
Laws 1997, LB 864, § 16;
Laws 2001, LB 516, § 6;
Laws 2001, Spec. Sess., LB 3, § 5;
Laws 2005, LB 40, § 7;
Laws 2011, LB388, § 14.

Nebraska Uniform Residential Landlord and Tenant Act

[Security deposits and prepaid rent](#)

Nebraska Revised Statutes 76-1401 to 76-1449

76-1416(1). Security deposits; prepaid rent.

(1) A landlord may not demand or receive security, however denominated, in an amount or value in excess of one month's periodic rent, except that a pet deposit not in excess of one-fourth of one month's periodic rent may be demanded or received when appropriate, but this subsection shall not be applicable to housing agencies organized or existing under the Nebraska Housing Agency Act.

Summary of LB433 changes to the Nebraska Uniform Residential Landlord and Tenant Act

Section 76-1416

- a) Requires landlords to deliver or mail the balance of any security deposit and written itemization of reductions of the deposit to the tenant within fourteen days after the date of termination of the tenancy.
- b) Requires any deposit which remains outstanding after 30 days of the date of mailing or returned as undeliverable, to be remitted to the State Treasurer for disposition pursuant to the Uniform Disposition of Unclaimed Property Act.
- c) Adds court costs to the total recoverable amount when the requirements outlined under the first two (2) bullets are not met.
- d) Provides that a tenet may recover an amount equal to one (1) months periodic rent or two times the amount of the security deposit (whichever is less) in the event that the landlords

failure to meet the requirements outlined under the first two (2) bullets is willful and not in good faith.

- e) Limits tenant liability for damages to a premises that are directly related to a tenant removal by order of any governmental entity as a result of the premises not being fit for habitation due to negligence or neglect by the landlord.

Section 76-1431

- (1) Increases the time a tenant has to pay rent from three (3) to seven (7) days after being issued a written notice by the landlord indicating intent to terminate the rental agreement if the rent is not paid within that period of time.

Minimum Habitability Standards Form

Minimum Habitability Standards

The Minimum Habitability Standards provides supporting documentation for the Housing Assistance Program's Housing Costs, in lieu of the availability of the Housing Quality Standards (HQS).

These are intended to:

1. Provide a clear summary of the requirements and an adaptable tool so Region Housing Coordinators or their designees can formally assess their compliance with DHHS DBH Housing Assistance Program requirements.
2. Provide a tool for a Region Housing Coordinators to monitor that their designees are in compliance with DHHS DBH Housing Assistance Program requirements.

The reviewer should complete the information about the unit, sign, and date the form. The housing unit must meet the minimum habitability standards in order to be approved.

Regional Housing Coordinator Name:

Consumer/Client:

Street Address of Unit Evaluated:

Apartment #:

City: State: NE Zip Code:

CERTIFICATION STATEMENT

I certify that I am not a HUD certified inspector and I have evaluated the property located at the address above to the best of my ability and find the following: *(check one box below)*

- Property meets the minimum standards for permanent housing, as outlined on page 2.
- Property does not meet the minimum standards for permanent housing, as outlined on page 2.

COMMENTS:

Date of evaluation:

Evaluation Completed by Signature: _____

Evaluation Completed by Printed Name:

Evaluation Completed by Organization:

Recommended Minimum Standards for Permanent Housing

Instructions: A copy of this recommended minimum standards for permanent housing should be placed in the client file, with the Certification Statement.

- Interior/Exterior: ceilings, walls, stairs, and floors must not have any serious defects (examples: severe bulging or leaning, large holes, missing parts, leaking, or other serious damage)
- Elevators have a certificate showing they have been inspected
- At a minimum, unit has a living room, kitchen, bathroom, and adequate bedroom space for all occupants
- Unit windows that are accessible from the outside must be lockable (windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit)
- Unit must have a second means of exiting the building in the event of fire or other emergency
- Exterior doors of the unit must be lockable
- Unit must have adequate air circulation in the dwelling unit, with at least one window that can be opened in every room, with the exception of the bathroom, which must have an openable window or exhaust fan
- Units water supply is served by a registered well or a municipal source
- Bathroom(s) must be a separate private room and have a flushable toilet in proper operating condition
- Bathroom(s) must have a sink in proper operating condition, with a sink trap and hot and cold running water
- Bathroom(s) must have a shower or a tub in proper operating condition with hot and cold running water.
- Bathroom (s) must utilize an approvable public or private disposal system
- Unit must have a safe system for heating and cooling (if applicable)
- Unit must not contain unvented room heaters that burn gas, oil, or kerosene (electric heaters are acceptable)
- Kitchen and bathroom must have a permanent working ceiling or wall light fixture and kitchen must have at least one working electrical outlet
- Living room and each bedroom must have at least two working electrical outlets (permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets)
- Unit must have a working oven/stove/range and a refrigerator
- Unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water
- Unit must have space for the storage, preparation, and serving of food (examples: kitchen cabinets, counter surface, etc.)
- Tenants must have access to garbage cans or dumpsters for waste on the property
- Unit must be free of vermin and rodent infestation
- Unit must have at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit
- If the unit is occupied by hearing-impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.
- Public areas are equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors

TO BE COMPLETED BY THE REGIONAL HOUSING COORDINATOR

FAIR MARKET RENT AND RENT REASONABLENESS REVIEW

Fair Market Rent: _____ # of Bedrooms
<https://www.huduser.gov/portal/datasets/fmr.html> \$ _____

Tenant Rent per lease (a): \$ _____

Estimated monthly cost of tenant paid utilities (b): \$ _____
Utilities: electricity, gas, garbage, water and sewer

Household annual income \$ _____

Household monthly income (c) (annual income divided by 12) \$ _____

Housing related costs as percentage of income ((a + b) / c) _____%

Is the tenant paid rent and utilities sustainable? Yes No (comment below)

Does the Individual Service/Treatment Plan (ISP) identify goal of independent living to ensure current living situation is sustainable? Yes No (comment below)

COMMENTS:

Housing Costs – Exception Request Form

Housing Costs – Exception Request Form

The Housing Costs – Exception Request Form should be used in every instance where an exception is being requested in order to pay for a Housing Cost not allowed currently in the manual. Submit completed form to DHHS.BehavioralHealthDivision@nebraska.gov.

Date of Exception Request: _____

Encounter #: _____

CDS Consumer ID: _____

Reason for Exception:

Regional Housing Coordinator Signature: _____

Regional Housing Coordinator Printed Name: _____

Regional Administrator Signature: _____

Regional Administrator Printed Name: _____

TO BE COMPLETED BY DIVISION OF BEHAVIORAL HEALTH (DBH):

Date Received: _____

Approved Denied

Reason for Denial:

Date Approved/Denied: _____

Approved/Denied by Signature: _____

Approved/Denied by Printed Name and Title: _____

Housing Costs – Exception Request Form

Date of Exception Request: Enter date Exception Request is being requested from the Division of Behavioral Health.

Encounter #: Enter the encounter # for the service from CDS.

CDS Consumer ID: Enter the Consumer ID from CDS for the consumer/client.

Reason for Exception: Please provide answers to the questions below.

- What is the item/service being requested and the cost associated with this Exception Request?
- Why should this cost be paid using Housing Cost funding from the Housing Assistance Program?
- How will this exception directly address the needs of the consumer/client?
- What other resources for funding have been exhausted before requesting this Exception Request?

Regional Housing Coordinator Signature: The Regional Housing Coordinator must sign the form.

Regional Housing Coordinator Printed Name: Print the name of the Regional Housing Coordinator.

Regional Administrator Signature: The Regional Administrator must sign the form.

Regional Administrator Printed Name: Print the name of the Regional Administrator.

Submit Completed form to: DHHS.BehavioralHealthDivision@nebraska.gov

TO BE COMPLETED BY DIVISION OF BEHAVIORAL HEALTH (DBH):

Date Received: DBH enters the date the exception request is submitted.

Approved/Denied boxes: DBH checks the box of approved or denied based on the information provided to DBH.

Reason for Denial: DBH states the reason the exception request is denied.

Date Approved/Denied: DBH enters the date of approval/denial.

Approved/Denied by Signature: DBH staff that approves/denies the Exception Request must sign the form.

Approved/Denied by Printed Name: Printed name of DBH staff that has approved/denied the Exception Request.

DBH Staff will return the completed form back to the Regional Housing Coordinator and Regional Administrator.

Attachment #1 – CDS Workflow Process Guide

Nebraska Division of Behavioral Health (DBH)

Centralized Data System (CDS) Housing Assistance Program Workflow Process (Revised 031723)

Admitting a Consumer into Supported Housing Service

Step 1: Create a New Encounter with Supported Housing as the Service

The “Create New Encounter” screen is the initial step to creating a new encounter, i.e., record, for a consumer who is submitting an application for the Housing Assistance Program. Regions have budgeted designated mental health and/or substance use disorder funds for Housing Assistance Program services. The “Service to be Provided” will reflect the source of funds, either “Supported Housing– MH” or “Supported Housing– SUD.”

The screenshot shows a web form titled "Create New Encounter". The form contains the following fields and options:

- Name (first/middle/last/suffix):** A text input field with "Review" and "Discharging" checkboxes.
- Date of Birth:** A text input field containing "1/1/2000".
- Zip Code:** A text input field containing "68137".
- SSN:** A text input field containing "000-11-2222".
- Gender:** A dropdown menu with "Male" selected.
- Service Provider:** A dropdown menu with "Region 6 Behavioral Healthcare" selected.
- Funding Region:** A dropdown menu with "Region 6" selected.
- Service to be Provided:** A dropdown menu with "Supported Housing - MH" selected.
- Buttons:** "Create" (red) and "Cancel" (green) buttons.

Figure 1

Supported Housing Access Measures

Four Supported Housing Access Measures are established for the Housing Assistance Program, including:

1. 95% of complete Supported Housing voucher applications will be reviewed and determinations made within three (3) days of receipt by the Region.
2. 95% of consumers will be notified of determination of eligibility for Supported Housing services within five (5) days of receipt of the complete application.
3. 95% of Supported Housing vouchers will be issued within 14 days of the application being approved.
4. 95% of approved consumers will be offered a safe, stable housing option within 90 days of the Supported Housing voucher being issued.

Seven fields within the CDS will be used to collect data on the application process and Housing Assistance Program services, providing defined events to support the Supported Housing Access Measures.

The application process milestones will use three fields in the CDS Waitlist function for the first two access measures.

The date a consumer is issued a Housing Voucher will be recorded via the "Admit for a Registered Service" event date on the Manage Encounter screen for the third access measure.

The CDS Housing Tab will use three fields to capture the housing option offer date, result of the offer (Accepted, Declined, Not Yet Decided, Not Approved), and the move in date for use with the fourth access measure.

Step 2: Record the Housing Assistance Program Application Process

Supported Housing Access Measure 1	95% of complete Supported Housing voucher applications will be reviewed and determinations made within three (3) days of receipt by the Region.
Supported Housing Access Measure 2	95% of consumers will be notified of determination of eligibility for Supported Housing services within five (5) days of receipt of the complete application.

Milestones of the application process are captured using the CDS Waitlist function after completing the Create New Encounter screen. This supports reporting of a consistent measure of the length of time between receipt of a complete Supported Housing application and the determination of eligibility and consumer notification.

The application process is distinct from and not dependent on the availability of funds and/or a housing unit for a consumer.

The relationship of the milestones and registration elements to the Housing-Related Assistance Program reporting tables are identified in various sections below.

Step 2.1 Start the Application Process

The Status Tab is the first screen you see after clicking the “Create” button on the Create a New Encounter screen. (Figure 2)

Figure 2

To place a consumer on the CDS Waitlist, click the “Add to Waitlist” button.

Step 2.2 CDS Waitlist Function for Recording Application Process Milestones Overview

Previously, the guidance on when to “Add Consumer to the Waitlist” was to record the date the application process started. This has changed in order to accommodate the Supported Housing Access Measure structure. **The date identifying when you “Add Consumer to the Waitlist” is no longer tied to an access measure.** Now specific fields in the CDS Waitlist function and the CDS Waitlist removal date are used to capture events for the first two access measures.

When do you add a consumer to the CDS Waitlist?

Add a consumer on the CDS Waitlist only when you have a complete application in hand and have completed the determination of eligibility. The first two access measures will use the dates of these two milestones recorded in the Referral Date and Assessment Date fields. Once you click the “Add to the Waitlist” button the system will not allow to go back and enter the Referral Date and Assessment Date in the CDS Waitlist. You cannot reopen the CDS Waitlist.

In addition to the two fields used by the access measures, the CDS Waitlist requires three fields be completed in order to add a consumer to the CDS Waitlist. These three fields are:

1. Waitlist Confirmation Date – Enter the date you add the consumer to the CDS Waitlist.
2. Engagement Service – The CDS Waitlist function requires you to identify an Engagement Service. For purposes of the Housing Assistance Program the best option available is Not Applicable. Unknown is not a valid selection.
3. Primary Funding Source – Select State Behavioral Health Funds as the best option.

Figure 3

Please Note: “Priority Population” on the Add Consumer to the Waitlist screen is not equivalent to the Housing Assistance Program Priority Type (1, 2, or 3). It is not an applicable field and should be left as the default – Select – option.

Housing Assistance Program Priority Type will be identified later on the Housing Tab, after a consumer is admitted for a registered service (Step 4).

Step 2.2.1 Record the Application Process – Receipt and Determination

The first access measure involves the review and determination of a *complete* application.

Supported Housing Access Measure

95% of complete Supported Housing voucher applications will be reviewed and determinations made within three (3) days of receipt by the Region.

The CDS Waitlist function is used to record the date of these events using the following fields.

Complete Application Receipt Date = Referral Date on the waitlist screen

Application Review / Determination Date = Assessment Date on the waitlist screen

Add Consumer to the Waitlist	
Waitlist/Service Confirmation Date	10/1/2020
Priority Population	-- Select --
MHB Status	-- Select --
Commitment Date	__/__/__
Federal Interim Services Delivered Date	__/__/__
Engagement Service	Not Applicable
Additional Client Engagement	
Assessment Date	10/1/2020
Referral Date	10/1/2020
Referral Source	Regional Behavioral Health Authority
(Offered) Admit Date	__/__/__
Primary Funding Source	State Behavioral Health Funds
Faith-based request/charitable choice	-- Select --
<input type="button" value="Add to the Waitlist"/> <input type="button" value="Cancel"/>	

Figure 4

Be sure to enter both the Referral Date and Assessment Date on the Add Consumer to Waitlist screen at the same time. You cannot use the Contact Log nor reopen the CDS Waitlist to record the Referral Date or Assessment Date for a consumer who is already on the CDS Waitlist.

Identifying the “Referral Source” in the Add Consumer to the Waitlist screen is not a required field. However, you may find reporting this information is of interest to you for other purposes. The drop down menu for the Referral Source now includes “Regional Behavioral Health Authority.” (Figure 5).

Figure 5

Figure 6

After recording the Application Receipt Date (= Referral Date field) and the Application Review / Determination Date (= Assessment Date field), the Add Consumer to the Waitlist screen can be saved by clicking "Add to the Waitlist."

Clicking the “Add to the Waitlist” button returns you to the Status Tab (Figure 6). The Status Tab displays the Current State of the encounter as “Waitlisted.” In the Update History log the latest Update Date and Event reported are 11/18/2020 9:59 AM and “Added to Waitlist,” respectively.

You can review the “Encounter Event Summary” which identifies changed values and status following from your last saved action. To see the “Encounter Event Summary” click on “View Details.”

The screenshot shows the 'Manage Encounter (422087)' interface. The 'Status' tab is active, displaying the current state as 'Waitlisted'. The 'Update History' table shows two entries: one for 'Added to Waitlist' on 11/18/2020 at 9:59 AM, and another for 'Encounter Edited' on 11/18/2020 at 9:33 AM. An 'Encounter Event Summary' pop-up window is open, showing a summary of the event and a table of changed values.

Manage Encounter (422087)

Status | Remove from Waitlist | Cancel Without an Admission | Remove Encounter | Save | Cancel

Current State: Waitlisted | Copy Encounter | Report a Data Issue

Name: Review Discharging

Consumer ID: 118236973

SSN: xxx-xx-2222

Date of Birth: 1/1/2000

Service Provider: Region 6 Behavioral Healthcare

Funding Region: Region 6

Service to be Provided: Supported Housing - MH

Update History

Update Date	State	Event	Updated By	Actions
11/18/2020 9:59 AM	Waitlisted	Added to Waitlist	BF200LNK\jtrouba	View Details
11/18/2020 9:33 AM	New	Encounter Edited	BF200LNK\jtrouba	View Details

Encounter Event Summary

Summary

Encounter ID / Load History ID: 422087 /
 Data Source / Encounter Ident: 13 / wach0f29-2552-4aa1-bbbc-0290c5d41856
 Consumer ID: 118236973
 Version ID / Load History ID: 2942914 /
 Event Type: Added to Waitlist
 Entered By (on): BF200LNK\jtrouba (11/18/2020 9:59 AM)
 Name: Discharging, Review
 Provider: Region 6 Behavioral Healthcare
 Funding Region: Region 6
 Service: Supported Housing - MH
 New Status: Pre-Admitted / Waitlisted

Changed Values

Referral Source	Regional Behavioral Health Authority
Commitment Date	
Primary Funding Source	State Behavioral Health Funds
MHI Status	
Priority Population	
Waitlist/Service Confirmation Date	10/1/2020
Engagement Service	Not Applicable
Assessment Date	10/1/2020
Referral Date	10/1/2020
{Offered} Admit Date	
Additional Client Engagement	
Federal Interim Services Delivered Date	
Faith-based request/charitable choice	

Figure 7

Step 2.2.2 Record the Application Process – Notification

The second access measure involves notification of the consumer of the determination of eligibility for the Housing Assistance Program.

Supported Housing Access Measure

95% of consumers will be notified of determination of eligibility for Supported Housing services within five (5) days of receipt of the complete application.

The CDS Waitlist function is used to record the date of this event using the following field.

Consumer Notification of Determination = CDS Waitlist Removal Date

The date on which the consumer is notified is recorded as the date they are removed from the CDS Waitlist. The CDS Waitlist function is not equivalent to the Region's Housing Waitlist. For our work, we've landed on using the term "CDS Waitlist" when referencing the CDS Waitlist function used to track event dates for the Access Measure structure. The Region's Housing Waitlist was reported in the HRA Table II but as this report is developed as the CDS Report SMRY009 Annual Housing Assistance Report it will use the CDS Waitlist counts.

From the Manage Encounter screen click the "Remove from Waitlist" button to open the CDS Waitlist. The current date will autofill in the "Waitlist Removal Date" field. You can edit this date.

Next, identify the "Waitlist Removal Reason" based on the application determination.

Removed from CDS Waitlist – Approved = Admitted to Program

Removed from CDS Waitlist – Not Approved = *Reason Selected*

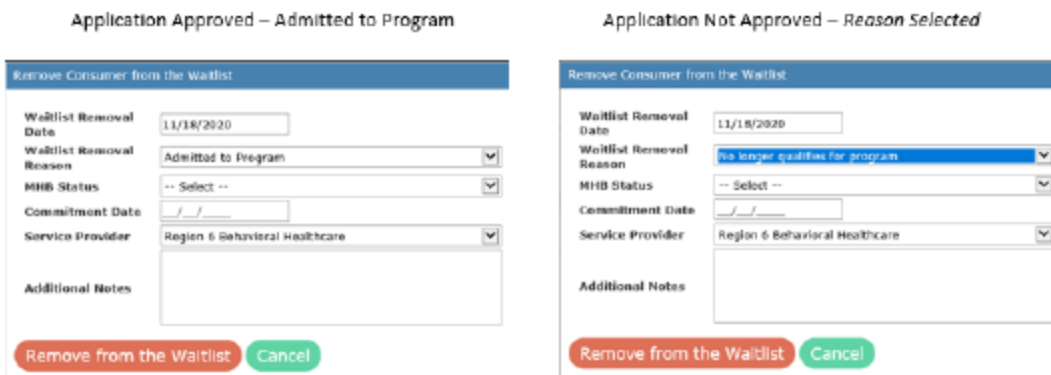


Figure 8

Removal from the CDS Waitlist DOES NOT admit a consumer to the housing assistance service. To formally admit the consumer you must complete Step 4 when a housing assistance voucher is issued.

Do not admit a consumer using the “Admit for a Registered Service” unless a housing assistance voucher is issued.

Previously, the guidance at this step, when a consumer was determined to be eligible, was to concurrently remove them from the CDS Waitlist and “Admit for a Registered Service.” This has changed in order to accommodate the structure of the Supported Housing Access Measures.

The CDS Waitlist “Assessment Date” for a consumer whose application was approved is equivalent to the month a consumer is reported as an admission on *HRA Table I. Movement of Population – Admissions and Discharges*. The “Assessment Date” is equivalent to the month a consumer is reported as an approved application and placed on the Housing Waitlist on *HRA Table II. Number of Consumers with Approved Applications by Priority and on Waitlist*, too.

****Approve Application & CDS Waitlist Assessment Date**

[HRA Table I. Movement of Population – Admissions and Discharges in each month]

[HRA Table II. Number of Consumers with Approved Applications by Priority and on Waitlist]

If housing assistance program funds are not available to issue a housing assistance voucher, do not click the “Admit for a Registered Service” button in CDS. Even if this is the case then you are now able to enter the Housing Assistance Program Housing Priority (One, Two or Three) in CDS Housing Tab. CDS modified the Housing Tab to display a subset of date fields prior to being admitted to a Supported Housing service.

Step 3: Fill out the required fields for Admission to Supported Housing Service

The fields required for admission correspond to the information reported on the Nebraska Housing Related Assistance Program spreadsheet report and additional fields required by CDS. All required registration fields must be entered before clicking “Admit for a Registered Service” or you will get an error message about incomplete information.

You are able to enter consumer information and notes on the different tab registration fields at any time during the application process. After removing a consumer from the CDS Waitlist, the Manage Encounter screen again has the Status Tab and the six registration tabs available to enter required information. Required fields report information related to the National Outcome Measures (NOMS).

Tabs with registration fields required for Housing Assistance Program services include:

1. Consumer Tab
2. Housing Tab (a subset of data elements are available at this time)
3. Demographics Tab
4. Health Status Tab
5. Diagnosis Tab

The screenshot shows the 'Manage Encounter (422087)' interface. At the top, there are several action buttons: 'Add to Waitlist', 'Admit for a Registered Service', 'Cancel Without an Admission', 'Remove Encounter', 'Save', and 'Cancel'. Below these are two buttons: 'Copy Encounter' and 'Report a Data Issue'. The main area contains a form with the following fields:

- Current State:** New
- Name:** Review Discharging
- Consumer ID:** 118236973
- SSN:** xxx-xx-2222
- Date of Birth:** 1/1/2000
- Service Provider:** Region 6 Behavioral Healthcare
- Funding Region:** Region 6
- Service to be Provided:** Supported Housing - MH (dropdown menu)

Below the form is an 'Update History' section with a table:

Update Date	State	Event	Updated By	Actions
11/18/2020 10:28 AM	New	Removed from Waitlist	BF200LNKJtrouba	View Details
11/18/2020 10:11 AM	Waitlisted	Added to Waitlist	BF200LNKJtrouba	View Details
11/18/2020 10:10 AM	New	Removed from Waitlist	BF200LNKJtrouba	View Details
11/18/2020 9:59 AM	Waitlisted	Added to Waitlist	BF200LNKJtrouba	View Details
11/18/2020 9:33 AM	New	Encounter Edited	BF200LNKJtrouba	View Details

Figure 9

Note the “Housing Tab” has a subset of data fields available at this time. The full “Housing Tab” is not active until the consumer is admitted for a registered Supported Housing service.

While not all tabs have registration fields that are required to admit a consumer to Supported Housing – MH/SUD, Region Housing Coordinators have the opportunity to use all available registration fields to record consumer information they find useful in their work.

The “Contact Log” and “Notes” tabs do not have required registration fields but are available to Region Housing Coordinators to record information in the consumer record.

Step 3.1 Consumer Tab Required Fields

Figure 10

The required registration fields in the Consumer Tab are identified below. Please note the registration fields on the Consumer Tab have been revised since the previous guidance document was issued.

Consumer Tab Required Fields

Name

****Required**** Pulled from “Create New Encounter” screen

Address

****Required****

City/State/Zip

****Required****

Birth Date

****Required**** Pulled from “Create New Encounter” screen

[HRA Table V. Monthly Count of Consumers by Age and Gender with Approved Applications and Receiving Payments]

County of Residence

****Required****

County of Admission

****Required**** Pulled from "Create New Encounter" screen

Phone Number

****Required**** The drop down menu option "Type – No Phone" is a valid selection

SSI/SSDI Eligibility

****Required****

[HRA Table VIII. SSI/SSDI Eligibility of Consumers with Approved Applications and Receiving Payments]

When completing entries, click the [Save](#) button on each tab.

Step 3.2 Housing Tab - Required Fields prior to Admission to Service

Figure 11

At this point in the encounter workflow, the Housing Tab has a subset of data fields open to record information required to determine service eligibility. The following data fields are required to complete registration.

Housing Tab Required Fields – Subset Open at this Time

Housing Priority

****Required****

[HRA Table II. Number of Consumers with Approved Applications by Priority and on Waitlist]

Section 8 Status

****Required****

[HRA Table IX. Section 8 Status of Consumers with Approved Applications that are Receiving Payments]

Number of Individuals in the Household

****Required****

[HRA Table XIII. Number of Consumers with Approved Applications and Receiving Payments by Individuals Living in the Household with Them]

Remember to click the [Save](#) button on each tab.

Step 3.3 Demographics Tab Required Fields

Figure 12

The required registration fields in the Demographics Tab are identified below.

Demographics Tab Required Fields

Priority Population

****Required****

Select the appropriate drop down menu option. If there has not been a Mental Health Board action then select "None."

Note: "Priority Population" is not equivalent to "Housing Priority" on the Housing Tab

Gender

****Required****

[HRA Table V. Monthly Count of Consumers by Age and Gender with Approved Applications and Receiving Payments]

Employment Status

****Required****

[HRA Table X. Employment Status of Approved Applications Upon Admission and Receiving Payments]

Race (Select all that apply)

****Required****

[HRA Table VI. Race of Consumers with Approved Applications and Receiving Payments]

Ethnicity

****Required****

[HRA Table VII. Hispanic/Latino Origin of Consumers with Approved Applications and Receiving Payments]

Is US Citizen

****Required****

[Housing Assistance Program Consumer Eligibility Criterion]

Num Arrests in Past 30 Days

****Required****

Annual Taxable Household Income

****Required****

[HRA Table XII. And Table XIV. Consumers with Approved Applications and Receiving Payments]

Num Dependents

****Required****

Remember to click the [Save](#) button on each tab.

Step 3.4 Health Status Tab Required Fields

The screenshot shows the 'Health Status' tab in the 'Manage Encounter' system. The form is divided into several sections:

- Medication:** Fields for PDP Last Seen, DSD Last Seen, and How Attempted Inside 30 Days? with dropdown menus for selection.
- Weight:** A field for Weight (lbs) with a dropdown menu.
- Substance Use:** A series of checkboxes for various substances: Tobacco, Alcohol, Opioids, and Psychotropics, with options for 'No Response', 'Yes', and 'No'.
- Health Status:** Fields for 'Poor Health in Last 30 Days (Physical)' and 'Poor Health in Last 30 Days (Mental)', both with dropdown menus.
- Why here?:** A section titled 'Please select all that apply:' containing several checkboxes for reasons such as 'There has been a sudden change in status of consumer's substance use', 'Consumer has reported recent adverse life experiences', and 'Consumer has reported an increase in mentally unhealthiness'.

Figure 13

The required registration fields in the Health Status Tab are identified below.

Health Status Tab Required Fields

Poor Health in Last 30 Days (Physical)

****Required****

Poor Health in Last 30 Days (Mental)

****Required****

Remember to click the [Save](#) button on each tab.

Step 3.5 Trauma History Tab Required Fields

There are no required registration fields in the Trauma Tab.

Step 3.6 Diagnosis Tab Required Fields

The screenshot shows the 'Diagnosis' tab in the 'Manage Encounter' system. The form includes the following fields and sections:

- Diagnosis Date:** A date field set to 1/1/2026.
- ICD-10 Code:** A dropdown menu showing 'SC'.
- COVID-19 Related To:** A dropdown menu set to 'Not COVID-19 related'.
- Diagnosis Codes (ICD-10):** A table with four columns (A, B, C, D) for entering diagnosis codes.
- Treatment Duration:** Checkboxes for 'First treatment for diagnosis' and '12 months or longer duration' for each of the four diagnosis columns.
- Causing:** A section titled 'As a result of the entire diagnosis, please check all that apply:' containing checkboxes for various deficits: 'Physical Functioning', 'Cognition', 'Community Living Skills', 'Occupational/Educational', 'Personal Care Skills', 'Mood', 'Interpersonal Relationships', 'Psychological State', 'Daily Living', and 'Social Skills'.
- Optional CAP Score (0 to 100):** A text input field.

Figure 14

The required registration fields in the Diagnosis Tab for the Supported Housing – MH Service are identified below.

Remember that consumers must have a ...

- Mental Health diagnosis that is a serious mental illness and which has resulted in functional impairment that substantially interferes with or limits one or more major life functions and be receiving behavioral health services to admit to Supported Housing – MH
- Substance Use Disorder diagnosis and be receiving behavioral health services to admit to Supported Housing – SUD

Diagnosis Tab Required Fields

Diagnosis Date

****Required****

Does this diagnosis meet the state criteria for SED/SMI?

****Required****

Covid-19 Related Tx

****Required****

Diagnosis Codes (ICD-10)

****Required****

Identification of functional deficit(s) that are a result of the diagnosis

****Required****

Step 3.7 Substance Use Tab Required Fields

There are no required fields for the Supported Housing – MH service category.

There are no required fields for the Supported Housing – SUD service category.

Step 3.8 Reminder: Click    after you have entered information on the tabs.

You must click the “Save” button to save your work. Moving between tabs on the Manage Encounter screen does not save your work. It is best practice to click save as you complete the individual tabs.

Step 4: Admit for a Registered Service – Supported Housing Service

Previous guidance states that at this point you would admit an eligible consumer to a Supported Housing service using the “Admit for a Registered Service” button. The availability of housing assistance program funds was not a prerequisite. This has changed.

The timing of when to admit the consumer has been changed to support the Supported Housing Access Measures structure. The workflow process now is to not admit to a service until a housing assistance voucher is issued.

Supported Housing Access Measure 3	95% of Supported Housing vouchers will be issued within 14 days of the application being approved.
------------------------------------	--

The third access measure is based on the length of time between the approval of an application for supported housing service and the issue of a housing assistance voucher.

Supported Housing Access Measure

95% of Supported Housing vouchers will be issued within fourteen (14) days of the application being approved.

The CDS Admit for a Registered Service function will be used to record the date a consumer is issued a housing assistance voucher. The date an application is approved is recorded in the CDS Waitlist as the “Assessment Date,” marking the start of the period measured by the third Supported Housing Access Measure. The close of this period is marked by the date a housing assistance voucher is issued, which will be captured using the “Admit for a Registered Service” date for a consumer with an approved application.

Step 4.1 Admit for a Registered Service

A consumer with an approved application will be admitted to a service on the date a housing assistance voucher is issued to the consumer.

Registration fields for reporting consumer participation in DHHS Behavioral Health services, inspection for Housing Quality Standards or Minimum Habitability Standards, and disbursement of supported housing assistance payments are located on the Housing Tab which is does not yet open all data fields at this point. The Housing Tab will display all data fields after a consumer is admitted to a service.

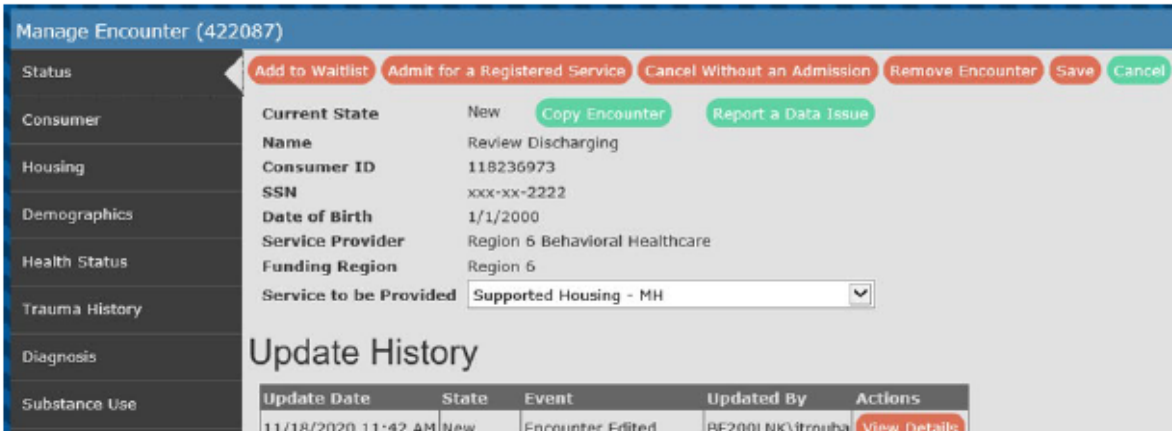


Figure 15

Clicking on “Admit for a Registered Service” will spawn the Admit Consumer to Service screen. Note that some fields will be pre-populated with information entered previously on the various tabs.

Admit for a Registered Service Required Fields

Admission Date

****Required****

Admission Reason

****Required****

Gender

****Required**** Pulled from Demographics Tab

Num Arrests in Past 30 Days

****Required**** Pulled from Demographics Tab

Employment Status

****Required**** Pulled from Demographics Tab

Admission Date	11/18/2020
Waitlist/Service Confirmation Date	10/1/2020
(Offered) Admit Date	__/__/__
Admission Reason	Primary Mental Health
Gender	Male
Is Relative or Significant Other of Primary Client	<input type="checkbox"/>
Num Arrests in Past 30 Days	0
Any suspected trauma history?	-- Select --
Living Arrangements	Private Residence w/o Support
Section 8 Status	Waiting List
Social Supports	1-3 times in past month
Legal Status	-- Select --
MHB Status	-- Select --
Commitment Date	__/__/__
Education Level	Some Graduate Study - Degree Not Completed
Employment Status	Disabled
Has Attempted Suicide 30 Days?	-- Select --
Primary Funding Source	State Behavioral Health Funds

Admit Consumer **Cancel**

Figure 16

After clicking "Admit Consumer" on the Admit Consumer to Service screen you are returned to the Manage Encounter screen (Figure 15).

Manage Encounter (422087)

Status Discharge Save Cancel

Consumer **Current State** Admitted Copy Encounter Report a Data Issue

Name Review Discharging

Housing **Consumer ID** 118236973

SSN xxx-xx-2222

Demographics **Date of Birth** 1/1/2000

Health Status **Service Provider** Region 6 Behavioral Healthcare

Funding Region Region 6

Trauma History **Service to be Provided** Supported Housing - MH

Admission Date 11/18/2020 12:00 AM

Diagnosis

Substance Use

TADS History

Update History

Update Date	State	Event	Updated By	Actions
11/18/2020 12:02 PM	Admitted	Consumer Admitted	BF200LNK\jtrouba	View Details
11/18/2020 12:01 PM	New	Encounter Edited	BF200LNK\jtrouba	View Details

Figure 17

Note all data fields on the Housing Tab are now active.

Step 5: Supported Housing Service and the Housing Tab

After admitting a consumer to service, move to the Housing Tab to complete required fields. The required fields include several fields implemented in CDS beginning in April 2017. The three newest fields recognize the distinction between when a consumer locates their preferred housing unit and the review of that housing unit by the Region Housing Coordinator. These three fields are:

- Housing Offer Date field that has a date field;
- Housing Offer Result field that has four selections “Accepted,” “Declined,” “Not Yet Decided” and “Not Approved.”
- (Expected) Move In Date field that has a date field

These three fields will support the fourth Supported Housing Access Measure.

Supported Housing Access Measure 4	95% of approved consumers will be offered a safe, stable housing option within 90 days of the Supported Housing voucher being issued.
------------------------------------	---

The fourth Supported Housing Access Measure is based on the length of time between the date a housing assistance voucher is issued (the “Admit for a Registered Service” date) and “Housing Offer Date.”

Supported Housing Access Measure

95% of approved consumers will be offered a safe, stable housing option within 90 days of the Supported Housing voucher being issued.

Required fields on the Housing Tab also include the Housing Priority, Section 8 Status, Number of Individuals in the Household, Additional Behavioral Health Services field(s), Inspection Log fields which captures Housing Quality Standards (HQS) inspection or Minimum Habitability Standards information for housing units, and Payments fields.

Month	ACT - Assertive Community Treatment	CS(MH) - Community Support MH	CS (SA) - Community Support SA	DR - Day Rehabilitation	ECS(MH) - Emergency Community Support MH	MH - Medication Management	SE - Supported Employment	OP - Outpatient Therapy	O - Other
Jun 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 18

Step 5.1 Housing Tab Required Fields

Housing Tab Required Fields

Housing Priority

****Required****

[HRA Table II. Consumers with Approved Applications, Priority, Waiting List]

Section 8 Status

****Required****

[HRA Table IX. Section 8 Status of Approved Applications that are Receiving Payments]

Number of Individuals in the Household

****Required****

[HRA Table XII. Consumers with Approved Applications & Receiving Payments by Individuals in Unit]

Housing Offer Date (date field)

****Required****

Housing Offer Result (“Accepted,” “Declined,” “Not Yet Decided” and “Not Approved”)

****Required****

(Expected) Move-In Date (date field)

****Required****

Step 5.2 Additional Behavioral Health Services

The “Additional BH Service” field on the Housing Tab is only available once the Housing Tab is active, meaning the consumer has been admitted to a Supported Housing service. Even though this information is collected as part of the application process and is a criterion for program eligibility, this is the earliest window for reporting this information in the CDS.

“HRA Table XI. Type of BH Services of Approved Applications that are Receiving Payments” is reviewed every month by the Regional Housing Coordinator and reports all Behavioral Health services received by the consumer each month while the consumer is receiving Supported Housing services.

Report all Services Received by the Consumer per Month

****Required****

[HRA Table XI. Type of BH Services of Approved Applications that are Receiving Payments]

Additional BH Services									
Month	ACT - Assertive Community Treatment	CS(MH) - Community Support MH	CS (SA) - Community Support SA	DR - Day Rehabilitation	ECS(MH) - Emergency Community Support MH	NM - Medication Management	SE - Supported Employment	OP - Outpatient Therapy	O - Other
Jun 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 19

Step 5.3 Inspection Log

The “Inspection Log” reports Housing Quality Standards (HQS) inspection or Minimum Habitability Standards (MHS) information for identified eligible housing units. This should be updated each time a property is inspected. All HQS inspections and MHS must be recorded. Click the Save button to save your work.

Inspection Log						
Inspection Date	Result	Performed By	Updated On	Updated By	Actions	
6/12/2023	Passed	Regional Housing Coordinator	HQS@123 Main St #1		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Figure 20

In the text box to the right of the Performed By drop down menu, record the type of inspection, whether HQS or MHS, with the address. Click Save.

Note: The space available for text next to the Performed By drop down menu, the text in this example is HQS @ 123 Main St #1 Madison, will appear to overwrite the “Performed By” response but it does not do so in the database. You can see this by clicking the Actions: Edit button to show the saved selection and text box entry, as displayed below. Be sure to click Cancel when done viewing.

Inspection Date	Result	Performed By	Updated On	Updated By	Actions
6/12/2023	Passed	HQS@123 Main St #1 Madison	6/28/2023 2:10 PM	BF200LNK\jtrouba	Edit Delete

Inspection Date	Result	Performed By	Updated On	Updated By	Actions
6/12/2023	Passed	Regional Housing Coordinator	HQS@123 Main St #1		Save Cancel

Figure 21

Inspection Log Required Fields

Inspection Date

****Required****

[HRA Table IIIa. Housing Quality Standards Inspections Completed]

Result

****Required****

[HRA Table IIIa. Housing Quality Standards Inspections Completed]

Performed By

****Required****

[HRA Table IIIb. Who Completed the HQS Inspections]

The information entered in the Inspection Log and Payments Log fields do not report as an event in the Update History table on the Status Tab. These logs update with each new entry and are continuously displayed.

Step 5.4 Housing Offer Log

The Housing Offer details the review and acceptance of the housing choice by the consumer. Record the date the consumer was offered the unit or Housing Costs selection. Note: Housing Offer Date is used in Housing Access Measure #4.

The Housing Offer Result records the consumer decision on acceptance of the Housing Offer. Select the appropriate response in the drop down menu.

The (Expected) Move in Date records the date the consumer will have access to the unit for the purpose of the expenditure. The best response is to report the same date as the Housing Offer Result, unless you know the (Expected) Move In Date for the consumer receiving the housing-related assistance.

Figure 22

Step 5.5 Payments

The “Payments” fields capture the “Type” of housing assistance (On-going, Housing Costs, or Continuation) received by a consumer. This information is necessary to report for HRA Table IV. The CDS “Payments” field “Amount (\$)” does not interact with any electronic billing information or submittal; it is a tool for you to manage information for consumers who are receiving payments. This information is especially helpful with tracking payments to report for HRA Table XIV “# of Consumers with Zero Income and/or Exceeding the \$X,XXX Cap.”

Definitions of “Payment Type” included in the drop down menu are defined below. Beginning in July 2020, there are three Payment Types. To ensure statewide consistency please refer to these definitions when selecting the Payment Type for the first payment and then for each subsequent month payment, if applicable.

Payment Type	
This is an inclusive list. The payment types take into account all of the available options. All payments to Consumers must be assigned to only one of the options presented.	
Ongoing	For Consumers with zero income, ongoing payments enable Consumers to continue receiving supported housing funds needed to live in public housing. The Region must clearly document a cost savings to the Housing Assistance Program.
Housing Costs	Housing Costs may include security and utility deposits, security deposit and non-recurring rent, application fees, reasonable moving expenses, needed furniture such as couch, bed, table and chairs, as well as items needed to make the Consumer’s apartment suitable for living such as bedding, dishes, silverware, and pots & pans, and general kitchen supplies/appliances. Other expenses approved by the Division from the Exception Request Form submitted by the Region. Housing Related Debt may be paid such as past due rent or utility payments which, if paid, allows the Consumer to receive Section 8 and/or other local housing authority services. As a result of this Housing Related Debt payment, the Consumer

	will be discharged from the Housing Assistance Program, except for Consumers with zero income.
Continuation	For Consumers who bridge over to Section 8 that continue receiving the supported housing funds to cover the client rent portion and/or utility payments in limited cases due to zero gross income...and when the Region clearly documents a cost savings to the Housing Related Assistance Program.

Example: Continuation Payment for a Consumer

A consumer with zero gross income has been admitted to a Supported Housing service to bridge over to Section 8 housing. He will continue to receive supported housing funds to cover the consumer’s rent portion and/or utility payments. In this example: the first assistance payment is recorded as a “Payment Type: Continuation” while future assistance payments are recorded as “Continuation” payments to assist him in retaining his permanent, integrated housing unit secured with a Section 8 Housing Voucher.

Click the Save button to update the record and save the new payment information.

The screenshot shows a form titled "Payments" with a table structure. The table has columns: Payment Date, Type, Category, Amount (\$), Location, Updated Date, Updated By, and Actions. The Category dropdown menu is open, showing options: Ongoing, Housing Costs, and Continuation. There are "Save" and "Cancel" buttons in the Actions column.

Figure 23

Also beginning in July 2020, CDS implemented the new data element “Category” in the Payments Log. The Category drop down menu provides the available options identifying the purpose of the payment.

The top screenshot shows the "Payments" header with a "+ Add New" button. Below it is a table header with columns: Payment Date, Type, Category, Amount (\$), Location, Updated Date, Updated By, and Actions. The bottom screenshot shows the same form with the Category dropdown menu open, displaying options: Ongoing, Housing Costs, and Continuation. The "Save" and "Cancel" buttons are visible in the Actions column.

Payment Date	Type	Category	Amount (\$)	Location	Updated Date	Updated By	Actions
6/17/2023	<input type="text" value=""/> Ongoing Housing Costs Continuation	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Payment Date	Type	Category	Amount (\$)	Location	Updated Date	Updated By	Actions
6/17/23	Continuatic	<input type="text" value=""/> Rent Utility Current Utility Deposit Rent Deposit	200	Address of Housing Unit			<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Figure 24

Payment Log Required Fields

Payment Date

****Required****

Type of Payment Received by Consumer

****Required****

[HRA Table IV. Consumers that actually Received any Type of Payment who have an Approved Applications and Receiving Payments]

Category

****Required****

Amount of Payment

****Required****

[Supports record of consumer payments captured in HRA Table XIV. Consumers with Zero Income and/or Exceeding the \$6,000 Cap with Approved Applications and Receiving Payments]

Location/Address of Housing Unit

****Required****

[For example, when the Type of Payment is Housing Costs and the Category is RentWise then identify the date classes begin. If the Category is for a payment or purchase then identify the vendor.]

After entering and saving data in the required fields, the Housing Tab will appear as is displayed below.

Discharge Save Cancel

Housing Priority: One

Section 8 Status: Waiting List

Number of Individuals in the Household: 1

Inspection Log + Add New

Inspection Date	Result	Performed By	Updated On	Updated By	Actions
6/12/2023	Passed	HQS@123 Main St #1 Madison	6/29/2023 12:47 PM	BF200LNK\jtrouba	Edit Delete

Housing Offer Date: 6/13/2023

Housing Offer Result: Accepted

(Expected) Move in Date: 6/17/2023

Housing Notes: HQS

Payments + Add New

Payment Date	Type	Category	Amount (\$)	Location	Updated Date	Updated By	Actions
6/17/2023	Continuation	Rent	200.00	123 Main St Apt#1 Madison 68748	6/20/2023 12:48 PM	BF200LNK\jtrouba	Edit Delete

Additional BH Services

Month	ACT - Assertive Community Treatment	CS(MH) - Community Support MH	CS (SA) - Community Support SA	DR - Day Rehabilitation	ECS(MH) - Emergency Community Support MH	MM - Medication Management	SE - Supported Employment	OP - Outpatient Therapy	O - Other
Jun 2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 25

Step 6: Discharge from Supported Housing Service

General Discharge Information

To discharge an encounter, begin with a review of the Consumer tabs. Update information for each variable as necessary. The Substance Abuse tab has an added discharge feature for the frequency of use of the selected substances, as known at the time of discharge from service. While making updates, click the Save button on each tab. In performing these reviews, the end user will also need to update fields related to the National Outcome Measures (NOMS).

Discharge may occur because of several reasons, including but not limited to: moved out of region, received a one-time only payment, transitioned to Section 8 housing, or consumer has chosen not to continue services. Once the Consumer tabs are updated, click on the Discharge button to get to the final discharge window.

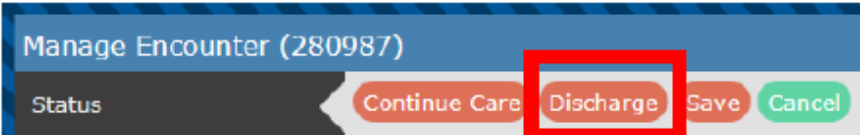


Figure 26

Step 6.1 Discharge Consumer

A discharge is managed from the Manage Encounter – Status Tab screen. This screen displays the status of the consumer encounter and an Update History of all saved events in this encounter. Clicking the “Discharge” button will spawn the “Discharge Consumer and Close the Encounter” screen.

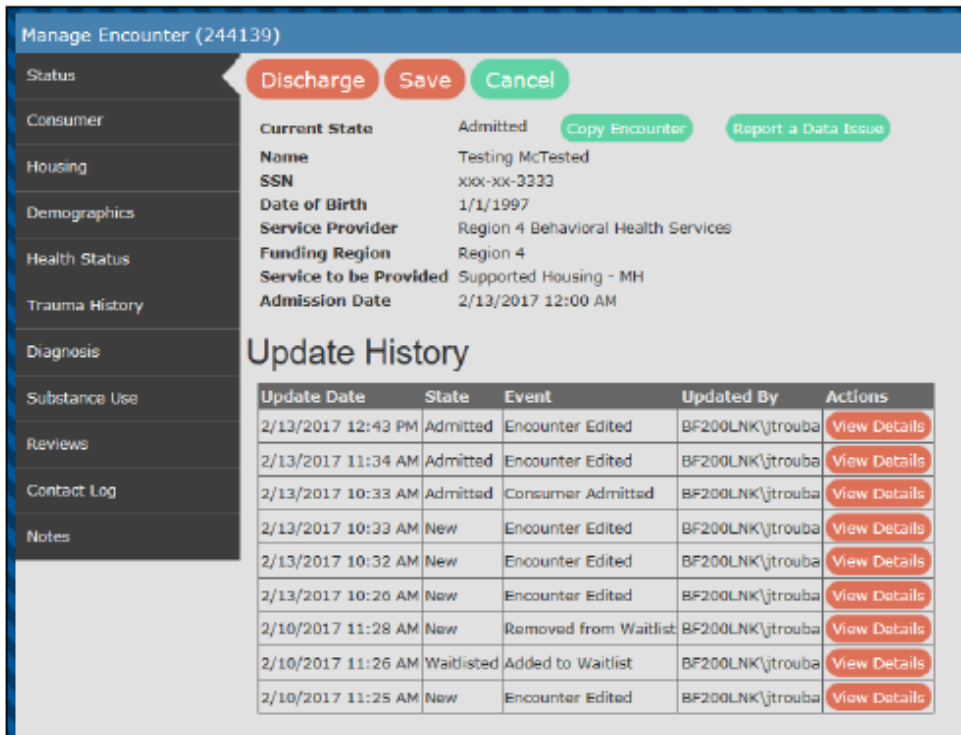


Figure 27

Previously, after clicking the “Discharge” button a “Message from webpage” pop-up screen would appear if the encounter was missing a required registration field. However, this is not always the case. Best practice is to review the encounter prior to starting the discharge process.

When you click the “Discharge” button the following message appears:

By clicking "Process Discharge" you agree that you have made all updates necessary to each field in this encounter for this individual. The system keeps an admission record separate from any quarterly updates or discharge record enabling the ability to view progress made in this encounter. Your agreement verifies the information has been updated since admission, if applicable, and is accurate to the best of your knowledge.

Once you click “Discharge” the encounter record will be closed. You will not be able to enter any new consumer information in the encounter. However, you will be able to view all of the information entered into the encounter by searching for the encounter using the Search function Encounter Status – Discharges.

Step 6.2 Discharge Consumer and Close the Encounter

The required fields to complete a discharge are identified below.

The screenshot shows a web form titled "Discharge Consumer and Close the Encounter". The form includes the following fields:

- Discharge Date: Date input field
- Last Contact Date: Date input field
- Discharge Type: Dropdown menu (value: -- Select --)
- Discharge Referral: Dropdown menu (value: -- Select --)
- Destination After Discharge: Dropdown menu (value: -- Select --)
- Num Arrests in Past 30 Days: Text input field (value: 0)
- PCP Last Seen: Dropdown menu (value: -- Select --)
- DDS Last Seen: Dropdown menu (value: -- Select --)
- Housing Discharge Reason: Dropdown menu (value: -- Select --)
- Legal Status: Dropdown menu (value: -- Select --)
- Social Supports: Dropdown menu (value: 1-3 times in past month)
- MHB Status: Dropdown menu (value: -- Select --)
- Commitment Date: Date input field
- Education Level: Dropdown menu (value: Some Graduate Study - Degree Not Completed)
- Employment Status: Dropdown menu (value: Disabled)
- Living Arrangements: Dropdown menu (value: Private Residence w/o Support)
- Section 8 Status: Dropdown menu (value: Waiting List)
- Any suspected trauma history?: Dropdown menu (value: -- Select --)
- Medication Prescribed at Discharge?: Checkbox (unchecked)
- Is Medication Compliant?: Checkbox (unchecked)
- Has Attempted Suicide 30 Days?: Dropdown menu (value: -- Select --)

At the bottom of the form, there is a blue text box containing the same disclaimer as in the text above. Below the text box are two buttons: "Process Discharge" (orange) and "Cancel" (green).

Figure 28

Discharge Consumer and Close the Encounter Screen Required Fields

Discharge Date

****Required****

[HRA Table I. Movement of Population – Number of Consumers Discharged during Time Period]

Discharge Type

Not Required. This is not equivalent to “Housing Discharge Reason” captured in HRA Table XV.

Destination After Discharge

Not Required. This is not equivalent to “Housing Discharge Reason” captured in HRA Table XV.

Housing Discharge Reason

****Required****

“Unknown” is not a valid selection.

[HRA Table XV. Consumers with Approved Application and Receiving Payment - Number of Consumers that have been discharged from the program in the appropriate category]

Legal Status

Not Required.

Employment Status

****Required****

Living Arrangements

****Required****

Section 8 Status

****Required****

Discharge Date – The date the discharge from service occurred. You cannot discharge in the future, but can discharge up to ninety (90) days back from the current date. Discharges older than ninety (90) days will need to be requested through the [Report a Data Issue](#) button. See **Definitions** section of the Centralized Data System User Manual for more information.

Housing Discharge Reason – The options for “Housing Discharge Reason” field are unique to the Housing Assistance Program and are used in place of Destination After Discharge. The drop down menu no longer offers the choice of “Unknown” because this selection is not a valid reason to report.

Employment Status – This updates the encounter. Select from the drop down menu the employment status of the consumer at the time of discharge.

Living Arrangements – This updates the encounter. Select from the drop down menu the living arrangement of the consumer at the time of discharge.

Section 8 Status – This updates the encounter. Select from the drop down menu the Section 8 Status of the consumer at the time of discharge.

Process Discharge

Lastly, once the discharge variables have been completed, click on the [Process Discharge](#) button. This will close the encounter and lock the information. If, after review of the information an error is found, [Report a Data Issue](#) and describe the change necessary.

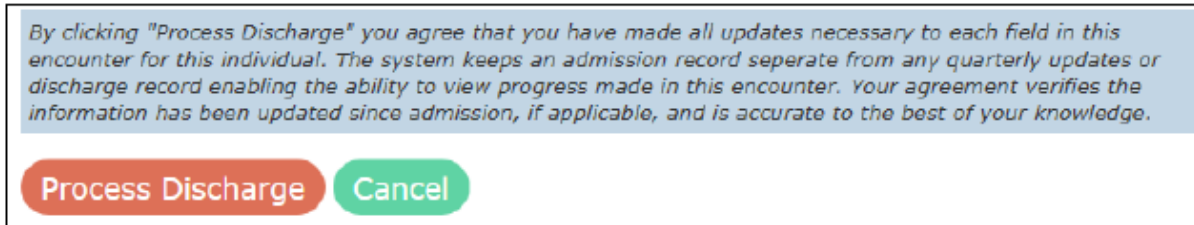


Figure 29

If you have discharged a consumer from a Supported Housing service and that consumer submits a new application, for example, requesting Housing Cost assistance, you can search for an existing encounter in CDS and click the "Copy Encounter" button on the Status Tab. The "Copy Encounter" button will copy information from registration fields from the closed encounter to registration fields in the new encounter. This will begin a new encounter for you to review and use.

Reference documentation for the Housing Assistance Program is available in the CDS System Documentation and Training Section. Once logged in you click your name in the top right corner to get the drop down menu and select System Documentation and Training.

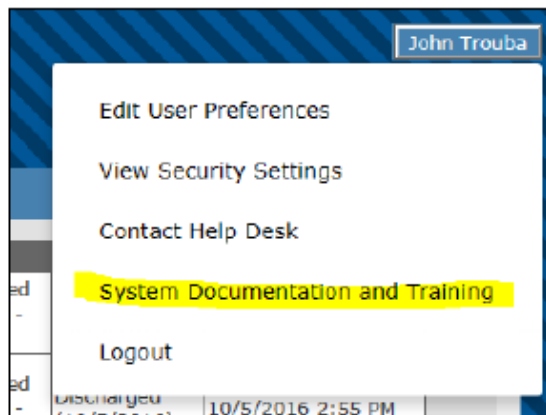


Figure 30

Summary of CDS Housing Assistance Service registration fields and the related Housing Assistance Program reporting requirements.

Supported Housing Service Fields and Related HRA Report Table		
Table I	Admission Date	“CDS Waitlist Assessment Date;” HRA Table I. Movement of Population
Table I	Discharge Date	“Discharge Consumer and Close the Encounter” screen; HRA Table I. Movement of Population
Table II	Housing Priority	Housing Tab; HRA Table II. Number of Consumers with Approved Applications by Priority and on Waitlist
Table II	Wait List Status	“CDS Waitlist Assessment Date” to “Housing Option Offered Result– Accepted;” HRA Table II. Number of Consumers with Approved Applications by Priority and on Waitlist
Table IIIa & IIIb	HQS Inspection Log	Housing Tab Inspection Log; HRA Table IIIa. HQS Inspections Completed & Table IIIb. Who Completed the HQS Inspections
Table IV	Payments	Housing Tab Payment Log; HRA Table IV. Consumers that actually Received any Type of Payment -Approved Applications and Receiving Payments
Table V	Date of Birth	“Create Encounter” screen; HRA Table V. Monthly Count of Consumers by Age and Gender with Approved Applications & Receiving Payments
Table V	Gender	Demographics Tab; HRA Table V. Monthly Count of Consumers by Age and Gender with Approved Applications & Receiving Payments
Table VI	Race	Demographics Tab; HRA Table VI. Race of Consumers with Approved Applications and Receiving Payments
Table VII	Ethnicity	Demographics Tab; HRA Table VII. Hispanic/Latino Origin of Consumers with Approved Applications and Receiving Payments
Table VIII	SSI/SSDI Eligibility	Consumer Tab; HRA Table VIII. SSI/SSDI Eligibility of Consumers with Approved Applications and Receiving Payments
Table IX	Section 8 Status	Housing Tab; HRA Table IX. Section 8 Status of Consumers with Approved Applications that are Receiving Payments
Table X	Employment Status	Demographics Tab; HRA Table X. Employment Status of Consumers with Approved Applications Upon Admission & Receiving Payments
Table XI	Additional BH Services	Housing Tab; HRA Table XI. Type of BH Services of Approved Applications that are Receiving Payments

Table XII & XIV	Annual Taxable Household Income	Demographics Tab; HRA Table XII. and Table XIV. Consumers with Approved Applications and Receiving Payments
Table III	Number of Individuals Living in the Household	Housing Tab Payment Log; HRA Table XIII. Number of Consumers with Approved Applications and Receiving Payments by Individuals Living in the Household with Them
Table XIV	Payments	Housing Tab; HRA Table XIV. Consumers with Approved Applications & Receiving Payments with Zero Income/Exceeding the \$6,000 Cap
Table XV	Discharge Reason	Discharge screen; HRA Table XV. Consumers with Approved Application & Receiving Payment -Number of Consumers that have been discharged from the program in the appropriate category
Criterion	Is US Citizen	Demographics Tab; Housing Assistance Program Eligibility Criterion
Criterion	Diagnosis Date	Diagnosis Tab; Housing Assistance Program Eligibility Criterion
Criterion	Does diagnosis meet SMI?	Diagnosis Tab; Housing Assistance Program Eligibility Criterion
Criterion	Diagnosis Codes	Diagnosis Tab; Housing Assistance Program Eligibility Criterion

Attachment #2 –Example Housing Stability Plans

Housing Stability				
Goal	Strategies/Steps	Target Date	Date Achieved	Notes
1. New Tenant Orientation	1. Develop a Move-in Checklist and Move-out Checklist			
	2.			
2. Rebuild Housing History	1. Develop payment plans with landlords to whom you are in arrears			
	2. Attend tenant education workshop			
	3.			
3. Permanent Housing	1. Submit applications for mainstream subsidized housing programs			
	2. Save at least one month's rent			
	3.			
4. Income	1. Address housing retention barrier: Income – see Employment and Financial Stability			
5. Tenancy Knowledge or Skills	1. Attend a tenant education program such as RentWise (learn lease terms and concepts, responsibilities, right to the use and enjoyment of the leased property, negative impacts of early termination)			
	2. Attend workshop on common maintenance requirements found in a tenancy lease when reviewing a client's responsibilities to maintain appliances, walls, and other physical assets within a leased property			
	3. Skill building to meet social expectations of renting and develop conflict management skills (tenant/neighbor and tenant/landlord relations)			
	4. Attend tenant education program on renter insurance coverage and the purpose of maintaining a policy			
	5.			
6. Fair Housing Laws Education	1. Identify resources to assist obtaining accommodations with impairments or disabilities			
	2.			

Individual Housing Support Plan
(Instructions: This form must be completed every 12 months)

Tenant: _____ Name of Person Completing Service Plan: _____

Location/housing: _____ Date of Move In: _____ Date Plan is Completed: _____

Other People in Household:

Name: _____ Relationship: _____ Name: _____ Relationship: _____

Name: _____ Relationship: _____ Name: _____ Relationship: _____

SERVICE ISSUES TO BE ADDRESSED:

- Financial Assistance Medical Care Home Care Education
 Health Services Housing Assistance Substance Abuse Employment
 Psychosocial Support Transportation Legal Assistance Other: Housing Stability w/ minimal therapeutic supports
 Entitlements Family/Household Composition Housing stability after obtaining housing

- For tenants with barriers related to lease compliance or housing stability, including rental payment, please identify goals to assist the tenant with these barriers.
- For tenants with substance related issues please identify goals and strategies that would assist the tenant in risk reduction or relapse prevention.

Goal: (Example – I want a Job by 01/09)	Action Steps: Identify the specific actions that both tenant and staff will take: (Case Manager will: provide access to computer and resume writing review classes 09/08 – Tenant will: write & type resume 09/08)	Progress Toward Goals (Include the date of the review, status of the goal (achieved, continued, revised, discontinued), any barriers to achieving the goal, and/or the reasons a goal is discontinued)
1. Housing Stability	1. Pay rent on time. 2. Follow all _____ Program Policies and Procedures. outlined in the program documentation previously provided. 3. Continued compliance with lease and positive relations with landlord. 4. Remain actively engaged with mental health provider and subsequent treatment plans. 5. Notify _____ of any changes in your household.	Ongoing, verified by landlord or reports to _____. Ongoing, self-report or verification from mental health provider.

2. Secure long-term housing	1. Complete Section 8 application during the housing authorities next open enrollment date. 2. Complete Rent Wise tenant education course to obtain a preference on the Section 8 wait list when class is offered. 3. Update Manager of Housing or Housing Coordinator on the status of your Section 8 transition.	Apply when list opens up. Reviewed as needed but annually at minimum.
3. Financial Stability	1. Actively seek employment and comply with requests from potential employer to secure the position. 2. Apply for social security benefits if applicable. 3. Follow through with application and requests from Social Security administration. 4. Secure representation if needed. 5. Report any income changes to Manager of Housing or Housing Coordinator within 7 days.	Ongoing, self-report or employment verification after employment is secured.
4. Other?		

Staff Referrals *(Referrals and referral follow-ups should be documented)*

Date of Referral	Referral Agency Name– Goal of Referral	Appt Date	Outcome of Referral	Follow-up Action Required (Identify person to Follow –up)	Date Follow-up Completed

Tenant Signature _____ Date _____ Housing Coordinator _____ Date _____ OR _____ Date _____
 Manager of Housing Services

Attachment #3 – Fair Market Rent Documentation

FY2023 Fair Market Rent Documentation	
Annual Funding Cap (13 x highest one-bedroom unit FMR for area)	
HUD publishes Fair Market Rents (FMRs) every year. FMRs go into effect on October 1.	
Area	Annual Funding Cap
Region 1	9,360.00
Region II	9,529.00
Region 3	9,503.00
Region 4	11,024.00
Region V	10,049.00
Region 6	11,544.00