



Discharge Process for HART Recipients

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Region 1 Behavioral Health Authority

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Discharge Process

Remaining on HART after discharging from Support Services

It is common for a Consumer to need HART assistance even though they no longer need to be in Support Services (Community Support and/or Emergency Community Support). It is not the program's intent for someone to remain in Supported Services they do not need to access the rental assistance.

It is, however, a requirement that a consumer has other services in place to maintain and support their mental health and/or substance abuse recovery when support services are no longer needed.

Ensuring a Successful Discharge is key. No discharge will take place without the Consumer, Worker, and Housing Coordinator all working together.

In order to reach successful discharge from support services, there are processes in place that will aid the Worker and the Consumer in navigating the expectations of remaining on the HART Program.

Once the consumer has discharged from the support service, it now becomes their responsibility to advocate for themselves and be accountable. The Consumer will determine the outcome they achieve while remaining on HART.

Initiating Discharge

When it becomes obvious that the consumer is ready to discharge from support services, the process begins. It is important that the worker and consumer determine if the consumer will need to remain on HART after discharging from support services.

If the consumer does not need to remain on HART after discharging from support services, the worker and consumer will notify the Region 1 Housing Coordinator. The Housing Coordinator will need the following.

- When will be the discharge date from Support Services?
- When is the HART assistance to stop? (The assistance can continue for 30 or 60 days)
- The Housing Coordinator will send a letter to the current Landlord informing them of the cease in HART payments. This will include the date that the Consumer will take on the cost associated with keeping the current unit.

If the consumer needs to continue receiving HART assistance, the worker and consumer will need to notify the Housing Coordinator of such decision, before the consumer is discharged from CS and/or ECS. The Housing Coordinator will then send the following documents. The consumer will review these documents with the worker's assistance.

- Consumer's Responsibilities Form: This form is for those being discharged from Support Service Programs wishing to remain on HART. Please go over the form thoroughly with the consumer before having them sign it. A signed copy will go to the consumer and a copy sent to the Housing Coordinator.
- CS/ECS Discharge Form: This is a new form designed for Fiscal Year 22. The form will need to be filled out completely and signed. A copy will be given to the consumer, a copy to the Support Services chart, and a copy to the Housing Coordinator. All information on the form should be accurate.
- An Updated Goal Sheet: The consumer will need to develop a new housing goal and a new income goal if they have no income at time of discharge from Support Services. The goals should be specific to what the consumer will work on to move towards self-sufficiency and no longer need the HART Program. A copy will need to be sent to the Housing Coordinator.

Upon completion of the documents, the Support Service Worker will make sure the Consumer has the contact information for the Housing Coordinator.

Requirements To Staying on HART Without Being in Support Services

There are going to be times when a consumer needs to remain on the HART program even though they have successfully completed their time in Community Support and/or Emergency Community Support. Here is a list of requirements for a person to continue receiving HART assistance once they have completed Community Support and/or Emergency Community Support.

- ✓ Consumer cannot have been discharged for non-compliance with any Support Services program.
- ✓ Consumer will need to follow all HART rules to remain on the program. The consumer will sign a Consumer responsibility form before discharge.
- ✓ Consumer still meets income guidelines for the HART program. They are extremely low to zero income.
- ✓ The consumer has to be in another mental health and/or substance abuse program. This can be outpatient therapy or at a minimum, medication management. Consumer will need to provide Housing Coordinator with verification they are attending these appointments regularly.
- ✓ Consumer is expected to maintain monthly contact with the Region 1 Housing Coordinator. This contact can be by phone or email. Support Service staff will make sure the consumer has Housing Coordinator's contact information at time of discharge.
- ✓ Consumer has to be on the waitlist for Section 8 and/or Public Housing. Consumer will be asked to maintain regular contact with their local Housing Authority to ensure they remain on the waitlist.
- ✓ If a consumer does not qualify for Section 8 and/or Public Housing, they will need to be working on independence from the HART Program. This means they should be working on income goals to achieve self-sufficiency.
- ✓ They still have to work at no longer needing the HART Program.

There may be other things the consumer will be asked to provide or complete while remaining on HART, so this list is the basics they will need to do.

Not following through on requirements

Failure to follow through with the requirements to remain on HART could lead to a person's assistance being terminated. If a consumer is not completing monthly check-ins with Housing coordinator, they will be sent a Letter of Correction from the Housing Coordinator. They will have 15 days to contact the Housing Coordinator. If they do not contact the Housing Coordinator in the required time frame, their assistance will be discontinued. If they miss another monthly check-in, they will be sent a Termination of Assistance letter. Their assistance will then terminate in 30 days from the letter. Each situation will be looked at individually.

What if a person is no longer in another MH/SA service?

If a person stops attending their MH/SA appointments while on HART, they will automatically be terminated from receiving further assistance. If a person is no longer expected to go for outpatient or med management due to successful completion of those services, they will need to let the Housing Coordinator know immediately. They will no longer be able to receive HART assistance, but will be given a 30-day termination period. The Rental Assistance program requires that all participants be receiving MH/SA services.

What happens if a person's income changes and they no longer qualify for HART?

If a person's income exceeds the limits of the program, they will be discharged from the program. A discharge plan can be developed to help the consumer work up to paying full rent to their landlord. This plan will be developed to meet the needs of the person, but will not exceed 90 days. If it is determined that the person's income is over the limit and the person did not report the change to the Housing Coordinator immediately, they may not be given a discharge plan, but face immediate termination of assistance.

Keeping a person's assistance in place can be beneficial to their continued recovery. It is now up to the consumer to follow the guidelines and expectations to ensure they

are not jeopardizing their housing assistance. Work has to continue for the consumer to not be on HART longer than necessary. HART remains a temporary fix to homelessness, not a long-term cure.

Region 1 Housing Coordinator contact information to be given to Consumer at time of discharge from Support Services.

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