

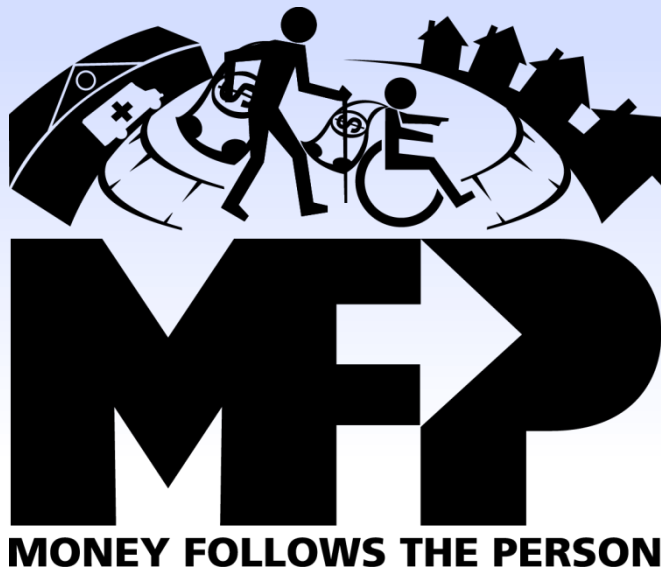
# Finding and creating housing resources

## Tools and Tips from WA State





**AL TSA** Aging and Long-Term Support Administration



# Presentation Overview

- Big Picture
  - Identifying the population
  - Housing options
  - New CMS guidance
- Basic housing tools
  - Individual transition support
  - Housing and tenancy sustaining services
  - Systemic capacity building
- More advanced tools
  - Emergency rental assistance
  - Bridge subsidies

# Nursing Facility Transition: Big Picture

## Understanding Transitions

**After moving, people may:**

- 1) Return to previous housing
- 2) Return home, but need to make changes due to changed circumstances
- 3) Move to residential placement or independent living
- 4) Cycle through failed placements, medical system, and/or homelessness\*



# Basic Housing Tools and Services – paid through Medicaid?

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
7500 Security Boulevard, Mail Stop S2-26-12  
Baltimore, MD 21244-1850



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## *CMCS Informational Bulletin*

**DATE:** June 26, 2015

**FROM:** Vikki Wachino, Director  
Center for Medicaid and CHIP Services

**SUBJECT:** **Coverage of Housing-Related Activities and Services for Individuals with Disabilities**

This Informational Bulletin is intended to assist states in designing Medicaid benefits, and to clarify the circumstances under which Medicaid reimburses for certain housing-related activities, with the goal of promoting community integration for individuals with disabilities, older adults needing long term services and supports (LTSS), and those experiencing chronic homelessness<sup>1</sup>. Consistent with statute, CMS does not provide Federal Financial Participation (FFP) for room and board<sup>2</sup> in home and community based services,<sup>3</sup> but can assist states with coverage of certain housing-related activities and services.

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## Basic Tools: Individual Housing Transition Services

- Need capacity to help facilitate independent placements
  - Assessing for and locating housing
  - Purchasing necessary support items
  - Housing support plan
  - Assuring affordability
  - Housing application
  - Move-in
  - Identifying and overcoming obstacles



# Sustaining Services

- Service capacity
  - Assessing ongoing need for support and modification
  - Continued housing support plan
  - Identifying and overcoming barriers
  - Supporting landlord relationship and lease compliance
  - Subsidy re-certifications
  - Ongoing linkages to community supports



# State-level Housing Services

- Building Independent housing expertise
  - Developing relationships with state and local housing entities
  - Identifying ongoing community projects
  - Connect clients, support services, housing community, and state/local government
  - Managing subsidies





# Vouchers – Heavy Lifting

- Non-elderly disabled (NED2) and HUD 811 Subsidies
- Critical to demonstrate success because more subsidies are needed



## WA received 215 NED2 vouchers in 2011

- Over the course of 4 years we have worked with **396** people to keep these vouchers fully utilized
- Approximately **90%** of individuals maintained their lease for at least one year
- It took an average of **89** days in housing search to find the housing

**AND**

- **70%** of those currently housed are still using their original voucher
- We have leveraged an additional **40** vouchers and counting from Housing Authorities

## Snapshot of first NED2 clients

- 36%: felonies including domestic violence, drug charges and attempted arson
- 28%: one or more misdemeanors (most have multiples)
- 44%: one or more evictions
- 13%: experienced a foreclosure
- 96%: more than one negative credit rating
- 64%: mobility issues (wheelchair or walker)

# Emergency Rental Assistance

## WA Roads Emergency Rental Assistance

Requests should be sent as an attachment in a single email with the subject line "WA Roads Emergency Rental Assistance" to all of the AL TSA Housing Specialists.

Date of Request:	
Workers Name:	Workers office name and phone number:
Client's Name	
ACES ID	\$ Amount Being Requested:
Emergency rental assistance has been approved by my supervisor: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Reason client needs emergency rental assistance:	
Emergency rental assistance is a one-time intervention. How will housing be sustained afterwards?	
Has emergency rental assistance ever been provided for this client before?	Yes <input type="checkbox"/> (if yes, date rental assistance was last authorized: _____) No <input type="checkbox"/>

## Bridge Subsidies

- The Bridge Rental Subsidy provides eligible individuals with a temporary rental subsidy until permanent affordable housing is obtained.



## Why consider a bridge subsidy program?

- Permanent, affordable housing can take a long time to obtain
  - It provides very low income clients the time to obtain affordable, quality, subsidized housing when waitlists can seem too long to overcome.
- Nursing homes and residential options can be expensive and undesirable options for people who would rather be independent.
  - The cost of a subsidy and care is significantly less than nursing homes and many residential options.



“The waiting list  
at Housing  
Authority can  
take up to 8  
years.”

## BRIDGE SUBSIDIES

- 64** ➤ Individuals placed on Bridge subsidies since 2012
  - Average of 55 days to place in Bridge
  - 92% maintained least 1<sup>st</sup> year

- 15** ➤ Received permanent subsidy
  - Took an average of 8.3 months to receive permanent subsidy
  - Longest: 20 months

- 37** ➤ Still waiting for permanent subsidy

- 12** ➤ Other
  - Died, re-institutionalized, other scenario

The average cost of a bridge subsidy is **\$426** per month



- WA is looking into contracting with Housing Authorities to administer bridge subsidies for us statewide
  - Will increase the cost of program but expand opportunities for more placements
  - Will continue to expand collaboration of state and housing authorities – as well as individual landlords



## Contact Information

Liz Prince

Washington State DSHS

Aging and Long Term Supports Administration

Project Director, MFP Roads to Community Living

360-725-2561

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# Tools and Tips for Finding and Creating Housing Resources

Emily VanBuren, Housing Coordinator  
The Ohio Department of Medicaid  
September 1, 2015



*Making Ohio Better*

# About Presenter

- **1 of 2 Housing Coordinators at Ohio Department of Medicaid (ODM)**
- **Master of Public Health (MPH) from The Ohio State University**
- **Before ODM, Coalition on Homelessness and Housing in Ohio**
  - » SSI/SSDI Outreach, Access, and Recovery and SSI Ohio Project
  - » Tenant Outreach and Housing Rights Education

# Agenda

## Housing and Healthcare:

- Using MFP to increase capacity internally and externally

## Tools & Tips:

- Support for Housing inside Medicaid Office/Department
- Framing Housing Challenges for MFP and Medicaid Consumers
- Collaborating to build capacity and increase housing resources

# Housing and Healthcare

- **MFP is a great opportunity to combine these two worlds!**
  - » MFP housing challenges aren't "new"
  - » But Medicaid has an incentive to pay attention
  
- **In your state, how well do housing and healthcare know each other?**
  - » Fluency in "industry-speak and acronyms"
  - » Does Medicaid have a presence at housing-related events and activities?
  - » Who do housing providers contact when there's an interest in Medicaid?

# Support for Housing inside Medicaid

- **ODM has had a staff member focused on housing since 2004**
  - » Two Housing Coordinators since 2014!
    - Focus on the Systems Level
  - » Great “In-House” resource to help manage housing-related challenges!
    - “Best of Both Worlds”
    - Created and Manage programs, partnerships and initiatives

# Housing Coordinator Role in Ohio

- **Started with the Success Project in 2004**

- » 2001- Ohio Access Report

- State analysis of barriers to community living
- Recognized need for housing and a strategy across government levels, systems, and the private market

- » 2004- Real Choice Systems Change Grant

- Sparked commitment to a permanent housing-focused position
- Infrastructure for programs, collaboration, and opportunities



# Housing Coordinator Experience

- **Many ODM Housing Coordinators have had a housing background:**
  - » Housing Finance Agency
    - Tax Credit Compliance
    - Housing Research
  - » Housing Developer
  - » Housing Rights Trainer/Advocate
  - » Housing Program Manager and Practicing Attorney
- **Housing world is large and diverse, experience impacts direction**

# Housing at the Local Level

- **MFP Transition Coordinators**
  - » Not Medicaid employees, but MFP Providers around the state
- **Responsible for Housing Search and Set-Up**
  - » Work with Participant while in Nursing Facility and 90 days post discharge
- **Medicaid Housing Coordinators can assist with:**
  - » Education
  - » Trouble-Shooting
  - » Understanding “ground-level” barriers to housing

# Framing Housing Challenges for MFP and Medicaid Consumers

- **Most common challenges:**
  - » Affordability
  - » Accessibility
  - » Safe and decent housing stock
- **Who is addressing these issues? How?**
- **How can Medicaid participate?**

# Framing Housing Challenges for MFP and Medicaid Consumers

- **Population-Based Needs: What does your data tell you?**
  - » MFP Database
    - Developmental/Intellectual Disabilities
    - Seniors
    - Mental Health
    - Children and Youth

# Collaborating: Finding Partners and Building Relationships

- **Join existing groups**
  - » Ohio Olmstead Task Force
  - » Ohio Preservation Network
  - » Ohio Housing and Homelessness Collaborative
  - » Ohio Housing Finance Agency Qualified Annual Plan Advisory Committee
- **Create a small advisory committee or work group**
  - » HOME Choice (MFP) Advisory Committee

# Collaborating: Finding Partners and Building Relationships

- **Share information about Medicaid!**
  - » Part of existing meetings
  - » Host a small summit for housing stakeholders
    - Medicaid and Housing
    - Services: State Plan, Waivers, Demonstrations
    - Opportunities to address needs

# Leverage Needs and Potential

- **Garner internal and external appreciation**
  - » Data about your housing needs
- **Plan to support housing opportunities**
  - » Workgroups, Advocacy, grow existing Programs
- **Identify who can do this work**
  - » Can start small and internally
  - » Grow as needed and able

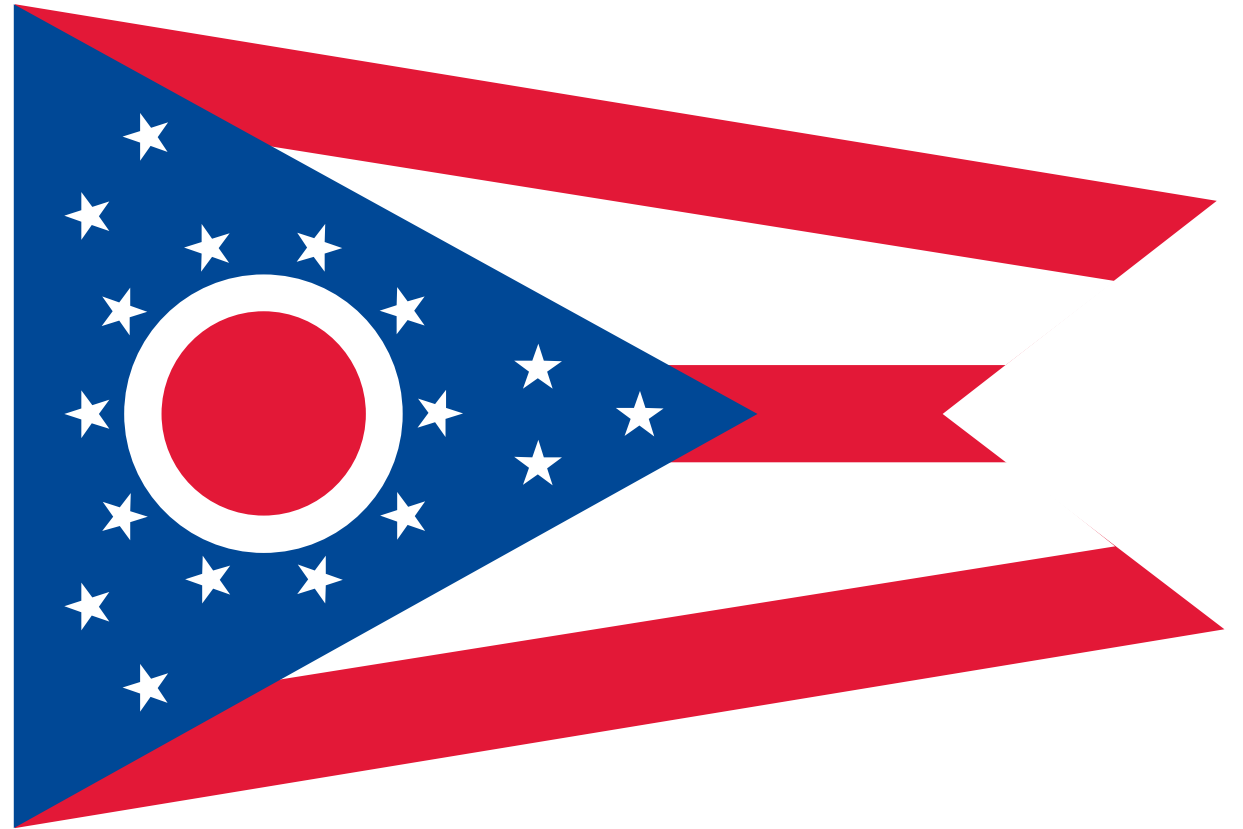
# Thank you!

## Contact Info:

- [Emily.VanBuren@medicaid.ohio.gov](mailto:Emily.VanBuren@medicaid.ohio.gov)
- 614-752-3805



**MAKING  
OHIO  
BETTER**



## Bridge Rental Subsidy Procedure

**Project Objective:** Bridge rental subsidies support transitions of individuals moving from institutional settings. It is available for up to 24 months. Housing property must have a DSHS contract in place prior to any move using the Bridge Rental Subsidy. The HPM is responsible for developing and maintaining contracts with landlords. This project is funded by RCL rebalancing funds.

*Please work with your Housing Program Manager (HPM) to determine suitability for the Bridge project. Only the HPM can authorize payments to landlords.*

1. **Case Manager (CM) refers candidate to the HPM**, cc'ing their immediate supervisor. Include in the email:
  - ✓ the client name, residence, and phone number
  - ✓ ACES ID number
2. **HPM contacts client and does suitability review to determine most appropriate type of housing and informs CM of outcome.**
3. **CM:**
  - ✓ Obtains DSHS client consent form for background check
  - ✓ obtains full background check (criminal, credit, and rental history)
  - ✓ Sends copy to HPM to review
  - ✓ Ensures client has ID and SS card (If not, assist in obtaining these)
4. **Client conducts housing search according to preferences and availability of options.**
  - ✓ Focus first on properties with contract in place (contact HPM for list)
  - ✓ Focus second on properties with subsidized units (use [www.housingsearchnw.org](http://www.housingsearchnw.org) or [www.aptfinder.org](http://www.aptfinder.org))
  - ✓ Client must have a minimum of 3 permanently subsidized housing options for units available within 2 years. If the client or CM needs assistance with finding housing options, please contact HPM.
  - ✓ Client signs **Bridge Waitlist Agreement** for the 3 housing options they view and approve and submits to HPM.
  - ✓ If any option falls off the table, another new option needs to be found. 3 viable options must be maintained at all times.
5. **Client reads and signs the Bridge Rental Subsidy Participant Agreement.** Submit completed form to the HPM before subsidies can begin.
6. **Client signs a lease/rental agreement** with the landlord/property owner, and then begins the discharge process from the skilled nursing facility and transitions into community-based housing. **CM authorizes payment** of move in costs with the appropriate transition code.
7. **CM enters Bridge info on sustainability screen as a new goal so that progress on Bridge can be tracked.**
8. The **HPM authorizes payment** of the subsidy to begin **the first full** month after move in and completes a **monthly check-in** with client after move-in. Every 6 months, HPM completes a **6 month case review**, documents this in CARE, and reauthorizes the P1 payment.

All referenced documents can be found on RCL SharePoint under Enrollment Tools:

<http://adsashare/HCS/RTI/RCL/default.aspx>

Region 1	Dan Ruddell	ruddedg@dshs.wa.gov	509-568-3823
Region 2	Vicky Young	youngvl2@dshs.wa.gov	360-429-2939
Region 3	Kris Smock	smockk@dshs.wa.gov	360-725-2532

## Bridge Rental Subsidy Waiting List Agreement

\_\_\_\_\_  
**Client Name**

\_\_\_\_\_  
**Date**

On the above date, I viewed a sample rental unit at:

\_\_\_\_\_  
RENTAL PROPERTY NAME, ADDRESS, PHONE #

I agree that if I am offered a rental unit of comparable type, size and quality, I will immediately accept that rental unit/subsidy and move my belongings into it as I believe this unit will meet my basic needs.

I am responsible for staying on the waitlist. I will follow the steps below to maintain my eligibility. I will notify my HPM when housing becomes available, or with any waitlist updates or issues:

**Vicky Young, 360-429-2939, [YoungVL2@dshs.wa.gov](mailto:YoungVL2@dshs.wa.gov)**

**What is the waitlist process for this property?** Describe (for example: how often to contact; income level or disability priority; does an application need to be re-submitted; other criteria as indicated by property manager):

\_\_\_\_\_  
PROPERTY CONTACT NAME

\_\_\_\_\_  
PROPERTY CONTACT PHONE/EMAIL

\_\_\_\_\_  
**Client Signature**

\_\_\_\_\_  
**Date**

**CCG/CM instructions:**

- Distribute a copy of this document to Client, HPM, CM
- 3 permanent subsidy options required for Bridge program

**What qualifies a property for a Bridge program waitlist?**

- Unit meets HUD occupancy standards (1 person qualifies for one bedroom or studio; unless reasonable accommodation approved)
- Permanent subsidy/voucher must be available within 2 years for a unit

1. **Purpose.** The purpose of this Contract is to: subsidize payment to landlords who rent to DSHS clients through the Bridge Rental Subsidy project.
2. **Statement of Work.** The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

The Contractor agrees to enter into rental agreements with landlords/housing providers for qualifying clients of the DSHS Bridge rental subsidy project.

The Contractor agrees to accept payment from DSHS as a time limited subsidy to the cost of the rental unit. The lease, including all details, rent amounts, utility allowances, etc. will be exclusively between the client and the landlord.

The Contractor will:

- 1 Review client referrals for program eligibility
- 2 Give voucher and briefing session materials to HPM
- 3 Review Request for Tenancy Approval (RFTA) forms and lease agreement from landlord for approval and Housing Assistance Payment (HAP) contracting.
- 4 Notify the HPM of the RFTA status via email
- 5 Order an HQS inspection of the unit to occur within 2 weeks
- 6 Complete a final review of required documents and the unsigned lease agreement between the client and landlord, and review the HQS inspection report. Notify HPM that all is complete.
- 7 Establish a Housing Assistance Payment (HAP) contract between the landlord/housing provider and the Contractor.

The effective date of the HAP contract is the date the lease is signed (executed) by the landlord and the tenant.

- 8 Provide the following documentation to HPM:
  - A. Monthly status report submitted by the tenth (10<sup>th</sup>) day of each month that summarizes the Housing Bridge ongoing total rental subsidy amounts (by region) paid each month for each HB client. These monthly status reports shall include:
    - 1) Tenant name and address;
    - 2) Landlord/property owner name / contact information;
    - 3) Date of RFTA submission;
    - 4) Date of the HQS inspection;
    - 5) Move-in date;

- 6) Housing Bridge monthly rental subsidy amount per HAP contract;
- 7) Tenant's monthly rent responsibility to landlord/owner;
- 8) Date of lease renewal (first annual recertification date);
- 9) Date of Housing Bridge lease termination, as applicable.
- 10) Total HB funds encumbered and unencumbered balance remaining on total contract.
- 11) Confirmation from the HAP check register, of the total amount spent on Housing Bridge rental subsidies to landlords/property owners; and
- 12) An identification of all/any units which exceed the fair market rents (FMRs) within their designated geographic location.

B. An annual year-to-date financial (compilation) report covering the entire Housing Bridge program monthly reporting contents.

9. Additionally, the Contractor shall:

- Immediately notify DSHS of any change in circumstances between client and landlord lease agreement
- Immediately notify DSHS if there is a 10 day notice to comply or other action that jeopardizes lease.

**3. Consideration.** Total consideration payable to Contractor for satisfactory compliance with the terms of this Contract is as follows:

- 10% administrative fee based on per client monthly Bridge Rental Subsidy.
- DSHS Bridge payments to contractor begin on the date lease is signed (executed) by the landlord and the tenant.

# Bridge Rental Subsidy: 6 Month Review

**Client Name:** \_\_\_\_\_ **ACES #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Housing Program Manager completing review: \_\_\_\_\_

1. Status of properties listed on Waitlist Agreement form:

1.

2.

3.

2. Status of SSI application process:
3. Status of functional and financial eligibility for LTC services:
4. Is there a need to develop additional housing options at this time? If so, what is the plan?
5. Has client income or household changed – is subsidy level correct?
6. Enter 6 month review information into CARE SER and email case manager with update.
7. Extended P1 authorization for another 6 months:      Yes \_\_\_\_\_      No \_\_\_\_\_

## **Bridge Rental Subsidy Participant Agreement**

The Bridge Rental Subsidy provides eligible individuals with a temporary rental subsidy until permanent housing is obtained. While you are waiting for a permanent subsidy, the Bridge Rental Subsidy temporarily pays the difference between your monthly rent plus a utility allowance and 30% of your adjusted monthly income. The monthly bridge subsidy may not be provided for more than 24 months.

The client's rent obligation is calculated as follows:

1. Determine monthly client income
2. Subtract eligible participation expenses
3. Multiply by 30%
4. Subtract \$50 utility allowance = **client's rent obligation**

The Bridge Subsidy payment is the difference between the client's rent obligation, and the unit rent.

The Bridge Rental Subsidy is a voluntary program. You are free to decide if you want to participate in the project. If you decide *not* to participate, you will not be penalized in any way or lose any benefits that you are already eligible to receive.

Before signing this Agreement, please read the following information about the benefits and requirements of this project to see if it will meet your needs.

### **To participate in the Bridge Rental Subsidy, you must:**

- (1) Comply with all lease requirements, including making utility payments;
- (2) Apply to a minimum of three subsidized housing sites;
- (3) Move into the first subsidized unit that is offered to you after the bridge subsidies begin;
- (4) Develop a transition plan that outlines the services and supports you will need to move into and successfully live in the community;
- (5) Tell your Housing Program Manager and Case Manager about:
  - a. Any subsidized housing that you have been offered;
  - b. Any issues or problems that arise that affect your temporary housing; and
  - c. Any plans you have for moving out of your unit;
- (6) Work with your Housing Program Manager to complete a full review of your housing status every 6 months; and
- (7) Identify, and plan for, possible risks presented by the move.
- (8) Consider "responsible renter" training. Contact HPM for more information for your area.

### **Financial and Eligibility Requirements and Considerations:**

- (1) In order to continue participating in this project, you must continue to be functionally and financially eligible for HCS or DDD Long Term Care Services;
- (2) You will not receive any money for participating in the project - the subsidy will be paid directly to your landlord;
- (3) If you are required to contribute to the cost of any Medicaid services that you receive, participating in the Bridge Rental Subsidy will not affect that requirement;
- (4) Funds spent on your behalf for the bridge subsidy may be subject to recovery from your estate;

- (5) If your Bridge Rental Subsidy is reduced or discontinued before you obtain subsidized housing, this Agreement does not give you a right to request an administrative hearing. But you will have the right to ask for an informal review of the decision, which will include an opportunity for you to present information that explains why the subsidy should not be changed.
- (6) Your participation in the project will not affect your right to request an administrative hearing related to other program services.

**When the Bridge Rental Subsidy will end**

- (1) Subsidies will end when
  - a) You move into a permanently subsidized unit; or
  - b) Subsidies have been paid for 24 months.
  
- (2) With one month’s advance notice, subsidies for the Bride Rental Subsidy will be discontinued:
  - a) If you decide to end your participation in the project; or
  - b) You become ineligible for the project due to lack of compliance with one or more of the requirements described in this Agreement, or
  - c) You receive final notice from the Social Security Administration that you have been denied SSI coverage.

When the bridge subsidy ends, you will be independently responsible for the cost of your housing.

**Authorization:**

I have read and understand this Participant Agreement, and I volunteer to participate in the *Bridge Rental Subsidy* project. I understand that my consent does not take away any of my legal rights. **I also understand that if I fail to comply with the terms of this Agreement, I will be terminated from participation in the project.**

\_\_\_\_\_  
Participant name:

\_\_\_\_\_  
Participant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Guardian/Durable Power of Attorney or client representative name:

\_\_\_\_\_  
Legal Guardian/Durable Power of Attorney or client representative Signature (If applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
ADS authorized signature

\_\_\_\_\_  
Date



Dear **Bridge Subsidy Participant**,

Effective **DATE**, your Housing Bridge subsidy in the amount of **\$\$\$\$\$** paid to **LANDLORD** will be terminated. This 30 day notice of subsidy termination is being made in accordance with the Participant Agreement Form you signed on **DATE**.

As stated in the agreement, you agreed that you would “move into the first subsidized unit that is offered to you after the bridge subsidies begin.” The agreement also states that failure to comply with the terms of the agreement will result in termination from the program. Your decision to turn down the subsidized unit located at **ADDRESS** is resulting in this termination of your bridge subsidy.

If you believe the termination of this subsidy is in error and would like the decision to be reviewed, please follow these steps:

1. Within 7 days of receiving this notice, please notify your Housing Program Manager (name, contact info) in writing that you disagree with this termination.
2. The HPM will arrange a review by the Office Chief of the Home and Community Program unit within 7 days of receiving your written notification.
3. The results of this review will be shared with you within 3 days of the date of the review.

Thank you for participating in the Bridge Subsidy program .

**HPM**