



RYAN WHITE PART A (RWPA) HIV/AIDS PROGRAM  
 LAS VEGAS TRANSITIONAL GRANT AREA (TGA)

***HOUSING—SERVICE STANDARDS***

<b>Drafted by Part A Recipient Office</b>	<b>Approved by Part A Planning Council</b>
May 2017	May 2017

**IMPORTANT:** All Las Vegas Transitional Grant Area (TGA) service providers must adhere to the Las Vegas-TGA [Universal Service Standards](#). Please read the [Universal Service Standards](#) prior to reading the service standards below.

**Service Description**

Housing services provide transitional, short-term, or emergency housing assistance to enable a client or family to gain or maintain outpatient/ambulatory health services and treatment. Housing services include housing referral services and transitional, short-term, or emergency housing assistance.

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

Eligible housing can include either housing that:

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

**Program Guidance**

RWHAP recipients and subrecipients must have mechanisms in place to allow newly identified clients access to housing services. RWHAP recipients and subrecipients must assess every client’s housing needs at least annually to determine the need for new or additional services. In addition, RWHAP recipients and subrecipients must develop an individualized housing plan for each client receiving housing services and update it annually. RWHAP recipients and subrecipients must provide HAB with a copy of the individualized written housing plan upon request.

RWHAP Part A, B, C, and D recipients, subrecipients, and local decision making planning bodies are strongly encouraged to institute duration limits to housing services. The U.S. Department of Housing and Urban Development (HUD) defines transitional housing as up to 24 months and HRSA/HAB recommends that recipients and subrecipients consider using HUD’s definition as their standard.

Housing services cannot be in the form of direct cash payments to clients and cannot be used for mortgage payments.

Housing services, as described here, replaces the guidance provided in PCN 11-01.

**Minimum Requirements**

STANDARD	MEASURE
<b>1. Staff Requirements</b>	
A. None at this time.	A. N/A
<b>2. Service Delivery</b>	
<p><b>2.1 Eligibility</b>            Eligible clients must present evidence that they are a named tenant under a valid lease or legal resident of the premises. In addition, clients must present the bill and demonstrate the inability to pay.</p> <p>The Housing service provider must document that at least two (2) prior resources have been exhausted before using Part A Housing funds. Housing assistance is subject to availability of funds.</p>	<p>2.1. Copy of housing/lease agreement, demonstrated inability to pay, and two (2) prior resource attempts</p>
<p><b>2.2. Individualized Housing Plan</b>            Housing service providers must complete an individualized housing plan to include, at minimum:</p> <ul style="list-style-type: none"> <li>• Identified issues</li> <li>• Goal/objective</li> <li>• Service provided</li> <li>• Client monthly budget, including housing costs</li> <li>• Service start date</li> <li>• Check amount</li> <li>• Date the check was prepared</li> <li>• Recipient of check</li> <li>• Signature of client and housing service provider</li> </ul>	<p>2.2. Documentation in consumer record of individualized housing plan</p>
<p><b>2.3. Housing Payments</b>            Housing payments will be made out to a vendor and authorized for pick up by the consumer. No payment may be made directly to consumers, family, or household members. Housing payment requests should be completed, e.g., check prepared and available to client, within 7</p>	<p>2.3. Copy of invoice/bill paid, copy of check for payment</p>

<p>calendar days of approved request.</p> <p>Requests are considered approved when documentation of at least (2) two prior resource attempts is present and confirmation is received from the supervisor that funding is available.</p>	
<b>3. Program Data and Reporting</b>	
<p>A. Housing programs are required to collect the following data elements in the Las Vegas TGA CAREWare data system:</p> <ul style="list-style-type: none"> <li>• Year of Birth</li> <li>• Ethnicity</li> <li>• Hispanic Subgroup</li> <li>• Race</li> <li>• Asian Subgroup</li> <li>• NHPI Subgroup</li> <li>• Gender</li> <li>• Transgender Subgroup</li> <li>• Sex at Birth</li> <li>• Housing Status</li> </ul>	<p>A. Documentation in Las Vegas TGA CAREWare</p>
<b>4. Policies and Procedures</b>	
<p>A. <a href="#"><i>Housing Services-Policies and Procedures</i></a></p>	<p>A. N/A</p>
<b>5. Referral Policy</b>	
<p>A. All service providers must work in partnership with the client, their internal care coordination team and external providers (both Ryan White HIV/AIDS Program-funded and non-Ryan White-funded sites) to ensure appropriate and timely service referrals are made.</p> <p>For more information, see Las Vegas TGA <a href="#"><i>Referral Policy</i></a>.</p>	<p>A. For internal Ryan White Part A referrals: documentation in CAREWare. For external referrals: documentation in client record that referral was completed.</p>