



Public Comment Period for Draft Housing Service Standards: Transitional Housing (Up to 24 months)

Posted: February 6, 2025

The Los Angeles County Commission on HIV (COH) announces an opportunity for the public to submit comments for the draft **Housing Service Standards: Transitional Housing (Up to 24 months)** revised by the Standards and Best Practices Committee. Comments from consumers, providers, HIV prevention and care stakeholders, and the public are welcome. A draft of the document is posted to the COH website and can be found at: <https://hiv.lacounty.gov/service-standards>. Comments can be submitted via email to HIVCOMM@LACHIV.ORG. Additionally, consumers of Transitional Housing services can request for a physical copy of the service standards be mailed to their home address. For more information, please contact COH staff at jgaribay@lachiv.org or at (213) 738-2816.

After reading the document, consider responding to the following questions when providing public comment:

1. Are the service standards reasonable and achievable for providers? Why or why not?
2. Do the service standards meet consumer needs? Why or why not? Give examples of what is working/not working.
3. Is there anything missing from the service standards related to HIV prevention and care?
4. Do you have any additional comments related to the service standards and/or Transitional Housing services?

Public comments are due by March 7, 2025.

DRAFT HOUSING SERVICE STANDARDS: TRANSITIONAL HOUSING (Up to 24 months)

PURPOSE: Service standards outline the elements and expectations a Ryan White service provider follows when implementing a specific service category. The purpose of the service standards is to ensure that all Ryan White service providers offer the same fundamental components of the given service category across a service area. Service standards establish the minimal level of service or care that a Ryan White funded agency or provider may offer in Los Angeles County.

Description

Housing provides transitional, short-term, or emergency housing assistance to enable a client or family to gain or maintain outpatient/ambulatory health services and treatment, including temporary assistance necessary to prevent homelessness and to gain or maintain access to medical care. Activities within the Housing category must also include the development of an individualized housing plan, updated annually, to guide the client's linkage to permanent housing. Housing may provide some type of core medical (e.g., mental health services) or support services (e.g., residential substance use disorder services).

Housing activities also include housing referrals services, including assessment, search placement, and housing advocacy services on behalf of the eligible client, as well as fees associated with these activities.

Program Guidance:

HRSA RWHAP recipients and subrecipients that use funds to provide Housing must have mechanisms in place to assess and document the housing status and housing service needs of new clients, and at least annually for existing clients.

HRSA RWHAP recipients and subrecipients, along with local decision-making planning bodies, are strongly encouraged to institute duration limits to housing activities. HRSA HAB recommends recipients and subrecipients align duration limits with those definitions used by other housing programs, such as those administered by the Department of Housing and Urban Development, which currently uses 24 months for transitional housing.

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

RWHAP funding may be used to pay for a RWHAP client's security deposit if a RWHAP recipient or subrecipient has policies and procedures in place to ensure that the security deposit is returned to the RWHAP recipient or subrecipient and not to the RWHAP client. Opportunities for Persons with AIDS grant awards.

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/hrsa-hab-security-deposit-program-letter.pdf>

GENERAL ELIGIBILITY REQUIREMENTS

- Be diagnosed HIV or AIDS with verifiable documentation

- Have a state-recognized identification document
- Have an income at or below 500% of Federal Poverty Level
- Unstably housed, at-risk for homelessness, and homeless/unsheltered

TRANSITIONAL HOUSING (UP TO 24 MONTHS)

Transitional housing (TH) is designed to provide people living with HIV and their families who are homeless or unstably housed with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services.

GENERAL REQUIREMENTS

Each transitional housing program (THP) must adhere to the following general requirements:

- Maintain a current, written, definitive plan of operation that includes (at minimum):
 - Admission/discharge policies and procedures
 - Admission/discharge agreements
 - Staffing plan, qualifications and duties
 - In-service education plan for staff
- Assist with transportation arrangements for clients who do not have independent arrangements
- Provide ample opportunity for family participation in activities in the facility
- Include a safety plan to include precautions enacted to protect clients and staff (for those facilities that admit or specialize in care for clients who have a propensity for behaviors that result in harm to self or others)
- Adhere to basic facility safety requirements under Federal laws and State of California Health and Safety Codes.

INTAKE

As part of the intake process, the client file will include the following information (at minimum):

TRANSITIONAL HOUSING INTAKE	
STANDARD	DOCUMENTATION
Intake process is begun as soon as possible upon acceptance.	Intake tool is completed and in client file.
Eligibility for services is determined	Client files include: <ul style="list-style-type: none"> • Proof of HIV diagnosis • Proof of income • Proof of residence in Los Angeles County • Proof client is not eligible for Housing Opportunities for People with AIDS (HOPWA) or other housing services. Ryan White is the payor of last resort.

Confidentiality Policy, Consent to Receive Services and Release of Information is discussed and completed. Release of Information (must be updated annually). New forms must be added for those individuals not listed on the existing Release of Information (specification should be made about what type of information can be released)	Release of Information signed and dated by client on file and updated annually.
Client is informed of Rights and Responsibility and Grievance Procedures	Signed and dated forms in client file.

ASSESSMENT

At minimum, each prospective client will be assessed to identify strengths and gaps in his/ her support system to move toward permanent housing. Assessments will include the following:

TRANSITIONAL HOUSING ASSESSMENT	
STANDARD	MEASURE
Clients or representatives will be interviewed to complete eligibility determination, assessment and participant education.	Record of eligibility, assessment and education on file in client chart.
Assessments will include the following: <ul style="list-style-type: none"> ● Age ● Health status ● Family involvement ● Family composition ● Special housing needs ● Level of independence ● ADLs ● Income ● Public entitlements ● Current engagement in medical care ● Substance use ● Mental health ● Personal finance skills ● History of evictions ● Level of resources available to solve problems ● Co-morbidity factors ● For clients with substance use 	Signed, dated assessment on file in client chart.

<p>disorders, case managers must assess for eligibility and readiness for residential substance use treatment facilities.</p> <ul style="list-style-type: none"> • Eligibility for Medical Care Coordination 	
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HOUSING CASE MANAGEMENT WITH HOUSING PLAN

TRANSITIONAL HOUSING PLAN	
STANDARD	DOCUMENTATION
<ul style="list-style-type: none"> • Housing plan 	<ul style="list-style-type: none"> • Housing plan that describes specific action and target dates for securing additional services (as needed) and pathway to stable and permanent housing. • The housing plan is reviewed with the client monthly to ensure that services and timeliness are met to achieve the goal of moving the client to stable and permanent housing. • Evidence of service referrals and completion of medical and supportive services for the client. • Evidence and dates of changes made to the housing plan.

OTHER REQUIRED DOCUMENTATION:

Case managers are responsible for working with the clients with to secure necessary documents such as:

- Client Intake Form - signed by both client and the case manager
- Case Management Housing Plan/Consent to Release Information - signed by client
- Rules and Regulations - reviewed by case manager and signed by both the case manager and the client
- Diagnosis Form
- Other documentation may be required by agencies to comply with funding agency requirements.
- Self-attestation forms or documents already secured under other Ryan White -funded agencies may be used to avoid duplication and ease administrative burden on the client and service providers.

LINKAGE TO MEDICAL CARE COORDINATION

Based on assessment and client needs, eligible individuals should be linked to Ryan White-funded Medical Care Coordination (MCC) services. MCC service providers must follow the Division of HIV and STD Programs MCC Protocol. For MCC-specific service standards, click [HERE](#).