

FOOTHILLS GATEWAY, INC.

Residential Moves for Individual Residential Services and Supports (IRSS) and Housing Choice Voucher (HCV) Program

PROCEDURE:

- The Program Approved Service Agency (PASA) will inform the Case Manager and the HCV Housing Coordinator of all individual moves within Comprehensive services. This will be completed using the “Notification of Residential Move” form as soon as a move is confirmed. It is the responsibility of the receiving PASA to complete this form when an individual transfers from one PASA to another.
- For individuals in the Housing Choice Voucher (HCV) program, the Housing Coordinator will issue a 120 day Voucher. HCV moves require a 30 - 60 day notice and may take up to 120 days for recertification and lease up.
- The Housing Quality Standards (HQS) inspection will be completed on or before the date of the move for all individuals in the HCV program. Non-HCV individuals in Comprehensive Services will be completed by the HCV housing staff within 30 days if practicable. PASA staff should check for any potential failed items prior to the individual’s move.
- If an individual in services will be utilizing Backup Residential Services (BURS), the unit must be inspected prior to the individual staying in the unit. It is the responsibility of the PASA to inspect all BURS units and provide a copy of the inspection to the HCV housing staff at Foothills Gateway. Failed items must be addressed and the unit must pass prior to using the unit for BURS. If at any time the unit becomes a permanent setting, the “Notification of Residential Move” form must be submitted to the Foothills Gateway housing staff, and an inspection will be scheduled and completed within the guidelines stated above.
- PASA staff may attend the “Overview of HCV/HQS” trainings provided by the Foothills Gateway Housing Coordinator for on-going housing quality standards monitoring. All PASAS must have staff trained in this area. Only trained PASA staff can complete inspections for BURS units and provide field verification follow-up on failed items for all units.

Process for Non-Section 8 Failed Units:

If the HQS inspection identifies items that result in a unit being in a “failed” status, the following will occur:

- The HCV housing staff will notify the PASA and the Host Home Provider (HHP) of failed items that need to be addressed within 1 - 2 business days. Twenty-Four (24) hour fail items will be addressed immediately with the HHP and PASA.

- The PASA will communicate with the HHP during the 30 day timeline for completion of failed items.
- PASA staff trained in HQS will re-inspect the unit and confirm that all failed items are in compliance within 30 days. Case Managers may also be asked to follow-up on failed items on a case by case basis. All Case Managers will be trained in HQS.
- PASA staff will notify the HCV housing staff in writing (e-mail) that all of the failed items have been addressed and the unit is in compliance within 30 days of the initial inspection. The name of the trained PASA staff member must be included in the follow-up email.
- If a failed item cannot be corrected within the 30 day timeline, the PASA, at their discretion, can approve one 30-day extension at a time and provide the HCV housing staff at FGI in writing, that an extension has been granted.
- The HCV housing staff will finalize the HQS checklist when the unit is in compliance and forward a copy of the inspection checklist to the PASA. All correspondence from the PASA will be attached to the original HQS checklist and kept on file in the HCV housing office. For HCV units, the formal HUD process will apply.
- The Case Manager will inform the Resource Coordination Assistant, the Placement Coordinator, the HCV Coordinator, and day services staff of the change and arrange transportation if changes indicate as soon as they are aware of the move and update the individual's fact sheet.
- The Health & Safety Plan will be updated by the PASA and sent to the Case Manager within 30 days of the move.
- The Case Manager will assess the Health & Safety Plan during a home visit after receipt of the plan. The Health and Safety Plan will be monitored to see that it matches the needs on the Service Plan (SP).

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