



Maricopa County  
Ryan White Part A Program  
Policy and Procedures

Housing

Effective Date: 03/01/2013  
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Reviewed Date: 03/01/2016

**PURPOSE:**

To guide the administration of Ryan White Part A Program's Housing Services program. The administration of funds must be consistent with Part A client eligibility criteria and the service category definitions established by the Ryan White Part A Program Planning Council.

The Ryan White HIV/AIDS Treatment Extension Act of 2009 defines support services as services needed by individuals with HIV/AIDS to achieve medical outcomes. Medical outcomes are defined as those outcomes affecting the HIV-related clinical status of an individual with HIV/AIDS.

**POLICIES:**

- These funds are intended to provide short-term assistance to support emergency, temporary or transitional housing to enable an individual or family to gain or maintain medical care. In the Phoenix EMA, the duration is limited to use for assistance with client's first month's rent.
- Housing services must be advertised in the RWPA brochure and shared with all new clients so newly identified clients have access to housing services.
- Upon request, the Housing Service provider should be able to supply an individualized, written housing plan, consistent with the HRSA/HAB Program Monitoring Standards for Housing Services, covering each client receiving short term, transitional and emergency housing services. Written plans may include:
  - Number of clients served
  - Duration of housing services
  - Types of housing provided
  - Housing referral services
  - Client eligibility determination
  - Assistance provided to clients to help them obtain stable long-term housing
- Staff providing housing services must be case managers or other professionals who possess a comprehensive knowledge of local, state, and federal housing programs and how to access these programs.



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- Short term or emergency assistance must be accompanied by a strategy to identify, relocate, and/or ensure the individual or family is moved to, or capable of maintains, a long-term, stable living situation.
- Housing funds cannot be provided in the form of direct cash payments to recipients and cannot be used for mortgage payments.
- All communications made on behalf of the client are to be documented in the client chart and must include a date, time, person(s) spoken with and a brief summary of what was communicated in adherence with the client charting definition.
- All activities performed must be directly related to the HIV-related clinical status of an eligible client and documented appropriately in the client chart.
- Appropriate client authorized releases of information must be on file to allow for the proper inter-provider communications needed to increase the likelihood of desired health outcomes related to the HIV-related clinical status of an eligible client.
- All direct service providers must meet the service category's Standards of Care as defined by the Ryan White Part A Planning Council.
- For contracts that fund salaries, the program should document at least 50% of allocated staff time with billed client units. Costs per client and costs per units should be reasonable when compared to EMA annual averages.

**DEFINITIONS:**

**HRSA Housing Services Definition:**

Support for housing services which involve the provision of short-term assistance to support emergency, temporary, or transitional housing to enable an individual or family to gain or maintain medical care. Use of funds for housing which provides some type of medical or supportive services such as residential mental health services, foster care or assisted living residential services.

- Housing that does not provide direct medical or supportive services.
- Housing-related referral services which include assessment, search, placement, advocacy, and the fees associated with them. No use of funds for direct payments to recipients of services for rent. These short-term payments must be carefully monitored to ensure limited amounts, limited use, and for limited periods of time.

**NOTE:**

Housing service funds cannot be used for mortgage payments.



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**Client Charting:**

All paper chart documents must be original documentation and contain original dates and signatures of contract budgeted staff providing services i.e. assessments, treatment plans, and progress notes. All Electronic Medical Records must include authenticated, dated electronic signatures. The AA will only review documentation which is authenticated original documentation, and will not accept copies of assessments, treatment plans, or progress notes as acceptable documentation of services provided. Any records that do not include authenticated signatures of budgeted contract staff providing services will be considered unallowable units, and will not be reimbursed.

Units billed must be noted in chart as required and include the duration of the encounter (start/stop times and/or total minutes/hours spent with client).

**CLIENT ELIGIBILITY CRITERIA:**

To be eligible for housing services, a client must meet the standard eligibility criteria as defined in Client Eligibility. Clients must be screened for HOPWA. For the Federal Poverty Limits for this service category, see Appendix – Menu of Services.

**ELIGIBLE COSTS AND SERVICES:**

Housing services:

Housing service units reflect prices and amounts billed per client for first month's rent. Case Manager time spent assessing and referring clients for housing will be documented under FAP CM units



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**ELIGIBLE COSTS AND SERVICES:**

Unit categories may include:

Time Units: Reflect the amount of direct service time.

Service Units: Reflect completion of a particular service related activity such as a case finding.

Product Units: Reflect the provision of a product/widget which has an identified cost.

Line Item Units: Reflect expenses identified in the budget such as salaries and fringe benefits. Must align with agency's approved budget and support documents submitted during billing.

Unit Information			CAREWare Data Entry Components			
Unit Category	Unit Name	Unit Description	Client Name	Date	Unit Measure	Price
Service Unit	Housing Services	Payments made for housing financial assistance	Entered into CAREWare under actual client name.	Date Payment was issued	1 unit = Cost of Client's First Month's Rent	Actual Cost
Time Unit	Housing Services NMCM	Time spent providing housing coordination and first month's payment assistance to eligible clients	Entered into CAREWare under actual client name.	Date service was delivered	1 unit = 15 minutes	\$0
Line Item	Housing Services 10% Indirect	Unit for Administrative Costs applied to this contract. May only be billed if line item is in approved budget and support documents confirm identified expense	AAA Administrative, Admin	Last day of the month	1 unit = 1 unit per month	Actual Cost