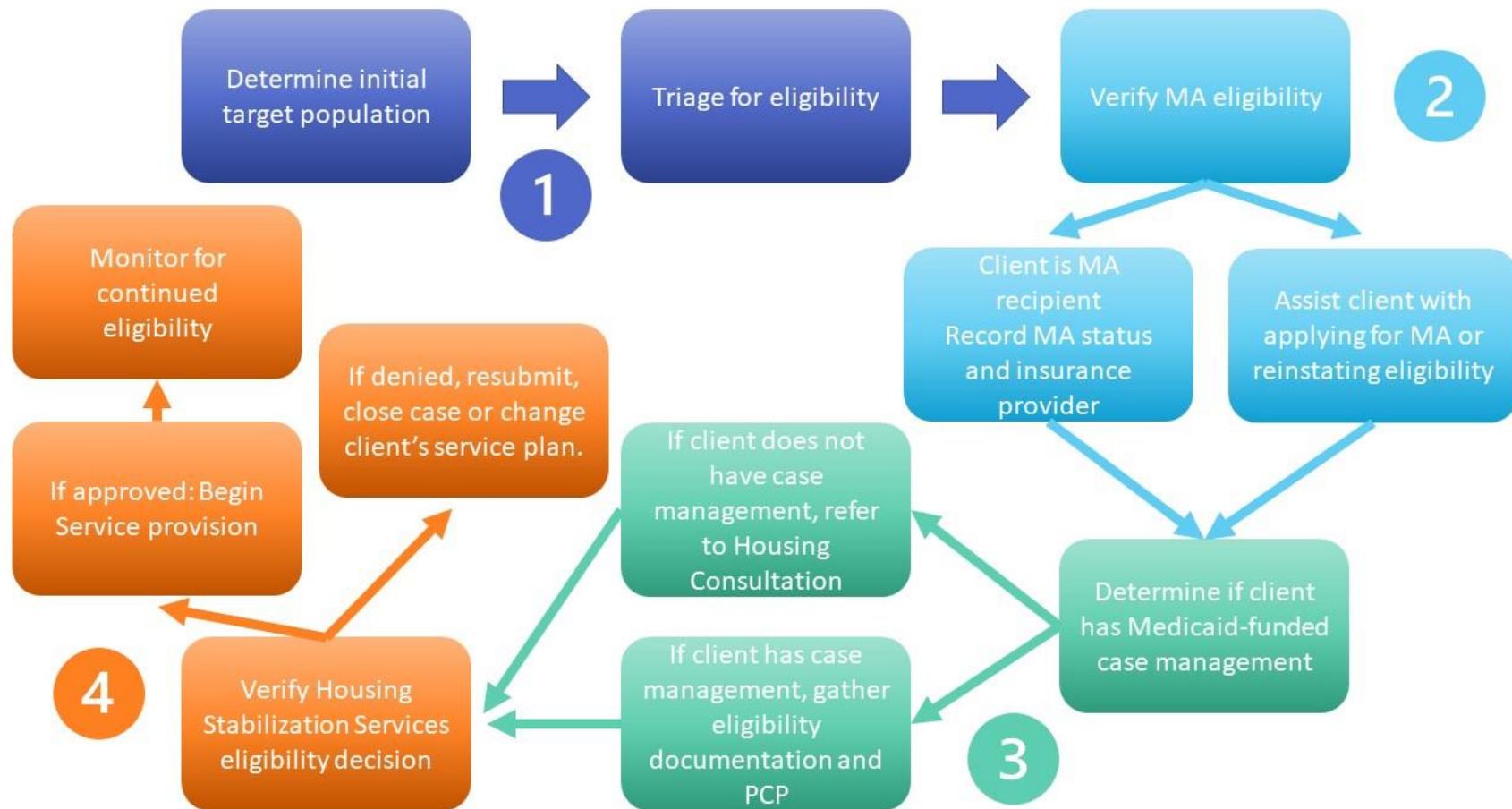


Housing Stabilization Services client eligibility flowchart for agencies



<p style="font-size: 48pt; text-align: center;">1</p>	<p>Determine initial target population.</p> <p>Agencies may want to focus on a subgroup of clients to start Housing Stabilization Services with, for example:</p> <ul style="list-style-type: none"> • Participants in a particular supportive housing program or building • Clients with the highest level of housing-related service needs • New clients only <p>Consider:</p> <ul style="list-style-type: none"> • What is your caseload capacity? How many staff will be trained to provide Housing Stabilization Services and how many people can they serve at a time? • What is your agency's capacity for documentation and billing? • Where are the biggest service funding gaps within your agency? • Agencies that enroll for Housing Stabilization Services may receive referrals from counties or other agencies. What is your capacity for accepting outside referrals? 	<p>Triage for eligibility</p> <p>Anyone who requests Housing Stabilization Services should be assisted to apply if you think they may be eligible, but you may want to proactively identify potential recipients.</p> <p>Use the Housing Stabilization Services Potential Eligibility Tracker to determine how many clients within a potential client pool are likely eligible and what types of documentation may be needed for verification.</p> <p>Establish a process for identifying potential participants and steps to move forward to establish eligibility, for example:</p> <ul style="list-style-type: none"> • Assign a point person to triage eligibility and notify direct service staff that one of their clients may be eligible • Have all direct service staff review their caseloads for potential eligibility • Have intake staff begin tracking potential eligibility <p>Determine how you will handle referrals. Who will respond to requests? How will you determine if you can accept a new referral?</p>
<p style="font-size: 48pt; text-align: center;">2</p>	<p>Verify eligibility for Medical Assistance</p> <p>Look up eligibility in MN-ITS.</p>	<p>If client is an MA recipient, record benefit start date and insurance provider (health plan enrollment or fee-for-service).</p> <p>If client is not on MA, assist with application or reinstatement. DB101 can help.</p>
<p style="font-size: 48pt; text-align: center;">3</p>	<p>Determine if client has targeted case management (Mental Health, Vulnerable Adult or Child Welfare), waiver case management or a senior care coordinator.</p> <p>Get TCM info from the client or contact the county (with permission from the client) if they are unsure.</p> <p>Waiver services information is available in MN-ITS.</p> <p>You may also be able to contact the person's MCO (with permission from the client) for information about these services.</p>	<p><i>If client does NOT have Medicaid-funded case management</i>, refer them to Housing Consultation. This can be with another provider or within your agency IF you have an exception to the Conflict of Interest protections.</p> <p>You may want to help the Housing Consultation provider with gathering the eligibility documentation (proof of disability and assessment).</p> <p><i>If client does have Medicaid-funded case management</i>, connect with their case manager to ensure person-centered plan is completed.</p>

		<p>You will need to gather the eligibility documentation (proof of disability and assessment) and get the completed person-centered plan from the case manager.</p> <p>TCM providers will need to complete the Housing Focused Person-Centered Plan.</p> <p>If the client has a waiver case manager, the Coordinated Services and Supports Plan (CSSP) is submitted. The plan should identify the Housing Stabilization Services provider in the “Other Agreement” Section.</p> <p>If the client has a senior care coordinator who completed a Coordinated Care Plan (CCP), the CCP is submitted. The plan should identify the Housing Stabilization Services provider.</p>
<p>4</p>	<p>Verify Housing Stabilization Services eligibility decision and chosen provider.</p> <p>Approval notifications will be sent through the MN-ITS mailbox for providers, and as a letter through general mail to recipients.</p> <p>If a recipient has been denied eligibility, the Housing Consultant and Transition/Sustaining provider will receive a notification that shows the reasons they were denied and corrective action they can take when submitting the eligibility form.</p>	<p>If approved, you may begin services. Develop a system to monitor continued eligibility:</p> <ul style="list-style-type: none"> • Check monthly that MA stays up to date • Eligibility and plans will need to be renewed after one year <p>If denied, determine whether you will resubmit, close the case or change the service plan.</p>