



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

172 W. Third St • San Bernardino, CA 92415-0475  
(909) 841-1360 • Fax (909) 388-0424  
Website: [www.iehpc.org](http://www.iehpc.org)

Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD  
Interim County Health Officer Co-Chair

Henry Nickel  
Community Co-Chair

## Standards Committee

Thursday, September 06, 2012  
2:00pm-3:30pm

### Meeting Location

Beaumont Civic Center  
550 E. 6<sup>th</sup> St  
Beaumont, CA  
(909) 841-1360/PCS Mobile (909) 693-0750

*These facilities are in full compliance with the Americans with Disabilities Act of 1992.*

## Agenda

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2:00	<b>1. Call to Order</b> <ul style="list-style-type: none"><li>▪ Roll Call*</li><li>▪ Introductions</li></ul>	T. Evans
	<b>2. Public Comments<sup>1</sup></b>	Members of the Public
	<b>3. Members Privilege</b>	PC Members
	<b>4. Approval of Agenda<sup>2</sup></b>	T. Evans
	<b>5. Approval of the Minutes<sup>2</sup></b> 5.1 Minutes of August 09, 2012	T. Evans
	<b>6. Old Business<sup>2</sup></b> 6.1 Review and Revise IEHPC Standards of Care (A-1) <ul style="list-style-type: none"><li>• Housing Services</li></ul>	RWP/Housing Representatives
	<b>7. Public Comments</b>	
	<b>8. Members Privilege</b>	PC Members

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**9. Review of Action Items**

PC Staff

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**10. Agenda Setting for Next Meeting**

PC Members/ T. Evans

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**11. Roll Call\***

PC Staff

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**3:30**

**12. Adjournment**

T. Evans

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\* Members must be present at both roll calls to receive credit for meeting attendance.

\*\* Attachment was not available at time of printing, but will be available at the meeting.

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**INLAND EMPIRE HIV PLANNING COUNCIL STANDARDS OF CARE  
RIVERSIDE / SAN BERNARDINO TRANSITIONAL GRANT AREA  
RYAN WHITE HIV/AIDS PROGRAM**

**HOUSING SERVICES**

*This document offers a limited set of focused standards addressing key aspects specific to this service category. Other relevant standards, including the Common Standards, as well as other policies, recommendations and guidelines should be referenced in conjunction with this standard.*

**Purpose of Standards**

These service and care standards are prescribed by the Inland Empire HIV Planning Council (IEHPC). The purpose of these standards is to establish a minimum set of quality expectations to ensure uniformity of service funded by the Health Resources and Services Administration (HRSA) under the Ryan White HIV/AIDS Program legislation across the Riverside/San Bernardino Transitional Grant Area (R/SB TGA).

These standards are to be monitored and enforced by means of incorporation into service provision contracts managed by the Ryan White Program (RWP) Office on behalf of the IEHPC, as provided by the Ryan White HIV/AIDS Program legislation and HRSA policies, guidance, and other requirements.

**Definition of Service (HRSA)**

***Housing Services** are 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. Housing-related referral services include assessment, search, placement, advocacy, and the fees associated with them. Eligible housing can include both housing that does not provide direct medical or supportive services and housing that provides some type of medical or supportive services such as residential mental health services, foster care, or assisted living residential services.*

**I. Care and Treatment Goal(s):**

The goal of Housing Services is to augment other resources for housing assistance through the provision of housing referral services including housing assessment, short-term and emergency services designed to stabilize housing for clients in order to promote access to health care and supportive service. In combination with emergency assistance funds and other short-term intensive support, provide an environment that facilitates continuation of HIV medical care and appropriate medication adherence thereby improving quality of life and clinical health outcomes.

## II. Service Goal(s):

Enable HIV service clients at risk for loss of shelter to remain in, enter, or re-enter a stable living environment and assist in locating and placing eligible clients in emergency/temporary shelter, when necessary.

### A. Service Objectives

1. Assist in entry, re-entry, and maintenance in a stable living environment.
2. Provide shelter on an emergency or temporary basis to clients who are homeless or at risk for homelessness.

### B. Description of Services

#### *Service Components*

1. Conduct housing service assessment with client. According to *HRSA Policy Notice 08-01*, "the necessity of housing services for purposes of medical care must be certified or documented by a case manager, social worker, or other licensed healthcare professional(s)."
2. When appropriate, the housing assessment should be made available for development of the client's Care Plan.
3. If a Care Plan is in place, the Care Plan should be reviewed and incorporated where appropriate. If the housing case manager identifies additional service needs, these needs should be incorporated into the Client's Care Plan if they are ever in need of Medical Case Management.
4. Provide temporary/emergency housing and make referrals to appropriate long term housing resources.
5. Provide housing, rental assistance, including housing units and group quarters that have supportive environments.
6. According to *HRSA Policy Notice 08-01*, emergency/short-term assistance "must be accompanied by a strategy to identify, relocate and/or ensure progress towards long-term, stable housing OR a strategy to identify an alternate funding source for housing assistance."
7. Other components may include but are not limited to the following, as they relate to housing needs: counseling, case management, life skills training, and education.
8. In the event that a property manager does not accept a third party check, the agency may provide Housing Assistance in the form of a money order or cashier's check.

### C. Limitations

1. See HRSA Policy Notice 08-01 for HRSA guidance concerning allowable RW-funded Housing Services.
2. Funds cannot be in the form of direct cash payments to recipients or services.
3. Mortgage payments are not allowable.

Local limitations are as follows:

1. Utility bill payments are not allowable
2. Eligible clients may receive up to thirty (30) nights of emergency motel or thirty (30) days of rent assistance annually.

### **III. Service-Specific Staff Qualifications**

According to *HRSA Policy Notice 08-01*, housing case management must be provided by case managers or other professional(s) who possess a comprehensive knowledge of local, State, and Federal housing programs and how they can be accessed  
*Please refer to the Common Standards of Care for general staff qualification requirements.*

### **IV. Exceptions and Urgent Need**

*Please refer to the Common Standards of Care for guidance concerning Exceptions and Urgent Need.*

### **V. Reportable Units of Service and Financial Eligibility**

*Please refer to the current service contract for a description of the unit of service and financial eligibility thresholds for each service category.*



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Riverside/San Bernardino California Transitional Grant Area

Cameron Kaiser, MD  
Interim County Health Officer Co-Chair

Henry Nickel  
Community Co-Chair

# Standards Committee

Thursday, August 09, 2012  
12:30pm-2:30pm

## Meeting Location

Preparedness and Response  
247 Boyd St  
San Bernardino, CA 92415  
(909) 388-0426/PCS Mobile (909) 693-0750

## Teleconferencing Location

Desert AIDS Project  
1695 N. Sunrise Way  
Palm Springs, CA 92262  
(909)388-0496 Mobile (909)693-0750

*These facilities are in full compliance with the Americans with Disabilities Act of 1992.*

## Minutes

**Attendees:** T. Evans, P. Hagan, B. Orr, D. Wahl, A. Ziven

**Guests:** M. Fronsua, S. White

**PCS:** A. Fox, A. Soria

**12:30**

### 1. Call to Order

- Roll Call\*
- Introductions

T. Evans

### 2. Public Comments<sup>1</sup>

None

Members of the Public

### 3. Members Privilege

B. Orr announced that DAP has now been approved to be included in the Riverside County LIHP network for medical care.

PC Members

### 4. Approval of Agenda<sup>2</sup>

Motion/Second: A. Ziven, D. Wahl  
Motion carried.

T. Evans

### 5. Approval of the Minutes<sup>2</sup>

5.1 Minutes of April 12, 2012  
Motion/Second: B. Orr, A. Zevin  
Motion carried

T. Evans

### 6. New Business<sup>2</sup>

6.1 Review and Revise IEHPC Standards of Care (A-1)  
Motion to Agendize Review Housing Services;  
request RWP staff to give Gap analysis on

Committee Members

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Housing Services; and have Housing contractors from different providers come to meeting and update on the 30 day status change at the September 2012 committee meeting.

**Motion/Second:** B. Orr, A. Ziven

**Motion carried.**

Motion to Agendize Review Oral Health Services; request RWP staff to give Gap analysis on Oral Health Services; and have Oral Health contractors from different providers come to meeting and give updates at the October 2012 committee meeting.

**Motion/Second:** B. Orr, A. Ziven

**Motion carried.**

Motion to Agendize Review EIS Services; request RWP staff to give Gap analysis on EIS Services; and have EIS contractors from different providers come to meeting and give updates at the November 2012 committee meeting.

**Motion/Second:** D. Wahl, A. Ziven

**Motion carried.**

Motion to submit to the Planning Council the committee recommendations of Standards of Care – excluding Housing, EIS and Oral Health.

**Motion/Second:** A. Ziven

**Motion carried.**

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## **7. Public Comments**

Members of the Public

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## **8. Members Privilege**

PC Members

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## **9. Review of Action Items**

Planning Council Staff will do the following:

1. Contact Ryan White Program staff for Gap Analysis update on Housing
2. Contact providers that provide Housing, EIS and Oral health services and invite to present at upcoming committee mtgs.
3. Not make copies of the draft standard of care for next meeting.

PC Staff

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## **10. Agenda Setting for Next Meeting**

September 13, 2012

PC Members/ T. Evans

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**11. Roll Call\***

PC Staff

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**1:45**

**12. Adjournment**

T. Evans

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