



INLAND  
EMPIRE  
HIV  
PLANNING  
COUNCIL

San Bernardino County  
Department of Public Health  
351 N. Mt. View • San Bernardino, CA 92415-0475  
(909) 693-0750  
Website: [www.iehpc.org](http://www.iehpc.org)

Riverside/San Bernardino California Transitional Grant Area

Maxwell Ohikhuare, MD  
County Health Officer Co-Chair

TBD  
Community Co-Chair

# Standards Committee

Thursday, January 12, 2017  
11:00am-12:00pm

### Meeting Location

Department of Public Health  
351 North Mt. View Ave., B15  
San Bernardino, CA 92415  
(909)693-0750

### Teleconferencing Location\*\*\*

Desert AIDS Project  
1695 North Sunrise Way  
Palm Springs, CA 92262  
(760) 323-2118

## Agenda

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<b>11:00am</b>	<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>▪ Roll Call*</li> <li>▪ Introductions</li> </ul>	L. White
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	<b>2. Approval of Agenda<sup>2</sup></b> 2.1 Approval of 1.12.17 agenda	L. White
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	<b>3. Approval of the Minutes<sup>2</sup></b> 3.1 Motion to approve 9.22.16 minutes	L. White
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	<b>4. Old Business<sup>2</sup></b> 4.1 Review Common Standards	L. White
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	<b>5. New Business</b> 5.1 Review Committee Workplan (A-1) 5.2 Review Housing Standard (A-2)	L. White
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	<b>6. Public Comment<sup>1</sup></b>	Members of the Public

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<b>7. Members Privilege</b>	PC Members
<b>6. Review of Action Items</b>  Staff will: 1.	PC Staff
<b>7. Agenda Setting for Next Meeting</b> March 16, 2017 HIV Planning Council Conference Room	L. White
<b>8. Roll Call*</b>	PC Staff
<b>12:00pm 9. Adjournment</b>	L. White

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

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**D R A F T**

**IEHPC Standards Committee Workplan**

**Developing and updating service category definitions and standards of care for each service category.**

<b>Directive</b>	<b>Measurable</b>	<b>Date Completed</b>
Developing and revising, as needed, the Standards of Care for funded service categories, and recommending Client Eligibility Criteria, and Output and Outcome Indicators as part of those standards, so as to be consistent with HRSA Policy and to meet the changing needs of PLWH in the TGA,	Summary of annual review of the Council's Standards of Care	By September of each year.
Assisting the RWP Staff, as needed, to convene specialized working groups to include experts from specific fields such as HIV-related medical care, mental health, substance abuse, dental care, and medical case management, to provide information for the periodic review and revision of standards	Except or Initiate request from or to RWP Staff for an in-service from experts in the field of HIV related care to provide updates and input on current Council Standards	As requested.

Notes:

**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 ninety (90) nights of emergency motel or ninety (90) 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  
County Health Officer Co-Chair

Shelia Cromwell-Nieve  
Community Co-Chair

# Standards Committee

Thursday, September 22, 2016  
11:00am-12:30pm

### Meeting Location

Department of Public Health  
351 North Mt. View Ave., B15  
San Bernardino, CA 92415  
(909)693-0750

### Teleconferencing Location\*\*\*

Desert AIDS Project  
1695 North Sunrise Way  
Palm Springs, CA 92262  
(760) 323-2118

## Minutes

**Members:** L. White, G. French, Z. Weldon, C. Smith, S. Cromwell-Nieve, J. Chan

**Staff:** A. Fox

**Guest:** J. Goodro, J. Romo, L. Susma

**11:43am 1. Call to Order** L. White  

- Roll Call\*
- Introductions

**2. Public Comments<sup>1</sup>** Members of the Public  

**NONE**

**3. Members Privilege** PC Members  
**G. French shared a "Peer Counseling Modeling" Handout**

**4. Approval of Agenda<sup>2</sup>** L. White  
 Motion to approve ~~6.9.16~~ 9.22.16 agenda.  
**There was a motion to approve the 9.22.16 agenda as corrected. M/S/C: C. Smith, J. Chan. No Abstentions**

**5. Approval of the Minutes<sup>2</sup>** L. White  
 Motion to approve ~~May 19~~ June 9, 2016 minutes  
**There was a motion to approve the June 9, 2016 minutes. M/S/C: C. Smith, J. Chan No Abstentions**

**6. Old Business<sup>2</sup>** L. White  
 6.1 Review Common Standards  

**No Discussion**

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6.2 Review Transportation Standard (A-1)  
**The committee reviewed the Transportation standard. The committee also reviewed the transportation directive that was drafted last year. The Committee realized that at the November 2015 Council meeting the directive was never discussed or approved. The committee re-worded the directive. There was a motion to approve the directive on medical transportation. M/S/C: C. Smith, Z. Weldon. J. Chan and Z. Weldon abstained.**

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**7. New Business**

7.1 Review Criteria & Eligibility for Psychosocial Standard (A-2) L. White  
**The committee was updated by provider request. It was determined not necessary for review.**

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**8. Public Comment<sup>1</sup>**

**J. Goodro offered his services through his course work at school.** Members of the Public

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**9. Members Privilege**

S. Cromwell-Nieve announced that the Dept of Rehabilitation has declared HIV diagnosis a disability. PC Members

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**10. Review of Action Items**

**Staff will:**

1. **Agendize committee recommendation on the transportation directive on the November 17, 2016 Council Agenda.** PC Staff
  2. **Email C. Smith the Policies and Procedures.**
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**11. Agenda Setting for Next Meeting**

January 12, 2017 L. White  
Housing Standard Review  
HIV Planning Council Conference Room

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**12. Roll Call\***

PC Staff

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**12:31pm 13. Adjournment**

L. White

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