 WRAPAROUND MILWAUKEE POLICY & PROCEDURE	Date Issued: 9/18/13	Reviewed: 10/30/14 By: WA Last Revision: 10/30/2014	Section: Care Coordinator, Vendor (Service Providers)	Policy No: 070	Pages: 1 of 4 (2 Attachments)
	<input checked="" type="checkbox"/> Wraparound <input checked="" type="checkbox"/> Wraparound-REACH <input checked="" type="checkbox"/> FISS <input checked="" type="checkbox"/> Project O-Yeah	Effective Date: 1/1/15	Subject: HOUSING ASSISTANCE		

I. POLICY

It is the policy of Wraparound Milwaukee that, when identified in the Plan of Care, enrollees and their families receive assistance with locating, securing and retaining affordable and safe housing, including obtaining or providing housing referral services, identifying relocation needs, mediating disputes with landlord and addressing other housing needs as identified. Services must reflect individual needs and housing preferences and can be provided to older youth under age 18 who have been approved for independent living, young adults over age 18 seeking their first independent housing, or to the parent(s) or legal guardian(s) of an enrolled youth. Any client referred for this service must have an existing source of income, with the ability to meet housing affordability guidelines as described in this policy without exceeding 50% of gross monthly income.

5595 Housing Assistance is a single service, with three phases. Unless otherwise indicated, all three phases are to be provided. Exceptions require prior approval from the Wraparound Milwaukee Provider Network.

II. PROCEDURE

A. Guidelines for Care Coordination.

Referral Considerations – Clients most likely to benefit from the service. 5595 Housing Assistance is not going to meet all of the housing needs of all clients. Clients in need of emergency housing, those presently homeless or at imminent risk of homelessness, should be connected with shelter resources. Some of the clients most in need and most likely to benefit from the service may not meet minimum requirements, given that **clients must have a stable source of income to be referred for the service**, which is sufficient, after expenses, to afford market-rate (*non-subsidized*) housing. Subsidized housing units may be available for individuals who cannot afford market-rate housing. If a client has a stable income, but cannot meet affordability guidelines described below (*if income consists only of SSI or W2, for example*), the Care Coordinator should first contact Housing Assistance providers to determine if there are suitable (*subsidized*) units available.

1. In general, at a **minimum**, a person should be able to pay at least \$350/month, if there is a second rent paying roommate or family member, and \$550/month for a single rent payer, paying no greater than 50% of gross monthly cash income for housing. Use the following schedule as a general guideline:

Size	Estimated Minimum Monthly Rent Payment for Market-Rate Housing
One Bedroom	\$550 per Month
Two Bedroom	\$625 per Month
Three Bedroom	\$700 per Month
Four Bedroom	\$775 per Month

2. Having \$300 to \$500 budgeted for a security deposit is strongly recommended. Providers of this service are not required to subsidize “other” expenses, such as security deposits, moving expenses or home furnishing expenses, but are expected to include information/referral services, based on need, to address these needs, as well as to work with Child & Family Teams to identify housing related needs and develop strategies.

3. It is strongly recommended that no one is referred for Housing Assistance who is currently under an annual rental agreement/lease unless they have permission from their current landlord to break the lease early or are within 90 days of the expiration of the lease.
4. Clients with multiple needs or severe barriers to housing (*such as multiple evictions*) may be better served by increasing housing readiness through services such as Life Skills training, Employment Preparation and Placement, On the Job Training, Parent Assistance, and/or community-based services dealing with financial literacy, credit repair, legal issues, employment, etc., prior to being referred for Housing Assistance.
5. The Housing Assessment will involve the review and discussion of personal information and history, including legal and credit history, and will require follow-up home visits and contact with the landlord.

When making a Referral for 5595 Housing Assistance, Care Coordinators should document on the Referral that items 1 through 5 above have been discussed/verified, and/or that there are specific strategies in place to address any needs in these areas.

Implications for Care Planning. In some instances there will be additional support needed for the transition to independent housing that is outside the scope of the service, so Child & Family Teams should work with Housing Assistance Providers to identify these needs and work on solutions. Housing Assistance Providers may be able (*and are encouraged*) to offer additional support with expenses, but are not required to do so.

Service Authorization Protocol. This service is only authorized one time, initially, as 5595A, for one (1) unit. The Service Authorization Request (SAR) will remain valid until the phase is complete. There is no need to do a Turnaround SAR. Once each phase is complete, a report will be submitted in Synthesis (*which will appear in the Demographics-Forms tab*), at which time Wraparound Milwaukee Administration (*Provide Network or Finance*) will authorize the next phase.

Documentation. Provider Agencies will complete each milestone report (*Phase I Assessment, Phase II Acquisition and Phase III Retention*) in Synthesis, as well as the Housing Assistance Progress Report Log (*see Attachment 1*).

B. Guidelines for Provider Agencies.

Housing Assistance in an outcome-based service, with payment upon successful completion and documentation in Synthesis of each service milestone as follows:

- Phase I – payable upon completion of Housing Assessment.
- Phase II – payable upon Housing Acquisition.
- Phase III – payable upon 90 days of Housing Retention.

Provider assumes risk of non-payment for non-performance/completion of Phases; Phase II and Phase III may be paid under very limited and narrow circumstances without completion.

Upon receipt of a Referral Form, Provider shall orally verify that client and Care Coordinator have determined that income guidelines are met, and that client housing preferences are viable. If either is not, Referral should be declined or redirected to other services.

C. Phase I – Assessment.

Phase I consists of identification of housing preferences and barriers to housing and must include the following:

1. An identification of housing preferences, including: property type, location, accessibility needs (*as necessary*), transportation access, proximity to employment or school, roommate criteria, children, pets, etc.
2. An identification of potential barriers to housing access and retention, such as credit history, legal history, lack of references, independent living needs, etc.

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3. An identification of financial and budgeting needs, including current and projected source(s) of income and personal expenses.
4. If identified as a need, Phase I must include assistance with an application to the Milwaukee County Rent Assistance Program and City of Milwaukee Rent Assistance Program for a Section 8 housing voucher, and with the City of Milwaukee Housing Authority for low income housing, as wait lists permit.
5. If client's housing needs, preferences and ability to pay do not meet affordability guidelines listed in Section II, A, 1 (*on page 1 of this policy*), or are otherwise not viable, Agency may end services and will be eligible for Phase I payment, or may continue services through Phase II or Phase III, with documentation of notification to client of risks associated with excessive housing costs.
If housing preferences and/or ability to pay are not viable, the client will receive assessment recommendations and referrals to address housing barriers, as well as an identification of the goals that must be met to transition to Phase II. In this scenario, the client will be eligible to resume services in Phase II if the goals and recommendations are achieved. A client shall not be determined to be ineligible/inappropriate for Phase II simply on the basis of identification of barriers to housing. Unless multiple or severe barriers are identified, clients shall be transitioned to Phase II.
6. All follow-up contacts with client, landlord and collaterals are to be documented in the client file, using the Wraparound Housing Assistance Progress Report Log (*Attachment 1*).

Service Documentation – A Phase I Assessment Report must be completed in Synthesis at the completion of Phase I and shall include the following elements:

1. An identification of housing preferences, including: location, accessibility needs (*as necessary*), transportation access, proximity to employment or school, roommate preferences, etc.
2. An identification of potential barriers to housing access and retention, such as credit history, legal history, lack of references, independent living needs, etc.
3. An identification of financial and budgeting needs, including determination of all sources of income and expenses.
4. Specific recommendations for follow-up activities to increase housing readiness, such as budgeting classes, credit repair resources, etc., after which client will be eligible to resume Housing Assistance services.

A description of how to enter the Phase I report in Synthesis “Entering Assessment/Progress Reports on Synthesis” is attached (*see Attachment 2*). In addition to Synthesis report, all contacts with client, landlord and collaterals are to be documented in the client file using the Wraparound Assistance Progress Report Log (*Attachment 1*).

D. Phase II – Acquisition.

Phase II consists of assistance with addressing barriers to housing, either directly or through referrals such as financial literacy/credit report/budgeting, obtaining rental history/references, and orientation to the housing market, as well as direct referrals to known landlords and assistance with seeking a rental property on the open housing market.

Housing must conform to Assessment needs and preferences. All housing units must be physically pre-inspected by Agency to verify that they are suitable for habitation, using the Department of Housing and Urban Development's (HUD's) Housing Quality Standards inspection form http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11742.pdf, or a similar, pre-approved document.

If housing does not pass inspection, if 50% of gross monthly income affordability guidelines are exceeded, or if no lease is utilized, and the client is still interested in the unit, agency must document in the client file that there was a discussion with the client about the risks involved with these issues. This documentation must be signed and dated by the client. In addition, Phase III follow up must include advocacy and support in addressing these issues.

Agency may be eligible for Phase II payment if client declines more than one property that meets all Assessment criteria.

Service Documentation – A Phase II Acquisition report must be completed in Synthesis at the completion of Phase II and shall include the following elements:

1. Address of rental unit.
2. Name, address and telephone number of the landlord.
3. Terms of the lease, including rent amount.
4. Date of lease signing and move in date.
5. Documentation of physical inspection of unit.

A description of how to enter the Phase II report in Synthesis “Entering Assessment/Progress Reports on Synthesis” is attached (*Attachment 2*). In addition to Synthesis report, all contacts with client, landlord and collaterals are to be documented in the client file using the Wraparound Housing Assistance Progress Report Log (*Attachment 1*).

E. Phase III – Retention.

Phase III consists of follow up, mediation and support to ensure a successful transition to new housing.

Follow up must occur for a minimum of ninety days from move in date and must include, at a minimum, weekly direct phone contact with client, monthly home visit and monthly direct phone contact with landlord to identify any issues that may affect housing retention. All follow up contacts with client, landlord and collaterals are to be documented in the client file, using the Wraparound Housing Assistance Progress Report Log (*Attachment 1*)

Service Documentation – a Phase III Retention Report must be completed in Synthesis at the completion of Phase III and shall include the following elements:

1. A signed statement from the landlord verifying that the tenant is in good standing with his/her lease, has not violated any conditions of his/her lease and is not under any lease stipulations or eviction proceedings.
2. A description of how to enter the Phase III report “Entering Assessment/Progress Reports on Synthesis” is attached (*Attachment 2*).
3. In addition to the Synthesis report, all contacts with client, landlord and collaterals are to be documented in the client file using the Wraparound Housing Assistance Progress Report Log (*Attachment 1*).

F. Credentials.

1. Agency.

During the application process, Agencies must show evidence of prior experience specific to the provision of this type of service. The Agency must have a written plan for the provision of the service to be submitted at the time of application, to include all materials used to verify housing quality.

2. Direct Service Provider.

Provider must have a High School Diploma or G.E.D. and a minimum of 6 months of prior work experience in the field. Provider must have a familiarity with basic lease agreements and knowledge of community housing resources and local housing market.

Reviewed & Approved by: _____



Bruce Kamradt, Director

DATE (i.e., 8/29/01)	TIME SEEN	<u>ACTIVITY, COMMENTS & PROGRESS RELEVANT TO IDENTIFIED NEEDS/GOALS</u> Type of Contact: FF = Face to Face PH =Phone W =Written NS = No Show MTG = Plan of Care/Child and Family Team Mtg./Other family related Mtg. Must have one note entry for every contact made
Date	Time:	Location of FF Contact/No Show: _____ Type of Contact: (circle one) FF PH W NS MTG Note References Need(s): (circle one or more) #1 #2 #3 Describe interactions/communications/outcome/plan: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Date	Time:	Location of FF Contact/No Show: _____ Type of Contact: (circle one) FF PH W NS MTG Note References Need(s): (circle one or more) #1 #2 #3 Describe interactions/communications/outcome/plan: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Date	Time:	Location of FF Contact/No Show: _____ Type of Contact: (circle one) FF PH W NS MTG Note References Need(s): (circle one or more) #1 #2 #3 Describe interactions/communications/outcome/plan: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Legal Guardian or Caregiver's Signature
 Date _____

Provider's Signature
 Date _____

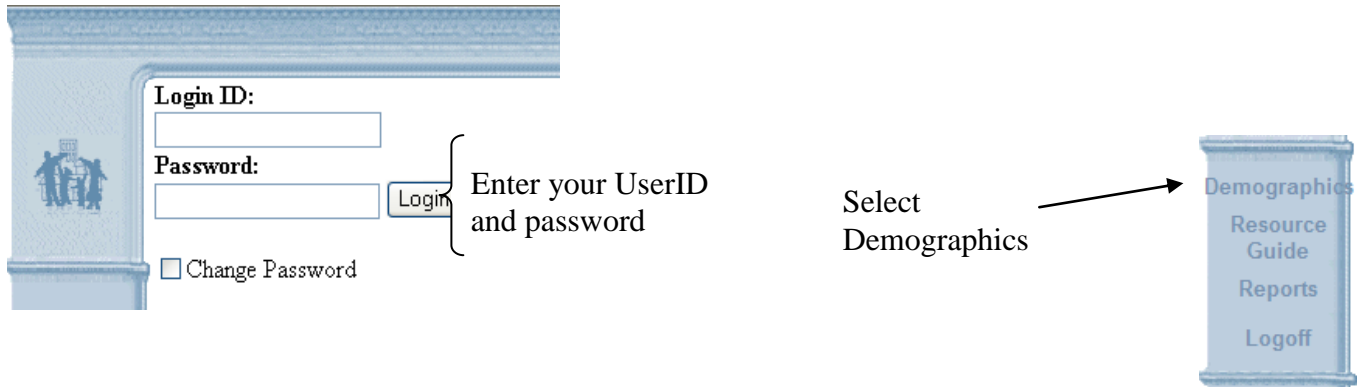
Care Coordinator's Signature
 Date _____

Entering Assessment / Progress Reports on Synthesis

Updated: 1/23/13

STEP 1: Logging in to Synthesis

Using **Internet Explorer**, go to the following site: <https://www.synthesiswi.wrapmilw.org> (Note: this is a secure web site and requires https in the web address). Enter your login information:



STEP 2: Searching for and opening the enrollee record

In the Search box – type in a portion of the youth’s name (we entered the letter “g” only). Then press the Search button. All last names matching your search will appear:

Enrollee List Search: LastName g Search

** Names appearing in italics are not currently enrolled.*

Select	Last Name	First Name	DOB	Program
	Gideon	Kirston	4/19/1999	Wraparound

To go to a specific youth’s record, click on the icon next to the youth’s name

You'll see this screen, which contains some basic demographic information about the youth:

STEP 3: Entering the Assessment / Report

Select the **Forms** tab

Depending on what type of provider you are, you will see specific Form options. Select the Form type you wish to enter by clicking on the Form name. *(We'll use OOH (Out of Home) Care Progress Report in this sample. Each Form has different questions, but data entry steps for all Forms is identical.)*

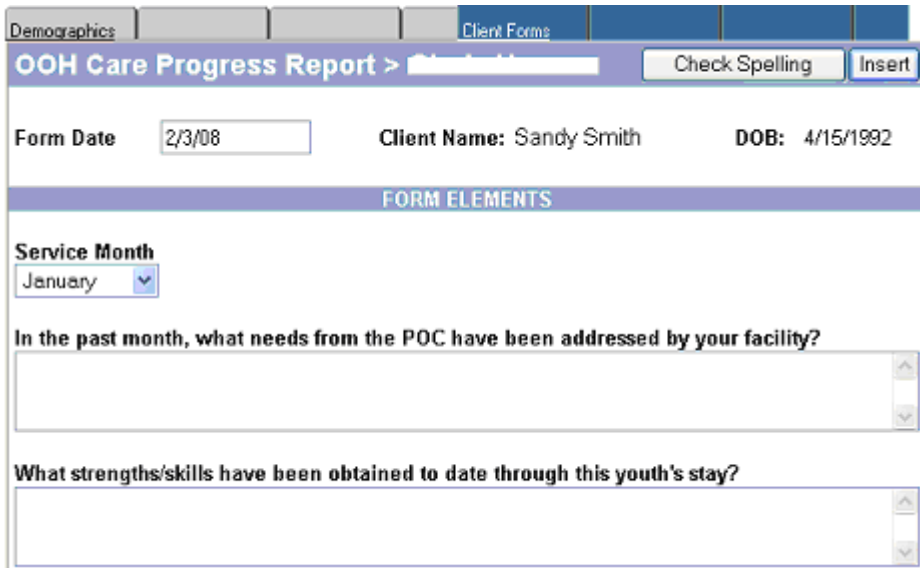
Forms (select the type of form you want to enter) Show Inactives	
Day Treatment Progress Report (0)	Employment Assessment / Plan (0)
Employment Retention Report (0)	Employment Verification Report (0)
for Project O YEAH (0)	Monthly Activity Report (0)
On the Job Training (0)	OOH Care Progress Report (0)
Phase I - Assessment (0)	Phase II - Acquisition (0)
Phase III - Retention (0)	

After selecting OOH Care Progress Report, the following screen appears. If there are any existing Forms of that type – you'll see them on this first screen. To access existing Forms, simply click on the folder in the “Open” column. You can also access the youth's current Crisis Plan and Plan of Care reports from this screen (directions for this are on Page 4). To enter a new Progress Report, click on “New.”

Open	Date	Status	Entered By	Approval
	9/1/2009	Approved	Angela Schmidt (9/2/2009)	Angela Schmidt (9/2/2009)

Client Forms > OOH Care Progress Report Print POC Print Crisis Plan New

After entering the date of the form (generally, the date you are submitting it) and selecting the service month you are reporting on, simply enter your information in each of the boxes. When you are done, click “Insert”.



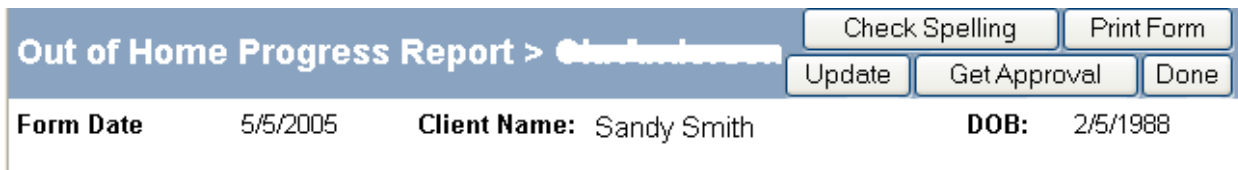
Answer all questions, then press Insert.

NOTE: There is a 20-minute time out in Synthesis. Watch the clock in the upper left hand corner of the screen. If you are getting close to the 20-minute mark – save your work by pressing the Insert or Update buttons.

Once you Insert the Form, new buttons will appear (see below)

STEP 5: Approving/Submitting the Document

After you press the Insert button – you’ll have new buttons.



Update allows you to make additions or edits to what you’ve typed.

Check Spelling brings up a Spell Check feature. After using the Spell Check feature – you need to click on the Update tab to save any spelling corrections you made. **Corrections you made in the spell check feature are not saved until you click on Update on this screen.**

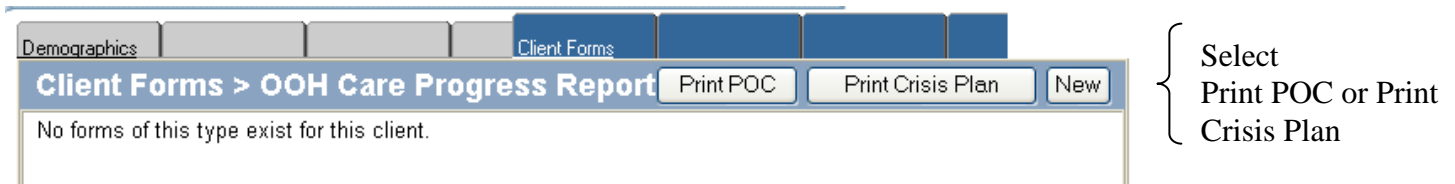
Use Get Approval to ‘finalize’ the form and indicate that you have completed it. Every Form entry needs to be Approved. Synthesis Approval is essentially your ‘sign off’ on the document. **Payment will be released only after Reports have been Approved.**


Use Print Form to print your Progress Report for your files.

To print the youth's most current Crisis Plan or Plan of Care:

NOTE – The Crisis Plan and Plan of Care (POC) that you have access to is the most recent, **approved** document that exists in Synthesis. If the care coordinator is working on a new POC or Crisis Plan, you will not be able to access that document on Synthesis until it has been approved by the Supervisor and/or Wraparound. If you need a copy of an 'in process' POC or Crisis Plan, contact the care coordinator.

After you select the Form name on the main screen – instead of selecting “New,” select which document you wish to print:



After a few seconds, a print preview of the youth's Crisis Plan or POC will appear. Simply select the Print option  to send the document to your printer.

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Crisis Plan

CONFIDENTIAL INFORMATION: Per Wis. Admin. Code 92.01 information without client/guardian consent or statutory authority

Youth Name: Sandy Smith
Date of Birth: Crisis Plan Date: 1/8/2008

Address: Eau Claire Academy 5550 N. Dewey St. Eau Claire, WI 54702 715 834-6681
Family/Guardian Address(es): Raymond Milwaukee, WI 53218 (414)

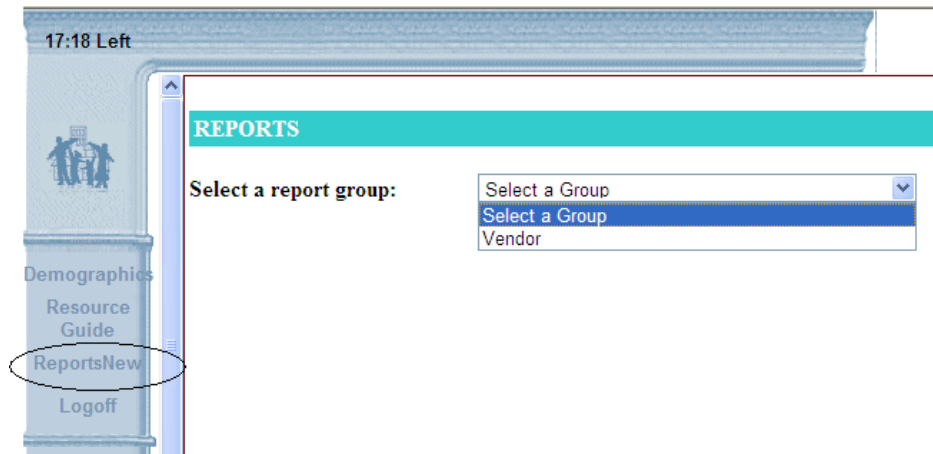
Care Coordinator:
Name: Ann Henricks
Supervisor Name: Kristin Wallace
Agency: Willowglen Community Care
527-6970 X1011 (Office), 322-0489 (Cell)
office - (414) 527-6970 x1007 emergency cell - (414) 313-7323

To check on the expiration date of each's child authorization (Out-of-Home Providers Only)

All Progress Reports users have access to Vendor reports in Synthesis. To see when the prior authorization for each youth expires, you run one of two reports:

- Foster Care Providers – “Foster Care Authorizations”
- Group Home / RCCCY / Independent Living Providers – “Out of Home Expiration Dates”

To run these reports, select the ReportsNew table of content area. Select “Vendor” as your report group.



Press “View Report”

Select a report group:

Selected Report: **Foster Care Authorizations**
 Report by foster care agency of current foster care placements. Includes the authorization end date for each youth.

Please enter/select the search criteria and then use 'View Report' button to view the report.

Here's your report:

Foster Care Authorizations Wraparound Care Coordination

Youth	Care Coordinator / Agency	Auth Exp Date
Enrollee, Sample	Assigned ,To Be - Pending	12/31/11