Housing Stabilization Services: Information for Waiver Case Managers

This guide is intended for waiver case managers who work with people that are eligible for Housing Stabilization Services.

How can Housing Stabilization Services help?

Housing Stabilization Services (HSS) will connect people to a housing expert who can help them find and maintain stable housing. Housing Stabilization Services does not provide reimbursement for goods such as application fees, furnishings, moving costs, etc. For more information, Housing Benefits 101 has a plain language article about Housing Stabilization Services, as well as a brochure that can be shared with people interested in the program.

Who is eligible for Housing Stabilization Services?

Housing Stabilization Services is available to Medical Assistance recipients 18 years and older who meet all the following requirements:

<table>
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<tr>
<th>Disabling condition</th>
<th>Housing instability</th>
<th>Assessed need for services</th>
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<tbody>
<tr>
<td>Aged, blind, or disabled as described under Title II of</td>
<td>Meets Minnesota’s definition for homeless or At-risk of homelessness</td>
<td>Requires assistance due to their disability in one of the following areas:</td>
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<td>the Social Security Act (SSI/SSDI) or</td>
<td>Currenty transitioning or have recently transitioned from an institution or licensed</td>
<td>• Communication</td>
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<td>People determined by a medical professional to have any</td>
<td>or registered setting or Eligible for waiver services</td>
<td>• Mobility</td>
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<td>the following conditions:</td>
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<td>• Decision-making</td>
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<td>• Long-term injury or illness</td>
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<td>• Managing challenging behaviors</td>
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<td>• Mental illness</td>
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<td>• Developmental disability</td>
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<td>• Learning disability</td>
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<td>• Substance use disorder</td>
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Note: People eligible for a disability or elderly waiver who need the services will meet criteria for Housing Stabilization Services

Role of Waiver Case Manager for HSS

The role of the waiver case manager in relation to these services is to:

• Begin the process of helping a person move by ensuring that their request for Housing Stabilization Services has been documented in the Coordinated Services and Support Plan (CSSP)
• Document the person’s chosen HSS provider in the CSSP
• Complete the service section to include Housing Stabilization Services in the CSSP (under “other agreements” tab)
• Securely send completed CSSP to chosen provider and request the provider’s signature. The Housing Stabilization Services provider uploads the information from the CSSP into the DHS eligibility review system.
• Ensure Housing Stabilization Services are coordinated with the rest of the person’s services
• Monitor the person’s progress with the Housing Stabilization Services provider and coordinate with other supports as needed
• Complete the My Move Plan Summary once the person has identified a place to move.

Note: Case managers do not need to authorize HSS services on the service agreement.
Documentation Expectations in the CSSP:
There are a number of areas where you can document Housing Stabilization Services in a person’s CSSP, which may include:

- General Plan Notes
- Short and Long-Term Goals
- Actions Steps for Goals
- Summary of Programs and Services

Housing Stabilization Services does not have to be documented in all of the areas listed, and it can be found anywhere else in the CSSP. Those listed above are the most appropriate spots to identify the need for Housing Stabilization Services.

Example of Housing Stabilization Recipient: Delford is ready to move to a bigger place of his own. He would like to live in a quiet area with neighbors that respect his sobriety. He does not like to use public transportation so it is important for him to live within walking distance of his church and sister. This will also give an opportunity to utilize grocery delivery options. Over the last year, Delford decided to focus in finding employment instead of the expungement process. This is something he needs to work on so that he can move where he wants.

Examples of documenting Housing Stabilization Services:

Service Documentation in Support Plan Application:

1. Go to the “Services” tab and select “Other”
2. Enter all of the required information in about services, including Delford’s “Areas of Need”
When does the plan need to be done?
The Community Services and Supports Plan (CSSP) must be updated (or completed):

- At least every 12 months
- At the request of the person
- When significant changes occur

For example: A person wants to add (or change) a Housing Stabilization- transition/sustaining provider

For more information about Housing Stabilization Services, please email: dhshousingstabilization@state.mn.us
If there are questions related to the CSSP and Support Instructions, please email Disability Services Division Response Team: dsd.responsecenter@state.mn.us