

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:

Disabling condition	Housing instability	Assessed need for services
<p>Aged, blind, or disabled as described under Title II of the Social Security Act (SSI/SSDI) or</p> <p>People determined by a medical professional to have any the following conditions:</p> <ul style="list-style-type: none"> • Long-term injury or illness • Mental illness • Developmental disability • Learning disability • Substance use disorder 	<p>Meets Minnesota’s definition for homeless or</p> <p>At-risk of homelessness or</p> <p>Currently transitioning or have recently transitioned from an institution or licensed or registered setting or</p> <p>Eligible for waiver services</p>	<p>Requires assistance due to their disability in one of the following areas:</p> <ul style="list-style-type: none"> • Communication • Mobility • Decision-making • Managing challenging behaviors

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:

Short and Long-Term Goals	Action Steps for Goals:	
<table border="1"> <thead> <tr> <th data-bbox="100 898 592 976">Goal Statement</th> </tr> </thead> </table>	Goal Statement	<p>What will the person do?</p>
Goal Statement		
Delford will continue to attend AA at least once every other week and will remain sober.	1. Delford will continue to connect with his sponsor and relationships he has formed through AA.	
Delford will continue to work with his ARMHS worker and therapist to develop and use coping skills to manage his mental health symptoms.	2. Delford will continue to keep a journal and share his highs and lows each week with his therapist and ARMHS worker.	
Delford will continue to volunteer a couple times a month with Sunday School and increase volunteer opportunities with youth at his church.	3. Delford will share with the church that he hopes to be employed in their youth services program in the future. With the help of his employment services provider, he will build on his experience with youth and complete a resume.	
Delford will find a home in a safe neighborhood that is close to his church and sister.	4. With the help of his ILS worker, HSS coordinator and case manager, Delford will create a My Vault account in HB101. He will also learn how to make a good impression on future landlords.	
Delford will work with his HSS provider on the expungement process and to find a home in a safe neighborhood.	5. Delford will complete and submit his expungement paperwork with the help of his HSS provider.	
Delford will learn to use an MD2 machine to ensure proper dosage and time for his medications.	6. Delford will meet with his nurse monthly to fill his MD2 machine.	
	<p>What will the case manager do? Delford's CAD1 case manager will continue to connect with him as needed to review progress towards goals. The case manager will refer Delford to his chosen Housing Stabilization Services provider and communicate Delford's plan and preference with the provider. His case manager will complete the My Move Plan Summary with Delford once Delford identifies his future home in order to help with the transition. Delford's case manager will connect with providers as needed for regular monitoring of Delford's progress.</p>	

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”

Other

PROGRAM TOTALS

Annual Amount: \$0.00 Total Plan Cost: \$20,604.00 Average Monthly Cost: \$1,717.00

Housing Stabilization - Sustaining - 15 Minutes

Housing Stabilization - Transition - 15 Minutes

Edit

Date Span: 08/01/2020 to 07/31/2021 Funding Source: Medicaid State Plan

Final Rate: \$17.17 Average Monthly Cost: \$858.50 Total Service Cost: \$10,302.00

NPI/UMPI: A996425300 METROPOLITAN CTR INDEPENDENT LIVING

County of Service: Ramsey County of Residence: Ramsey

Frequency Code:

General Service Notes (not intended for the person):

Service Notes: Delford will meet with his HSS Coordinator weekly and as needed.

Service Documentation as it appears in a CSSP print:

Service							
Housing Stabilization - Transition - 15 Minutes							
Start Date	End Date	Procedure Code	Frequency	Units	Rate	Avg Monthly	Total Service
08/01/2020	07/31/2021			600	\$17.17	\$858.50	\$10,302.00
NPI/UMPI	Status	Provider Name		Funding Source	County of Service		
	Approved			Medicaid State Plan	Ramsey		
Areas of Need							
Supportive Services, Self-Direction, Quality of Life, Personal Security							
Support Instructions							
Delford's HSS Coordinator will assist Delford with the expungement process and search for a home within walking distance to his church and sister. The HSS Coordinator will help Delford maintain his account with HB101 and use the tools to help them with his housing search.							
Service Notes							
Delford will meet with his HSS Coordinator weekly and as needed.							

Service							
Housing Stabilization - Sustaining - 15 Minutes							
Start Date	End Date	Procedure Code	Frequency	Units	Rate	Avg Monthly	Total Service
08/01/2020	07/31/2021			600	\$17.17	\$858.50	\$10,302.00
NPI/UMPI	Status	Provider Name		Funding Source	County of Service		
	Approved			Medicaid State Plan	Ramsey		
Areas of Need							
Personal Security, Supportive Services, Self-Direction, Home Management, Quality of Life							
Support Instructions							
Delford's HSS Coordinator will make sure Delford knows his property manager/landlord once they find Delford's new home. They will also share the information with the rest of Delford's team, including adding it to Delford's HB101 MyVault account. Delford's HSS Coordinator will also assist Delford in being familiar with what surrounds Delford's new home and finding different walking paths to Delford's church and sister.							
Service Notes							
Delford and his HSS Coordinator will meet weekly and as needed.							

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