

## Guidance 21 Housing Coordination

**Contract Reference:** *Sections C-1.3.9.5, C-2.1.4.6*

**Frequency:** *Ongoing*

**Due Date:** *Ongoing*

**Description:**

This document provides guidance on implementation of the Managing Entity's Housing Coordination function.

### Purpose

The purpose of this function is to:

1. Increase and improve collaboration and coordination between Managing Entities, Local Homeless Coalitions, Designated Lead Agencies of Continuum of Care Plans, Florida Housing Finance Corporation (FHFC), and other key state and local agencies as they relate to housing-related services;
2. Find safe, affordable, stable housing for individuals with mental health and/or co-occurring diagnoses; Ensure that these individuals receive the necessary support services to be successful in the community; and
3. Increase the number of discharges from state mental health treatment facilities to stable community housing in lieu of discharges to community crisis stabilization units, to addiction receiving facilities, or to placements increasing the risk of subsequent homelessness.

### Managing Entity Responsibilities

1. The Managing Entity shall designate a full-time staff member to serve as the Managing Entity's Lead Housing Coordinator and shall designate the additional housing coordination staff identified in the Managing Entity's proposal, dated January 7, 2016, as approved by the Department.
2. The Managing Entity shall identify relevant local stakeholders and maintain a resource listing of available local housing resources that will be used to resolve housing-related issues for the individuals served by the Network Service Providers, and to provide a framework for communication and resolution of problems. The resource listing shall identify stakeholder including:
  - a. Network Service Providers and other community agencies delivering supportive housing services,
  - b. Community agencies providing affordable housing opportunities,
  - c. Community affordable housing and homelessness advocacy groups, and
  - d. County and municipal government agencies addressing homelessness and housing.
3. The Managing Entity shall become an active member of all local Continuums of Care within its service region as identified by the Office on Homelessness at:  
<http://www.myflfamilies.com/service-programs/homelessness/lead-agencies>
4. The Managing Entity shall participate or designate a representative to participate in all Continuum of Care meetings, and shall collaborate with each Continuum of Care Lead Agency and members of each continuum to foster the purposes of this program within the service region.

5. The Lead Housing Coordinator and housing coordination staff shall:
  - a. Conduct an annual needs assessment of the current housing situation and ongoing community activities as they relate to individuals served by the Network Service Providers;
  - b. Develop a strategic plan for approval by the Department that incorporates the results of the needs assessment and current resources to address existing gaps;
  - c. Collaborate with Network Service Providers, PATH Programs, FACT Teams, and other community behavioral health service providers regarding the current housing situation;
  - d. Develop guidance and standards under which the Managing Entity's Network Service Providers shall prioritize housing-related services to individuals with mental health, substance abuse or co-occurring diagnoses who are homeless or at imminent risk of homelessness.;
  - e. Enhance outreach, housing, and service components for those prioritized individuals;
  - f. Collaborate with FHFC to coordinate funding availability and local resources for those prioritized individuals;
  - g. Coordinate trainings addressing safe, affordable and stable housing opportunities, initiatives and resources to Network Service Providers, including training on SAMHSA Permanent Supportive Housing, Housing First, and SOAR as specified in Incorporated Document 9;
  - h. Identify and work with all relevant stakeholders to identify and resolve all systematic and programmatic barriers to engagement and retention in service provision in a process of continuous quality improvement;
  - i. Ensure use of the SOAR process with Network Service Providers and local Continuum of Care agencies as aligned with HUD regulations; and
  - j. Attend Florida's annual Homelessness Conference and other relevant housing meetings/conferences as able.