



Division of Behavioral Health

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MEMORANDUM

TO: DBHDD contracted providers of Assertive Community Treatment, Community Support Teams, Intensive Case Management, Case Management, Residential Support Services, Crisis Respite Apartment, Crisis Stabilization Units, Behavioral Health Crisis Centers, Psychiatric Hospitals

FROM: Terri Timberlake, Ph.D., Director
DBHDD Office of Adult Mental Health

DATE: DBHDD Housing Need and Choice Evaluation

RE: May 22, 2015

DBHDD has been engaged in activities in support of our transformational housing work and we are excited to share with you implementation details about the housing need and choice evaluation initiative. You recently received an email from me requesting your participation in the first of a series of trainings in support of the housing first philosophy and the housing need and choice evaluation tool.

The department is working to better understand the housing needs of people who meet the ADA Settlement criteria by partnering with the Georgia Mental Health Consumer Network (GMHCN), which will provide housing need evaluators to do the initial work. The evaluators will meet face-to-face with people enrolled in or admitted to your services who meet ADA Settlement criteria, and will complete the web-based housing need evaluation with them.

It is essential to have the cooperation of service providers in this endeavor. We will need your assistance in doing the following:

1. Please post fliers and posters in high-visibility areas for consumers of services within your agency.
2. Beginning May 27, please use the consent to release information form that we are providing, which will allow individual names and contact information to be released to the GMHCN project manager. During face to face consumer visits, please obtain signatures of consent from each individual enrolled/admitted in your state contracted ACT, CST, ICM, CM, RSS, CRA, BHCC, CSU or Inpatient service.
3. Beginning May 28, please provide and update a list of enrolled individuals/census using the attached referral template, and send to project manager: Michael Harrell, michael@gmhcn.org.
 - For hospitals, BHCCs and CSUs, this census update should be completed and provided to the GMHCN project manager daily, reflecting newly admitted persons.
 - For ACT, CST, ICM, CM, RSS, CRA, this update should be completed and provided to the GMHCN project manager weekly, reflecting newly enrolled persons.
4. Upon completion and receipt, Providers, should review this document, and use its contents along with your knowledge of each individual to complete the risk assessment and together

with the individual develop a housing plan. This housing plan should be updated as part of the ongoing individual recovery plan (IRP), reassessment and reauthorization process. The plan is expected to become integrated into IRPs for continuous review and action. Each service provider will need a password to access the specific evaluation. This password will be provided after you let us know who should receive the notification email and who will follow-up with housing plan development for individuals in your service. Please provide Letitia Robinson with that staff person's name and email address by June 1, letitia.robinson@dbhdd.ga.gov.

The contracted housing need evaluators will contact individuals who have consented, and will schedule to meet directly with ADA eligible consumers of your ACT, CST, ICM/CM, CRA, RSS, BHCC, CSU and inpatient services. They may meet with individuals at your service location or another agreed upon location for the face-to-face completion of the electronic evaluation tool. Upon completion, the evaluator will upload the data to a DBHDD web-based portal. The evaluator will not have further interaction with individuals beyond completion of the housing need evaluation interview.

Once completed, this tool is uploaded by the housing need evaluator, the service provider with whom that individual is connected or referred for services will receive electronic notification that there is an evaluation for 'Jane Doe' awaiting their review.

We plan to begin this housing evaluation process during the first week of June and conclude the first phase by the end of September. This means that all people meeting ADA Settlement criteria who receive DBHDD contracted adult mental health services who are enrolled in or admitted to the specified services between the beginning of June and the end of September should participate in this first phase of the housing need and choice evaluation process.

You have received an allotment of fliers and posters to help you publicize this initiative. Please post them in visible areas, (e.g., waiting room, lobby, near water fountain, group therapy room, TV room/common area), and also distribute fliers to individuals.

As the process moves forward, you may receive feedback from individuals, and I would appreciate you sharing this directly with me at terri.timberlake@dbhdd.ga.gov. Individuals who participate in services may refuse participation in the housing evaluation. They are given this option as part of the survey. However, as you solicit consent from individuals in your service, please explain that this is an opportunity for them to express their housing needs and preferences and there will be no adverse consequence for their participation or refusal.

This is a major undertaking, and its success requires your support. The benefit of a comprehensive housing need and choice evaluation and subsequent development of a housing goal as part of an IRP will be tremendous for the population that we serve, and will further support the transformation of our supported housing network. Additionally, the accuracy and comprehensiveness of this data is vital as it is a component of our ADA Settlement compliance work.

This and all supporting information regarding the housing need and evaluation process may be accessed via the DBHDD Policy Stat website; Supported Housing Need and Choice Evaluation **Policy 01-120**.

Thank you in advance for your cooperation and support.

Cc: Monica Parker, Director, Division of Behavioral Health
Emile Risby, M.D., Director, Division of Hospital Services
DBHDD field offices