



DHS/DMH/LAHSAs REFERRAL GUIDELINES FOR INTERIM HOUSING PROGRAMS

OVERVIEW

The Interim Housing programs (Crisis/Interim/Bridge/Recovery Bridge/Stabilization/Recuperative Care) administered by the Department of Health Services (DHS), Department of Mental Health (DMH) and the Los Angeles Homeless Services Authority (LAHSA) provide individuals who are experiencing homelessness with a short-term place to stay along with supportive services while they transition to permanent housing. Interim Housing providers offer all participants a safe and clean shelter, 24-hour general oversight, three meals each day, clean linens, clothing, toiletries and case management services. Some Interim Housing providers are contracted to provide additional on-site services including medical oversight, health monitoring, mental health and/or behavioral health services and transportation assistance. Interim Housing facilities may also target specific populations such as families with minor children, older adults, women, transition age youth and individuals/families fleeing domestic violence.

PARTICIPANT ELIGIBILITY CRITERIA

1. Age 18 or older
2. Homeless
3. Presents with a complex health condition, a mental illness and/or other vulnerabilities
4. Able and willing to self-administer medication
5. Independent with all Activities of Daily Living (ADLs) including bathing, grooming, dressing, feeding and toileting
6. Independent with mobility/transfers and the safe use of Durable Medical Equipment (DME) such as walkers, wheelchairs and other assistive devices
7. Continent of bowel and bladder or independent with the use of incontinence supplies
8. Cognitively alert and oriented to name, place, date and situation
9. **DMH INTERIM HOUSING PROGRAM ONLY:**
 - a. Participants must present with a mental illness.
 - b. Participants must be receiving or willing to receive mental health services from a DMH directly-operated clinic or contract provider and be willing to sign an Interim Housing Program Client Agreement.
 - c. Refer DMH Transition Age Youth (TAY) (ages 16-25) to the TAY Enhanced Emergency Shelter Program gatekeeper by calling 213-738-6194.
10. **SELECT LAHSA BRIDGE HOUSING PROGRAMS ONLY:**
 - a. Participants must meet criteria for HUD Homeless Category 1 or 4 AND
 - Be enrolled in Rapid Rehousing or matched to another Permanent Supportive Housing resource OR
 - Have a Coordinated Entry System (CES) Survey Packet acuity score of eight or higher OR
 - Present with other qualifying vulnerabilities (see Appendix A for additional participant eligibility criteria and referral guidelines).

NOTE: While participants may meet eligibility criteria for more than one program, submit only one referral per participant. Based on the participant's needs, DHS, DMH and LAHSA may consult with each other to determine the most appropriate placement for the participant.

PARTICIPANT EXCLUSION CRITERIA (including but not limited to the below)

1. Requires psychiatric or physical health emergency/inpatient hospitalization or other 24-hour treatment
2. Requires daily physician oversight for acute care needs or 24-hour nursing support
3. Requires Skilled Nursing Facility (SNF) level of care, acute physical rehabilitation services, licensed residential care or other 24/7 care and supervision
4. Currently exhibits combative, aggressive or threatening behavior
5. Has cognitive impairments that require constant supervision, monitoring, redirection or verbal cues or that place the participant at risk of wandering
6. Needs or is on mental health conservatorship
7. Has wounds/ulcers that require more than two (2) dressing changes per day



REFERRING ENTITY RESPONSIBILITIES

1. Communicate with the participant about the referral to ensure they are willing to accept Interim Housing.
2. Review the Referral Submission Instructions on the DHS/DMH/LAHSA Referral Form for Interim Housing Programs to determine whether the participant should be referred to DHS, DMH or LAHSA.
3. Complete the DHS/DMH/LAHSA Referral Form for Interim Housing Programs including any supplemental forms and submit to the appropriate department/agency.
 - a. Referrals to DHS initiated by a medical, mental health and/or behavioral health facility require additional supporting documentation including, but not limited to, the participant's face sheet, medication list, medical history, physical examination results, most recent progress notes from a MD/physical therapist/occupational therapist/other service provider, discharge planning notes, follow-up appointment information and/or other pertinent information for placement.
 - b. Referrals to LAHSA also require verification of homeless status and health documentation as applicable to the placement (e.g., TB screening results, County health releases, etc.).
4. If the participant is being re-referred to Interim Housing and it has been more than 30 days since they left their last placement, complete and submit a new DHS/DMH/LAHSA Referral Form for Interim Housing Programs.

DHS/DMH/LAHSA INTERIM HOUSING ADMINISTRATIVE RESPONSIBILITIES

1. DHS/DMH/LAHSA Interim Housing Administration will review the referral for program eligibility and contact the referring entity if the referral is incomplete or requires additional documentation. Incomplete referrals may cause delays in processing.
2. DHS/DMH/LAHSA Interim Housing Administration will notify the referring entity on whether there is an available bed or if the participant will be placed on a wait list.

INTERIM HOUSING ADMISSION REQUIREMENTS

1. Date and Time of Arrival
 - a. The participant must arrive at the Interim Housing facility between 8:00 a.m. - 3:00 p.m. within one business day following receipt of the placement email confirmation from DHS/DMH/LAHSA Interim Housing Administration. If not, the bed will become available to another participant.
 - Exceptions to the arrival timeframe may be made on a case-by-case basis with the Interim Housing provider.
 - Exceptions to the arrival date must be pre-approved by DHS/DMH/LAHSA Interim Housing Administration.
 - b. The referring entity is responsible for transportation of the participant (unless they have a car) to the Interim Housing facility and they must coordinate the participant's date and time of arrival with the Interim Housing provider **prior** to transporting the participant.
2. Medication/Assistive Devices
 - a. At the time of arrival to the Interim Housing facility, the referring entity must ensure that the participant has a 30-day supply of any medications and any necessary DMEs or other assistive devices with them.
3. Service and Emotional Support Animals
 - a. Under the Americans with Disabilities Act (ADA), Interim Housing facilities must permit service animals.
 - b. Participants with emotional support animals may be requested to provide vaccination records and/or a note from a mental health professional.

NOTE FOR MEDICAL FACILITIES: If the participant has been accepted to an Interim Housing facility and it is determined post-arrival that the participant is not appropriate for the Interim Housing program or did not arrive with their required medications and/or necessary assistive devices, the participant may be sent back to the referring medical facility within 48 hours of arrival.



ADDITIONAL PARTICIPANT ELIGIBILITY CRITERIA AND REFERRAL GUIDELINES FOR SELECT LAHSA BRIDGE HOUSING PROGRAMS* (APPENDIX A)

A BRIDGE HOME

- Participants must be living in a place not meant for human habitation within a Council District's identified catchment area and/or the city of Los Angeles
- Submit the referral for A Bridge Home as directed below:
 - Prior to opening and through the first 30 days of program operation, submit the referral to the SPA Outreach Coordinator.
 - After the first 30 days of program operation, submit the referral to the Countywide Interim Housing Matcher.

BRIDGE HOUSING FOR PERSONS EXITING INSTITUTIONS

- Participants must have exited from an institution in the past 60 days.
 - Eligible institutions include but are not limited to: jails, prisons, foster care, detention centers, residential care facilities or substance use treatment facilities.
- Submit documentation substantiating the exit from the eligible institution within the first 90 days of program enrollment.

ENHANCED BRIDGE HOUSING FOR WOMEN

- Participants must identify as a woman. This is inclusive of both cis-sexual and trans-identifying persons.
- Eligibility is then based on:
 - Whether the identifying participant is Bridge Housing Program eligible (based on homeless status, CES acuity score and/or enrollment in Rapid Rehousing/match to a Permanent Housing resource); AND/OR
 - Whether the person has past trauma and would benefit from Licensed Clinical Case Management from a women's site.

ENHANCED BRIDGE HOUSING FOR OLDER ADULTS

- Participants must be age 55 or older.
- Eligibility is then based on:
 - Whether the identifying participant is Bridge Housing Program eligible (based on homeless status, CES acuity score and/or enrollment in Rapid Rehousing/match to a Permanent Housing resource); AND/OR
 - Whether the person has past trauma and would benefit from Licensed Clinical Case Management from an older adults' site.
- Submit documentation substantiating the participant's age within the first 90 days of program enrollment.

***Information on how to refer to other LAHSA Interim Housing programs, including other Bridge Housing Programs, can be found at <https://www.lahsa.org/documents?id=2196-lahsa-shelter-list.pdf>. For referral coordination or questions, email interimhousing@lahsa.org.**