COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

ADULT JUSTICE, HOUSING, EMPLOYMENT & EDUCATION SERVICES
HOUSING POLICY & DEVELOPMENT UNIT

MENTAL HEALTH SERVICES ACT (MHSA) HOUSING PROGRAM
CERTIFICATION APPLICATION REVIEW AND REFERRAL PROCESS (revised 8-5-09)

Certification Application Submission

A MHSA Housing Certification Application must be completed for each applicant before they move into an MHSA funded unit. Send completed Certification Applications to:

Department of Mental Health
Housing Policy & Development
Attn: Housing Coordinator
695 S. Vermont Ave., 10th Floor
Los Angeles, CA 90005
Fax: (213) 637-2336

To ensure confidentiality and adequate protection of health information, applicants must sign a Department of Mental Health (DMH) or agency-specific authorization for request or use/disclosure of Protected Health Information (PHI) form authorizing DMH to provide the Certification Application information to the project sponsor (including the property management company). A copy of the signed authorization form must be submitted along with the Certification Application.

Certification Application Review

Housing Policy & Development (HP&D) will review the Certification Application to confirm that the applicant is:

1. Eligible to receive MHSA services in Los Angeles County (per Welfare and Institutions Code 5600.3);
2. Homeless or at risk of homelessness as defined by MHSA guidelines; and
3. A client of DMH.

HP&D will notify the referring agency of the outcome of the Certification Application review and any reasons for denial within 5 business days. The referring agency will communicate the outcome of Certification Application review to the applicant.

Non-certified applicants may re-submit the Certification Application if the reasons that resulted in the denial change. If the project sponsor's housing application process has already been initiated, the applicant may remain on the project sponsor's prospective tenant list while they attempt to meet the MHSA eligibility criteria. If the applicant remains unable to meet the MHSA eligibility criteria, the project sponsor may then invite them to apply for any available non-MHSA funded units in the development or refer them to other permanent housing resources.

DMH certified applicants will be placed on a Master Referral List maintained by HP&D. HP&D will periodically contact the referring agency to determine the client's continued interest in an MHSA funded unit. If the DMH certified applicant is unable to be contacted, they will be removed from the list but may reinstate their active certification status at any time by having the referring agency contact HP&D to provide updated eligibility information, if applicable.

DMH Certified Applicant Referrals

1. HP&D will refer DMH certified applicants to MHSA funded projects based on the information contained in their Certification Application.
2. Project sponsors will place the DMH certified applicants on their prospective tenant list.
3. Project sponsors will notify the DMH certified applicants and the referring agency, if different, of the availability of a unit and give them a specified timeframe within which to respond.
4. If the project sponsor is unable to make contact with the DMH certified applicants directly or through the referring agency within the specified timeframe, they may be removed from the project sponsor's prospective tenant list, but will remain on HP&D's Master Referral List.
5. If a DMH certified applicant indicates interest in an available unit, the project sponsor's housing application process will be initiated and HP&D will be notified.
6. On a quarterly basis, HP&D will send a current list of all DMH certified applicants referred to MHSA Housing Program project sponsors with any updated status information to reconcile for tracking purposes. Each project sponsor will review the list and update the status of each referred DMH certified applicant, if applicable, within 5 working days.