

Detroit Moving Up Eligibility and Assessment Form

The completion of this form and assessment will serve as **certification of eligibility** for Detroit Moving Up. Complete all information and ensure that it's readable. This document includes **3 components** 1. General Information about PSH Provider and PSH Tenant (page 1) 2. Minimum Criteria and Required Forms (page 2) 3. Assessment (pages 3-7).

| PSH Provider Information | | | | | |
|--|--|--|---|---|--|
| Date Form Completed: | | Referring PSH Agency: | | PSH Program Name: | |
| Case Manager Name: | | Case Manager Email Address: | | Case Manager Phone Number: | |
| PSH Tenant Information | | | | | |
| Tenant HMIS ID: | | PSH Tenant Name: | | PSH Tenant Phone Number: | |
| PSH Tenant Current Address: | | PSH Tenant Email Address: | | Year Moved into PSH: | |
| Number of Person in Household: | | Select the type of PSH site the tenant is currently residing: | <input type="checkbox"/> Project based PSH <input type="checkbox"/> Master leased PSH <input type="checkbox"/> Tenant based PSH | How much is PSH Tenant currently paying in rent? | |
| Does the PSH Tenant want to move to a new unit? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure | Tenant Score on Enclosed Assessment (starts on page 3): | Housing Score: Income: Health: Supportive Services & Mainstream Resources: Total Score: _____ | | |

Certification: The information contained in this application and assessment is as accurate as possible. The tenant and case manager have met to discuss this application and feel that the tenant is a great candidate for Moving Up. The agency will provide follow-up services to the tenant and the tenant understands that he/she must provide data and information to the agency following-up for reporting purposes. In addition, the tenant will complete all MSHDA paperwork and understands that submitting this application does not guarantee acceptance.

PSH Tenant Signature

Date

PSH Case Manager Signature

Date

Please complete the following questions based on the conversations consumer is only eligible for consideration by the Moving Up Review Team if the response for *all* the criteria below is “Yes”.

| Minimum Criteria | Does the PSH Tenant meet this criteria? | |
|--|---|----|
| The consumer is a lease holder and has maintained lease for at least 12 months. | Yes | No |
| Tenant has paid rent on-time 8-12 times in the last 12 months. | Yes | No |
| Tenant has paid bills on-time at least 8-12 months (or utilities are included in tenants’ rent). | Yes | No |
| Tenant is able to keep physical and behavioral health care appointments on a regular basis. | Yes | No |
| Tenant has only required occasional support in order to comply with lease obligations in the last 6 months. | Yes | No |
| Can the household meet these minimum qualifiers (HUD & MSHDA criteria)? | | |
| <ul style="list-style-type: none"> • Has not been evicted from any PHA housing within 3 years • Is not a lifetime registered sex-offender • Has not been convicted of manufacturing meth in public housing • Has not engaged in illegal drug-use or drug-related criminal activity during the past 12 months • Has not engaged in criminal activities within the last 24 months | Yes | No |
| | Yes | No |
| | Yes | No |
| | Yes | No |
| | Yes | No |

| Required Forms and Documentation | Attached? | |
|---|-----------|----|
| Completed Eligibility Form and Assessment (this document) | Yes | No |
| Signed Moving Up Participant Agreement | Yes | No |
| MSHDA HCV Moving Up Pre-Application | Yes | No |
| Signed Release of Information form | Yes | No |

Disclaimer – If the PSH tenant is pulled for a MSHDA Moving Up, original documents will be required (see MSHDA Upfront Documentation Quick Glance). Documentation is not required for the Moving Up Review Team.

| PSH Tenant Assessment Instructions: |
|--|
| Complete all sections Housing, Income, Health, Supportive Services & Mainstream Resources, and Case Manager Recommendations (pages 3-7) with the PSH Tenant. Total the score in the far right column. If questions do not apply, please give a 3 as the score and write N/A. |

| HOUSING | Score: 0 | Score: 1 | Score: 2 | Score: 3 | Tenant Score |
|---|--|---|--|--|---------------------|
| Current Lease | Tenant has not held a lease for past 12 months | Tenant is lease holder, has maintained lease 12-18 months | Tenant is lease holder, has maintained lease 18-36 months | Tenant is lease holder, has maintained lease for over 3 years (36+ months) | |
| Rent Payment | Tenant has not paid rent for last 6 months or has only paid on-time 1-3 times in last 12 months | Tenant has paid rent on-time at least 4-6 times in last 12 months | Tenant has paid rent on-time at least 6-8 times in last 12 months | Tenant has paid rent on-time 8-12 times in the last 12 months | |
| Utility Bills | Tenant has only paid bills on-time 1-3 times in last 12 months | Tenant has paid bills on-time at least 4-6 times in last 12 months | Tenant has paid bills on-time at least 6-8 times in the last 12 months | Tenant has paid bills on-time at least 8-12 times in the past 12 months (or utilities are included in tenants' rent) | |
| Outstanding Rent Arrears | Tenant has outstanding rent arrears and is not willing to set up payment plan | Tenant more than 6 months in current rent arrears and has set up a payment plan or applied for resources | Tenant has less than 3 months in current rent arrears and is current on payment plans | Tenant has no current arrears and does not have a current payment plan for past bills | |
| Outstanding Utility & other bills | Tenant has outstanding utility arrears and is not willing to set up payment plan | Tenant has less than \$1000 in current utility arrears and has set up a payment plan or applied for resources | Tenant has less than \$500 in current utility arrears and is current on payment plans | Tenant has no current arrears and does not have a current payment plan for past bills | |
| Safe Living Environment | Tenant has had over 5 contacts with police and/or landlord complaints in past 6 months regarding disruptive activities in the unit | Tenant has had 3-5 contacts with police and/or landlord complaints in past 6 months regarding disruptive activities in the unit | Tenant has had over 1-2 contacts with police and/or landlord complaints in past 6 months regarding disruptive activities in the unit | Tenant has not had any police visits or landlord complaints regarding disruptive activities in unit | |
| Housing Stability | Tenant has been in a supportive housing program less than 12 months | Tenant has been in a supportive housing program for 12-24 months | Tenant has been in a supportive housing program for 24-36 months | Tenant has been in a supportive housing program for over 36 months | |
| Past Evictions | Prior to PSH, tenant had over 6 evictions | Prior to PSH, tenant had 3-5 evictions | Prior to PSH, tenant had 1-3 evictions | Prior to PSH, tenant had no evictions | |
| Subtotal Score Total possible points: 24 Minimum Score of 16 to proceed | | | | | |

| INCOME | Score: 0 | Score: 1 | Score: 2 | Score: 3 | Tenant Score |
|---|--|--|--|--|---------------------|
| Maintaining or Increasing Income | Tenant has no income and has not yet applied for benefits | Tenant has applied for benefits and/or employment | Tenant is receiving benefits or is currently employed | Tenant has income from benefits and/or employment has increased from the previous year | |
| Stable Source of Income | Tenant has no stable source of income | Tenant has some income sources but not stable | Tenant has received income from benefits and/or employment for the last 1-6 months | Tenant has received income from benefits and/or employment for the last 6-18+ months | |
| Employment | Tenant is not employed and not enrolled in employment program | Tenant is currently in an employment development program or educational training program or actively seeking employment. | Tenant is employed or is involved in a volunteer position, internship, or job mentoring program for less than 6 months | Tenant is employed and saving towards mainstream housing for at least 6 months or is unable to work due to disability and has benefits | |
| Current Debt and Financial Obligations | Tenant has significant debt (over 50% of income) and is unable to meet financial obligations | Tenant has over 50% of income in debt and is meeting financial obligations | Tenant has less than 10% of income in outstanding debt and is meeting financial obligations | Tenant has no outstanding debt or financial obligations | |
| <p>Total monthly income source(s) and amount(s) for all household members on lease:</p> <p>Employment \$_____ SSI \$_____ SSD \$_____ Social Security \$_____ Food Stamps \$_____ Other \$_____ Source:_____</p> | | | | | |

| HEALTH | Score: 0 | Score: 1 | Score: 2 | Score: 3 | Tenant Score |
|---|---|---|--|---|---------------------|
| Medication Adherence | Tenant self-reports not taking any medications | Tenant self-reports rarely taking prescribed medications | Tenant self-reports sporadically taking prescribed medications | Tenant self-reports regularly taking prescribed medications with minimally missed doses OR has no prescribed medications | |
| Current Harm Reduction Goals | In the past 6 months, tenant preferred not to discuss or contemplate harm reduction behaviors | In past 6 months, tenant discussed harm reduction behaviors with case manager, but did not work towards implementing them | In the past 6 months, tenant shows progress towards harm reduction behaviors, but has not achieved implementing them | In the past 6 months, tenant has implemented harm reduction behaviors or has no reported substance abuse issues | |
| Future Harm Reduction Goals | Tenant does not intend to establish harm reduction behaviors | Tenant has re-set current harm reduction behaviors to be more realistic and/or reasonable to him/her | Tenant will maintain current harm reduction behaviors | Tenant is setting new harm reduction behaviors for next 6 months OR has no reported and/or diagnosable substance abuse issues | |
| Supportive Services & Mainstream Resources | Score: 0 | Score: 1 | Score: 2 | Score: 3 | Tenant Score |
| Connection to Mainstream Mental Health and Primary Health Care | Tenant is not connected to any mainstream agencies and tenant has not had contact with primary health care provider in past 12 months | Tenant is newly connected to mainstream MH and primary health | Tenant has been connected to mainstream providers for past 3-6 months | Tenant is connected to mainstream providers and has a primary healthcare provider and keeps appointments as needed | |
| Connection to Community Supports | Tenant has no community supports outside of PSH project | Tenant has limited community supports and is not interested in attaining others | Tenant has adequate community supports in neighborhood | Tenant seeks out community supports and has many connections including specialized services | |

| | | | | | |
|---|---|---|--|---|--|
| Service Utilization | Tenant has outstanding service needs and does not utilize current supportive services | Tenant has expressed interest in supportive services but has not followed up with case manager | Tenant utilizes some supportive services offered, and is able to maintain housing stability | Tenant utilizes supportive services offered, and seeks services when needed | |
| Clinical Crisis Intervention | Tenant has required over 5 clinical crisis interventions in the past 12 months | Tenant required 3-5 clinical crisis interventions in the past 12 months | Tenant required clinical crisis intervention in the past 12 months, and worked quickly with case manager to identify needs and help | Tenant has not required clinical crisis intervention in the past 12 months | |
| Tenant has the skills necessary to maintain housing stability | Based on their current tenancy, tenant does not have the skills necessary to maintain household stability | Based on their current tenancy, tenant would need significant support to maintain their household stability | Based on their current tenancy, tenant would need some services support to maintain their household stability (more than general follow-up services) | Based on their current tenancy, tenant has the skills necessary to maintain housing stability and would need general follow-up services | |
| Level of support the person has required to comply with lease obligations during the last 6 months | Weekly | Every 2 weeks | Monthly | Quarterly/Occasionally | |
| Income, Health, Services Subtotal Score <i>Total Possible Score for Income, Health & Supportive Services: 42</i> Minimum Score to Qualify: 29 <i>Ideally, applicants have scores in range of 35-42</i> | | | | | |

Case Manager Recommendation: Explain why this PSH tenant is a good candidate for Moving Up. Consider the following in your responses:

- **If the tenant plans to move, explain tenant's ability to pay security deposit and moving expenses.**
- **Tenant's housing and income stability**
- **If not currently paying 30% income toward and/or managing utilities, how will they budget and manage?**
- **Does (or will) the PSH tenant have original documents (i.e. identification, social security, birth certificate)?**
- **Any additional considerations?**