

Document Type:¹

Policy & Procedure Process Guideline
 Plan System Description

Adopted: 5/4/2023
Last Reviewed: 7/22/2024
Retired: _____

Revisions: _____

Document Scope: (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH BH-ASO Central Office and its functions.
- The requirements herein apply, verbatim, to GCBH BH-ASO and its subcontractors¹.
- The requirements herein apply both to GCBH BH-ASO and its subcontractors¹. Additionally, subcontractors must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which subcontractors are responsible.

PURPOSE: To provide detailed procedures for the referral process for the Community Behavioral Health Rental Assistance (CBRA) program consistent with CBRA guidelines for priority populations and eligible populations. To identify required partnerships related to the referral process.

DEFINITIONS

- I. Community Behavioral Health Rental Assistance (CBRA): Program to provide a rental subsidy for high-risk individuals with behavioral health conditions.
- II. Household: One or more individuals seeking to obtain or maintain housing together. A household does **not** include friends or family that are providing temporary housing.
- III. Sub-grantee: An organization with which Greater Columbia Behavioral Health, LLC is subcontracted with for the provision of the CBRA program
- IV. Housing and Recovery through Peer Services (HARPS): A Health Care Authority program that provides short-term bridge subsidies to individuals with behavioral health disorders and who are homeless utilizing certified peer counselors to deliver the services.
- V. Priority population: Households meeting eligibility criteria for the program that are discharging or needing discharge or who have discharged from state psychiatric hospitals or community psychiatric inpatient beds within the past 12 months.
- VI. Eligible population: At least one adult member of the household must meet the following four criteria:
 - a. Household income is at or below 50% of area median income as defined by HUD.
 - b. Have a documented Behavioral Health Condition
 - c. Eligible for an approved long term supports
 - i. Individuals that would otherwise be eligible for an approved long-term support program but are not due to citizenship status satisfy this.

¹See definitions of document types in AD100, "Development, Approval & Review of Formal GCBH BH-ASO Documents"

²"Network Provider" – An organization with which GCBH BH-ASO is contracted for the provision of direct services.

- d. Have a need for long term housing support with no other payment alternative or network they can rely on to meet the housing need.

POLICY

- A. To ensure the success of the program and serve the targeted populations, the lead grantee (GCBH BH-ASO) and sub-grantees will be familiar with the CBRA guideline document provided by the Department of Commerce.
- B. Sub-grantees of the CBRA grant must have policies and procedures around how referrals will be cultivated, accepted, and prioritized within their communities.

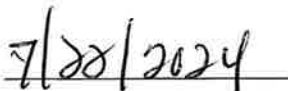
PROCEDURE

1. Sub-grantees may serve more than one county within a region.
2. In order to cultivate referrals for the priority populations of the CBRA program, Greater Columbia Behavioral Health, LLC BH-ASO and/or sub-grantees of the CBRA contract, will develop and maintain relationships and regularly coordinate with discharge planners at state and community based inpatient psychiatric facilities.
3. To ensure eligible populations are being served, sub-grantees will develop relationships with substance use disorder facilities, local HARPS teams, other housing support providers, and behavioral health providers for the purpose of generating appropriate referrals for the CBRA program.
4. Sub-grantees shall first serve those individuals identified as priority populations, and within available resources, may then provide services to other eligible population members
5. GCBH BH-ASO as the lead grantee shall ensure all sub-grantees have policies and procedures around how referrals will be cultivated, accepted, and prioritized within their community.

APPROVAL



Karen Richardson or Sindi Saunders, Co-Directors



Date