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).

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| **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:** | □ Project based PSH□ Master leased PSH□ Tenant based PSH | **How much is PSH Tenant currently paying in rent?** |  |
| **Does the PSH Tenant want to move to a new unit?** | □ Yes□ No□ 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.

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***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”.**

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| --- | --- |
| **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)? * 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 / NoYes / NoYes / NoYes / NoYes / No |

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| --- | --- |
| **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.***

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| **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.  |

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| --- | --- | --- | --- | --- | --- |
| **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 ScoreTotal possible points: 24 Minimum Score of 16 to proceed |  |

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| --- | --- | --- | --- | --- | --- |
| **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 |   |
| **Total monthly income source(s) and amount(s) for all household members on lease:**Employment $\_\_\_\_\_\_\_\_\_\_\_SSI $\_\_\_\_\_\_\_\_\_\_\_\_SSD $\_\_\_\_\_\_\_\_\_\_\_\_Social Security $\_\_\_\_\_\_\_\_\_\_\_Food Stamps $\_\_\_\_\_\_\_\_\_\_\_\_Other $\_\_\_\_\_\_\_\_\_\_\_\_Source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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| --- | --- | --- | --- | --- | --- |
| **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***Total Possible Score for Income, Health & Supportive Services: 42****Minimum Score to Qualify: 29****Ideally, applicants have scores in range of 35-42*  |  |

**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?**