**PROCESS FOR GOSH CLIENTS TO TRANSITION TO AN INTERIM SETTING**

**The intent of this document is to clarify case manager roles for GOSH participants discharging to interim settings while waiting on permanent housing. This is not an exhaustive list of interim settings, but a clarification around specific settings.**

ALTSA’S Governor’s Opportunity for Supportive Housing (GOSH) program supports in-home transitions for those discharging/diverting from Eastern or Western State Hospital by connecting them with a Supportive Housing provider (SHP). The SHP works to transition clients to an independent apartment in the client’s community of choice with supports. Apartments may not be secured before discharge occurs. Rather than delaying discharge and when a client is in agreement, an interim setting may be sought while a client is waiting for housing to be secured.

Please see Long-Term Care Manual [Chapter 5b: Housing Resources for ALTSA clients](https://manuals.dshs.wa.gov/sites/default/files/ALTSA/hcs/documents/LTCManual/Chapter%205b.docx) for more information regarding ALTSA’s GOSH, including program eligibility, service areas, referral process and case coordination.

An Interim Housing Option is considered anything outside of a client’s own apartment/house. Examples include: HCS residential setting, Adult Residential Treatment Facility, Transitional Housing, Motels, Family/Friends, etc.

**When to use the Interim Setting process**

1. An individual has been deemed ready to discharge prior to permanent housing being secured and all parties agree a continued stay is not in the individual’s best interest.
2. The individual requests an interim setting and all parties agree it is a safe, viable discharge plan while waiting for independent housing.
3. An individual is diversion eligible and ready for/must discharge from their current setting.
   1. Diversion eligibility for GOSH: An individual with a 90 or 180 day commitment order for further involuntary treatment who is discharged from a local community psychiatric facility onto HCS LTSS; or an individual who is detained through the Involuntary Treatment Act who is stabilized and discharged onto HCS LTSS prior to the need to petition for a 90 or 180 day commitment order.

**When not to use the Interim Setting process**

1. To explore a participant’s “housing readiness”.
2. An individual has been approved for permanent housing, but the move-in date has delayed discharge. For example, repairs need to be made on the unit so a move-in date is four weeks out. In this instance every effort should be made to have the person wait in the State Hospital or diversion facility to avoid the extra move.

**Procedures**

1. HCS Case Managers search for interim housing options that are willing to accept clients in an interim status as they wait for independent housing through GOSH. It is important to locate an interim housing option in the county where the participant intends to reside permanently as this will aid the housing process. If an interim housing option is not available in the county the participant intends to reside in permanently, speak with your SHPM.
2. Once an interim housing option has been identified, the HCS/AAA Case Manager will speak with the client and/or their authorized representative and explain the temporary nature of the interim housing option while the client is still working with their SHP on securing independent housing. The HCS/AAA Case Manager will get verbal confirmation from the client that they understand and agree with this plan.
3. If an HCS residential setting is being utilized as an interim housing option, the HCS/AAA Case Manager will speak with the owner/operator/manager of the residential setting and explain that the client will reside there while they pursue independent housing. The HCS/AAA Case Manager will get verbal confirmation from the owner/operator/manager that they understand the client will be working with their SHP to find independent housing and that once independent housing is found, the client will be moving out of this setting.
4. For interim housing options that are not HCS residential settings, prior to transition, the HCS/AAA Case Manager will speak with the appropriate representative to inform them that the client is working with a SHP on securing independent housing.
5. Regardless of interim housing option, prior to transition, the HCS/AAA Case Manager will notify the SHP of the contact information for the appropriate representative of the interim housing.
6. After completing items 1. – 5., HCS/AAA Case Manager must enter the following SER:

“The writer has spoken with this client and/or their authorized representative and explained the temporary nature of the interim option and they understand and agree with this plan.

The writer has spoken with the owner/operator/manager of [*enter facility name*] and explained that the client will reside at this facility as an interim setting as they pursue independent housing and understand that this is temporary.

Appropriate representative of the interim housing understands client will be working with Supportive Housing team to find permanent housing. Provider also understands that once permanent housing is found, client will be moving out of this setting.

I have notified the SHP the contact information for the appropriate representative of the interim housing.”

1. Depending on the type of facility selected as the step-down, the following will take place:
2. **Adult Family Home (AFH):** If both client and home approve of the placement, HCS Case Manager will transfer the case to the local HCS office and communicate that the client is on GOSH and working with a GOSH Provider.
3. **Adult Residential Treatment Facility (ARTF):** HCS Case Manager should approach the local AAA Office to determine if they are willing to accept the case while the client is at an ARTF. If the AAA office declines, the case will be kept open and transferred to the local HCS office. Transferring HCS Case Manager should communicate that the client is on GOSH and working with a GOSH Provider.
4. **All Interim Settings that are not licensed should be considered “In-Home”:** HCS Case Manager should authorize needed Long-Term Services and Supports while the client is staying in the interim housing. HCS Case Manager should approach the local AAA office to determine if they are willing to accept the case. If AAA office declines, the local HCS office should hold the case. Transferring HCS Case Manager should communicate that the client is on GOSH and working with a GOSH Provider.
5. **Regardless of Interim Setting:**

* HCS or AAA CM keeps the case open. GOSH Provider will work with HCS/AAA Case Manager for authorization around Community Transition and Sustainability Services.
* GOSH Provider should schedule time with interim setting staff working with the client (if applicable) and new HCS/AAA Case Manager to clarify roles and responsibilities and provide housing search updates.
* GOSH Provider should include new HCS/AAA Case Manager in regular updates regarding housing search. Interim setting staff should be included as appropriate (if applicable).

Can a SHP conduct the search for interim housing?

* Yes. Priority should be spent pursuing independent housing options, but the SHP could use community relationships and knowledge to secure interim housing if that is the goal of the participant. Independent housing search should not cease during this period unless the participant no longer wishes to live independently or participate in GOSH.

Can a HCS CM authorize a Community Choice Guide (CCG) to conduct the search for interim residential housing if participant is working with a SHP?

* Yes. The SHP may not be familiar with specific LTSS residential settings in the community. If the HCS CM is unable to conduct the search for an interim residential setting, the CM can authorize a CCG to search for and secure a residential setting for the client. Please note, the CCG should not also conduct a search for independent housing, as this would be a duplication of service with the SHP. The HCS CM should review with GOSH PM to determine most efficient course of action.