

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

807



**FROM:** Department of Public Social Services

**SUBMITTAL DATE:**  
September 27, 2011

**SUBJECT:** Receive and File the Cooperative Agreement # HO-01948 for the Establishment of a Collaborative that will Support the Housing and Homeless Coalition for Riverside County-Continuum of Care Discharge Planning Committee

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Receive and file the attached Cooperative Agreement # HO-01948 for the establishment of a collaborative that will support the Housing and Homeless Coalition for Riverside County-Continuum of Care Discharge Planning Committee for the period of July 1, 2011- June 31, 2017, a term which coincides with the County of Riverside's 10-Year Plan to End Homelessness.
2. Authorize the Director of the Department of Public Social Services (DPSS) to administer the Cooperative Agreement.

*[Signature]*  
Jerry Wengerd, Director  
Department of Mental Health

*[Signature]*  
William Earl, Director  
Department of Veterans Services

*[Signature]*  
Stanley Sniff, Sheriff  
Sheriff's Department

*[Signature]*  
Susan Loew, Director  
Department of Public Social Services

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year	N/A
	Current F.Y. Net County	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	11-12

<b>SOURCE OF FUNDS:</b>				Positions To Be Deleted Per A-30	<input type="checkbox"/>
Federal Funding:	0%	State Funding:	0%;	County Funding:	0%;
Realignment Funding:	0%;	Other Funding:	0%	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

County Executive Office Signature

*[Signature]*  
BY: Debra Cournoyer  
Debra Cournoyer

FORM APPROVED COUNTY COUNSEL  
BY: *[Signature]* /-257/2  
ELENA M. BOEVA  
Departmental Concurrence

Policy

Consent

Dep't Recomm.:  
Per Exec. Ofc.:

Prev. Agn. Ref.: N/A

District: All

Agenda Number:

2.7

**TO: BOARD OF SUPERVISORS**

**DATE:**

**SUBJECT:** Receive and File the Cooperative Agreement # HO-01948 for the Establishment of a Collaborative that will Support the Housing and Homeless Coalition for Riverside County-Continuum of Care Discharge Planning Committee

**BACKGROUND:**

Beginning in 1994, The Department of Housing and Urban Development (HUD) required communities to come together to submit a single comprehensive coordinated Continuum of Care application, rather than allowing individual providers in a community to submit applications independently. HUD's intent in creating this structured application process was to stimulate community-wide planning and coordination of programs for individuals and families who are homeless. In response, the County of Riverside established the Housing and Homeless Coalition for Riverside County and designated the Department of Public Social Services as the lead agency for the HUD consolidated application.

In 2007, the County of Riverside further solidified its commitment to eradicate homelessness in our communities by adopting the Riverside County 10-Year Strategy to End Homelessness. Most notably, the plan identified that:

"Effective discharge planning could contribute significantly to preventing homelessness. As part of a larger continuum of care, this process can help people reach goals of stable housing, recovery, and increased quality of life in the community. Discharge planning identifies and organizes services that a person with mental illness, substance abuse, and other vulnerabilities needs when leaving an institutional or custodial setting and returning to the community (<http://nhchc.org/effectivedischargeplanning.pdf>)."

For this reason, the Housing and Homeless Coalition for Riverside County established the Continuum of Care Discharge Planning Committee, which is comprised of representatives from the Department of Public Social Services, Department of Mental Health, Hospital Association of Southern California, Riverside County Sheriff's Department, Department of Veterans' Services, and Community Connect of Riverside County (211). This group developed a cooperative agreement that outlines the roles and responsibilities of each partner to support and participate in a coordinated and collaborative discharge planning system.

The Continuum of Care Discharge Planning Committee is accountable for evaluating discharge planning and coordinating processes, identifying gaps in service planning, developing strategies to improve effective use of existing resources and recommendations for system improvements. The goal of the Committee and the agencies they represent is to: "Successfully reintegrate persons leaving institutional care to community based living and self-sufficiency through effective use of community services and to refrain, to the extent possible, the discharge of any person into homelessness which includes any McKinney-Vento funded program."

**FINANCIAL:** There is no financial impact.

**ATTACHMENT(S):** None

**CONCUR/EXECUTE:** Department of Mental Health, Department of Veterans' Services, and Riverside County Sheriff's Department

SL:eps

**Riverside County Department of Public Social Services**  
Contracts Administration Unit  
10281 Kidd Street  
Riverside, CA 92503

COOPERATIVE AGREEMENT: HO-01948

AGREEMENT TERM: July 1, 2011 - June 30, 2017

**WHEREAS**, this Cooperative Agreement, hereinafter referred to as Agreement, is entered into by and between the County of Riverside Department of Public Social Services, hereinafter referred to as DPSS; Riverside County Department of Mental Health, hereinafter referred to as DMH; Hospital Association of Southern California, hereinafter referred to as HASC; Riverside County Sheriff's Department, hereinafter referred to as RSD; Riverside County Department of Veterans' Services, hereinafter referred to as RCDVS; and Community Connect of Riverside County, hereinafter referred to as Community Connect, for the establishment of a collaborative that will support and participate in the Riverside County Continuum of Care Coalition Discharge Planning Committee efforts to establish a coordinated and collaborative discharge planning system to individuals leaving institutional care;

**WHEREAS**, the Department of Public Social Services hereinafter referred to as DPSS, is the lead agency for the Housing and Homeless Coalition for Riverside County, hereinafter referred to as CoC;

**WHEREAS**, the federal Department of Housing and Urban Development, hereinafter referred to as HUD, has requested that Continuum of Care's include a discharge planning element to their 10-Year Strategic Plan to End Homelessness and the U.S. Department of Health and Human Services has recommended that discharge planning work groups represent "exemplary practices in discharge planning;"

**WHEREAS**, Riverside County's 10-Year Strategy to End Homelessness, adopted in September 2007, includes a recommendation "to establish county-wide protocols and procedures to prevent people from being discharged from public and private institutions of care into homelessness;"

**WHEREAS**, the Housing and Homeless Coalition for Riverside County (CoC) has established the Continuum of Care Discharge Planning Committee comprised of DPSS, DMH, which includes the County of Riverside's Substance Abuse programs; RSD, RCDVS, Community Connect, and HASC, which includes all County hospitals including Riverside County Regional Medical Center, to institute best practices for discharge planning;

**WHEREAS**, the Continuum of Care Discharge Planning Committee actively seeks participation from representatives of California Department of Corrections and Rehabilitation, Loma Linda Veterans Administration, family members, consumers and community based providers interested in linkage of persons with disabilities that leave institutional care to community based housing and supportive services;

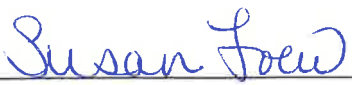

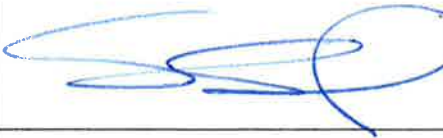
**WHEREAS**, the mission of this Cooperative Agreement is to, "Successfully reintegrate persons leaving institutional care to community based living and self-sufficiency through effective use of community services;" and



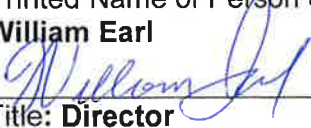
**WHEREAS**, Riverside County Department of Public Social Services, designated by the Riverside CoC, is the lead agency for HUD McKinney-Vento funding and is responsible for submission of the

CoC's annual Consolidated Application to HUD. Agreement Partners (defined below) were selected for participation in this Agreement based on their key role in coordinating after-care planning and/or directly providing community based services that serve to prevent homelessness for individuals with severe mental health or substance abuse disorders. Agreement Partners were also selected based on published recommended priorities of post hospitalization and incarceration aftercare services, including services for veterans. The following organizations and agencies have been selected as Agreement Partners:

- A) Hospital Association of Southern California, serving as consultant and coordinator for Riverside County Hospitals both public and private.
- B) Riverside County Department of Mental Health, serving as system wide lead agency for mental health and substance abuse services in both inpatient and outpatient settings.
- C) Riverside County Department of Public Social Services, serving as lead agency for the CoC and also as a provider of Children's Services Independent Living Program (ILP).
- D) Riverside County Sheriff's Department, serving as the provider of County Correctional Services for adults in Riverside County.
- E) Riverside County Department of Veterans' Services, serving as the local lead agency for the U.S. Department of Veterans' Affairs.
- F) Community Connect of Riverside County, serving as the 2-1-1 community information and referral service for Riverside County.

**NOW THEREFORE**, the aforementioned Parties do hereby covenant and agree that each shall provide said services in accordance with the terms and conditions contained herein of this Agreement and will abide by the provisions as described in **Exhibits A-F** referred hereto and incorporated herein.

Authorized Signature for Department of Public Social Services:	Authorized Signature for Department of Mental Health:	Authorized Signature for Sheriff's Department:
		
Printed Name of Person Signing: <b>Susan Loew</b>	Printed Name of Person Signing: <b>Jerry Wengerd</b>	Printed Name of Person Signing: <b>Stanley Sniff</b>
Title: <b>Director</b>	Title: <b>Director</b>	Title: <b>Sheriff</b>
Address: 4060 County Circle Dr. Riverside, CA 92503	Address: 4095 County Circle Dr. Riverside, CA. 92503	Address: 4095 Lemon Street Riverside, CA 92501
Date Signed: <i>12/5/11</i>	Date Signed: <i>12.7.11</i>	Date Signed: <i>12.13.11</i>

<p><b>Authorized Signature for Riverside County Veterans' Services:</b></p>	<p><b>Authorized Signature for Hospital Association of Southern California:</b></p> 	<p><b>Authorized Signature for Community Connect of Riverside County: (211 Partner)</b></p> 
<p>Printed Name of Person Signing: <b>William Earl</b></p> 	<p>Printed Name of Person Signing: <del>James Lott</del> DIMITRIOS ANTONOU</p>	<p>Printed Name of Person Signing: <b>Roberta Neff</b></p>
<p>Title: <b>Director</b></p>	<p>Title: <del>Senior Vice President</del> <b>REGIONAL</b></p>	<p>Title: <b>Chief Executive Officer</b></p>
<p>Address: 1153 A Spruce St. Riverside, CA. 92507</p>	<p>Address: 3600 Lime St. Ste: 411 Riverside, CA. 92501</p>	<p>Address: 2060 University Ave. Ste 212 Riverside, CA. 92507</p>
<p>Date Signed:</p>	<p>Date Signed:</p>	<p>Date Signed:</p>

FORM APPROVED COUNTY COUNSEL  
 BY Elena M Boeva 1-25-12  
 ELENA M BOEVA DATE

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COOPERATIVE AGREEMENT  
TERMS AND CONDITIONS

## I. DEFINITIONS

- A. "Agreement Partners" refers to members of the Continuum of Care Discharge Planning Committee whose roles and responsibilities are defined in **Exhibits A through F**
- B. "CoC" refers to the Housing and Homeless Coalition for Riverside County established to assess the need for homeless and affordable housing services and to develop and recommend a Continuum of Care plan for the County of Riverside, on behalf of at risk and homeless individuals.
- C. "CoCDPC" refers to the Continuum of Care Discharge Planning Committee, a group of non-profit, private and public Agreement Partners committed to develop and implement a countywide homeless prevention policy for persons leaving publicly funded institutions or systems of care and have a key role in coordinating after-care planning and/or directly providing community based services that serve to prevent homelessness for individuals with severe mental health or substance abuse disorders.
- D. "Community Connect" refers to the Community Connect of Riverside County or more commonly known as 211 Connect.
- E. "Discharge Planning" refers to the process to prepare a homeless person with psychiatric and/or substance abuse disorders for return or re-entry to the community and the linkage of the individual to essential community services as supports. Discharge planning applies to return/re-entry from institutional settings such as physical or psychiatric care, acute and long term care facilities, County jails or State prisons.
- F. "DOMH" refers to the County of Riverside and its Department of Mental Health.
- G. "DPSS" refers to the County of Riverside and its Department of Public Social Services, which has been identified as lead agency and has administrative responsibility for this Cooperative Agreement.
- H. "HASC" refers to the Hospital Association of Southern California.
- I. "NOFA" refers to the Notice of Funding Availability issued by the U.S. Department of Housing and Urban Development for the Department's Housing, Community Development, and Empowerment programs. The NOFA announces the availability of HUD program funds covering 32 grant programs, including the Supportive Housing, Shelter Plus Care, and Section 8 Moderate Rehabilitation Single Room Occupancy programs.
- J. "RCDVS" refers to the County of Riverside and its Department of Veterans' Department.
- K. "RSD" refers to the Riverside County's Sheriff's Department.

## II. INTRODUCTION

### A. BACKGROUND

In 1987, Congress passed the first federal law specifically addressing homelessness. The Stewart B. McKinney Homeless Assistance Act of 1987, later renamed the McKinney-Vento

Homeless Assistance Act, provides federal financial support for a variety of programs to meet the many needs of individuals and families who are homeless.

Beginning in 1994, The Department of Housing and Urban Development (HUD)-McKinney-Vento Homeless Assistance Act fund administrator- required communities come together to submit a single comprehensive Continuum of Care application rather than allowing applications from individual providers in a community. HUD's intent in creating this structured application process was to stimulate community-wide planning and coordination of programs for individuals and families who are homeless. Coordination at this level ensures individuals get the help they need and eventually leave homelessness. To this end, the County of Riverside sought to establish the Housing and Homeless Coalition for Riverside County (CoC) with the Riverside County Department of Public Social Services as the lead agency for the HUD consolidated application.

Riverside County recognizes Continuums need to have coordinated homeless services systems to conduct multi-year, comprehensive, strategic planning efforts that encompass mainstream services and multiple funding services.

## B. PURPOSE

The purpose of this Agreement, between Agreement Partners, is:

To outline the roles and responsibilities of each Agreement Partner to support and participate in the Continuum of Care Discharge Planning Committee efforts to establish a coordinated and collaborative discharge planning system and serves as a statement of intent to work cooperatively.

To ensure all Riverside County consumers discharged from inpatient treatment facilities receive the most appropriate continuum of care, including linkage to available housing to prevent homelessness and to promote hope and recovery.

To provide clear points of responsibility and procedures that facilitate aftercare and placements from public institutions to the most appropriate and least restrictive level of care.

The Continuum of Care Discharge Planning Committee is responsible for evaluating discharge planning and coordinating processes, identifying gaps in service planning and developing strategies to improve effective use of existing resources and recommendations for system improvements. In addition to Agreement Partners, committee membership shall seek to include representatives from the community, community agencies and other stakeholders interested in homeless prevention.

## C. HOUSING AND HOMELESS COALITION FOR RIVERSIDE COUNTY

The Housing and Homeless Coalition for Riverside County (CoC) was formed out of an impending need for a coordinated service system to address the growing homeless population in our communities and HUD's requirement that communities come together to submit a single comprehensive Continuum of Care application.

Recognizing the enormous diversity of individuals and families who are homeless, Riverside County sought to strategize how homeless services were provided by dividing the County into two (2) regions-Eastern Region and Western Region-with each region's respective committee reporting to the Continuum of Care (CoC) Steering Committee for direction.



The CoC is comprised of public and private agencies along with community residents, including homeless and formerly homeless individuals. The CoC was designed to assess the need for homeless and affordable housing services and to develop and recommend a Continuum of Care Plan for the County, on behalf of at-risk and homeless individuals and families.

The specific purpose of the CoC is:

- a. To afford opportunities to attain and maintain safe, decent, affordable housing and supportive services for homeless persons, persons at-risk for homelessness, and very low to moderate income individuals and families.
- b. To review and make recommendations regarding proposed homeless services projects through the NOFA process.
- c. To coordinate the required U.S. Department of Housing and Urban Development's (HUD) biennial census of homeless persons in Riverside County.

#### D. CONTINUUM OF CARE DISCHARGE PLANNING COMMITTEE

Discharge planning is a critical component of the Riverside County 10-Year Strategy to End Homelessness, hereinafter referred to as the 10-Year Plan. Adopted in September 2007, the 10-Year Plan set forth a discharge planning work group to represent exemplary practices in discharge planning. To that end, the Continuum of Care Discharge Planning Committee, responsible for evaluating discharge planning and coordinating processes, identifying gaps in service planning, developing strategies to improve effective use of existing resources and recommendations for system improvements, was formed.

The mission of the Riverside County Continuum of Care Discharge Planning Committee is to develop a Cooperative Agreement whereby Riverside County institutions that routinely discharge persons agree to, "successfully reintegrate persons leaving institutional care to community based living and self-sufficiency through effective use of community services and to refrain, to the extent possible, the discharge of any person into homelessness which includes any McKinney-Vento funded program."

### III. ROLES AND RESPONSIBILITIES

#### A. DPSS RESPONSIBILITIES

DPSS will:

1. Assign staff from the Department of Public Social Service, Homeless Programs Unit (HPU), to be the liaison between DPSS and Continuum of Care Discharge Planning Committee.
2. Serve as the lead agency for the CoC through HPU.
3. Retain administrative responsibility for this Cooperative Agreement.
4. Under the direction of the CoC Discharge Planning Committee, collaborate in the establishment of county-wide protocols and procedures, to prevent individuals from being discharged from public and private institutions of care into homelessness.

5. Monitor the performance of the CoC Discharge Planning Committee, as related to discharge planning, and report to the CoC Steering Committee for action.

## B. CONTINUUM OF CARE DISCHARGE PLANNING COMMITTEE

Continuum of Care Discharge Planning Committee will:

1. Periodically review and alter goals and the planning process to meet the changing needs of homeless and evaluate and improve the quality of programs and services offered, as related to discharge planning.
2. Provide guidance to DPSS, acting as lead agency, regarding the wishes of the CoC Discharge Planning Committee.

## C. AGREEMENT PARTNERS RESPONSIBILITIES

1. Agreement Partners roles and responsibilities are defined in Exhibits A-F:

EXHIBIT A: Riverside County Department of Public Social Services Children Services Independent Living Program (ILP)

EXHIBIT B: Riverside County Department of Mental Health

EXHIBIT C: Riverside County Sheriff's Department

EXHIBIT D: Riverside County Department of Veterans' Services

EXHIBIT E: Community Connect of Riverside County

EXHIBIT F: Hospital Association of Southern California

2. Scope Of Service

Agreement Partners shall:

- a. Assign staff to be liaison between their respective agencies and the Continuum of Care Discharge Planning Committee.
- b. Provide services as set forth in and attached hereto as Exhibit A through F, and incorporated herein by this reference.
- c. Notify DPSS in writing when Agreement Partners wish to terminate their Agreement Partnership or when new agencies/organizations wish to establish an Agreement Partnership under this Agreement.
- d. Register their agency and/or programs with 2-1-1 Riverside County, using the 2-1-1 registration forms. Registration is to take place at the time of execution of this Agreement, and updated on a quarterly basis, at minimum, if agency and/or program changes occur through the term of this Agreement.

Agreement Partners may contact 2-1-1 by one of the following methods:

1. **Telephone:** (800) 464-1123 or at (951) 686-4402, Monday through Friday, 8:00am to 5:00pm
2. **U.S. Postal Service:** P.O. Box 5376, Riverside, CA 92517-5376; OR
3. **E-Mail:** 211info@vcrivco.org”

e. Agree that all Parties are dedicated to these goals:

1. Successful linkage to continuing community based services,
2. Housing support to promote self-sufficiency,
3. Housing environments that are respectful and inclusive of ethnic and cultural diversities,
4. Transition homeless clients to supportive housing and link them to an array of community services regardless of resource limitations, economic and/or social barriers, and
5. To provide a clear point of responsibility and procedures that facilitates aftercare and placements as outlined in the attached exhibits.

#### IV. ADMINISTRATIVE

##### A. CONFIDENTIALITY

Agreement Partners shall maintain the confidentiality of all information and records and comply with all other statutory laws and regulations relating to privacy and confidentiality.

Each party shall ensure that case record information is kept confidential when it identifies an individual by name, address, or other information. Confidential information requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction.

##### B. CHILD ABUSE REPORTING

Agreement Partners are mandated reporters under Penal Code Sections 11165 -11174.3, Agreement Partners shall establish a procedure acceptable to DPSS and in accordance with applicable laws to ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Contract report child abuse or neglect to a child protective agency as defined in the Penal Code.

##### C. ADULT AND ELDER ABUSE REPORTING

Agreement Partners shall provide documentation of a policy and procedure acceptable to DPSS to ensure that all employees, volunteers, consultants, subcontractors, or agents performing services under this Agreement report elder and dependent adult abuse pursuant to Welfare & Institutions Code (WIC) Sections 15600 et seq. Suspected incidents of abuse should be immediately reported to DPSS, followed by a written report within two (2) working days.

##### D. COMPLIANCE WITH RULES, REGULATIONS, REQUIREMENTS AND DIRECTIVES

Agreement Partners shall comply with all rules, regulations, requirements, and directives of the California Department of Social Services, other applicable state agencies, and funding sources which impose duties and regulations upon DPSS, which are equally applicable and made binding upon Agreement Partners as though made with Agreement Partners directly.

**E. HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA)**

Agreement Partners in this Agreement are subject to all relevant requirements contained in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, enacted August 21, 1996, and the laws and regulations promulgated subsequent thereto. Agreement Partners hereto agree to cooperate in accordance with the terms and intent of this Agreement for implementation of relevant law(s) and/or regulation(s) promulgated under this Law. Agreement Partners further agree that it shall be in compliance, and shall remain in compliance with the requirements of HIPAA, and the laws and regulations promulgated subsequent hereto, as may be amended from time to time.

All social service privacy complaints should be referred to:

Department of Public Social Services  
HR/Administrative Compliance Services Unit  
10281 Kidd Street  
Riverside, CA 92503  
(951) 358-3030

**V. GENERAL****A. EFFECTIVE PERIOD**

This Cooperative Agreement is effective July 1, 2011 to June 30, 2017, which coincides with The County of Riverside's 10-Year Plan to End Homelessness, with indefinite renewal options.

**B. NOTICES**

All notices, claims, correspondence, and/or statements authorized or required by this Agreement shall be addressed as follows:

DPSS: Department of Public Social Services  
Contracts Administration Unit  
P.O. Box 7789  
Riverside, CA 92513

All notices shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail. Any notices, correspondence, reports and/or statements authorized or required by this Agreement, addressed in any other fashion will not be acceptable.

**C. DISPUTES**

Except as otherwise provided in this Cooperative Agreement, any dispute concerning a question of fact arising under this Cooperative Agreement, which is not disposed by this Cooperative Agreement, shall be disposed by DPSS which shall furnish the decision in writing. The decision of DPSS shall be final and conclusive.

**D. MODIFICATION OF TERMS**

No addition to or alteration of the terms of this Cooperative Agreement, whether by written or verbal understanding of the Parties, their officers, agents, or employees shall be valid unless made in writing and formally approved and executed by all Parties.

E. TERMINATION

This Cooperative Agreement shall automatically renew annually, unless canceled by DPSS. All Parties may cancel their participation related to this Cooperative Agreement and accompanying Exhibits, without cause within thirty (30) days of written notice.

F. ENTIRE AGREEMENT

This Cooperative Agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter hereof, and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein.

G. ASSIGNMENT

This Agreement shall not be assigned by any Party hereto, either in whole or in part, without prior written consent of the other Parties. Any assignment or purported assignment of this Agreement without the prior written consent will be deemed void and of no force or effect.

H. SEVERABILITY

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

**RIVERSIDE COUNTY DPSS, CHILDREN'S SERVICES DIVISION****DPSS, CHILDREN'S SERVICES DIVISION, INDEPENDENT LIVING PROGRAM (ILP)****ILP ROLE AND RESPONSIBILITIES:****Discharge Planning Coordination**

DPSS, Children's Services Division, will administer the Independent Living Program (ILP) in part, to help ensure that dependent youth who are emancipating from foster care to independent living do not transition into homelessness. All ILP eligible youth will be assisted in a collaborative manner by the ILP social worker, primary case carrying social worker, contracted aftercare provider and when appropriate, the contracted Transitional Housing Program Plus (THP+) provider to provide basic life skill training, asses individual needs, set personal, educational and career goals, as well as work toward achieving successful emancipation.

**In-care Services**

In preparation for emancipation, the aftercare provider's Life Skills Workshop program provides ILP eligible foster and probation youth a variety of workshop curricula that focus on the seven (7) competencies defined by the State of California Department of Social Services. These seven competencies include, but are not limited to the following:

- Interpersonal and social skills
- Choices and consequences
- Computer and internet
- Daily living skills
- Survival skills
- Employment, and
- Education

**90-Day Transition Planning**

The primary social worker, in collaboration with the ILP social worker, other relevant professionals and significant adults in the youth's life, assist the youth in developing a personalized transition plan before emancipating and having his/her dependency closed. The plan is developed within 90 days prior to the youth's exit from foster care and addresses housing options.

**After-Care Services**

The contracted vendor provides aftercare services for eligible emancipated youth until their twenty-first birthday. These services are designed to support, educate and enhance the likelihood for improved self-sufficiency and personal accountability among the youth as they transition to independent living as adults. Based on an individual needs assessment, youth with housing-related needs are offered one or more of the following after care services:

- Emergency Housing
- Transitional Housing Referrals
- Rental Assistance

- Emergency Food Vouchers and Grocery Cards
- Furniture for Basic Necessities

### **Transitional Housing Plus (THP+)**

As funding becomes available, Riverside County provides THP+ opportunities for emancipated foster youth, ages 18-24. This program provides a safe living environment for participants while assisting them in achieving self-sufficiency and helping them to practice and learn new life skills with the assistance of a Life Skills Coach. Youth live in apartments, and are provided with all of the items necessary for living, including furnishings, house wares, bedding, cleaning supplies etc. Supportive services and oversight are provided by the contracted THP+ provider.

In addition to providing THP+ services, youth are also referred to several transitional housing programs operated by Federal, State and local charities and non-profit organizations. These scattered site facilities operate throughout San Bernardino, Los Angeles, Orange, San Diego and Riverside Counties.

### **Services for Homeless Emancipated Youth**

The following aftercare services are available to youth experiencing homelessness:

- Emergency Hotel Services
- Referral to local area shelters – some focusing on young adults as a priority for placement
- Referrals to transitional housing providers
- Emergency Food cards, transportation and clothing services
- Services to replace lost or stolen vital documents: Social Security Card, Birth Certificate, State I.D. or driver's license.

## RIVERSIDE COUNTY DEPARTMENT OF MENTAL HEALTH

Pursuant to the Letter of Agreement entered between Riverside County Department of Mental Health (DOMH) and Riverside County Department of Public Social Services (DPSS) to support the Housing and Homeless Coalition for Riverside County and the Continuum of Care (CoC) Discharge Planning Committee to, "successfully reintegrate persons leaving institutional care to community based living and self-sufficiency through effective use of community services", the DOMH will actively participate in the coordination of discharge planning for homeless individuals disabled by a serious mental health and/or substance abuse disorder(s) throughout the Continuum of Care's sphere of influence. As a member of the Discharge Planning Committee, DOMH will seek to assist individuals leaving institutional care to be successfully linked to housing, mental health, substance abuse and/or community supports designed to prevent homelessness and lack of support that would maximize the ability to achieve housing stability and long term recovery. Services will be provided to the extent that resources are available.

### **DOMH ROLE AND RESPONSIBILITIES:**

#### **Discharge Planning Coordination**

##### **Foster Care**

The DOMH **Central Children Services** will partner with DPSS Independent Living (Foster Care) programs to insure that children aging out of foster care and who are homeless or at risk of homelessness are linked to Transition Age Youth Full Service Partnership (FSP) programs designed to serve young adults, either emancipated minors or those ages 18-25. Services will include linkage to and/or provision of supportive housing, intensive case management, linkage to educational opportunities, vocational services, disability benefit application assistance, evidence based wellness and recovery interventions that may include Illness and Recovery Management, Wellness, Recovery and Action Planning (W.R.A.P.) and Co-occurring Substance Abuse interventions. Services will also include peer-to-peer support, 24/7 after-hour support and other "wrap-around" supports individually designed to support the program participant to stabilize housing, develop self-sufficiency skills, integrate into community supports and maximize personal success in recovering from their illness(es).

#### **Discharge from Psychiatric Inpatient facilities**

- A. The DOMH **Crisis Hospital and Long Term Care program (CH/LTC)** will work with acute and long term psychiatric treatment facility staff to identify the discharge housing needs of all consumers leaving the facility. CH/LTC staff will participate in discharge planning meetings and facilitate linkage for homeless consumers to DOMH mental health programs (for primary mental health disorders) or the DOMH Substance Abuse START program (for primary substance abuse disorders) to link available and appropriate supportive housing and aftercare services and supports. The CH/LTC team will also arrange for placement into licensed residential care facilities for eligible adults and older adults in need of care and supervision in order to achieve housing stability.
- B. The DOMH **Substance Abuse START program** will respond to Riverside County Regional Medical Center Inpatient Treatment Facility (ITF) to assist with discharge planning, including housing and aftercare support for persons being discharged from ITF with co-occurring substance abuse and mental health disorders where the cessation substance use is the primary focus needed in order to achieve housing stability.



- C. The DOMH Adult **Mental Health Programs, including Adult and Older Adult specialized Full Service Partnership (FSP) programs** for homeless and at risk of homeless, will evaluate all referrals from CH/LTC in order to assess program eligibility and housing needs. Services provided by the FSP may include, but not be limited to linkage to and/or provision of supportive housing, intensive case management, linkage to educational opportunities, vocational services, disability benefit application assistance, evidenced based wellness and recovery interventions that may include Illness and Recovery Management, Wellness, Recovery and Action Planning (W.R.A.P.) and Co-Occurring Substance Abuse interventions. Services will also include peer-to-peer support, 24/7 after-hour support and other “wrap-around” supports individually designed to support the program participant to stabilize housing, develop self-sufficiency skills, integrate into community supports and maximize personal success in recovering from their illness(es).

#### **Discharge Planning from Correctional Facilities**

- A. The DOMH Forensic Program, **Detention Mental Health** program operates within Riverside County Correctional Facilities. They provide mental health services to county inmates and identify those served who need follow-up mental health or substance abuse services. Detention Mental Health will link consumers in County correctional facilities who are homeless to either DOMH Adult or Older Adult community based programs for housing assistance and to DOMH Substance Abuse programs for recovery housing and substance abuse treatment. DOMH Forensic Programs **Mental Health Court** program will work with regional mental health programs to identify detainees eligible and appropriate for community diversion and collaborate with Probation, Public Defender, District Attorney and mental health programs to develop a release/discharge plan that includes housing and necessary aftercare support.
- B. The DOMH representative to the CoC Discharge Planning Committee will work with State Parole representative(s) to develop linkage protocols for eligible persons leaving State correctional facilities to link to any and all available DOMH housing and aftercare services. This collaboration will also seek to identify gaps in services to assist in developing program development recommendations when funding is available to expand services to parolees.

#### **Homeless Outreach and Veteran Services**

The **DOMH Homeless Outreach Team** will respond to referrals from CH/LTC and Forensic Programs to evaluate the needs of persons identified as homeless to assist in linking the individual to any and all available aftercare services. The DOMH Homeless Outreach Team includes a **Veterans Outreach Liaison**, who is responsible for promoting the identification of homeless veterans and serving as a system navigator to assist veterans to access all available housing and aftercare supports.

## **RIVERSIDE COUNTY SHERIFF'S DEPARTMENT**

Pursuant to the Cooperative Agreement entered between Riverside County Department of Public Social Services (DPSS) and the Riverside County Sheriff's Department (RSD) to support the Housing and Homeless Coalition for Riverside County and the Continuum of Care (CoC) Discharge Planning Committee to, "Work towards reintegrating persons leaving correctional facilities to community based living and self-sufficiency through effective use of community services", the RSD will participate in the coordination of discharge planning for individuals disabled by a serious mental health and/or substance abuse disorder(s) throughout the Continuum of Care's sphere of influence. As a member of the Discharge Planning Committee, RSD will assist in identifying individuals leaving County correctional facilities so various groups can link them to housing, mental health, substance abuse and/or community supports designed to prevent homelessness and lack of support that would maximize the ability to achieve housing stability and long term recovery. .

### **RSD ROLE AND RESPONSIBILITIES:**

#### **Discharge Planning Coordination**

The RSD will work to develop protocols to identify homelessness, serious mental illness, and substance abusers. The RSD will then assist through the committee in linking those identified to in-house programs in order to work towards Discharge Planning.

## **RIVERSIDE COUNTY DEPARTMENT OF VETERANS' SERVICES**

Pursuant to the Letter of Agreement entered into between Riverside County Department of Public Social Services (DPSS) and the Riverside County Department of Veterans' Services to support the Housing and Homeless Coalition for Riverside County and the Continuum of Care (CoC) Discharge Planning Committee to, "Successfully reintegrate persons leaving institutional care to community based living and self-sufficiency through effective use of community services". Although the Riverside County Department of Veterans' Services is not directly involved in discharge planning, the Department will work with DPSS, Department of Mental Health (DOMH), the Veterans Health Administration (VHA), Veterans Benefit Administration (VBA) and California Department of Veterans Affairs (CDVA) to identify and intervene on behalf of those veterans who are in danger of becoming homeless or who have become homeless. The Department's goal in discharge planning will be to prevent veterans from becoming homeless because of a lack of veterans benefits, compensation or adequate medical or mental health care for which they may be entitled.

### **VETERANS' SERVICES ROLE AND RESPONSIBILITIES:**

#### **Homeless Outreach and Veterans' Services**

The Riverside County Department of Veteran Services' will coordinate with the DPSS, the DOMH and the DOMH Homeless Outreach Veterans' Liaison in identifying homeless or those veterans in danger of becoming homeless. The Department will then work with all appropriate agencies; VA Loma Linda Medical Center (LLVA) in applying for medical care and LLVA Behavioral Medicine Service in identifying any substance abuse programs and treatment for which the veteran may qualify. The Department will work with the LLVA Social Services Homeless Coordinator, the U.S. Veterans Initiative (U.S.Vets) and Riverside County Housing Authority to locate temporary or permanent housing. The Department will apply to the Veterans Benefit Administration (VBA) to quickly restart any lost or withheld VA compensation or pension benefits and identify any new monetary benefits for which the veteran may be entitled.

**COMMUNITY CONNECT OF RIVERSIDE COUNTY****Roles/Responsibilities:****Community Connect of Riverside County/ 2-1-1 Riverside County's Roles/ Responsibilities:**

- Format and organize Riverside County Continuum of Care Discharge Planning Committee data and resources in the 2-1-1 Resource Database that provide services to individuals leaving institutional care.
- Work with Riverside County Continuum of Care Discharge Planning Committee to clarify preferences how 2-1-1 should present resource data on the 2-1-1 web page to individuals leaving institutional care.
- Maintain Riverside County Continuum of Care Discharge Planning Committee data and resources on 2-1-1's web page by receiving, formatting, and updating resources as changes are identified, or once every 12 months.

**Riverside County Continuum of Care Coalition Discharge Planning Committee Roles/ Responsibilities:**

- Provide 2-1-1 Riverside County with any new or updated information about agencies and programs in Riverside County that provide services to individuals leaving institutional care.
- Work with 2-1-1 Riverside County to develop the process for data quality improvements through regular updates and verifications of new or modified data content submitted by Riverside County Continuum of Care Discharge Planning Committee representatives.
- Work with 2-1-1 Riverside County to confirm web page presentation and report any information presentation issues.

## HOSPITAL ASSOCIATION OF SOUTHERN CALIFORNIA

The Hospital Association of Southern California Inland Area will serve as the lead agency on the Riverside County Continuum of Care Discharge Planning Committee to facilitate communication as to the discharge planning needs of homeless persons from acute care hospitals. The primary target populations of acute care hospitals are those who are Seriously Persistently Mentally Ill, are Substance Abusers or are Veterans'. The goals of the coordination is to identify discharge housing needs that include housing and supportive services and to effectively link with the community resources that include mental health, substance abuse, and housing.

Acute Care Hospitals in Riverside County (including Riverside County Regional Medical Center) will work to identify those individuals with severe mental health or substance abuse disorders to coordinate their discharge plan to the fullest extent possible with follow-up mental health and/or physical service provider(s) and to provide timely communication with aftercare providers in a manner that avoids gaps in service delivery or a breakdown in continuity of care. The County Resource agencies hospitals can coordinate with, but not limited to:

- Department of Social Services
- Department of Mental Health
- Department of Mental Health Homeless Outreach
- Department of Mental Health Homeless Veterans Outreach Veterans' Liaison

The goal is to effectively link to supportive services and avoid discharging a person into homelessness or to the street.