

## Samaritan House Transitional Housing Program

Purpose: To provide short term (up to 3months) transitional housing to families in need of acquiring independent living skills and good landlord references in order to secure and maintain housing.

### Who's Eligible:

The target population for this program is families with no or very limited housing options because of one or more of the barriers listed below. It is the policy of Samaritan House to provide housing without regard to race, color, religion, national origin, gender, age, disability, marital status, veteran status or sexual orientation except where such factors are bona fide considerations (see below). It is the Executive Director's responsibility to ensure that this policy is implemented consistently.

Factors for consideration:

*1. Substance Abuse issues:* must be sober for 1 month prior to moving in and have the supports and written sobriety plan in place.

*2. Mental health issues:* must be willing to have mental health supports and a written plan.

*3. Chronic health issues coupled with health management difficulties:* must have a health management plan and necessary supports in place prior to moving in

*4. Multiple skill deficits:* Service plan must address these issues.

*5. Poor rental histories:* Service plan must addresses reasons why rental histories were problematic

*6. Poor credit:* Reparation plan in place.

Families must also have a willingness to obtain and maintain permanent housing, engage in case management services, live in a sober residence, and keep the apartment clean. Folks must agree to save money in order to transition out of homelessness.

### Who's not eligible?

\*Active substance users

\*Violence in their past, including but not limited to murder, rape, pedophilia, aggravated/ felonious assaults. Each individual's criminal past will be reviewed on a case- by- case basis. For other crimes such factors as when crime was committed, rehab efforts, etc. will be taken into consideration when determining eligibility.

\*No willingness to work on getting housed/work with a case manager

\*Unable to physically care for themselves

### Program Admission Process:

The Samaritan House, Inc. Executive Director and the Economic Services District Manager or their designees will identify potential families for the program.

1. Case manager will give the candidate tour, rules, and program overview. Case Manager stresses the need for active participation and the need to follow the contract/plan or s/he will be asked to leave w/o eviction.
2. Executive Director and EDS District Manager or their designee's will interview the family.
3. Executive Director has overruling authority.

### Housing Structure

The family is responsible for basic maintenance of the space (cleaning, recycling, etc.) and agrees to comply with program rules.

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### Staffing

The Executive Director and the Shelter Coordinator/ Case Manager will oversee the Program. There will be ongoing collaboration with the EDS District Manager.

### *Shelter Coordinator Responsibilities:*

Ordering and upkeep of supplies

Rule enforcement

Conducting Breathalyzer tests if necessary

Assisting with crises or disturbances during evening hours

Carrying out regular apartment checks

Facilitating house meetings  
Provide support and assistance  
Report to the Executive Director weekly

Program Services and Expectations:

1. Individual Case Management: must meet a minimum of once weekly and set up a service plan with goals that are reviewed regularly
2. House Meetings- mandatory for families as they represent an opportunity to learn skills and increase investment in the house and prevent problems from festering.  
These meetings are used to model good communication skills and coach residents in using these skills.
3. Residents are expected to save 70% of additional income as part of their service plan.
4. Housing search- within 1<sup>st</sup> fourteen days, each resident must meet with the case manager to begin writing their rental resume and completing applications for housing
5. Aftercare- The case manager meets with each resident during the last month of residency to summarize accomplishments and create a transition plan.

## **Samaritan House Program Exit Form**

1. Date of exit\_\_\_\_\_
2. When did you enter the Samaritan House Program?  
\_\_\_\_\_

*Circle One:*

3. Where were you staying before moving into the Samaritan House Program? Friends/Family Motel/Hotel Shelter Street

4. Where are you moving? Permanent Housing Friends/Family  
Motel/Hotel Shelter Street Unknown
5. Did you feel safe in the Samaritan House Program? Yes  
Somewhat No
6. Were you treated fairly and with respect during your stay?  
Yes Somewhat No
7. Did you get the services you needed? Yes Somewhat No
8. Do you feel ready to successfully live in permanent housing?  
Yes Somewhat No

*Circle as many as apply:*

9. What services were most helpful to you?

Case Management Housing Searches Emotional Support Activities and Events

Substance Abuse Services Helping you get Entitlements

10. What other services and supports will you need after you leave the Samaritan House Program?

Housing Case Management Substance Abuse Services Mental Health

Services Emotional Support Food Clothing Entitlements

Other (please explain) \_\_\_\_\_

## Samaritan House Program Exit Checklist

Name of Household Member \_\_\_\_\_

Date of Exit \_\_\_\_\_

Staff Name \_\_\_\_\_

\_\_\_ Exit form completed

\_\_\_ Key Returned/Key deposit returned



During my stay at the Samaritan House Program, I will abide by the rules of the house, as stated below.

I understand that if I break any of the rules, I will be asked to leave immediately.

In addition, I agree to meet with my Case Manager a minimum of once weekly, and I will follow the initial service plan and all subsequent contracts and plans developed with my case manager.

### **Rules of Samaritan House:**

**If you violate any of these rules, you will be asked to immediately leave the Program.**

1. Samaritan House is **Drug and Alcohol Free**. This means that you cannot use or possess alcohol or drugs, including the abuse of prescription drugs, on or around the premises. Entering the premises with alcohol or drugs in your system is prohibited. Individual service plans may be more restrictive concerning alcohol and drug use. If you do not follow your individual plan, you will be asked to leave.
2. **Physical and/or verbally threatening or violent behavior towards others in Samaritan House is prohibited.**
3. **Weapons are strictly prohibited** from the premises
4. **Apartment must be kept in clean and sanitary conditions at all times.** The Program Coordinator will carry out weekly checks. Apartment checks could occur even if you are not in the building.
5. **Smoking is not permitted anywhere in building.**
6. **Behavior that interferes with the health, safety or peaceful enjoyment of the premises is prohibited.**
7. **Intolerant behavior towards others is prohibited.** This includes discriminatory speech or acts based on differences in gender, race, class, and religion sexual orientation and or physical or mental level of ability.
8. **Drug related criminal activity on or off the premises is prohibited**
9. **Criminal activity of any type is prohibited on the premises**
10. **Visitors must be accompanied by you at all times. Visitors are not allowed onto the premises including the porch and steps when you are not there.**
11. **Intoxicated visitors are never allowed in or around the premises.**
12. **All visitors must leave the premises by 10:00 pm and cannot return until 8 am.**
- . **No overnight visitors are allowed without permission from the Program Coordinator.**

- 13. **Pets of any kind are not permitted**
- 14. **Destruction of Samaritan House property is prohibited.** You will be required to pay for any and all damage done to Samaritan House property.
- 15. **Individual service plans must be followed in order to remain in Samaritan House.**
- 16. You must inform the Program Coordinator or his/her designee if you are planning to spend the night out.
- 17. Once you leave the Samaritan House Program, you will have two weeks to remove items left behind, or your belongings will be disposed of. **No Exceptions!!**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Samaritan House Staff: \_\_\_\_\_ Date: \_\_\_\_\_