

**FHPAP Service Transactions in HMIS
Support Services & Assistance:
Appropriate AIRS Taxonomy Descriptions, Codes, and Explanations**

Support Services

- **Individual and Family Support Services (PH):** “Case-management light”: Case-management-type support services that help a household to maintain stable housing – use this term when the support services do not meet the intensity and threshold of the 6-point ITF definition of case management. If, however, the support services meet the ITF definition of case management, instead use “Case/Care Management (PH-100),” below.
- **Housing Search Assistance (BH-390.310):** Short-term services almost exclusively directed at helping households find and/or secure stable housing. This would not include “stabilization while in housing” services – use the first option, “Individual and Family Support Services (PH),” for those services.
- **Specialized Information and Referral (TJ-300.800):** Assessment, where the service provided is to screen and refer the household to any services related to housing search and housing stability (including mental health, chemical dependency/substance abuse, employment training, job training and job placement, vocational, etc.); also, where the service is assessment, such as completing the Barriers to Housing Stability Assessment, when the data is being used for the purpose of making referrals.
- **Case/Care Management (PH-100):** Intensive, *full range* of services including assessment, case planning, developing an individualized service plan, with specific goals and expected outcomes, based on the assessments, and connection, coordination, and personal advocacy; also includes monitoring progress, as related to reporting, and follow-up to learn outcomes. (NOTE: This term should only be used if the services go *beyond* “Individual and Family Support Services [PH], above, and *meet* the ITF definition of case management [*see* http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_006125.pdf]; an example of such services would be services supporting transitional housing, where more intensive case planning is developed for the household.
- **Landlord/Tenant Assistance (FT-450):** Legal services and advocacy, as related to housing stability. Eviction prevention and help with lease-compliance issues. Would also include services related to residence-services coordination.

- **Benefits Assistance (FT-100):** Use where the service is, specifically, to assist the household in applying for entitlements and mainstream resources. Use the first option, above, “Individual and Family Support Services (PH),” if this is provided as part of a more comprehensive housing stabilization services plan; if the services are provided as part of a full range of services meeting the ITF definition of case management, use the term, “Case/Care Management (PH-100),” above, instead.
- **Family Maintenance/Reunification (PH-650.150-20):** Working with families who have children in foster placement, or, families who have an open child abuse case, or, with families who have been identified as being at risk for child abuse or neglect with the objective of establishing a case plan for ongoing services which will allow the child to remain in the home or return to the home if previously removed. Services provided or coordinated for the family may include parenting skills training, home management instruction, stress management and tutoring. Also, for unaccompanied youth, this term would be used to describe efforts to reunite youth with their families.
- **Independent Living Skills Instruction (LR-320):** Financial literacy training, as related to housing stability, and life-skills training, as related to housing stability. Also included would be landlord – tenant training.
- **Basic Needs (B):** Help with food, clothing, furniture, and other basic needs. If these services are provided as part of a more comprehensive housing stabilization services plan, use either “Individual and Family Support Services (PH),” above, or “Case/Care Management (PH-100),” above, as appropriate.

Assistance

- **Rent Payment assistance (BR-300.700):** Short-term rent assistance.
- **Mortgage Payment Assistance (BR-300.500):** Short-term mortgage assistance.
- **Rental Deposit Assistance (BR-300.725):** Security deposit/damage deposit assistance.
- **Utility Bill Payment Assistance (BR-900.910):** Assistance for utilities, such as electric, gas, etc.
- **Transportation Expense Assistance (BR-850):** Bus tokens, cash assistance for car repairs, etc.
- **Undesignated Temporary Financial Aid (BR-890):** Use for *other cash assistance*.

NOTE: For any services or assistance that do not appropriately fit into any one of the **bold-face definitions**, above, consult with the AIRS Taxonomy and the Minnesota Housing FHPAP manager.