CCS Checklist for Housing Support Services

This checklist is a tool for Coordinators of Community Services (CCS) to use as they work with people and their teams to meet their goals of living on their own. It also spells out the responsibilities of the CSS and how to work collaboratively with the person's Housing Support Specialist.

☑ Once a person has told their CCS they desire to explore different types of housing and/or live on their own, the CCS will help coordinate a revision to the person's Person-Centered Plan (PCP) and offer a choice of Housing Support Service (HSS) providers.

☑ Once an HSS provider is found, the CCS will update the PCP and submit it to the DDA.

☑ Once the PCP is approved, the CSS will inform the HSS provider so they can begin working with the person to develop a housing support plan.

☑ Once the housing support plan is completed, the HSS will submit it to the CCS to upload to the PCP. The CCS will upload it to the person's record.

☑ When a person finds a home, the HSS provider will inform the CCS of the person's new address. The CCS will then update the person's address in LTSSMaryland and work with the team to revise the PCP to reflect support the person may need to live in their own home successfully.

☑ Once a person moves into their new home and has participated in tenant training, the CCS may need to revise the PCP if there are additional training or support needs for the person to maintain the tenancy.

☑ The CCS will monitor the person's health, safety and services as usual, and will inform the Housing Support Service specialist of any tenant questions that may arise.