

## **Eligibility and Screening**

### **Step I – Screen for Mental Health Services Act (MHSA) eligibility and Certification**

#### **Tenant Eligibility and Certification**

##### **Step 1 - Application Process**

Certification will be based on satisfaction of the basic eligibility criteria. Eligibility will be established as follows:

- San Mateo County residency
- Enrolled in or pending enrollment with San Mateo County Behavioral Health & Recovery services.
- Person with Serious Mental Illness.
- Homeless

##### **Step 2 – Screen for Criminal Justice Background Check**

A preliminary paper screening of all individuals certified as MHSA eligible will be conducted by an MHA Advisory Committee. Screening will include a review of information on application as well as review of criminal justice background check report.

##### **Step 3 – Screen for Ability to be a Good Tenant**

All individuals who have been approved at steps 1 and 2 will have one-on-one meeting with MHA staff focused on ability to be a good tenant. This will include conversation about lease, history of tenancy, connection to the community, need and desire for support services, review, understanding and ability to follow community rules, community and personal safety.

##### **Step 4 – Housing Authority Screen**

Those individuals who have been approved through Step 3 will schedule a preliminary meeting with the Housing Authority of the County of San Mateo to review bank statements, rental and credit history, and any history with other federally funded housing programs. Individuals will also review Housing Authority rules of tenancy and lease to ensure agreement, ability and willingness to understand and follow prior to being formally accepted for tenancy.

### **Step 5 – Independent Living Skills Screen**

Each individual will meet with an MHA Occupational Therapist and complete an Independent Living Skills test, results of which will be used to develop a plan for staff support, training, interventions and accommodations or modifications, e.g. need to use written versus verbal instruction, or need to provide budgeting and money management training. All results will be incorporated into individualized treatment plans for the next 6 to 12 months and revised as needed and appropriate.