



## Ten Steps on the Path out of Homelessness

There are a number of factors, which promote a positive experience in the shelter. If you are able to embrace new ideas, you will find yourself able to complete your goals and feel good about the changes you have accomplished at Berkeley Food and Housing Project.

1. Accept that you must be personally responsible for your own behavior and that you need to give up behavior that does not work well for you.
2. Commit yourself to changing your unhealthy behaviors by learning from your mistakes and exploring why you made those mistakes.
3. Commit to being open about your thoughts and feelings and do not keep secrets.
4. Commit yourself to talking directly to staff and peers about your thoughts and feelings rather than acting out and maintaining.
5. Commit yourself to being honest in all of your relationships and to avoid lies and distortions. This also means being honest with yourself.
6. Be willing to follow shelter rules even if you do not agree with them.
7. Accept the value of relationships with others so that learning to develop and maintain close, trusting relationships will be an important life goal.
8. Accept that you can learn from your own experiences and the experience of others.
9. Accept the value of work, which means going to work, setting goals for yourself and striving toward honest financial and personal independence.
10. Accept that the shelter staff is dedicated to helping you achieve your goals.

**Berkeley Food and Housing Project**

PERMANENT HOUSING REPORT

PROGRAM YEAR 2012

JULY 1, 2011 TO JUNE 30, 2012

MEN'S (MHP) AND WOMEN'S (WOS) HOUSING/SHELTER PROGRAMS, and  
MULTI SERVICES CENTER (MSC) HOUSING PROGRAM

The housing outcomes for 2012 were the **highest** in the agency's history for each of these three programs as we continue to focus on a *Housing First* philosophy [1] in our shelters and MSC.

These impressive outcomes (see chart below) were accomplished while BFHP remains the only truly emergency shelter system in Alameda County [2].

**PY2012 PERMANENT HOUSING OUTCOMES**

| <b>GOALS</b>  | <b>MHP</b>                                      | <b>WOS</b>                   | <b>MSC</b>               |
|---|---|------------------------------|--------------------------|
| # OF CLIENTS PERMANENTLY HOUSED                           | <b>98</b>                                       | <b>55</b>                    | <b>50</b>                |
| # OF EXITS FROM PROGRAM DURING YEAR                       | <b>352</b>                                      | <b>184</b>                   | <b>83</b>                |
| % OF PLACEMENTS TO TOTAL PROGRAM EXITS<br>HUD GOAL IN ( ) | <b>28%</b><br>(30%)                             | <b>30%</b><br>(30%)          | <b>58%</b><br>(35%)      |
| % INCREASE FOR PLACEMENTS – FY2012 TO FY2011              | <b>16%</b><br>More than<br>doubled over<br>FY11 | <b>16%</b><br>Almost doubled | <b>40%</b>               |
| # OF CLIENTS PERMANENTLY HOUSED IN PY2011                 | <b>50</b>                                       | <b>47</b>                    | <b>25</b>                |
| HOUSING RETENTION MSC ONLY [3]<br>(HUD goal is 80%)       |   |                              | <b>98%</b><br>(47 of 48) |

## Mission

To ease and end the crisis of homelessness in our community, Berkeley Food and Housing Project provides emergency food and shelter, transitional housing, permanent housing, and housing placement with support services to homeless individuals and families.

Founded in 1970, Berkeley Food and Housing Project has worked to ease and end the crisis of homelessness for men, women, and children in the Berkeley community. With programs ranging from free meal service to permanent supportive housing, BFHP provides a continuum of care to accommodate a broad spectrum of specialized needs.

BFHP assists low-income and homeless individuals with needs and disabilities that are not effectively met by mainstream social services. The agency hallmark is to provide services with compassion to foster a nurturing, healing environment that can effectively end an individual's cycle of homelessness.

Many of our clients suffer from multiple disabilities, including psychiatric illness, physical and developmental disabilities, and substance abuse. We also serve: underemployed men and women unable to afford the high cost of living in the Bay Area, as well as women and their families fleeing domestic violence.

**Quarter Meal** (so-named because it used to cost a quarter)

**Services:** provides a nutritious evening meal to over 150 individuals each night of operation. Sit down meals are served Mondays – Thursday in a welcoming, cafeteria-style, dining venue. A take-out, brown bag dinner is available on Fridays.

## Men's Housing Program

**Services:** provides 48 single men's beds and 5 emergency beds. Of the shelter's 48 beds: twelve beds are reserved for men who are homeless Veterans. The MHP offers winter emergency access for up to **15** additional beds as needed to respond to shelter needs during emergency storms.

The MHP offers a safe and clean interim housing facility providing food, clean linens, toiletries, clothing and access to laundry and shower facilities; and access to the Housing Case Management Program (HCMP). A participant may remain in the Men's Housing Program as long as he is enrolled in the HCMP, working towards obtaining housing, securing an income (earned or benefits) and building assets (non-cash benefits such as Food Stamps). Participation in HCMP is not required; if someone does not wish to participate, the shelter stay is limited to 30 days and he is offered the resources and referrals he requests for his urgent needs.

## **Women's Overnight Shelter (WOS)**

**Services:** : BFHP's Women's Shelter (WOS) provides 24 single women's beds, 3 single women's emergency beds and 8 family beds in two family rooms. WOS offers a safe and clean interim housing facility providing food, clean linens, toiletries, and laundry and shower facilities; and access to the Housing Case Management Program (HCMP). A woman (and her children) may remain in the Women's Shelter as long as she is enrolled in the HCMP, working towards obtaining housing, securing an income (earned or benefits) and building assets (non-cash benefits such as Food Stamps). Participation in HCMP is not required; if someone does not wish to participate, shelter stay is limited to 30 days and she/the family is offered alternative resources and referrals.

## **Independent House (IH)**

**Services:** A 10-room, six-month communal transitional housing program for women who are able to live independently and are motivated to take the necessary steps to move from homelessness into permanent housing.

## **Transitional House (TH)**

**Services:** Transitional House is a 14 person two-year program that helps homeless women with severe psychiatric disabilities (and/or dual diagnosis) to develop necessary living skills so they can live independently in permanent independent housing. The goal is to reduce the incidence of chronic homelessness and increase the ability to move into regular housing instead of a Board and Care setting.

## **RSR Residence and Annex**

**Services:** RSR is a state of California licensed Adult Residential Facility for 17 mental health clients ages 18-59. Staff provides care, supervision, three meals daily, administers medication and coordinates therapeutic groups and other activities.

The Annex is a four-room house providing independent housing for formerly chronically homeless mental health clients. Residents are responsible for their own meals and for the maintenance of the house.

This program is operated with the support of the local mental health department. All residents receive psychiatric and social case management through the mental health department.

## **Program Name: Multi-Service Center**

**Target Population:** The MSC primarily serves homeless and formerly homeless individuals most of whom have least one or two disabilities, primarily a mental health or substance abuse disability or both. Many of the participants have been chronically homeless for several years, and most are people who were/are residing in Berkeley at the time of their homelessness.

**Services:** The Multi-Service Center (MSC) is open Monday through Friday between 10-4 p.m. Between these hours clients can schedule an appointment to meet with a case manager. The MSC also operates hospitality hour daily between the hours of **10 and 11 a.m.**

Monthly housing clinic signs people up with our housing specialist who assists with housing search and placement.

Referrals and support to obtain and/or increase income

Housing Retention Services for formerly homeless housed families and individuals: The housing stabilization case management services, including intervening with landlords, assisting with budget and money management issues, life skills training and

Representative Payee and Budgeting/Money Management Services: formal rep payee services through Social Security are provided to a roster of 60 long term disabled clients

The Shelter Plus Care program (48 households) works with homeless and disabled clients, providing housing retention and supportive case management services.

## **History**

1970 - Volunteers begin serving meals to homeless individuals in the community

1984 - Emergency shelters for the homeless hosted by a network of churches

1986 - City of Berkeley arranges Veteran's Building to be Men's Overnight Assistance Center for homeless men

1991 - 2140 Dwight Way becomes home of Women's and Children's Emergency Shelter and Transitional House, providing mentally ill and formerly homeless women with emergency and supportive transitional housing

1996 - BFHP opens the Multi Service Center to provide daytime respite and case management services to homeless and formerly homeless (now housed) clients

2002 - Russell Street Residence, a permanent housing for chronically homeless, mentally ill men and women, opens

2007 Housing Case management team developed to create more housing exits.

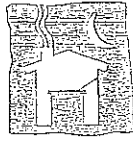
2008 - Health Care Coordinator hired to facilitate access to health care services for the homeless

2009 - BFHP awarded stimulus funded HPRP (Homeless Prevention Rapid Rehousing Program) This program housed at MSC  
Shelter Reservation Hotline, toll free number to secure a shelter bed, established

2011 - With funding from the Department of Veterans Affairs BFHP creates new transitional housing program for homeless Veterans at the Men's Shelter. This provides stabilization services, vocational and housing case management, life skills counseling, family reunification support, access to the Veterans Affairs health care system, and assistance in moving from homelessness to permanent housing

2011 First Continuum of Care performance report card issued

2012- With funding through local Probation Department, BFHP begins a rapid rehousing program with the reentry population



## HCMT APPLICATION and ASSESSMENT

### Personal Information

Date of Assessment: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

Name: \_\_\_\_\_

Alias: \_\_\_\_\_

SS#: \_\_\_\_\_ Birth date: \_\_\_\_\_

Source of Income: \_\_\_\_\_ Amount: \_\_\_\_\_

Additional Income Source: \_\_\_\_\_ Amount: \_\_\_\_\_

Shelter Entrance Date \_\_\_\_\_ Shelter Exit Date: \_\_\_\_\_

Ca. ID / License: \_\_\_\_\_ Phone: \_\_\_\_\_

### Rental History

Last Address: \_\_\_\_\_  
Street City State

Landlord: \_\_\_\_\_ Phone \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Street City State

Landlord: \_\_\_\_\_ Phone \_\_\_\_\_

How did you lose your housing?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had any prior evictions? \_\_\_\_\_ When and Why? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you agree to a credit check? \_\_\_\_\_ Please have Client initial: \_\_\_\_\_

Who will live with you?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Education

Highest grade level completed? \_\_\_\_\_ Have you Attended any Job Training programs? \_\_\_\_\_ If so where? \_\_\_\_\_

Date completed: \_\_\_\_\_ Did you receive a certificate of completion: \_\_\_\_\_

Date completed: \_\_\_\_\_ Did you receive a certificate of completion: \_\_\_\_\_

Employment Information

Last Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State

Job Title: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Rate of pay: \_\_\_\_\_ per \_\_\_\_\_ Reason Employment Ended [a] \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State

Job Title: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Rate of pay: \_\_\_\_\_ per \_\_\_\_\_ Reason Employment Ended [a] \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State

Job Title: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Rate of pay: \_\_\_\_\_ per \_\_\_\_\_ Reason Employment Ended [a] \_\_\_\_\_

[a] Quit, Fired, Workers Comp Claim(WC), Lay Off

Substance Abuse History

Drug[s] of choice: \_\_\_\_\_

Are you in recovery: \_\_\_\_\_ For How long: \_\_\_\_\_

Have you completed a recovery program: \_\_\_\_\_ Which Program[s]: \_\_\_\_\_

How will you address this problem and maintain your sobriety: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Criminal History

Have you ever been convicted of a crime? \_\_\_\_\_ Dates: \_\_\_\_\_

Where: \_\_\_\_\_

Charges: \_\_\_\_\_

Convictions: \_\_\_\_\_

Status: \_\_\_\_\_

Mental Health

Do you have a mental health diagnosis? \_\_\_\_\_ What is your Diagnosis?

\_\_\_\_\_

Do you take medication? \_\_\_\_\_ What medications are you taking?

\_\_\_\_\_

How do you feel your mental health may affect your ability to work or live independently? \_\_\_\_\_

\_\_\_\_\_

Banking Information

Bank: \_\_\_\_\_ Acct#: \_\_\_\_\_ Current Amt.: \_\_\_\_\_

Bank: \_\_\_\_\_ Acct#: \_\_\_\_\_ Current Amt.: \_\_\_\_\_

Bank: \_\_\_\_\_ Acct#: \_\_\_\_\_ Current Amt.: \_\_\_\_\_

Bank: \_\_\_\_\_ Acct#: \_\_\_\_\_ Current Amt.: \_\_\_\_\_

What other barriers do you feel may impact your obtaining or maintaining housing?

\_\_\_\_\_

\_\_\_\_\_

Personal References (For Housing)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Result: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Result: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Result: \_\_\_\_\_



Transitional services  
**Housing Case Management Plan**

Client Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Referral Source and Reasons for Referral:**

\_\_\_\_\_

**Presenting  
Issues:**

\_\_\_\_\_

\_\_\_\_\_

**Problem List** (check all that apply): \_\_\_\_\_ Poor credit; \_\_\_\_\_ Multiple evictions;  
\_\_\_\_\_ Criminal Felony Record; lack of Sufficient Income; \_\_\_\_\_ No Move-in Money;  
\_\_\_\_\_ Substance Abuse Hx. \_\_\_\_\_ Other \_\_\_\_\_,

**Meets HCMT Acceptance Criteria:** Yes \_\_\_\_\_; No \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_

Goals and Objectives: see attached Action Plan

**Client Strengths:**

\_\_\_\_\_

\_\_\_\_\_

Potential Barriers to Success:

\_\_\_\_\_

\_\_\_\_\_

**HCMT Action Plan Completion Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

By our signatures below, we agree to the goals stated in the attached HCMT Action Plan attached which are necessary to assist \_\_\_\_\_ in obtaining and maintaining Permanent Housing and personal self-sufficiency:

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Case Manager Signature

Housing and Action Plan Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed and Approved By: \_\_\_\_\_  
Signature and Title



## Housing Case Management Action Plan

Client Name: \_\_\_\_\_

Case Mgr.: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Goal(s): \_\_\_\_\_

### P L A N

| Problem | Objective | Resources | Action Steps | Results |
|---------|-----------|-----------|--------------|---------|
|         |           |           |              |         |
|         |           |           |              |         |
|         |           |           |              |         |
|         |           |           |              |         |
|         |           |           |              |         |

