**Guidance 15**

**Projects for Assistance in Transition from Homelessness (PATH)**

**Contract Reference:** *Sections A-1.1 and C-1.3.2*

**Authority:**  *42 U.S.C. s. 290cc-21 et. seq****.***

**Frequency:** *Ongoing*

**Due Date:**  *Not Applicable*

**Discussion:**

The Managing Entity shall subcontract with Network Service Providers that receive federal PATH funds to provide support services for individuals who:

* Have serious mental illnesses or serious mental illnesses and co-occurring substance use issues, and
* Are homeless or at imminent risk of becoming homeless.

The Managing Entity shall require PATH Network Service Providers to:

* Implement an approved Intended Use Plan (IUPs) which establishes PATH-funded program priorities including, at a minimum:
	+ Targeting persons who are experiencing homelessness as a priority population and maximizing services to vulnerable adults who are literally and chronically homeless;
	+ Conducting street outreach and case management as priority services; and
* Submit an annual IUP for Managing Entity and Department review and approval no later than March 1st. The Department will provide a template. The IUP must cover needs and services during the next PATH Fiscal Year (9/1- 8/31).
* Establish a service plan for all PATH-enrolled individuals including:
	+ Goals to obtain community mental health services for the individual;
	+ Coordinating and obtaining needed services for the individual, including services relating to shelter, daily living activities, personal and benefits planning, transportation, habilitation and rehabilitation services, prevocational and employment services, and permanent housing;
	+ Assistance to obtain income and income support services, including housing assistance, Supplemental Nutrition Assistance Program (SNAP) benefits, and Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI);
	+ Referrals to other appropriate services; and
	+ Review of the plan not less than once every three months.
* Maintain individual client files containing an intake form, a determination of eligibility for PATH-funded services, a service plan, and progress notes for each person served with PATH funds.
* Enter quarterly summary information about PATH programs and services into the PATH Data Exchange (PDX) at <https://www.pathpdx.org/> no later than the 10th of the month following the quarter of services.
* Submit an annual report into PATH Data Exchange no later than November 17th via the PATH Data Exchange (PDX) at <https://www.pathpdx.org/>.
* Enter SSI/SSDI application data into SOAR Online Application Tracking (OAT) database at [soartrack.prainc.com/](https://soartrack.prainc.com/), in accordance with Managing Entity Contract Guidance 9.
* Implement individual SOAR training to case managers and agency leads using the SOAR Online Course, available at: <https://soarworks.prainc.com/course/ssissdi-outreach-access-and-recovery-soar-online-training>
* Provide at least one dollar of local matching funds for every three dollars of PATH funds received and expend local matching funds to provide eligible services to PATH eligible persons. Match-funded expenditures must align with the services identified in the Local Intended Use Plan. The formula to be followed is cited in Title V, Part C, Section 524 of the Public Health Services Act (42 U.S.C. 290cc-21 et. seq.).

The Managing Entity shall:

* Conduct annual monitoring site visits of the PATH-funded Network Service Providers.
* Assess the current year’s IUPs to ensure the provider is meeting the targets that were set forth.
* Monitor the NSP’s program toward annual targets in IUPs as reported in the quarterly and monthly PATH reports.
* Assist PATH providers in collaborating with local resources to link people with safe, affordable housing.

The ME must use Section 4 and Appendix F in the most current State PATH Contact (SPC) Welcome Manual to conduct annual monitoring site visits. The manual will be provided by the Department.