




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 8078b</b>	<b>Residential Evaluations</b>
<b>Origination Date: February 20, 2017</b>	
<b>Revision Date:</b>	
<b>Reviewed Date:</b>	
<b>Approved:</b> 	
<b>Bryan G. Stephens, Interim Executive Director</b>	

**POLICY:**

It is the Policy of Cobb and Douglas County Community Services Boards that clients in Residential will be reassessed every 6 months to evaluate their strengths and needs. This evaluation will help determine the clients' needed levels of care.

**PROCEDURE:**

Clients in Permanent Supportive Housing Programs:

At admission, clients will be given a form outlining the reasons and need for 6 month reassessments. This will be reviewed with the client by residential staff. A copy of the form will be given to the client, and Cobb/Douglas will keep a scanned signed copy in the Client's EMR. The signed copy denotes the client's understanding of the process.

The attached form (Attachment A) will be used for all clients in the Cobb County Community Services Board and Douglas County Community Services Boards Permanent Supportive Housing programs (CDCCSB). This form will be reauthorized on an annual basis with all clients in the CDCCSP Permanent Supportive Housing programs.

**MEMORANDUM**

To: All Participants of the Cobb & Douglas County Community Services Boards (CDCCSB)  
Permanent Supportive Housing Programs

Our agency will continue to provide the services that you all need to enable you to become self-sufficient and independent. In order for these services to continue they must be authorized every 6 months through a reassessment. This is designed to ensure our services are continuing to meet your needs. It is also necessary for us to continue to be reimbursed by the State of Georgia for your services. Without these services being authorized our staff cannot continue to serve you while you reside in the CDCCSB's Permanent Supportive Housing Programs. The Residential staff are in the process of scheduling you for these assessments with licensed clinicians who are employed by the Cobb & Douglas County Community Services Boards.

As part of your residential services, our staff must be able to visit you in your homes, a minimum of once a week. The purpose of these visits is to work on your goals while offering realistic interventions and linkage to entitlement benefits as identified on your individualized treatment plans. The ultimate goal is to assist you in becoming independent and able to live in unsubsidized housing of your own without oversight from any agency.

I am asking my staff to provide you all with this memorandum that acts as an agreement from the CDCCSB to you that if you continue to participate in this program you the residential staff will continue to assist you in becoming more independent and self-sufficient. Signing this agreement shows your understanding that you will allow the weekly visits and participate in the reassessments every 6 months as scheduled. Failure to participate in the weekly visits and updating of the BHA's could put your participation in the CDCCSB's Permanent Supportive Housing Programs at risk.

Client's Name \_\_\_\_\_ Date \_\_\_\_\_

Casemanager's Name \_\_\_\_\_ Date \_\_\_\_\_