

# NYC CoC: INDIVIDUALIZED HOUSING STABILIZATION PLAN (IHSP) (v.1, August 2023)

Participant Name:
HMIS/CAPS ID:
Case Manager Name:
Case Manager Phone Number/Email:

Plan Date:		/		/	
Next Scheduled Review:		/		/	

This plan is focused on the following general goal (select one based on current situation/needs):

- Helping me/my family find safe, stable housing AND/OR immediately stabilize in my current housing
- Helping me/my family stabilize in new housing, post move-in
- Helping me/my family continue to stay in safe and stable housing after program exit

Rapid rehousing (RRH) staff and participants should work together to create an **Individualized Housing Stabilization Plan (IHSP)** to meet the above goal based on information summarized in the **NYC CoC: Housing & Critical Needs Assessment Summary**. The Summary form helps to identify key strengths, barriers, and participant preferences, as well as the types of assistance the RRH program may provide, as indicated in the *Services and Financial Assistance Matrix* at the end of the **Summary** form.

Staff should keep the IHSP in the participant case file and provide a copy to participants for their reference.

At minimum, the IHSP should be:

1. Created following initial intake and assessment to support housing search and placement OR immediate stabilization in current housing;
2. Ideally, the IHSP should then be updated once housing is secured (current or new) and be updated to include immediate housing stabilization needs;
3. Finally, the IHSP should again be updated once housing is stable and just prior to exit.

Staff and participants should use the **NYC CoC: Housing Stability Review Checklist** to determine if and when housing stabilization has been achieved and to support a planful program exit.

**NOTE:** At minimum, RRH caseworkers should be in contact with participants at least monthly and record a summary of every participant contact in case notes and maintain these notes in the participant case file.

<b>WHAT IS YOUR OVERALL GOAL FOR HOUSING?</b>

# INCOME/EXPENSES/OTHER RESOURCES

WHAT IS THE OVERALL NET MONTHLY INCOME I/WE NEED EACH MONTH TO COVER OUR HOUSEHOLD EXPENSES? AND, WHEN DO I/WE NEED TO HAVE THAT?

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## INCOME/BENEFITS/OTHER RESOURCES & EXPENSE REDUCTION(S) TO ACHIEVE INCOME GOAL

Goals:	Actions:	Person Responsible:	Target Date to Complete:	Date Completed:

NOTES:

# HOUSING SEARCH/STABILIZATION

WHAT IS MY/OUR GOAL FOR OBTAINING AND STABILIZING IN HOUSIN? (Briefly state what type of housing, where, and by when housing is desired)

Plan Focus (check one):  HOUSING SEARCH  IMMEDIATE STABILIZATION (post move-in)  HOUSING RETENTION (at exit, ongoing)

Goals:	Actions:	Person Responsible:	Target Date to Complete:	Date Completed:

## NON-HOUSING CRITICAL SERVICE NEEDS

WHAT SUPPORTS/RESOURCES DO I/WE NEED TO MEET OTHER IMPORTANT NEEDS?

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## COMMUNITY RESOURCES AND OTHER SUPPORTS/CRITICAL NEEDS

Goals:	Actions:	Person Responsible:	Target Date to Complete:	Date Completed:

**NOTES:**

[Empty rectangular box for notes]

**Participant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Case Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_