Building Relationships

1. Housing Stabilization Services Welcome

1.1 Welcome



Notes:

Welcome to the Housing Stabilization Services Training Course.

Section 1: Assessment of a Person's Needs.

Module 1 of 14 Housing Stabilization Services Overview.

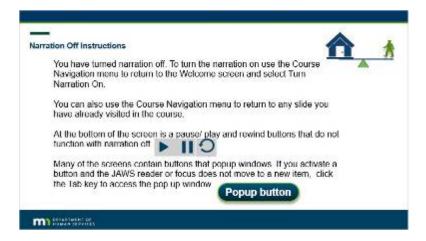
For keyboard users, click the Tab key to navigate the elements on screen. Click the Space bar to activate and deactivate the button or control.

Once activated, for the Course Navigation menu and Audio Volume control, press the up and down arrow keys.

To ensure the best experience, choose your audio preference by selecting Turn Narration On or Turn Narration Off.

Learners using JAWS readers or other audio assisted readers may want to turn off the narration.

1.2 Narration Off



Notes:

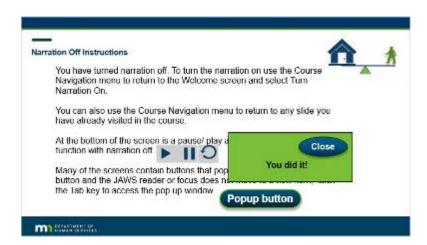
You have turned narration off. To turn the narration on use the Course Navigation menu to return to the Welcome screen and select Turn Narration On.

You can also use the Course Navigation menu to return to any slide you have already visited in the course.

At the bottom of the screen is a pause/ play and rewind buttons that do not function with narration off.

Many of the screens contain buttons that popup windows. If you activate a button and the JAWS reader or focus does not move to a new item, click the Tab key to access the pop up window.

Popup (Slide Layer)



1.3 JAWS Reader Users



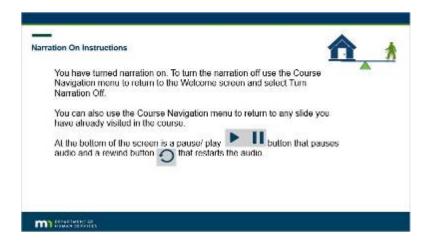
Notes:

For JAWS reader users, note that pressing the Tab key puts you in application mode. To ensure you are not missing any text, press the plus key or the PC cursor key to exit application mode and use the arrow keys to navigate.

Popup (Slide Layer)



1.4 Narration On



Notes:

You have turned narration on. To turn the narration off use the Course Navigation menu to return to the Welcome screen and select Turn Narration Off.

You can also use the Course Navigation menu to return to any slide you have already visited in the course. At the bottom of the screen is a pause/ play button that pauses audio and a rewind button that restarts the audio.

2. Keep Me In My Home Overview

2.1 Section Introduction



Notes:

Welcome to

Housing Stabilization Services Section III: Keep Me In My Home

Once a person has moved into their home, a Sustaining provider can work with them to address barriers and identify resources to help keep them in stable housing.

2.2 Keeping Me In My Home: Section III Objectives



Notes:

Keeping Me In My Home: Section III Objectives

When you complete this section you will be able to:

- Find housing for people that stays within budget
- Help people identify benefits they may be eligible for
- Help people build relationships with landlords, neighbors, and roommates in order to remain stably housed
- Help people know and understand their rights as tenants
- Work with people and their landlords, neighbors, and roommates to resolve problems
- Help people end leases and move out of their housing
- Understand and assist people through the eviction process

2.3 Sustaining Services



Notes:

Sustaining Services

A Sustaining provider works with people who want to maintain their housing. This might include the creation of a housing services plan, helping people address barriers and resolve budget issues. Click the button to see the additional requirements of a Sustaining provider. When you have clicked the button, read the content, and closed the window, click Next to continue.

additional sustaining services (Slide Layer)



2.4 Sustaining Provider Qualifications

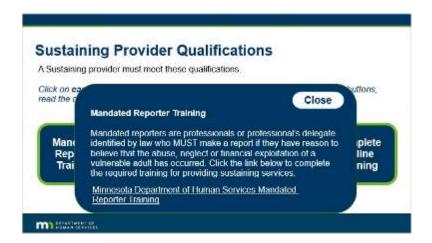


Notes:

Sustaining Provider Qualifications

A Sustaining provider must meet these qualifications. Click on each of the provider qualifications to learn more. Once you click all four buttons, read the content, and close their windows, click Next to continue.

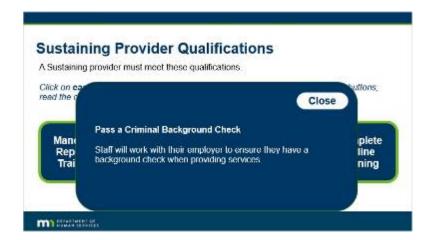
mandated reporter training (Slide Layer)



knowledge of housing resources (Slide Layer)



background check (Slide Layer)



online training (Slide Layer)



2.5 Providing Sustaining Services

Providing Sustaining Services

Familiarize yourself with the person's person-centered plan, and if they have had another provider work with them on a housing services plan.

Some aspects of your role as a Sustaining provider are:

- · Ask people if any of their needs or wants are not being met
- Ask how people are handling their budget. They may be struggling with an aspect of renting that was not accounted for when they moved into their home.
- Work together to resolve any issues facing someone so that they can remain in a stable home.
- · Develop relationships with landlords where the person is housed.

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Notes:

Providing Sustaining Services

Familiarize yourself with the person's person-centered plan, and if they have had another provider work with them on a housing services plan.

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- Ask people if any of their needs or wants are not being met.
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- Work together to resolve any issues facing someone so that they can remain in a stable home.
- Develop relationships with landlords where the person is housed.

2.6 Sustaining Provider Approaches



Notes:

Sustaining Provider Approaches

Person-centered planning, which you learned in earlier modules, is an important approach to best serve in your role as a Sustaining provider.

Click the links below to learn more about other important Sustaining provider approaches.

2.7 Knowledge Check



Notes:

Knowledge Check

True or False - select the correct answer.

As a Sustaining provider, you will help people build relationships with their landlords.

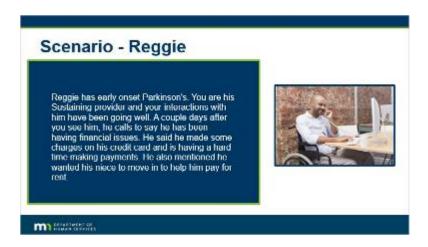
Correct (Slide Layer)



Incorrect (Slide Layer)



2.8 Scenario - Reggie



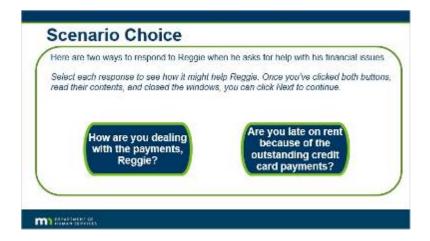
Notes:

Scenario - Reggie

Reggie has early onset Parkinson's. You are his Sustaining provider and your interactions with him have been going well. A couple days after you see him, he calls to say he has been having financial issues. He said he made some charges on his credit card and is having a hard time making payments. He also mentioned he wanted his niece to move in to help him pay for rent.

2.9 Here are two ways to respond to Reggie when he asks for help with his financial issues.

Select each response to see how it might help Reggie. Once you've clicked both buttons, read their contents, and closed the windows, you can click Next to continue.

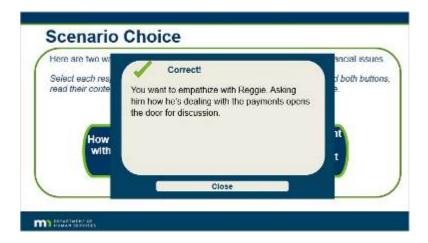


Notes:

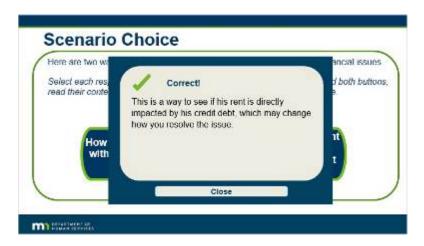
Scenario Choice

Here are two ways to respond to Reggie when he asks for help with his financial issues. Select each response to see how it might help Reggie. Once you've clicked both buttons, read their contents, and closed the windows, you can click Next to continue.

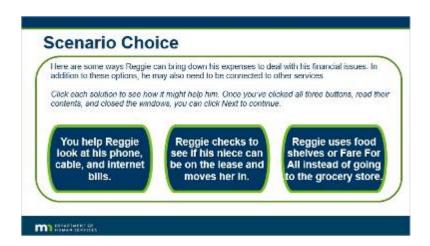
Correct (Slide Layer)



correct2 (Slide Layer)



2.10 Scenario Choice



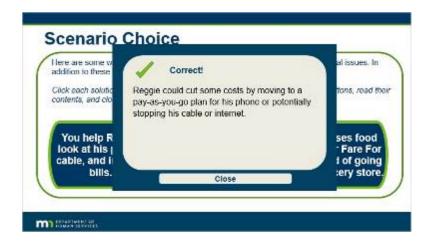
Notes:

Scenario Choice

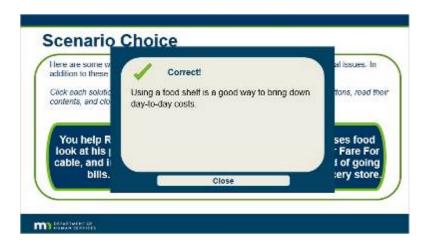
Here are some ways Reggie can bring down his expenses to deal with his financial issues. In addition to these options, he may also need to be connected to other services.

Click each solution to see how it might help him. Once you've clicked all three buttons, read their contents, and closed the windows, you can click Next to continue.

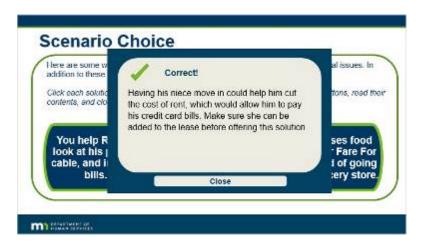
Correct (Slide Layer)



correct2 (Slide Layer)



correct3 (Slide Layer)



3. Building Relationships and Solving Problems

3.1 Introduction



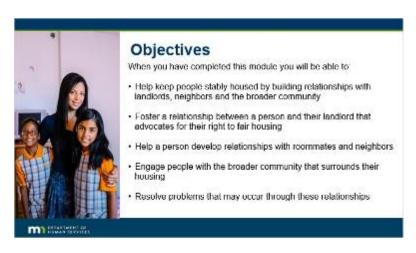
Notes:

Welcome to

Housing Stabilization Services Section III: Keeping Me In My Home Module One: Building Relationships and Solving Problems

Estimated Completion Time: 20 minutes

3.2 Objectives



Notes:

Objectives

When you have completed this module you will be able to:

Help keep people stably housed by building relationships with landlords, neighbors and the broader community Foster a relationship between a person and their landlord that advocates for their right to fair housing Help a person develop relationships with roommates and neighbors Engage people with the broader community that surrounds their housing Resolve problems that may occur through these relationships

3.3 Why Building Relationships Matters



Notes:

Why Building Relationships Matters

Sometimes people have housing they like, but are worried about losing it. They may have concerns about their relationships with landlords, neighbors or service providers and how these relationships affect their ability to maintain stable housing.

As a Sustaining provider, your role is to maintain and build relationships to ensure the people you are serving can continue to live in places they want to be in. Your job is to build a bridge between recipients and their landlords to allow them to effectively communicate with each other and make sure that the person's needs are being met.

3.4 Dealing With Problems



Notes:

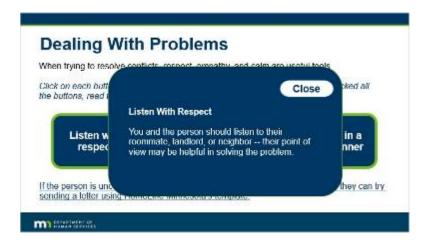
Dealing With Problems

When trying to resolve conflicts, respect, empathy, and calm are useful tools.

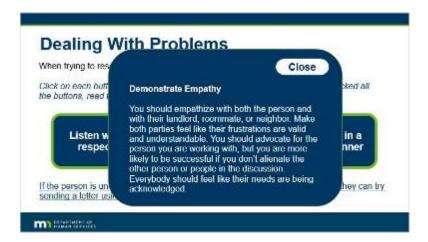
Click on each button to learn more about conflict resolution. When you have clicked all the buttons, read the contents, and closed the windows, click Next to continue.

If the person is uncomfortable about meeting with their roommate or neighbor, they can try sending a letter using HomeLine Minnesota's template.

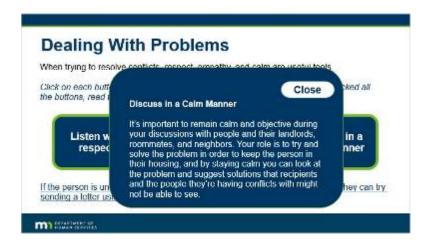
respect (Slide Layer)



empathy (Slide Layer)



calm (Slide Layer)



4. Building Relationships with Landlords

4.1 Building Relationships With Landlords

Building Relationships With Landlords

As a Sustaining provider, your job is to keep people in their homes. A way to help someone maintain stable housing is to help foster or improve relationships with their landfords.

- Develop a dialogue with them about the person's accessibility needs and how they resolve any unmet needs
- Understand the rules, guest policies, and lease agreements related to a person's housing in order to avoid potential problematic situations that may jeopardize their housing
- Be an advocate for the person and include them in the dialogue that occurs with the landlord about their wants and needs.

ma management

Notes:

Building Relationships With Landlords

As a Sustaining provider, your job is to keep people in their homes. A way to help someone maintain stable housing is to help foster or improve relationships with their landlords.

Ways to work with landlords include:

Develop a dialogue with them about the person's accessibility needs and how they resolve any unmet needs Understand the rules, guest policies, and lease agreements related to a person's housing in order to avoid potential problematic situations that may jeopardize their housing

Be an advocate for the person and include them in the dialogue that occurs with the landlord about their wants and needs

4.2 Issues With Landlords



Notes:

Issues With Landlords

If a person is having problems with their landlord, make sure they know their rights as a tenant. You should try to create a polite, respectful relationship between recipients and landlords. Recipients need to know that there are legal remedies, but these legal options should only be used as a last resort.

Issues they may have with their landlord might include:

- · Landlord locked out tenant
- · Landlord kept tenant's security deposit
- No heat, water, or other essential service
 Click on each button to learn what to do if and when each issue occurs. When you have clicked all the buttons, read the
 contents, and closed the windows, click Next to continue.

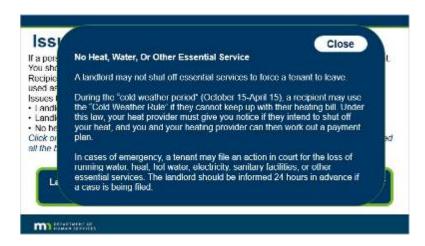
lockout (Slide Layer)



security deposit (Slide Layer)



shutoff (Slide Layer)



4.3 Notice For Entering The Home

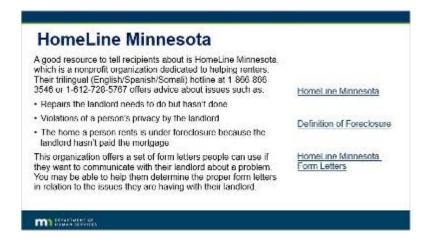


Notes:

Notice For Entering The Home

Tenants have a right to privacy. A landlord can only enter a tenant's apartment for a business reason or an emergency, and must give them notice ahead of time. A landlord cannot make a tenant sign anything giving up their right to know ahead of time if they will be entering the apartment.

4.4 HomeLine Minnesota



Notes:

HomeLine Minnesota

A good resource to tell recipients about is HomeLine Minnesota, which is a nonprofit organization dedicated to helping renters. Their trilingual (English/Spanish/Somali) hotline at 1-866-866-3546 or 1-612-728-5767 offers advice about issues such as:

- · Repairs the landlord needs to do but hasn't done
- Violations of a person's privacy by the landlord
- The home a person rents is under foreclosure because the landlord hasn't paid the mortgage

This organization offers a set of form letters people can use if they want to communicate with their landlord about a problem.

You may be able to help them determine the proper form letters in relation to the issues they are having with their landlord.

4.5 Scenario - Miguel



Notes:

Scenario - Miguel

Miguel is 45 and lives in Worthington. He has a history of psychotic episodes, and has spent some time in a mental health facility. Miguel's landlord knows about his mental health background, and has told Miguel that he'll be "keeping an eye on him." When Miguel gets home from the store one day he notices that some of his possessions have been moved. He suspects that his landlord has entered his apartment. Miguel contacts you about his issue.

4.6 Knowledge Check - Miguel



Notes:

Knowledge Check - Miguel

Yes or No - Select the correct answer.

Does Miguel's landlord have the right to enter his apartment without notice or permission?

Correct (Slide Layer)



Incorrect (Slide Layer)



4.7 Scenario Choice



Notes:

Scenario Choice

After realizing that his landlord entered his apartment, Miguel calls you and he is very upset. You listen to Miguel and try to figure out a way to resolve this.

Click on each option to see a potential way to resolve the issue. When you have clicked both buttons, read their contents, and closed the windows, you can click Next to continue.

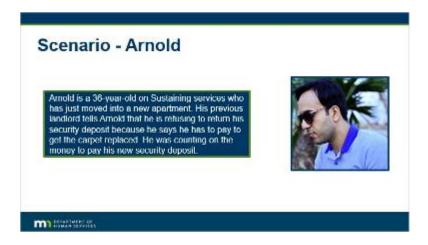
Correct (Slide Layer)



correct 2 (Slide Layer)



4.8 Scenario - Arnold

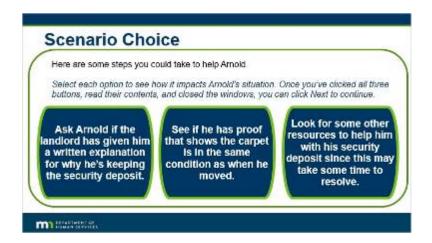


Notes:

Scenario - Arnold

Arnold is a 36-year-old on Sustaining services who has just moved into a new apartment. His previous landlord tells Arnold that he is refusing to return his security deposit because he says he has to pay to get the carpet replaced. He was counting on the money to pay his new security deposit.

4.9 Scenario Choice



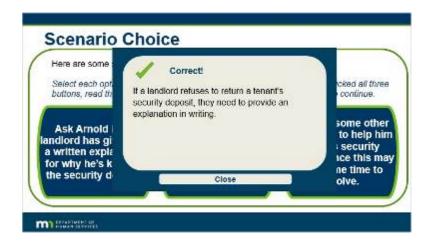
Notes:

Scenario Choice

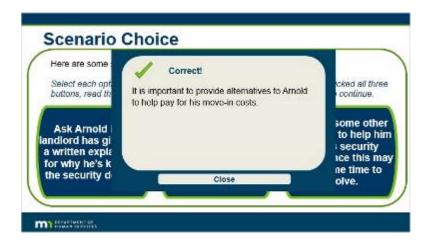
Here are some steps you could take to help Arnold.

Select each option to see how it impacts Arnold's situation. Once you've clicked all three buttons, read their contents, and closed the windows, you can click Next to continue.

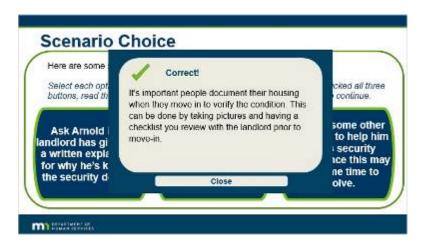
Correct (Slide Layer)



correct3 (Slide Layer)



correct2 (Slide Layer)



5. Building Relationships with Roommates and Neighbors

5.1 Building Relationships With Roommates and Neighbors



Notes:

Building Relationships With Roommates and Neighbors

People should be careful when choosing roommates. They can be evicted if their roommate breaks the lease, or end up responsible for more than their share of the rent if their roommate can't or doesn't pay.

As a Sustaining provider, you should work to maintain friendly relations between people and their roommates. Unresolved conflicts with roommates will make it much harder for them to stay in their stable housing, so you should work to find solutions that benefit both parties.

5.2 Scenario - Chris

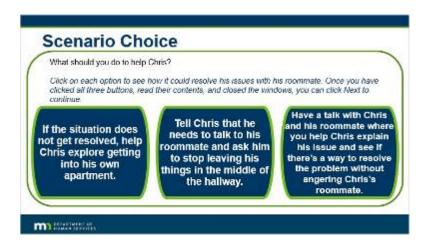


Notes:

Scenario - Chris

Chris and his roommate have been living in their apartment in Willmar for two months. Chris has a permanent injury and sometimes has to use a cane to get around. Chris likes his roommate, but his roommate often brings items into the apartment that block the hallway. This makes it difficult for Chris to get around his apartment. Chris has asked his roommate to stop leaving stuff in the hallway.

5.3 Scenario Choice



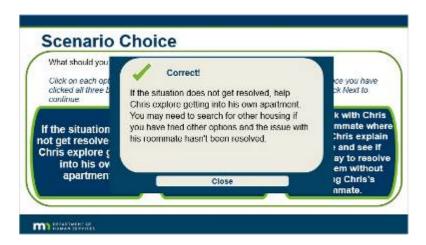
Notes:

Scenario Choice

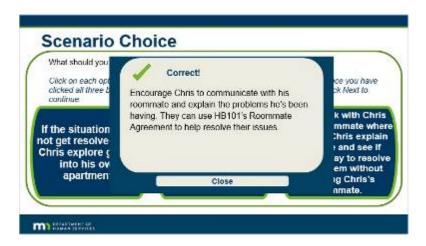
What should you do to help Chris?

Click on each option to see how it could resolve his issues with his roommate. Once you have clicked all three buttons, read their contents, and closed the windows, you can click Next to continue.

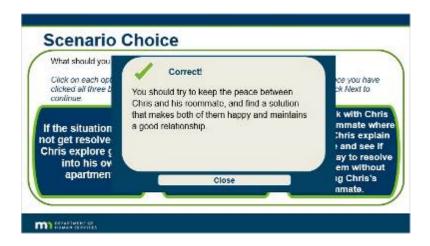
Correct (Slide Layer)



correct2 (Slide Layer)



correct3 (Slide Layer)



5.4 Big Picture, Big Difference



Notes:

Big Picture, Big Difference

Elsie Rainwater was a recipient having issues with her medication. You met with Elsie, her landlord, and her neighbors to listen, empathize, and explain Elsie's situation.

Click the Three Years Later Button to see the difference your actions made. Once you have clicked the button, read the content, and closed the window, click Next to continue.

3 years later (Slide Layer)



5.5 Scenario - Veronica

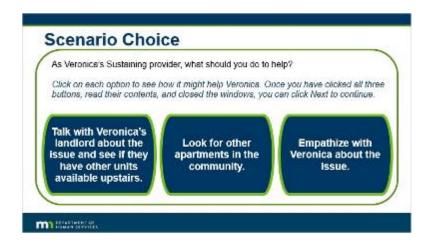


Notes:

Scenario - Veronica

Veronica has been living in her apartment in Northeast Minneapolis for four months. She has hypertension and anxiety from sustained trauma in the past. Loud noises in particular are triggers for her. Veronica's upstairs neighbors often shout at each other, throw parties, and move furniture around. Veronica is constantly on edge because of the noise. She has told the landlord, but nothing seems to have changed.

5.6 Scenario Choice



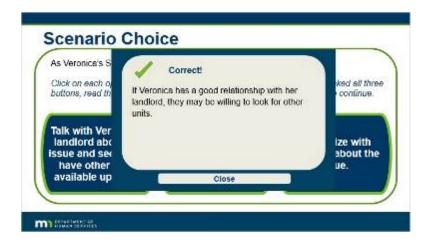
Notes:

Scenario Choice

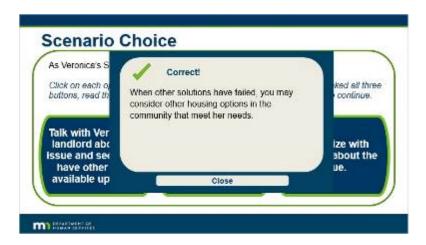
As Veronica's Sustaining provider, what should you do to help?

Click on each option to see how it might help Veronica. Once you have clicked all three buttons, read their contents, and closed the windows, you can click Next to continue.

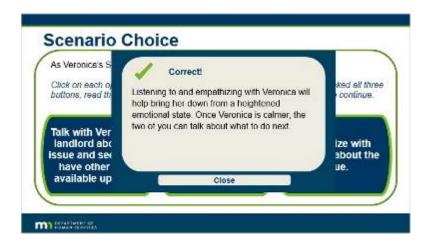
Correct (Slide Layer)



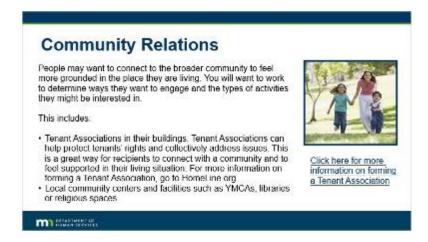
correct2 (Slide Layer)



correct3 (Slide Layer)



5.7 Community Relations



Notes:

Community Relations

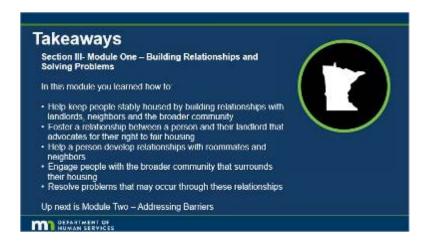
People may want to connect to the broader community to feel more grounded in the place they are living. You will want to work to determine ways they want to engage and the types of activities they might be interested in.

This includes:

- Tenant Associations in their buildings. Tenant Associations can help protect tenants' rights and collectively address
 issues. This is a great way for recipients to connect with a community and to feel supported in their living situation. For
 more information on forming a Tenant Association, go to HomeLine.org.
- Local community centers and facilities such as YMCAs, libraries or religious spaces.

6. Takeaways

6.1 Takeaways



Notes:

Takeaways

Section III- Module One - Building Relationships and Solving Problems

In this module you learned how to:

- Help keep people stably housed by building relationships with landlords, neighbors and the broader community
- Foster a relationship between a person and their landlord that advocates for their right to fair housing
- Help a person develop relationships with roommates and neighbors
- Engage people with the broader community that surrounds their housing
- Resolve problems that may occur through these relationships

Up next is Module Two - Addressing Barriers

6.2 End Screen



Notes:

Congratulations!

You have completed:

Section III - Module One: Building Relationships

Click the Exit course button to exit the course.