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**CHAPTER EIGHT:****SERVICE COORDINATORS****8.1 GENERAL**

It is the Department's finding that service coordinators are necessary to coordinate supportive services for the elderly, disabled, and families residing in eligible housing projects. Service coordinators are needed to link the elderly or disabled residents residing in the projects to the supportive services necessary for them to remain independent and in their own homes.

Families living in assisted housing have various unmet social needs which are difficult for management agents to work with and resolve effectively. These unresolved social needs have a devastating impact on individual families and in turn directly impact the management of the project. In some properties, resourceful owners and agents alone and/or in conjunction with public or private organizations have addressed these problems. These solutions, in the form of a service coordinator, who is part of the management team, have benefited individual tenants who in turn have assisted in building community within the housing project. Problem solving, which promotes active communication between residents and the management team, makes management's job easier, improves the lives of the tenants, and builds community in the process.

Due to the limited amount of funds available to date less than half of all project owners have funded a service coordinator. However, HUD permits rent increases and the use of residual receipts to fund service coordinators in eligible projects with HUD approval. Projects may also utilize the services of an "On-line Service Coordinator" (OLSC), to work with a project's "Computerized Learning Center" (CLC). (See Chapter 9 for further information.)

**8.2 ELIGIBILITY**

- a. Projects Serving the Elderly or Disabled. Various Appropriations Acts for the Departments of Veterans Affairs and Housing and Urban Development, may provide funds for grants for service coordinators for elderly or disabled families in housing projects serving the elderly or disabled participating in the following programs: Section 8 New Construction,

Substantial Rehabilitation, Section 202, State Agency, Farmers Home, and Loan Management Set-Aside and Property Disposition, where contract rents are adjusted based on the AAF (as opposed to budget-based rents). HUD will publish a separate Notice concerning specific funds appropriated for service coordinators, when necessary.

An owner/borrower of an eligible project must first apply for grant funds designated for service coordinators if available, prior to requesting approval for a rent increase described in this Chapter. Once these special grant funds are exhausted, projects owners may apply under paragraph B below.

- b. Projects Serving Families, the Elderly or Disabled. HUD may approve requests for the use of residual receipts, budget-based rent increases or special adjustments to fund service coordinators or OLSCs (see Chapter 9). Requests to fund a service coordinator will be evaluated under the criteria within this notice, but must also be consistent with availability of funds in a changing regulatory environment. Owners must exhaust funds in the projects residual receipt account prior to the Area Office's approval of a rent increase (except under Section 202, see paragraph 8.5(a) below).

To qualify for eligibility for either the use of the residual receipts or a rent increase, a 202 loan must have closed. In addition, since there may be isolated cases in other programs where the loan has not closed or been endorsed, the requirement that the loan has closed or been endorsed applies to all project owners.

Also, in some cases under the Section 202 program, the project's reserves for replacement and residual receipts are located in one account. In order for these projects to be approved, the sponsor must agree to provide separate accounts for the residual receipts and reserve for replacements from the time of approval forward.

In the following Section 8 programs project owners are eligible to apply for a special adjustment in rents for service coordinators in accordance with the requirements outlined in this chapter: Section 8 New Construction, Substantial Rehabilitation, Section

202, State Agency, Farmers Home, and Loan Management Set-Aside/Property Disposition Set-Aside, where contract rents are adjusted based on the AAF (as opposed to budget-based rents). These adjustments are also available for OLSCs.

In all cases, rent increases may be affected by rents policy in effect that Fiscal Year.

### **8.3 AUTHORITY**

Authority for eligible costs for service coordinators for elderly or disabled families in eligible housing projects is addressed in Sections 671, 672, 674, 676 and 677 of the Housing and Community Development Act of 1992 (42 U.S.C. 13631 and 13632). Authority for the use of residual receipts for 202 projects is addressed in Section 202(j) of the Housing Act of 1959 (12 U.S.C. 1701q(j)) as amended by Section 602(e) of the Housing and Community Development Act of 1992. Authority for the special adjustments is addressed in Section 8(c)2(B) of the United States Housing Act of 1937, as amended, which reads in part:

"The contract shall further provide for the Secretary to make additional adjustments in the maximum monthly rent for units under contract to the extent he determines such adjustments are necessary to reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs which are not adequately compensated for by the adjustment in the maximum monthly rent authorized by subparagraph A..."

There is no specific statutory authority for service coordinators within projects other than elderly or disabled families.

### **8.4 SERVICE COORDINATOR FUNCTIONS AND QUALIFICATIONS**

The service coordinator and the OLSC normally reports to the project administrator, executive director or director of management in a management company. The coordinator will also consult with tenant organizations and resident management corporations, where appropriate.

A service coordinator links tenants within the project to supportive services or medical services provided by public agencies or private practitioners within the general community. The service coordinator may assess service needs, determine eligibility for public services, and work with the CLC or the OLSC (see Chapter 9).

**THE SERVICE COORDINATOR SHOULD NOT BE ASSIGNED RESPONSIBILITY AS THE PROJECT'S RECREATIONAL OR ACTIVITIES DIRECTOR, NOR PROVIDE SUPPORT SERVICES DIRECTLY (EXCEPT IN EMERGENCY SITUATIONS). THE SERVICE COORDINATOR, ALSO, CANNOT ASSIST WITH OTHER ADMINISTRATIVE WORK NORMALLY ASSOCIATED WITH THE PROJECT(S) OPERATING BUDGET.**

- a. Eligible Housing Project Serving the Elderly or Disabled. The service coordinator hired by the owner of a project for the elderly or disabled must meet the requirements of paragraph 1, 2 and 3 below.

(1) Qualification of a service coordinator:

- A. A Bachelor of Social Work or degree in Gerontology, Psychology or Counseling is preferable; a college degree is fully acceptable. However, individuals without a degree, but with appropriate work experience may be hired.

Supervisory experience may be necessary in some team situations in which a professional supervises a number of nonprofessional or paraprofessional "aides".

- B. Training in the aging process, elder services, disability services, eligibility for and procedures of Federal and applicable State entitlement programs, legal liability issues relating to providing service coordination, drug and alcohol use and abuse by the elderly, and mental health issues.

**NOTE: This requirement is not a prerequisite for hiring.**

The Owner/borrower must certify that training requirements, if not met at the point of hiring, will be satisfied within one year.

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- C. Two to three years experience in social service delivery with senior citizens and nonelderly disabled. Some supervisory or management experience may be desirable.
  - D. Demonstrated working knowledge of supportive services and other resources for senior citizens and non-elderly disabled in the area served by the project.
  - E. Demonstrated ability to advocate, organize, problem-solve and provide results for the elderly and disabled served.
  - F. In situations where the management of a building(s) wants to create a services "team" in which a service coordinator supervises one or more "aides" (nonprofessional persons - see item 2. below), the coordinator should have appropriate professional staff experience AND prior supervisory or management experience.
- (2) Aides working with a service coordinator:
- A. It is desirable, but not required, that aides have a college degree; they should, however, have appropriate experience in working with the elderly and/or disabled.
  - B. Options for structuring an "aide" situation:
    - set up an internship or work study program with local colleges and universities to assist in carrying out some of the functions noted under paragraph 8.4(a) (1) (D) above; or,
    - use local college and university programs to provide planning guidance to project staff or provide program evaluation/assessment functions.
- (3) The major functions of the service coordinator are:
- A. Provides general case management (including intake) and referral services to all residents needing such assistance.
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May provide formal case management (i.e., evaluation of health, psychological and social needs, development of an individually tailored case plan for services and periodic reassessment of the resident's situation and needs) for a resident when such service is not available through the general community. (This will probably occur in rural areas.)

**NOTE:** There may be times when there will be difficulty in linking up residents with a community assessment agency in a timely manner. Therefore, the project may want to consider setting up a Professional Assessment Committee (PAC) to work with the Service Coordinator to perform initial assessments.

A PAC would be composed of at least three members, one of which must be a qualified medical professional, with all members professionally competent to assess frailty and functional independence.

For projects wanting to consider setting up a PAC, see the guidance given in the CHSP regulations, 24 CFR Section 700.220.

A PAC member shall NOT be paid for his/her services with Section 8 funds.

- B. Establishes linkages with all agencies and service providers in the community; shops around to determine/develop the best "deals" in service pricing to assure individualized, flexible and creative services for the involved resident(s).
- C. Sets up a directory of providers for use by both project staff and residents.
- D. Refers and links the residents of the project to service providers in the general community; these are, for example, case

management, personal assistance, homemaker, meals-on-wheels, transportation, counseling, occasional visiting nurse, preventive health screening/wellness and legal advocacy.

- E. Educates residents on service availability, application procedures, client rights, etc., providing advocacy as appropriate.
- F. May develop case plans in coordination with assessment services in the community or with a PAC.
- G. Monitors the ongoing provision of services from community agencies and keeps the case management and provider agency current with the progress of the individual. Manages the provision of supportive services where appropriate.
- H. May set up volunteer support programs with service organizations in the community.
- I. Helps the residents build informal support networks with other residents, family and friends.
- J. May provide training to project residents in the obligations of tenancy or coordinate such training.
- K. May educate other staff on the management team on issues related to aging in place and service coordination, to help them to better work with and assist the residents.
- L. May serve part-time as an OLSC (see paragraph 9.5(g)).

b. Eligible Housing Projects Serving Families. The following is guidance which the owner should follow when hiring a service coordinator and in developing a job description.

- (1) Qualification of a service coordinator in family projects:

- A. A Bachelor of Social Work or degree in Psychology or Counseling is preferable. Supervisory experience may be necessary in some situations.
- B. Two to three years experience in social service delivery with families.
- C. Demonstrated working knowledge of supportive services and other resources in the area served by the project.
- D. Demonstrated ability to advocate, organize, problem-solve and provide results for families.

(2) Functions of a service coordinator in family projects:

The following provides a list of functions a service coordinator may perform. The exact role for the service coordinator shall be designed to meet the needs of the project's community.

- A. Provides general case management which includes intake, education (services available and application procedures) and referral of residents to service providers in the general community. These social services may include job training, drug and alcohol counseling, preventive health screening, and other family services.
- B. Sets up Service Agency Listing for Self-Referral. This directory may include a listing of State and/or local service providers that residents can contact for assistance (e.g., services to families, children, individuals who are elderly, persons with disabilities, emergency assistance). In many cases State and local governments can also provide a listing of the non-profit agencies with which they contract for services.
- C. Sponsors educational events which may include subjects relating to health care, job search seminars, life skills training, etc.



- D. Facilitates the formation of Self-Help Groups within the project's community if a particular need is evident. The formation of small groups will assist in fostering a sense of community and encourage residents' efforts to support and assist each other.
- E. Monitors the ongoing provision of services from community agencies and keeps the case management and provider agency current with the progress of the individual. Manages the provision of supportive services where appropriate.
- F. Sets up volunteer support programs with service organizations in the community.
- G. Helps the residents build informal support networks with other residents, family and friends.
- H. Provides training to project residents in the obligations of tenancy or coordinates such training.
- I. May serve part-time as an OLSC.

#### **8.5 QUALITY ASSURANCE**

Management must assure that the service coordinator function is effectively implemented. Therefore, quality assurance is an allowable administrative expense. A project may propose a cost of 8-10 percent of the service coordinator salary to provide limited monitoring oversight of the service coordinator by a qualified third party. The project must provide a written justification along with the budget. Current salaries of in-house staff may not be augmented for this purpose.

#### **8.6 OWNER'S SUBMISSION REQUIREMENTS**

The following provides guidance to the owner regarding submission requirements for the use of residual receipts and rent increases. These funding mechanisms may be used alone or in conjunction with one another. For example, if

the residual receipts are not sufficient to cover the entire cost of a service coordinator, the owner may request to use the remaining residual receipts in addition to requesting a rent increase. However, residual receipts shall be exhausted prior to requesting a rent increase.

- a. Use of Residual Receipts Accounts in Project For the Elderly or Disabled. If the project has funds in the residual receipts account, it shall use these funds for a service coordinator prior to requesting HUD approval of a rent increase. An exception to the use of all residual receipts is in the case of Section 202 projects. Section 602(e) of the HCDA of 1992, limits the use of residual receipts, by amending Section 202(j) of the Housing Act of 1959. If approved by HUD, the owner of a Section 202 project may use any residual receipts held for the project in excess of \$500 per unit to provide a service coordinator.

- (1) Requests for the release of funds from the residual receipts account shall be made in writing to the HUD State or Area Office. The request shall provide a detailed description of the proposed use of the funds, in accordance with Handbook 4350.1, Rev-1, Multifamily Asset Management and Project Servicing, Chapter 25, Residual Receipts.
- (2) Owners should also analyze the amounts in the Reserve for Replacements Fund in light of anticipated replacement needs. They should rely on their own personal knowledge of the physical condition of the project, evaluations made by their managing agents, and physical inspection reports furnished by HUD. After reviewing this information owners should project how much money needs to be on deposit in the Reserve Fund at specific points in the future. They also need to consider whether funds should be transferred from the residual receipts account to cover real or potential shortfalls. See Handbook 4350.1, Rev-1, Multifamily Asset Management and Project Servicing, Chapter 4, Reserve Fund for Replacements.

Based on the size of a project and the amount of the available funds, significant withdrawals from the residual receipts account should be discussed with the Asset Management staff in the HUD Area Office before making the written request. Disbursements from this fund may be made only after receipt of written consent from HUD. The Asset Management Branch Chief will make every reasonable effort to review and act upon the owner's request within 30 days of its receipt.

- (3) Owners using residual receipts for this purpose must submit an annual report to the HUD Area Office describing the uses of the residual receipt funds.
- (4) Owners shall meet the requirements of paragraphs 8.4.(a).

- b. Use of the Residual Receipts Account in Family Projects. Requests for the release of funds from the residual receipts account must be made in writing to the HUD Area Office. The request must provide a detailed description of the proposed use of the funds, in accordance with Handbook 4350.1, Rev-1, Multifamily Asset Management and Project Servicing, Chapter 25, Residual Receipts. The disbursements from this account may be made only after receipt of written consent from HUD.

Owners may follow requirements in paragraph 8.4(b).

- c. Budget-Based Rent Increase Process For Projects Serving The Elderly, Disabled Or Family Projects. If a project's residual receipts account has been exhausted, the project owner may request a budget-based rent increase. In cases where the project does not have a residual receipt account (this is true for some 202 projects), the owner must agree to separate the reserves for replacement from the residual receipt account from this point forward.

- (1) Requests for a budget-based rent increase must follow the guidance in 4350.1, REV-1, Chapter 7.
- (2) Owners of projects for the Elderly must meet the requirements in paragraphs 8.4(a).

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- (3) Owners of Family projects may meet the requirements in paragraph 8.4(b).

Rent adjustments must be consistent with rents policy in effect at the time of request.

- d. Special Rent Adjustments. Once a project's residual receipts account has been exhausted, the project owner may request a Special Rent Adjustment to cover the cost of a service coordinator.

Very-low income families living in assisted housing have various unmet social needs. These unmet social needs place a high level of stress on the individual family unit. This stress results in a dysfunctional system of relating to others within the family unit, the project, and those within the larger community. The result of this impacts the management and the physical condition of the project.

Section 8(c)(2)(B) of the United States Housing Act of 1937 provides: "The contract shall further provide for the Secretary to make additional adjustments in the maximum monthly rent for units under contract to the extent he determines such adjustments are necessary to reflect increase in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increase in real property taxes, utility rates, or similar costs which are not adequately compensated for by the adjustment in the maximum rents..." (emphasis added).

Pursuant to this provision and in order to determine whether costs qualify for consideration for a special adjustment under the "or similar costs" provision of the statute the costs have to meet the following standards:

- (1) Are the cost items "similar" to those identified in the statute and regulations, i.e., necessary expenses of owning and maintaining the units within the project.
- (2) Has there been a "substantial and general increase" in the cost at issue? In the case of service coordinators for families, is there a causal relationship between the "dysfunctional family" and the increased cost?

- (3) Has the increase been "general"? For example, has this increase been experienced by owners of other than the immediate project and particularly projects other than merely Section 8 assisted projects (e.g. 236's or 221(d) (3) BMIRs)?

Owners whose costs meet these three standards, will satisfy the legal requirements for consideration for special rent adjustments. In addition, requests must meet the following requirements:

- (4) Calculations for the special adjustment shall be made on Form HUD-9833B: Section 8 Annual Contract Rent Adjustment Worksheet, Part G, "Special Adjustments for Taxes, Insurance or Utility Cost Increases. ". This form is located in Handbook 4350.1, Rev-1, Chapter 34, Appendix 2. Owners are instructed to add an entry for "Other" (to cover "similar cost" language in the statute and regulations) in the blank space on the right side of the form next to the entries for "Taxes," "Insurance," and "Utilities" and specify that the special adjustment is for a service coordinator.
- (5) In the case of an elderly project, owners shall meet the requirements in paragraphs 8.4(a) (1) and (2). However, in the case of family projects, owners may follow, but are not required to adhere to the guidance in paragraph 8.4(b) (1) and (2).

Rent adjustment must be consistent with rents policy in effect at the time of request.

- e. Elderly Projects Constructed Under the 202 Capital Advance Program. Projects constructed under this program must submit an operating budget for HUD review and approval. In cases when an owner did not initially propose a service coordinator, the owner may request an amendment to the Project Rental Assistance Contracts (PRAC). The approval of this request will be based on the availability of funds. The sponsor shall follow the procedures below:

- (1) Submit a request for an increase in PRAC along with supporting documentation. This request must certify that at least 25% of the residents are frail and at risk, and otherwise be consistent with the requirements of Notice H-93-71 and its successors.
- (2) Owners shall meet the requirements in paragraphs 8.4(a)(1) and (2).

**8.7 AREA OFFICE/CONTRACT ADMINISTRATOR PROCESSING INSTRUCTIONS.**

**a. Residual Receipts.**

- (1) Section 202 projects.
  - A. The Asset Management Branch Chief can require when necessary a complete physical inspection of the project. The inspection will determine pending and future repairs and replacements, based on the age and condition of the project.
  - B. Based on the physical inspection and information obtained from the project owner, an Asset Manager shall analyze the Reserve for Replacements Account to assure that it is sufficiently funded to cover pending replacements. If the Reserve Account is insufficiently funded, a transfer of funds from the residual receipts account to the Reserve for Replacement Account will be required to cover the shortfall. This shall be done before authorizing release of any of the residual receipts.
- (2) All other projects (except for Section 202) shall follow the Handbook 4350.1, REV-1, Multifamily Asset Management and Project Servicing, Chapter 25 Residual Receipts.

- b. Budget Based Rent Increase.** Review the request for a budget-based rent increase in accordance with 4350.1, REV-1, Chapter 7, and current rents policy, if appropriate.

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c. Special Rent Adjustment

- (1) Owners must meet the legal requirements for consideration of a special rent adjustment as stated in paragraph 8.5(d). However, such requests for special rent adjustments for service coordinators for families should also include a review of specific circumstances for each case in applying these requirements.
- (2) Area Offices/Contract Administrators will need to review the project's contract authority to determine if it is adequate to meet the projected demands for housing assistance for the remaining incremental terms of the contract because it will be paid out of the project's contract/budget authority. If contract authority is inadequate to meet projected demands, a request for additional funding may be forwarded to Headquarters, Office of Multifamily Housing Management, Program Support Branch, for Contract Amendments.
- (3) Review of Form HUD-9833B, Section 8 Annual Contract Rent Adjustment Worksheet, Part G, "Special Adjustments."
- (4) Area Offices/Contract Administrators are instructed to follow existing instructions in Handbook 4350.1, Chapter 34 for processing special rent adjustment. In particular, paragraphs 34-6 through 34-8 provide general processing instructions, including a walk-through of how to compute the actual dollar amount of the special adjustment to approve applicable "back out" procedures. The instructions and requirements contained therein are incorporated here by reference.

The expiration of a special adjustment does not constitute a "reduction in rent." This point is especially relevant to Section 142(d) of the Housing and Community Development Act of 1987, which limited reductions in Section 8 contract rents to specific causes. Reductions for other reasons are prohibited unless agreed to by the owner. The owner, by accepting the special adjustment, agrees to this reduction when the need for the rent increase no longer can be justified.

Field Office should also consider adjustments in terms of current rents policy.

d. Elderly Projects Constructed Under The 202 Capital Advance Program:

- (1) The HUD Area Office will request and ask for additional information as necessary and approve it as appropriate.
- (2) Approved requests will be forwarded to the Director of Funds Management Division. Project funding will be based on the availability of dollars at the time the request is submitted to Headquarters.

#### 8.8 APPEALS OF SPECIAL RENT INCREASE DECISIONS

Owner appeals will follow existing procedures as set forth in HUD Handbook 4350.5, Subsidy Contract Administration and Field Office Monitoring, Section 2. The requirements of that part are incorporated here by reference. In summary, the first level of appeal is to the HUD Area Office or Contract Administrator which issued the contested decision. This appeal to the Area Office/Contract Administrator is at least one administrative level above the level which made the final decision on the owner's original submission.

#### 8.9 TRAINING GUIDELINES FOR SERVICE COORDINATORS

- a. General. This Section provides guidance for training of service coordinators working in HUD-assisted projects serving residents who are elderly or have disabilities, including those funded under the Congregate Housing Services Program (CHSP). It also provides guidance for multifamily properties serving families and the On-Line Service Coordinator (OLSC).

While the statute mandates training requirements for service coordinators in housing serving elderly or residents with disabilities, it does not mandate training in projects serving families or the OLSC. In the case of HUD-assisted projects serving families, owner/agents must follow guidance in chapter six ("Training Costs for Front-Line Staff"), prior, and Subparagraph 8(f), page 8-28, below, which provides suggested training areas for family projects with service coordinators.



The training guidelines enhance the service coordinator's current level of knowledge and skills which will improve his/her effectiveness in working with residents. The guidelines offer a general framework for developing training programs to meet the needs of service coordinators; they also allow flexibility in training design and delivery by vendors outside the Department.

- b. Authority. Statutory authority for training guidelines for service coordinators serving projects for the elderly or people with disabilities is found in Sections 671 and 672 of the Housing and Community Development Act Amendments of 1992 (HCDA) (41 USC 8011). Section 671 requires training for service coordinators serving projects for the elderly or people with disabilities. Section 672 of the HCDA states the minimum requirements as: "Such qualifications and standards shall include requiring each service coordinator to be trained in the aging process, elder services, disability services, eligibility for and procedures of Federal and applicable State entitlement programs and legal liability issues relating to providing service coordination, drug and alcohol use and abuse by the elderly and mental health issues."

Training for service coordinators for families and the OLSC's are not a statutory requirement.

- c. Implementation - Projects With Service Coordinators Serving The Elderly Or People With Disabilities.
1. Eligibility. Training for service coordinators qualifies as an eligible project expense if the proposed training relates to the guidelines herein, i.e., to enhance the service coordinator's knowledge and skills in the identified subject areas. Associated costs of the training activity (including travel and lodging) considered reasonable and customary in accordance with HUD travel requirements are also allowable.
  2. Minimum Training Requirements. All service coordinators serving the elderly and people with disabilities must have met a minimum of 36 training hours of classroom/seminar time before hiring, OR will complete these minimum training requirements within 12 months of initial hiring.

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The 36 hours MUST, cover ALL nine of the following subject areas:

The first seven of these are statutory:

- o The Aging Process - see subparagraph 8.8(d)(5)(a).

**Note 1:** Group Homes and Independent Living Complexes serving non-elderly residents with disabilities need only address this issue as necessary and consistent with their resident population.

- o Elder Services - see subparagraph 8.8(d)(1)(a).

**Note 2:** See Note 1, above.

- o Disability Services - see subparagraphs 8.8(d)(1)(b) and 8.8(5)(d).
- o Federal and Applicable State Entitlement Programs covering both the elderly and people with disabilities - see subparagraphs 8.8(d)(2)(a) and (b).
- o Legal Liability Issues Relating to Providing Service Coordination - see subparagraphs 8.8(d)(2)(c) and (d).
- o Medication/Substance Abuse - see subparagraph 8.8(d)(5)(b)
- o Mental Health Issues - see subparagraphs 8.8(d)(5)(c) and (e).

The last two are additional areas considered critically important for service coordinators serving the elderly or people with disabilities.

- o Strategies for Communicating Effectively in Difficult Situations - see subparagraph 8.8(d)(4)(a).
- o Strategies for Dealing with Cognitive Impairments - see subparagraphs 8.8(d)(5)(e).

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**Service Coordinators must meet the statutory requirements before requesting approval for additional training in other core subject areas.**

3. Continuing Education. After completion of statutory training requirements, all service coordinators serving the elderly or people with disabilities should attend at least 12 hours of training annually. Continuing education is necessary in order to be an effective professional. At a minimum, service coordinators must remain current on changing statutes at all levels and current practices in aging and/or disability issues.
4. Documentation. Project managers must document conformance with training requirements by listing the subject matter, length of time of the course covered (e.g., 6 hours), sponsoring organization, date(s) and cost. Such information must be available to HUD staff on management reviews of the project site, if requested (see subparagraph 8.8(e)).

- d. General - Guidelines - Service Coordinators Serving Projects With Elderly Or People With Disabilities. There are five categories, or "core areas" of service coordinator training: The Professional Service Coordinator; Government Programs and (Legal) Requirements; Community Relations; Communications; and, Current Issues.

Each core area encompasses a broad array of related skills, knowledge and abilities in which training can be provided. Also, each core area can be broken down into "skills areas," from which a training course, seminar, symposium, etc. can be tailored. While training can be developed based on one or a combination of the skills areas, the method of presentation and exact content of training material is up to the training provider or vendor.

Additionally, project management is encouraged to provide an orientation regarding general project management functions to the coordinator (see subparagraph 8(d)(6), following).

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**NOTE 3:** The areas listed below that have an asterisk (\*) denote those in which there are statutory minimum requirements for service coordinators serving elderly/disabled populations, as discussed under subparagraph 8(c)(2).

The Office of Housing encourages the involvement of other members of the property management team in service coordinator training as appropriate and necessary to that specific property. The more service coordinators and other members of the property management teams understand each others roles, functions and responsibilities, the smoother the operation of the project. Training may be approved as an eligible project expense in the following areas:

1. The Professional Service Coordinator.

This core area addresses the concept of service coordination, the role of the service coordinator in relation to the residents of the community and the other staff of the property, and administrative aspects of service coordination. It also focuses on the resident population being served, specifically addressing and meeting their needs through supportive service provision. Eligible training includes:

The following statutory subjects:

a. *Supportive Services for the Aging/Elder Services \**

The network and array of services available to the senior community for independent/assisted living.

**Note 4:** See Note 1, page 8-18, prior.

b. *Supportive Service Needs of Non-Elderly People with Disabilities \**

The network and array of services available to people with disabilities for independent/assisted living.

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The following subjects are optional:

c. *Role of Service Coordinator*

The purpose, responsibilities and functions of the service coordinator.

d. *Identifying Service Needs and Availability*

The methodology for identifying needs of residents and service availability to meet those needs including case management and consumer research techniques; may involve cultural diversity issues.

e. *Monitoring and Evaluating Services' Effectiveness, Adequacy and Need for Changes*

The maintenance of established services plans (also known as case plans or care plans) and how to evaluate their effectiveness, adequacy and need for changes.

f. *Networking*

The process of establishing linkages with service providers and tapping resources to enhance service provision.

g. *Creative Strategies in Service Provision*

The examination of alternatives to traditional approaches in service provision.

h. *Ethics/Confidentiality*

Ethical considerations in performing the service coordinator job with sensitivity and professionalism.

i. *Recordkeeping and Reporting*

Techniques for keeping organized records and files to achieve service coordinator recordkeeping and reporting goals; development of useful forms for effective reporting purposes.

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e. *Strategies for Dealing with Cognitive Impairments \**

The signs and symptoms of mental illness or depression among the elderly and people with disabilities; how to serve populations with Alzheimer's disease, dementia and other forms of cognitive impairment.

The following subjects are optional:

f. *Other Health Problems Among the Aging*

The common health problems experienced as one ages (e.g. arthritis, osteoporosis/bone fractures).

g. *Crime and Self-protection*

Common crimes committed against residents who may be elderly or people who have disabilities; how to serve the elderly or people with disabilities in making them aware of crime and how to protect themselves.

h. *Death and Loss*

Helping the residents who are elderly or who have disabilities in dealing with death of loved one (e.g. spouse, friend, roommate). May involve cultural diversity issues.

i. *Living Wills/Trusts*

Fundamentals of living wills and establishing trusts; how to introduce these instruments to your residential population.

j. *Guardianship/Power of Attorney*

Legal fundamentals of working with residents and families to assign power of attorney and guardianships, where appropriate.

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k. *On-Line Service Coordination*

Fundamentals of computers, including distance learning, if appropriate, local computer resources and use of the world-wide web (see Chapter 9, following).

6. Administration/Project Management. This sub-area deals with a basic understanding of the property in which the service coordinator operates. The service coordinator needs general understanding, awareness and appreciation of the basics of project management, and should be attuned to issues concerning others on the management staff.

Thus, for the following subjects, appropriate members of the project's or the property management team should provide an orientation sufficient for the service coordinator's needs.

Training costs in the following subject areas are not normally approvable.

a. *Resident Selection and Termination*

The interviewing/intake process for new residents, the termination process and other related procedures.

b. *Occupancy Issues*

The examination of occupancy problems/violations and identifying associated service needs (e.g. good neighbor programs). Also, provide a general understanding in plain language and reasonable accommodation practices.

c. *Emergency Procedures*

The fundamentals of safe crisis handling; fires; CPR; first aid; conduct in different emergency situations.

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d. *Basics of Finance/Accounting*

An introduction to fundamentals of bookkeeping/accounting procedures; essential components of a financial statement; understanding budgeting.

- e. State/Area Office Management Review. When doing an on-site management review of projects for the elderly or people with disabilities subject to Handbook 4350.1, Chapter 6, include a check of whether or not there is documentation that the coordinator has met the training requirements or is in the process of receiving appropriate training. Any findings should be written in narrative format as an addendum to Form HUD-9834B, "Management Review Questionnaire" and summarized on the Form HUD-9834, "Management Review Report", under Section VI, General Management Practices, which is sent to the project manager.
- f. Guidelines- Service Coordinators Serving Family Projects. There are no minimum training requirements for service coordinators in family projects. The Office of Housing is offering general guidance to assist owners of family projects address training needs of coordinators, as appropriate, either upon hiring or to meet needs which arise during their tenure.

Training for family projects is an eligible project expense under this Handbook; see page 6-32.

The subject areas noted below are **EXAMPLES** of current issues which may be useful for coordinators working in family projects; they are **NOT** all-inclusive. Family project owners may use discretion in determining training needs for coordinators. Training areas could include:

- (1) *Single Head of Households* - Issues and service needs confronting one-parent families;
- (2) *Spousal Abuse* - Signs of spousal abuse; how to deal with it, including coordinating professional help and counseling;



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- (3) *Child Abuse* - Signs of child abuse and how to deal with such situations coming to light, including facilitating intervention of legal authorities and professional counseling;
  - (4) *Child Care* - locating and providing child care (e.g. day care) on/off-site;
  - (5) *Building Safe Communities* - Identifying strategies to increase safety in the project(s) (e.g. public/private partnerships, neighborhood watch groups);
  - (6) *Economic Development and Employment Opportunities* - Strategies and training associated with developing economic development opportunities for the residents, both on and off-site e.g. small business development, job training programs, how to get and hold a job, etc.);
  - (7) *Educational Opportunities* - Existing programs (e.g. community colleges, GED Program) enabling residents to set and pursue educational goals;
  - (8) *Drug/Alcohol Abuse* - Types of common drugs/alcohol abuse and associated behavioral patterns. Getting emergency support and learning what is the local referral process for professional treatment;
  - (9) *Neighborhood Violence* - Exploring causes of violence, including gang violence, and successful ways to combat it;
  - (10) *Youth Services* - Approaches for tapping into existing or creating new programs and services for youth (e.g. boys'/girls' clubs, sports clubs, recreation centers) as ways of facilitating community building, positive peer relationships and alternatives to resorting to crime;
  - (11) *Disability Issues* - Approaches for working with residents with different types of disabilities; understanding relevant programs and statutes;

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- (12) *Cultural Diversity* - Approaches for working with religious, racial and ethnic differences among resident groups and conflict resolution, where appropriate; and
  - (13) *On-Line Service Coordination* - Approaches to dealing with establishing and administering a computerized learning center in a project, including, but not limited to: Networking skills and educational techniques, training methodologies and facilitating skills, computer skills, distance learning equipment (if appropriate), and use of the world wide web. (see Chapter 9 for further information.)
  - (14) *Other subject areas deemed necessary.*
  - (15) Project management is also encouraged to provide in-house cross-training for family service coordinators in areas noted in subparagraph 8(d)(6), above.