

Project Roomkey Training:
*Priority Populations for
Non-Congregate Shelter
During COVID Response*



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

California Department of Social Services &
University of California San Francisco: Benioff Homelessness and Housing
Initiative

Purpose of this Training

- Designed for screening individuals/families into Non-Congregate Shelter
- Describes the recommended triage steps based on public health guidance and the documentation needed for FEMA reimbursement
- Consistent training, implementation and documentation across triage, eligibility and program enrollment is critical for purposes of FEMA reimbursement

Populations served through FEMA assistance

1. Individuals who test positive for COVID-19 that do not require hospitalization, but need isolation or quarantine (including those exiting from hospitals)
2. Individuals who have been exposed to COVID-19 (as documented by a state or local public health official, or medical health professional) that do not require hospitalization, but need isolation or quarantine
3. Individuals who are asymptomatic, but are at “high-risk,” such as people over 65 or who have certain underlying health conditions (respiratory, compromised immunities, chronic disease), and who require Emergency NCS as a social distancing measure

Project Roomkey Sites

Covid +
Exposed

Isolation/
Quarantine Motel Site

High Risk

High Risk Motel Site

CDC Guidance for People Who Are at Higher Risk for Severe Illness

- People 65 years and older
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Suggested Documentation for FEMA Reimbursement

For Covid-19+: Documentation from a health facility or medical professional confirming the individual is Covid-19+ is suggested.

Exposed to Covid-19: Documentation by a state or local public health official, or medical health professional is required per FEMA approval letter.

High risk category: While FEMA does not have a written policy on documenting the high risk category for FEMA reimbursement, a medical record may serve as documentation should it be available. When it is not or is pending, a self certification form is strongly recommended.

Certifying high risk categories

If a client identifies as 65 or older OR is high risk, and medical verification is not available, it is recommended that they complete a self-certification.

- Share the list of conditions identified as increasing risk for complications and collect self-certification. *Note: specific conditions should not be requested or shared.*



Yes, I am higher risk of complications if exposed to COVID based on the list provided to me

By signing here, I certify I have been provided the CDC list of medical conditions identified as high risk and my response is accurate

Counties are encouraged not to make enrollment contingent on medical documentation at the time of intake due to the urgency of isolation.

Consistent and Uniform Tracking

- Local responsibility to document FEMA eligibility results for all individuals and track subsequent enrollment and program data for participants enrolled.
- Local communities, in partnership with their local emergency response system, will be required to maintain adequate documentation to confirm eligibility for FEMA reimbursable costs associated with non congregate shelter.

Resources

- Training Roster Tool
- Client intake form and tracker emailed to counties
- HMIS workflow and project set up emailed to counties
- [Recommended Strategic Approaches for COVID-19 Response for Individuals Experiencing Homelessness](#)
- [Additional FEMA Guidance](#) on CDSS website

Questions?

- If you have questions regarding Project Roomkey, email housing@dss.ca.gov
- If you have questions regarding **FEMA** approval for non-congregate emergency shelter or eligible reimbursements, please visit: <https://www.caloes.ca.gov/cal-oes-divisions/recovery/covid-19>.
 - Questions regarding FEMA reimbursement can be directed to DisasterRecovery@CalOES.ca.gov.
 - Questions regarding Procurements and Contracting can be directed to PAProcurement@CalOES.ca.gov