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

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
How to Use this Training

Isolation/Quarantine Motel Site

Covid + Exposed

High Risk Motel Site

Project Roomkey Sites

High Risk
**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