

**Mental Health and Addictions (MHA)**  
**Program Guidelines**  
**April 2022**

## Contents

Introduction .....	3
MHA Eligible Criteria – Recipients .....	3
MHA Service Categories.....	3
Housing Assistance Service Category.....	3
Community Outreach and Support Services Service Category .....	4
Supportive Housing Service Category .....	5
Administration Funding .....	6
Reporting .....	6
Performance Indicators .....	7

## Introduction

Supportive housing is widely recognized as being a key component to assisting people living with complex physical and mental health issues to achieve and maintain housing stability. When delivered appropriately, supportive housing is proven to prevent homelessness and to assist people with lived experience of homelessness to secure and maintain housing.

The Multi-Ministry Supportive Housing Initiative (MMSHI) is a joint initiative between three ministries – the Ministry of Municipal Affairs and Housing (MMAH), the Ministry of Health (MOH), and the Ministry of Children, Community and Social Services (MCCSS) – which together have 17 supportive housing programs (as of January 2022) assisting people with a wide range of needs.

These program guidelines are effective April 1, 2022, and may be updated or amended from time to time.

## MHA Eligible Criteria – Recipients

Funding is to be used to provide housing assistance and/or support services to help eligible Indigenous recipients facing Mental Health and/or Addictions issues who are homeless or at risk of homelessness obtain and retain stable housing and access appropriate support services. Service Providers (SPs) will be required to provide recipient intake forms and eligibility screening tools for each MHA service category prior to receiving funding.

Capital projects cannot be funded using MHA funding.

## MHA Service Categories

### Housing Assistance Service Category

This service category covers the use of operating funding to support people in obtaining and retaining housing, including both financial and non-financial housing assistance. This kind of assistance is an important tool in preventing and addressing homelessness. Please note that long-term financial housing assistance for people receiving ongoing support services should generally be expensed as part of the supportive housing service category if support services are tied to the housing assistance.

### Housing Assistance Eligible Expenses

- Short-term / emergency financial assistance:
  - This could include assistance with rent arrears (e.g., rent banks), utilities arrears, time limited rental assistance (e.g., rapid rehousing; emergency housing assistance), and emergency repairs to housing units.
  - Financial assistance to set up a housing unit. This includes: first/last months' rent, moving costs, costs for start-up items such as furniture, household products and housewares.

- Long-term housing assistance:
  - Housing allowances or rent supplements intended to be ongoing (e.g., lasting for year or more).
- Non-financial assistance:
  - Activities could include housing help, eviction supports, legal supports to avert eviction, budgeting assistance, shelter diversion, hoarding assistance, landlord- tenant assistance.

### Community Outreach and Support Services Service Category

This service category refers to operating supports and services provided outside to individuals not in supportive housing (i.e., the services are short-term/emergency supports or are ongoing but not linked to a person receiving long-term housing assistance). Services provided on an ongoing basis to a person receiving long-term housing assistance should be expensed under the supportive housing service category.

#### **Community Outreach and Support Services Service Category eligible expenses**

- Mental Health and Addiction (MHA) supports for individuals not in supportive housing.
  - For example, mental health and/or addictions support services addictions treatment services, withdrawal and counselling services; case management and navigation; delivery of harm reduction activities; substance use assessments; crisis prevention, interventions, and recovery; hiring mental health and addictions workers; purchasing technology/equipment needed to provide people with virtual mental health and/or addictions supports.
- Case Management and Outreach.
  - For example, outreach to Indigenous people experiencing homelessness or at risk of homelessness which may include wellness checks; clothing and blankets; hygiene items; referrals to community agencies and other supports.
  - Costs associated with other important case management and individualized planning processes, such as pre-discharge planning from provincial institutions (e.g., hospitals and correctional facilities) and development of support service plans.
- Food security.
  - For example, food banks, grocery vouchers, food assistance.
- Employment, education, training supports.
  - E.g.: Services directed towards individuals and families to help them access income benefits.
  - Pre- and post-employment services that bridge individuals and families to the labour market and assist them to maintain employment and build self-sufficiency.
  - Services to support essential skills development such as financial planning and budgeting; and services to connect individuals and families to education and training programs.
- Other health-related supports not included under MHA supports for individuals not in supportive housing.:

- For example, community nursing; community paramedicine, assistance with medication; and wellness/health promotion activities and education.

### Supportive Housing Service Category

Supportive housing combines long-term housing assistance (e.g., rent supplements, housing allowances) with individualized, flexible, and ongoing support services (e.g., counselling, mental health and/or addictions support services, life skills training, activities of daily living, behaviour supports) to enable people to live as independently as possible in their community.

Supportive housing may be place-based (situated in one building or location) or in scattered sites where supports are delivered through home visits, in the community or via phone/virtually. As well, supportive housing may include congregate living arrangements or may be available through a self-contained unit. For further clarity, this could exist within the context of social housing and other forms of government-assisted housing (e.g., rent supplements, housing allowances).

### Supportive Housing Service Category Eligible Expenses

- Housing assistance for people in supportive housing.
  - Ongoing / long-term housing assistance including rent supplements and housing allowances provided as part of supportive housing.
- Support services for people in supportive housing. E.g.:
  - Mental health and/or addictions (MHA) supports:
    - Activities could include assessment, support, addictions treatment, withdrawal and counselling services; case management and navigation; ACT teams, culturally relevant mental health and/or addictions services, delivery of harm reduction activities; substance use assessments; crisis prevention, interventions and recovery related supports; hiring mental health and addictions workers; purchasing technology/equipment needed to provide people with virtual mental health and/or addictions supports.
  - Other health-related supports not covered under MHA supports.
    - Activities could include community nursing; community paramedicine; assistance with medication; and wellness/health promotion activities and education.
  - Life skills development and daily living supports:
    - Activities could include life skills development such as budgeting; assistance with personal care; daily living supports such as housekeeping, laundry, cooking and shopping; and assistance to access education, training, employment or income support.
  - Culturally relevant supports for Indigenous people:
    - Activities could include traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in a community; and supports to access traditional or culturally sensitive healing

- services (e.g., healing circles, sweat lodges ceremonies, access to traditional medicines).
    - Other supports not included above for people in supportive housing.
      - For example, costs to reduce the potential for infection and transmission in congregate supportive housing settings, such as the purchase of Personal Protective Equipment.
  - Minor retrofits or upgrades to existing supportive housing facilities with a total funding request of up to \$50,000

## Administration Funding

Service Providers (SPs) will be permitted to request up to 2.5 percent of their annual allocated MHA funds to cover administration costs.

Eligible administrative expenditures are those supporting but not directly related to the delivery of MHA programming, including but not limited to:

- Staff that do not directly deliver services to clients.
  - Salaries, wages and benefits for administrative staff and back-office functions, such as those providing accounting, reporting, IT support, communications, security, and human resources and program management functions.
- Administrative costs associated with planning, managing and evaluating homelessness supports and services, enumeration (in years the ministry requires IPAs to complete enumeration).
  - Professional development and staff training.
- General office expenses:
  - Utilities, information technology, phone/internet, postage/courier, office supplies, and cleaning.
- Professional services:
  - Contracting for services such as bookkeeping, consulting, communications, translation, legal fees, and audit costs.

Ineligible expenses include administration costs not associated with the program delivery (outside of eligible expenses related to supportive housing.)

SPs must ensure that program administration funds are used efficiently and only in support of the delivery services and supports. SPs are required to include the amount of funding used for program administration in their Investment Plans and report back on the use of this funding in their quarterly updates and year-end reports. IPAs must ensure any underspending in administration is recovered by the ministry or reallocated towards eligible operating expenses in the same fiscal year (see Other Program Requirements below.)

## Reporting

There are five reports due from SPs for each program year:

Report	Due Date	Details
<b>Investment Plan</b>	April 12th of each year for the next program year	Projected quarterly operating expenditures Proposed Plan including proposed use of funding. Client intake and eligibility screening tools.
<b>Q1 Report Back</b>	July 12th of each year	Actual quarterly expenditures and commitments for Q1 and projected quarterly expenditures and commitments for Q2-Q4.
<b>Q2 Report Back</b>	October 12th of each year	Actual quarterly expenditures and commitments for Q1 and Q2 and projected quarterly expenditures and commitments for Q3 and Q4.
<b>Q3 Report Back</b>	January 12th of each year	Actual quarterly expenditures and commitments for Q1-Q3 and projected quarterly commitments and expenditures for Q4. Attestation that SPs will spend full allocation by end of Q4.
<b>Year End Report</b>	May 27 of each year for the previous program year	Actual quarterly operating expenditures for previous program year.  Performance indicator reporting for previous program year.

## Performance Indicators

A set of performance indicators have been developed to monitor and track progress on the achievement of MHA outcomes.

Performance indicators for measuring the achievement of MHA's outcomes include:

- Number of households assisted that include a member with mental health and/or addictions issues;
- Number of households at risk of homelessness that include a member with mental health and addictions issues receiving services and supports directly related to housing stability (e.g., eviction prevention services, assistance with rental and energy arrears);
- Number of households experiencing homelessness that include a member with mental health and addictions issues receiving services and supports that contribute directly to a positive change in housing status (e.g., assistance to obtain housing);

- Number of households receiving services and supports related to mental health and/or addictions (e.g., community and hospital based mental health services, supports related to substance use and recovery); and
- Number of new staff members hired to support households with mental health and/or addictions issues.

**Performance indicators and required reports may be revised from time to time.**