

## HOUSING RETENTION PROTOCOL **HOUSING GOAL(S) WORKSHEET**

Date of Completion: 9/23/22 (circle) Initial Worksheet or Revision # \_\_\_\_\_

- Initial Worksheet to be completed at 1<sup>st</sup> intervention (Housing Staffing and/or Tenant Conference)
- Revision Worksheet(s) can be completed during additional housing retention interventions, as applicable

Resident Name: \_\_MOCK\_CLIENT\_\_

Resident Unit #: \_\_123\_\_

Intervention Staff Name(s) & Phone #:

\_\_Resident Services Coordinator\_\_ \_\_Case Manager\_\_

### **Plan for Housing Retention**

Housing Concern/Violation #1 (specific from Lease Agreement): Guest policy violation

Desired Goal: I value my housing and want to maintain a safe and secure environment for myself and my neighbors

Action Steps to meet Goal:

1. I will message expectations (verbally and/or use of the "Guest Policy Basics" flyer provided to me) of the guest policy to all of my guests to ensure they are aware and will respect my housing.
2. I will physically bring my guests into the building, making sure they sign-in at the front desk, and will escort them out of the building when they leave.
3. I will meet with my CM weekly to focus on enhancing my assertiveness skills to set boundaries with my guests and saying "no" when necessary to ensure respect is shown for my home and the guest policy is maintained.

Housing Concern/Violation #2 (if applicable - specific from Lease Agreement): Smoking in community space

Desired Goal: It is important to me to contribute to a nice, clean, and respectful environment where I live. I also want to work on cutting back on smoking.

Action Steps to meet Goal:

1. If I choose to smoke, I will do so either in my home or outside of the building. I will not smoke in any common areas of the building, which include hallways, stairwells, elevators, lobby areas, community rooms, staff offices, etc.
2. I will work with my CM during our weekly meetings to explore smoking cessation methods and make my own decision about when and how to decrease/quit smoking.
3. I will encourage/request other residents or non-residents to smoke outside if I witness them smoking in common areas of the building.

(If applicable) Plan for follow-up between resident and applicable staff (circle: Services Team/Property Management) scheduled for \_\_\_\_\_ at \_\_\_\_\_ am/pm

Resident Signature

Date

Intervention Staff Signature

Date