



## Interim Guidance on Housing Inspections in Emergency Situations

The Chicago Continuum of Care (CoC) has developed the following guidance regarding housing inspections in emergency situations. The first priority of housing providers is to continue to house participants during an emergency.

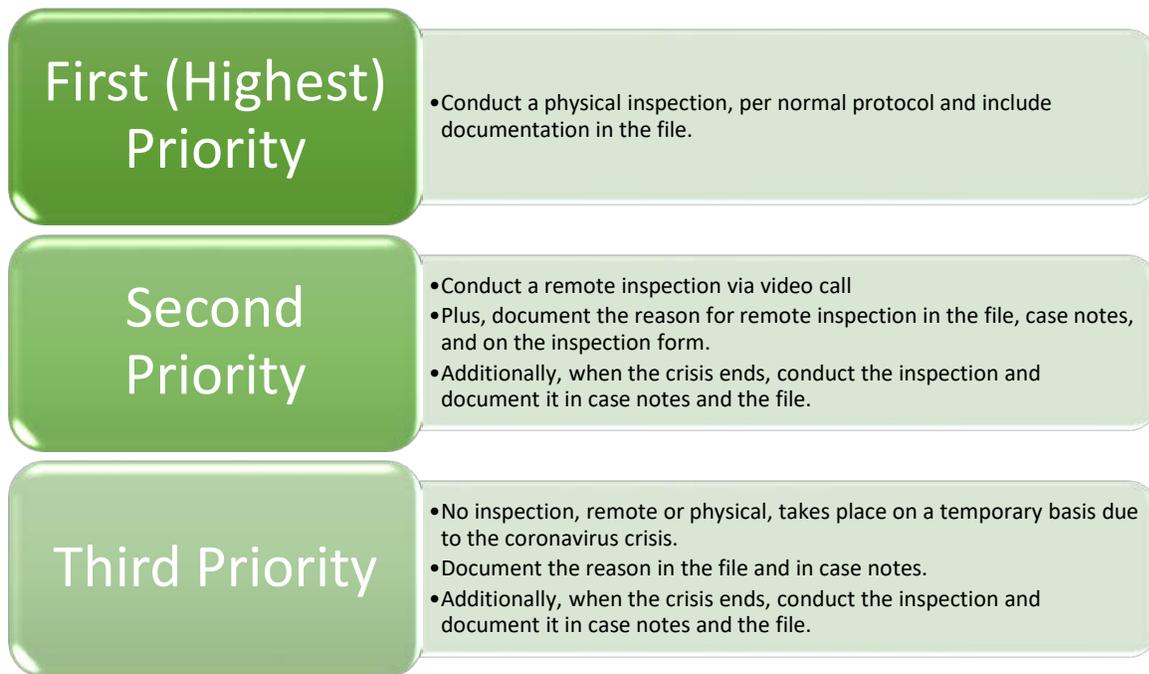
This guidance was developed in partnership with the local Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) office and should be utilized until HUD's Office of Special Needs Assistance Programs (SNAPS) provides further guidance.

1. Agencies should be operating under their emergency policies and procedures
2. Agencies should be implementing and following an [Emergency Recordkeeping Protocol](#)
3. When housing participants follow the process below:
  - A. For **renewal/yearly inspections** – Ensure housing is maintained, document why you cannot conduct inspections, and place that documentation in the file, or add it to the case notes if the file is not immediately available. When the crisis ends, go back and conduct the inspection and ensure all documentation is present in case notes and file
  - B. For **initial inspections not including a pregnant woman or child under 6** – House the participant and try to conduct the inspection via video. Note the reason for the remote inspection in the file, case notes, and on the inspection form. If the unit fails the remote inspection, do not house the participant in that unit and find a different one. If a remote inspection is not possible, house the participant and document the reason an in-person or remote inspection is not possible in the file. When the crisis ends, go back and conduct the inspection and ensure all documentation is present in case notes and file
  - C. For **inspections where lead-based paint hazards are a greater concern** (i.e. pregnant woman or child under 6) – House the participant and try to conduct the inspection via video, noting the reason for the remote inspection in the file, case notes, and on the inspection form. If a remote inspection is not possible, note the reason in the file and case notes and that no other resources (i.e. City) were available to conduct the inspection. Prioritize these inspections to be conducted first when the crisis ends.
4. Establish a protocol for tracking inspections that were not completed or completed remotely, such as a list or a spreadsheet, so that once inspections can be conducted the program will have a record of outstanding tasks.
5. After the crisis ends and the inspection has been conducted, attach all emergency recordkeeping documentation to the completed inspection.



## Housing Inspections Order of Priority

This graphic demonstrates the order of priority for documentation of housing inspections in emergency situations such as the coronavirus pandemic. The first priority is the strongest documentation which is expected during non-emergency times. However, as the first priority may not be possible, second priority, or remote inspection, is the next best solution. Lastly, third priority, or no inspection, is an option. Second and third priority must be accompanied by strong documentation of the situation in the case notes and file.



This order of priority applies to housing inspections and, where applicable, lead-based paint inspections. Inspections that include a lead based paint concern should also document that no other resources (i.e. City) were available to conduct the inspection.