**SAMPLE**

Continuum of Care Recordkeeping Standard Operating Procedures – Emergency Recordkeeping Protocol

Emergency Recordkeeping Protocol Template

In accordance with our Continuum of Care Recordkeeping Standard Operating Procedures – Emergency Recordkeeping Protocol, the determination of an Emergency for purposes of implementing this protocol is outlined herein.

**Description of Emergency Situation:**

The national, state and city government has declared a health crisis due to COVID-19 as of March 13th, 2020. The State of IL was also declared a federal disaster area on March 20th, 2020. Governor JB Pritzker issues the Executive Order to shelter at home on March 20th. Almost all government offices have closed during this time.

**Name & Title of Authorizing Official:**

Ms. B. Deal, President & CEO

**Signature: Date:**

SAMPLE

**Description of Recordkeeping Policies and Procedures Impacted by the Emergency:**

As of April 8th, 2020, the Really Awesome Housing Agency will implement a HUD Waiver regarding initial Housing Quality Standards (HQS). The language of the [Availability of Waivers of CPD Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19](https://files.hudexchange.info/resources/documents/Availability-of-Waivers-of-CPD-Grant-Program-and-Consolidated-Plan-Requirements-to-Prevent-the-Spread-of-COVID-19-and-Mitigate-Economic-Impacts-Caused-by-COVID-19.pdf)  is below.

**Description of Best Efforts That Will Be Used to Maintain Records for Impacted Policies and Procedures:**

This waiver of the requirement in 24 CFR 578.75(b)(1) that the recipient or subrecipient physically inspect each unit to assure that the unit meets HQS before providing assistance on behalf of a program participant is in effect for 6-months beginning on the date of this memorandum for recipients and subrecipients that are able to meet the following criteria:

a. The recipient is able to visually inspect the unit using technology, such as video streaming, to ensure the unit meets HQS before any assistance is provided; and

b. The recipient or subrecipient has written policies to physically reinspect the unit within 3 months after the health officials determine special measures to prevent the spread of COVID-19 are no longer necessary.

Below is the language from the Really Awesome Housing Agency’s written policy to physically reinspect the unit, which is part of the agency’s Emergency Recordkeeping Protocol.

1. The Really Awesome Housing Agency will maintain a list of units in need of a Housing Quality Standard inspection as a result of COVID-19. The list will be maintained by our Director of Programs.
2. Case managers will add the HMIS ID of the participant, date, and address of the unit onto the list.
3. After the Chicago Department of Public Health Department declares the COVID-19 health crisis has ended, case managers will schedule HQS inspections with participants
4. Housing case managers will conduct HQS inspections.
5. If the unit doesn’t not pass HQS at that time, the case manager will work with landlord to resolve the HQS issue.
6. If the HQS issue cannot be resolved, the case manager will work to relocate the participant.
7. Case managers will attach completed HQS inspections in the participant’s file and will staple the Emergency Recordkeeping Protocol template to the completed HQS inspection.
8. The case manager will note the completion date of the HQS inspection on the list.
9. The Director of Programs will ensure all HQS inspections are completed within 3 months of the end of the health crisis.

**Cessation of Emergency Situation**

**Name & Title of Authorizing Official:**

**Signature: Date:**