

Pima County Health Department

PROGRAM POLICIES AND PROCEDURES

Subject: Temporary Housing: Suspect/Active TB Clients	PPP NO.
Approved by Director:	Approval Date:

A. STATEMENT OF PURPOSE

To isolate and prevent the spread of TB and to provide a consistent living space where clients can easily be found for follow-up and/or treatment.

B. DEFINITIONS

1.

C. POLICY

The Pima County Health Department TB Program may provide temporary housing facilities for transient or homeless persons who have been identified as a TB Suspect or TB Case by the TB clinician and who are in the process of medical evaluation/treatment through the Pima County Health Department TB Control Program.

D. PROCEDURE

Nurse Case Manager:

1. MOVE-IN:

- a. Inform TB Program Manager that housing is needed.
- b. Explain to client reason for temporary housing and expectations around isolation precautions.
- c. Inform Clerical staff that new client will need temporary housing. Establish approximate length of stay.
- d. If Outreach Worker is available, introduce client to outreach worker and explain outreach worker's role in treatment plan.
- e. Request Clerical staff to arrange transportation to housing.

- f. Provide prepared food/supply box to client.

2. MOVE-OUT:

- a. Inform Clerical Staff and Outreach Worker of client's move-out date one to two days before.

Clerical Staff:

1. MOVE-IN:

- a. Notify unit manager/owner that housing is need for TB Client and establish that a unit is available.
- b. Provide information to unit manager about approximate length of stay.
- c. Document information on Temporary Housing Log.
- d. Provide payment via purchase card on day of initial rental, then monthly thereafter until housing no longer needed. Obtain receipt for reconciliation.
- e. Update Temporary Housing Log regularly.

2. MOVE-OUT:

- a. Notify unit manager of move-out date.

Outreach Worker:

1. MOVE-IN:

- a. Review with and have client sign Temporary Housing Agreement. File in chart.
- b. Inform client of how to contact unit manager and Outreach Worker.
- c. Remind client of isolation precautions until notified that not infectious.
- d. Assess what food/supplies client has already been given at initial clinic visit.

2. MOVE-OUT:

- a. Coordinate with Nurse Case Manager move-out date.

- b. Meet with unit manager and client at room to turn in key and do walk-through of room.
- c. Collect all non-perishable food items and supplies provided by County and return to stock.
- d. Inform Nurse Case Manager that client has moved out.

Stock Items

The TB Clinic will maintain various stock items in the clinic (Refer to Temporary Housing Clinic Food/Supply Items list)