

REQUIRED ANNUAL REVIEW EVALUATION (RARE)

Several Multnomah County programs require an annual review of client income, non-cash benefits and disabling conditions, known as a Required Annual Review Evaluation (RARE). The RARE is required for **each household member** even if there have been no changes to income, benefits or disabilities. Programs that require the RARE include:

- HUD Family Futures
- HUD Homesafe
- HUD Horizons
- HUD Pathways Mental Health
- HUD Pathways
- Anti-Poverty Case Management (APCM)
- Action for Prosperity II (AFP II)
- Action for Prosperity FUP (AFP FUP)





WHEN TO COMPLETE A RARE

Effective July 1, 2014, the RARE is required to be submitted on each anniversary of clients' entry date in the programs listed above (plus or minus 30 days).

For HUD Programs: A RARE is required on every anniversary (± 30 days) of entry in any (and all) HUD programs. If clients are enrolled in multiple HUD programs, they must have a RARE aligned with **each** program entry date.

For Non-HUD Programs: Multnomah County requires a RARE for clients enrolled in APCM, AFP II, and AFP-FUP on every anniversary (± 30 days) of entry date. If a client is enrolled in more than one of these non-HUD programs (e.g. APCM and AFP II), you can complete **one** RARE for the client based on the entry date of the **earliest** program. If a client is enrolled in one of these non-HUD programs while also enrolled in a **HUD** program (e.g. HUD Family Futures and AFP II), you can still complete just one RARE, but the RARE due date should be determined by the **HUD program** entry date.









Scenario #1: Single Program Entry

Program	Type	Entry Date	Exit Date	Interims
 Impact Northwest: HUD Family Futures - SP (2372)	HUD	 10/01/2013		
Add Entry / Exit Showing 1-1 of 1				

This client is enrolled in one of the 8 programs that require a RARE.

RARE Due Date: 10/1/14 ± 30 days
(9/1/14 - 10/31/14)

Scenario #2: Multiple HUD Program Entries


Program	Type	Entry Date	Exit Date	Interims
 New Avenues for Youth: Pathways Mental Health Housing - SP (2565)	HUD	 06/01/2013		
 New Avenues for Youth: Pathways Mental Health - SP (2564)	HUD	 02/01/2013		
Add Entry / Exit Showing 1-2 of 2				

A RARE is required on the anniversary of **each and every** HUD program entry date.

RARE Due Date: 6/1/14 ± 30 days
(5/2/14 - 7/1/14)

RARE Also Due On: 2/1/14 ± 30 days
(1/2/14 - 3/3/14)

Scenario #3: Overlapping HUD and Non-HUD Entries

Program	Type	Entry Date	Exit Date	Interims
 Human Solutions: HUD Family Futures - SP (2365)	HUD	 07/05/2013		
 Human Solutions: Anti-Poverty Case Management - SP (2481)	Basic	 04/01/2013		
Add Entry / Exit Showing 1-2 of 2				

A RARE is only required on the **anniversary of the HUD program entry date**. The HUD RARE can satisfy the requirement for both programs.

RARE Due Date: 7/5/2014 ± 30 days
(6/5/14 - 8/4/14)

Scenario #4: Multiple Non-HUD Program Entries

Program	Type	Entry Date	Exit Date	Interims
Self-Enhancement, Inc.: Action for Prosperity II - SP (3126)	Basic	12/01/2013		
Self-Enhancement, Inc.: Anti-Poverty Case Management - SP (2480)	Basic	09/01/2013		

Add Entry / Exit Showing 1-2 of 2

A RARE is only required on the anniversary of the **earliest** program entry date.

RARE Due Date: 9/1/2014 ± 30 days
(8/2/14 - 10/1/14)

HOW TO COMPLETE A RARE

The RARE can be found in the Entry/Exit Tab under 'Interims'

Household Members Associated with this Entry / Exit									
	Name	Head of Household	Entry Date	Exit Date	Interims	Follow Ups	Reason for Leaving	Destination	Notes
	(1) Test, Just A, Sr	Yes	05/27/2014						
	(58100) Test, Just A, Jr	No	05/27/2014						

Include Additional Household Members Showing 1-2 of 2

- Click the Interims icon
- Click 'Add Interim Review'
- Interim Review Type = 'Annual Review'
- Review Date = Date RARE was completed (approx. each anniversary of entry date)
- Click 'Save and Continue'

ADDING A RARE

- Click 'Add' to create a RARE
- Answer three Y/N questions about Disability, Benefits, and Income*
- Click 'Save'

Required Annual Review Evaluation			
Date of Annual Review: *	Change in Disabling Condition(s)?	* Change in Benefits?	* Change in Income?
<input type="button" value="Add"/>			

UPDATING INCOME, BENEFITS AND DISABILITY STATUS

- Below the RARE section on the Annual Review page, you will see the client's income, benefit, and disability history. *If you answered 'Yes' to any of the three RARE questions, you must update these records and re-tally the sum in the 'Total Monthly Income' field.
- Verify that the response to 'Level of Family Income (%HHS Guidelines)' is still accurate. Hover over the question to see instructions on how to calculate.

Level of Family Income (% HHS Guidelines)	-Select-
---	----------

Click the Interim Icon next to each Household Member's name and repeat steps 1-10 for each client.