

## MODULE 3: DEVELOP AN ACTION PLAN



Healthy Housing  
Solutions<sup>INC</sup>

---

---

---

---

---

---

---

---

### DEVELOP AN ACTION PLAN



Prioritize identified hazards.



Identify occupant / homeowner responsibilities.



Identify potential community resources to address hazards.



Develop a sample action plan given an assigned issue.



TRAINING CENTER  
LITTON

making homes  
healthier



---

---

---

---

---

---

---

---

## SELF ASSESSMENT

### MODULE 3 – DEVELOP AN ACTION PLAN

- Name at least 2 types of specialized input we may request before finalizing a scope of work.
- Name four ways program design can affect prioritization.
- Name at least one potential program partner.
- Name three potential program funding sources.

TRAINING CENTER  
LITTON

making homes  
healthier



---

---

---

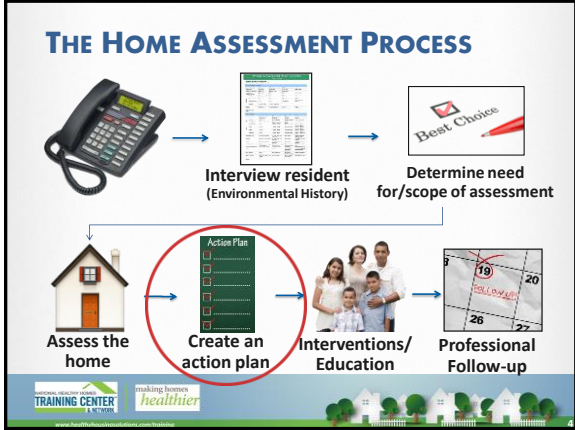
---

---

---

---

---




---

---

---

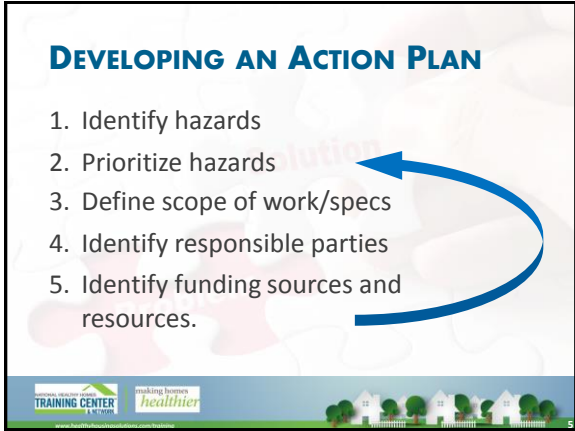
---

---

---

---

---




---

---

---

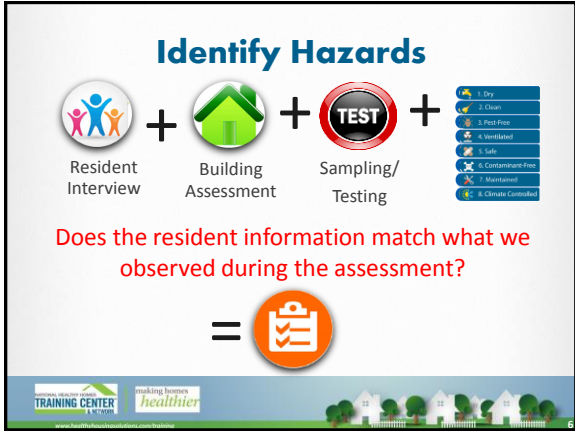
---

---

---

---

---




---

---

---

---

---

---

---

---

## Specialized Input

- Lead Inspection/Risk Assessment
- Combustion Safety Testing
- Structural
- Social Services?

*Why should we deal with these before the action plan is finalized?*



---

---

---

---

---

---

---

---

## Keep in mind...

The goal is to eliminate or reduce exposure to housing-related hazards that trigger symptoms or cause illness.

- Consider environmental factors and lifestyle choices
- Determine interventions for inside and outside the home



---

---

---

---

---

---

---

---

## HOW DOES PROGRAM DESIGN IMPACT PRIORITIZATION?

- Program Scenarios
- Target Market/Audience
- Funding Source
- Team Capacity
- Current Occupant Needs
- Potential, Vulnerable Occupants



---

---

---

---

---

---

---

---

**Prioritizing competing demands can be challenging**



---

---

---

---

---

---

---

---

**WE HAVE COMPETITION...**



---

---

---

---

---

---

---

---

**YOUR PROGRAM REQUIREMENTS MAY GUIDE PRIORITIZATION**

**Example:**

- Healthy Home Rating System (HHRS): A risk-based assessment that considers the effect of property hazards in 29 categories.
- Hazards are rated according to how serious they are and the effect they are having, or could have, on the occupants, that is, “the effect of the defect.”



---

---

---

---

---

---

---

---

## PRIORITIZE HAZARDS: HEED

- Health Impact
  - ◆ Acute vs Chronic
- Efficiency/effectiveness
  - ◆ Quick? Big impact?
- Expense
- Difficulty



---

---

---

---

---

---

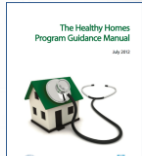
---

---

## EFFECTIVE INTERVENTIONS: HEALTHY HOMES GUIDANCE MANUAL

- Chapter 1 Introduction
- Chapter 2 Community Involvement in Program Planning
- Chapter 3 Program Design
- **Chapter 4 Housing-Related Health and Safety Hazard Assessment**
- **Chapter 5 Intervention Strategies**
- Chapter 6 Evaluating Your Program
- Chapter 7 Program Sustainability

Available online at [portal.hud.gov](http://portal.hud.gov); search by title



---

---

---

---

---

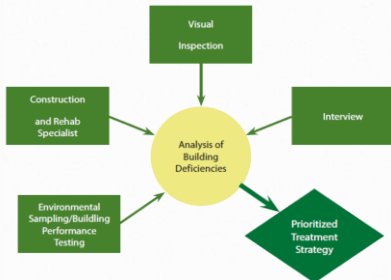
---

---

---

## Assessing Building Deficiencies & Outcomes

Fig 4.2 Healthy Homes Program Guidance



---

---

---

---

---

---

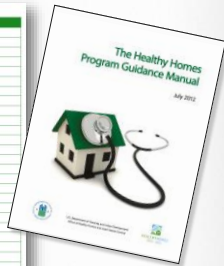
---

---

## HUD HEALTHY HOME INTERVENTION PRIORITIES

High priority items are indicated with an (A) and lower priority items with (B) or (C).

Description	Priority
Test carbon monoxide detector using liquid metal detector, not flameless plastic. (A)	(A)
Repair plumbing leaks (A)	(A)
Correct mold problems (A)	(A)
Clear exterior gutters and roof eaves (A)	(A)
Install surge protectors that meet UL standard (A for open, B for closed) (A)	(A)
Repair dry floor if less than 4 major green checks (A)	(A)
Ensure that all heat and cooling units are well-maintained (A)	(A)
Remove basement, bath and kitchen soil to soil carpet (A)	(A)
Install smoke and carbon monoxide alarms (A)	(A)
Repair deteriorated bath and tub caulk (B or C)	(B)
Install physical filter in forced air heating system (B)	(B)
In the crawl space, seal floor and wall joints (B)	(B)
Seal crawl space from house air (B)	(B)
Remove asbestos soil from development away from house (A, wet walls, B, other)	(B)
Caulk windows (A)	(B)
Caulk second-story vertical seams (A)	(B)
Caulk floor seams (A)	(B)
Repair roof and chimney flashing if damaged or evidence of interior leaking is observed (A)	(B)
Check furnace chimney draft and, if multipass, check exhaust opening (A)	(B)
Reduce flow from gutters to functioning downspout (B)	(B)
Check return and supply ducts for air in garage, crawl space, or attic for leaks (B)	(B)
Remove debris from the chimney, make outdoor vent (B)	(B)
Block draft contact—ensure 4 inch minimum gap (C)	(C)
Repair or replace water-damaged floor (B)	(C)
Test basement concrete moisture profile indicates high moisture content (C)	(C)




---

---

---

---

---

---

---

---

---

---

## ONSITE DEBRIEFING: ESTABLISHING A PERSPECTIVE

It's important to approach this exercise from a "constructive" perspective. Assume you are working in a program that has construction resources.




---

---

---

---

---

---

---

---

---

---

## SMALL GROUP EXERCISE (8): PRIORITIZING HAZARDS



- Work in small groups. You'll be assigned a specific room/area. Use Exercise 8 in your manual
- For **Resident interviewers**, see your specific instructions.
- Identify the top 5 hazards for your assigned room.
  - Related health risks
  - Acute or chronic
  - Rank from most to least serious
  - Select specific line items of work from your assessment forms

---

---

---

---

---

---

---

---

---

---

### SMALL GROUP EXERCISE (8): PRIORITIZING HAZARDS (CONTINUED)



Prepare your flipchart :

- List highest priority from top to bottom
- Note acute or chronic “A” or “C”
- Select specific line items of work (spec number and quantity)
- Prepare to discuss: Do the selected work items sufficiently address the hazard?



---

---

---

---

---

---

---

---

### SMALL GROUP EXERCISE (8): RESIDENT ON-SITE INTERVIEW DEBRIEFING



- Complete your Exercise 8 solely based upon what you learned during the resident interview.
  - What did the resident report?
  - How does the resident prioritize?
  - Does this change our ranking?



---

---

---

---

---

---

---

---

### FULL GROUP DEBRIEFING



What are the Top 5 Hazards for the House?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



---

---

---

---

---

---

---

---

## Creating a Scope of Work

- Details and defines the work to be completed
- Specifies required materials and workmanship
  - Prep work
  - Codes & standards
  - Materials & manufacturers
  - Required warranty
  - Installation methods
  - etc.
- Clarifies project parameters



---

---

---

---

---

---

---

---

## SAMPLE BATH SPECIFICATIONS

### Sample Specifications – Bathroom

**FANLIGHT FIXTURE-ENERGY STAR** \$450/EA  
Install an ENERGY STAR Qualified and Home Ventilation Institute Certified ceiling mounted Fanlight fixture, rated at a min. 80 CFM operating at 1" Sone or less, with an integral damper, and vented to the exterior. Switch fan & light using a single switch with a time delay for the fan such as the AirCycler Smart Exhaust Bathroom Fan Light Time Switch # 11129 (color to coordinate with existing)  
<https://www.aircycler.com/page/1/aircycler-exhaust>  
Install galvanized metal duct or aluminum duct of the same diameter as the fan outlet and vent to the exterior ideally through a wall or gable and using a metal hooded vent of the diameter and with damper. All duct seams shall be sealed with duct mastic. Insulate the ductwork with vinyl or foil faced R 8 minimum duct insulation. Repair any damage to the ceiling installation and air seal fanlight assembly to the ceiling with low VOC caulk.

**GFCI RECEPTACLE** \$145/EA  
Install a new ivory GFCI receptacle and required distribution with an appropriate box. Receptacle and cover plate to match existing. GCI shall be tamper-resistant and conforming with UL 943 standard including the required self-test (auto-monitoring) function. Patch any tear out.

See sample specifications from HUD at:  
<https://www.hudexchange.info/resource/744/sample-nsp-singlefamily-housing-rehabilitation-specifications-including-green-specs/>



---

---

---

---

---

---

---

---

## Taking Action: Identify Responsible Parties

- Residents
- Landlord/owner
- Partners
- Contracted Professionals



---

---

---

---

---

---

---

---



## REMEMBERING PROGRAM FUNDING AND CAPACITY VARIABLES

- Allowable program parameters
  - ◆ Program design – what they do
  - ◆ What they pay for
    - Materials - Work
  - ◆ Who does what work
- Partners & their parameters



---

---

---

---

---

---

---

---

## Refining the Scope of Work

- Especially important when multiple entities involved
  - ◆ Partners
  - ◆ Residents
  - ◆ Contractors
- Level of detail will vary by intended audience
  - ◆ Do non-professionals need guidance/training?



---

---

---

---

---

---

---

---

## Regardless of your Program Design...

- There are significant benefits in having someone skilled in health issues and construction on the team for the building assessments
- It is best to identify the full range of issues and solutions (with their costs) prior to finalizing your "Common Sense Response"



---

---

---

---

---

---

---

---

## RESOURCES FOR HEALTHY HOMES INFORMATION/EDUCATION/FUNDING



U.S. Department of Housing  
and Urban Development



National Center for Healthy  
Housing



U.S. Department of Energy



U.S. Centers for Disease Control  
and Prevention



Centers for Medicare and  
Medicaid Services



U.S. Environmental Protection  
Agency



Indian Community Health  
Representatives (Indian Health  
Service)



28

---

---

---

---

---

---

---

---

---

---

## RESOURCES FOR SUPPLIES

### Donated Healthy Homes Supplies

- Smoke Detectors- Red Cross, Fire Department
- CO Detectors- Fire Departments
- Radon Test Kits - State Radon Offices
- Child Safety Kits - Child Advocacy Organizations



29

---

---

---

---

---

---

---

---

---

---

## RESOURCES FOR SUPPLIES

### Discounted Healthy Homes Supplies

- Healthy Home Supply Manufacturers
  - Filters, paint, caulk, etc.
- Hardware Stores, Home Improvement Stores
- National Retailers - Local Donation Committees
- TIP: Buy local so households can find replacement supplies and buy local, too.



30

---

---

---

---

---

---

---

---

---

---

## EXERCISE 9: COMMUNITY RESOURCES

- What resources are in the room?
  - Your personal knowledge
  - Smartphones
  - Each other
- Customize the Community Action For Healthy Housing flyer in your manual
- Be specific! Include websites, emails, phone numbers

*The group with the most complete flyer wins a fabulous prize!*



31

---

---

---

---

---

---

---

---

## CREATING AN ACTION PLAN: ESTABLISHING A PERSPECTIVE

It's important to approach this exercise including the home health visitor perspective. Assume you are working in a program that regularly conducts home visits and education.



32

---

---

---

---

---

---

---

---

## SMALL GROUP EXERCISE [10]: CREATE AN ACTION PLAN



- Working in groups, you will be assigned one of the top 5 issues (Exercise 8, Part C).
- First, use the PEHA nursing care plan to determine responsibilities.
  - This is only one example of an Action Plan.
  - Is it complete for your program purposes?



33

---

---

---

---

---

---

---

---

**SMALL GROUP EXERCISE (10):**

**CREATE AN ACTION PLAN (CONTINUED)**



- Next, use the Exercise 10 worksheet to develop an Action Plan for your assigned issue.
- Include all potential resources:
  - ◆ Your agency
  - ◆ Family
  - ◆ Landlord
  - ◆ Community organizations, etc.
- Revisit Exercise 2 Making the Connections



---

---

---

---

---

---

---

---