Housing and Employment Service Outcomes
In the SSIS Social Services Information System
The Housing and Employment Service Outcomes folder is presented under the Person folder in SSIS.

- Navigate to the Person folder using Person Search, Intake Search or Workgroup Search.
- Search can be launched from the Main Menu, Toolbar or Task Panel.
The Housing and Employment Service Outcomes folder is presented under the Person folder in SSIS.

The security function “Access Service Outcomes” is required in a Staff’s Role in the SSIS Administration tool to have access to the folder.

Agencies determine which staff has access to the folder.
Creating a new Service Outcome

- A new Housing or Employment Outcome screen is created from the Action Menu on the Toolbar or Action Button.
- The option to create a new Employment screen is only available for a person in an open CMH Children's Mental Health, AMH Adult Mental Health or DD Developmental Disabilities assessment or case management workgroup.
The Housing Outcomes screen gives workers the ability to create and maintain housing status, goal, choice, barriers and preferences/needs.
<table>
<thead>
<tr>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Period</td>
<td>The housing questions are to be collected once every six month reporting period.</td>
</tr>
<tr>
<td>Collection Date</td>
<td>Date the client answers were collected</td>
</tr>
<tr>
<td>Staff Responsible</td>
<td>Staff responsible for asking the housing questions</td>
</tr>
<tr>
<td>Contract Staff</td>
<td>External contracted staff responsible for asking employment questions</td>
</tr>
<tr>
<td>Current Housing Setting</td>
<td>Setting that best describes the person’s current housing</td>
</tr>
<tr>
<td>Housing Setting Detail</td>
<td>Further detail to describe the person’s current housing</td>
</tr>
<tr>
<td>Housing Setting Description</td>
<td>Free form text to describe the person’s current housing especially when “Other” is selected for “Current Housing Setting” or “Housing Setting Detail”</td>
</tr>
<tr>
<td>Imminent Risk of Homelessness?</td>
<td>Not currently homeless, but could if services and support are not provided</td>
</tr>
<tr>
<td>Housing Goal</td>
<td>The person’s desire to move or not from current housing</td>
</tr>
<tr>
<td>Informed Choice Decision</td>
<td>Further detail to describe the person’s housing goal</td>
</tr>
<tr>
<td>Preferences/Needs</td>
<td>The reasons why a setting would be likable or requirements for the setting to be acceptable</td>
</tr>
<tr>
<td>Preferences/Needs Description</td>
<td>Free form text to describe the person’s preferences or needs especially when “Other” is selected for “Preferences/Needs”</td>
</tr>
<tr>
<td>Barriers to Moving</td>
<td>Obstacles that may prevent the person from moving</td>
</tr>
<tr>
<td>Barriers to Moving Description</td>
<td>Free form text to describe the person’s barriers to moving especially when “Other” is selected for “Barriers to Moving”</td>
</tr>
</tbody>
</table>
The Reporting Period dropdown options are current and two previous based on today’s date.

Pre July 1, 2017 reporting periods are not options.
Collection Date

The Collection Date must be...

- within the Reporting Period
- on or after a person’s 13th birthday

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Collection Date</th>
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<th>Housing Goal</th>
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<tbody>
<tr>
<td>Jul 2018 – Dec 2018</td>
<td>MM/DD/YYYY</td>
<td>Resides in own home</td>
<td>Wanting or planning to move</td>
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**Reporting**
- Reporting Period: Jul 2018 – Dec 2018
- Collection Date: MM/DD/YYYY

**Staff Responsible:** Smith, Sally

**Current Housing Setting:** Resides in own home

**Housing Setting Detail:** With immediate family

**Housing Setting Description:** Living with parents

**Imminent Risk of Homelessness:** Yes

**Housing Goal:** Wanting or planning to move from current living environment

**Informed Choice Decision:** Yes – relocation goal with assistance is needed/preferred

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Staff

- Either Staff Responsible or Contract Staff is required.
- Contract Staff is used when contracted providers are not included in the agency staff list.
## Current Housing Setting

- Resides in own housing
- Resides in community-based congregate setting
- Resides in institution
- Resides in correctional facility
- Homeless—shelter, motel, hotel, car, couch hopping, on street
- Other
- Unknown

### SSIS Worker

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### Housing

- **Current Housing Setting:** Resides in own home
- **Housing Setting Detail:** With immediate family
- **Housing Setting Description:** Living with parents
- **Imminent Risk of Homelessness:** No
- **Housing Goal:** Wanting or planning to move from current living environment
- **Informed Choice Decision:** Yes – relocation goal with assistance is needed/preferred

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Housing Setting Detail

- Resides in own housing
  - Alone
  - With immediate family
  - With extended family
  - With friends
- Resides in community-based congregate setting
  - Board & Lodge
  - Community residential/Corporate foster care
  - Family foster care
  - Housing with services
- Resides in institution
  - Hospital
  - ICF
  - Nursing Facility, including Board & Care
  - Regional treatment center
  - Other time-limited treatment program
- Homeless
  - Chronically homeless/long-term homeless
  - Other (include Description) and Unknown are options for all

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### Housing Goal & Informed Choice Decision

#### Wanting or planning to move from current living environment
- Yes - relocation goal with assistance is in current plan.
- Yes - relocation goal with assistance is in current plan and alternative supports needed to address concerns/barriers.
- Yes - relocation goal with assistance is needed/preferred.
- Yes - relocation goal without assistance is preferred.
- No – deciding to not seek alternative housing in coming year; suspend search effort; no longer a goal to move

#### Not wanting or planning to move from current environment
- Yes – would like to begin process for finding an alternative living environment and needs assistance.
- Yes – would like to begin process for finding an alternative living environment; prefers to do on own or with family/friends.
- Yes – willing to learn more about options or process before they decide about moving.
- No – is not interested in moving; would like to work on resolving concerns.
- No – is not interested in moving; wants to continue to live where they are.

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### Housing

- **Reporting Period:** Jul 2018 – Dec 2018
- **Collection Date:** MM/DD/YYYY
- **Staff Responsible:** Smith, Sally
- **Current Housing Setting:** Resides in own home
- **Housing Setting Detail:** With immediate family
- **Housing Setting Description:** Living with parents
- **Imminent Risk of Homelessness:** Yes
- **Housing Goal:** Wanting or planning to move from current living environment
- **Informed Choice Decision:** Yes – relocation goal with assistance needed/preferred

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Housing Preferences/Needs is required when Housing Goal is “Wanting or planning to move from current living environment”

- None
- Prefers not to share
- Accessibility to home and all areas of home
- Accommodates desired routines and preferred schedule
- Accommodates my cultural preferences or needs
- Alcohol and/or tobacco use
- Availability of public transportation
- Have a pet
- Location - concerns for personal safety
- Location - to family/friends
- Location - to leisure/entertainment activities
- Location - to shopping, school, doctors, etc.
- Location - to work or jobs
- Own apartment/home
- Roommate(s)
- Space/room for caregiver
- Other (Include Description)
- Unknown
Barriers to Moving

Barriers to Moving is required when Housing Goal is “Wanting or planning to move from current living environment”

- None
- Can’t meet income requirements
- Concerns for health & safety by legal rep/team
- Credit history
- Criminal history
- Drug/alcohol use
- History of evictions or Unlawful Detainers
- Lack of affordable housing
- Lack of rental history
- Needs housing access assistance
- Personal safety concerns related to available locations
- Security deposit/first-month’s rent
- Tobacco use
- Transportation access / public transportation
- Other (Include Description)
Employment Outcomes

The Employment Outcomes screen gives workers the ability to create and maintain employment status, type, goal, satisfaction and barriers.
## Employment Screen Fields

<table>
<thead>
<tr>
<th>Label</th>
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<tbody>
<tr>
<td>Reporting Period</td>
<td>The employment questions are to be collected once every six month reporting period.</td>
</tr>
<tr>
<td></td>
<td>- Jan-Jun</td>
</tr>
<tr>
<td></td>
<td>- Jul-Dec</td>
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</tr>
<tr>
<td>Employment Status</td>
<td>Status of employment: looking for work, working, retired, etc.</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Type of employment: integrated job, facility-based, crew, etc.</td>
</tr>
<tr>
<td>Suppemental Information</td>
<td>In school, Retired</td>
</tr>
<tr>
<td>Supplemental Other</td>
<td>Free form text to describe the person’s supplemental information especially when “Other” is selected for “Supplemental Information”</td>
</tr>
<tr>
<td>Work Hours</td>
<td>Full-time or Part-time</td>
</tr>
<tr>
<td>Self-employed?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Satisfaction with Work Hours</td>
<td>Satisfaction rating regarding work hours: satisfied, dissatisfied or neither</td>
</tr>
<tr>
<td>Satisfaction with Work Pay</td>
<td>Satisfaction rating regarding work pay: satisfied, dissatisfied or neither</td>
</tr>
<tr>
<td>Satisfaction with Type of Work</td>
<td>Satisfaction rating regarding type of work: satisfied, dissatisfied or neither</td>
</tr>
<tr>
<td>Informed Choice Decision</td>
<td>Detail to describe the person’s employment goal</td>
</tr>
<tr>
<td>Barriers to Employment</td>
<td>Concerns or perceived barriers in exploring competitive work options</td>
</tr>
<tr>
<td>Barriers to Employment</td>
<td>Free form text to describe the person’s barriers to employment especially when “Other” is selected for “Barriers to Employment”</td>
</tr>
</tbody>
</table>
Employment Status

- Not working or looking for work
- Looking for work; not currently working; unemployed
- Working
- Unknown
If Employment Status is “Working”, Employment Type is required.

- Employed in a competitive, integrated job
- Center or facility-based employment
- Crew/enclave/group employment
### Supplemental Information

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<tr>
<th>Reporting Period</th>
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<th>Employment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-Dec 2017</td>
<td>Working</td>
<td>Employed in a competitive, integrated job</td>
</tr>
</tbody>
</table>

#### Employment Status:
- Working

#### Employment Type:
- Employed in a competitive, integrated job

#### Supplemental Information:
- In school

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- Disabled
- Homemaker
- Hospital patient or resident of other institution
- Retired
- Student
- Not applicable
- Other (Include Description)
- Unknown
Work Hours

If Employment Status is "Working", Work Hours is required.

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Employment Status: Working

Employment Type: Employed in a competitive, integrated job

Supplemental Information: In school

Supplemental Other:

Work Hours: Full-time

Self-employed?: Yes

Satisfaction with Work Hours: Satisfied

Satisfaction with Work Pay: Not satisfied

Satisfaction with Type of Work: Satisfied

Informed Choice Decision: Yes, currently working in a competitive job and interested in exploring other competitive options
Self-employed?

If Employment Type is “Employed in a competitive, integrated job”, Self-employed is required

- Yes
- No

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Satisfaction with Work Hours, Pay and Type of Work

If Employment Status is “Working”, Satisfaction with Work Hours, Pay and Type of Work is required

- Dissatisfied
- Satisfied
- Neither dissatisfied of satisfied
Informed Choice Decision is required if Employment Status is...

- **Not working or looking for work**
  - Yes. Begin learning about competitive work. A final decision on the type of work may remain undecided at this stage but is willing to learn more and explore more option before deciding.
  - Yes. Start taking steps toward competitive employment. Start exploring or looking at work options.
  - No. Not interested at this time in working or exploring competitive work options.
  - No. Not interested in working at this time; prefer to explore day programs, volunteerism or other meaningful activities.
  - No. Prefer the day program, volunteering, or other activity already engaged in rather than employment.
Informed Choice Decision is required if Employment Status is...

- Looking for work; not currently working; unemployed
  - Yes. Recently decided to start exploring or looking for a competitive job.
  - Yes. Recently decided to start exploring non-competitive work options.
  - Yes. In process of learning about, exploring, or searching job options.
Informed Choice Decision

Informed Choice Decision is required if Employment Status is...

- Working
  - Yes. Currently working in non-competitive job and interested in exploring competitive.
  - Yes. Currently working in competitive job and interested in exploring other competitive options.
  - Yes. Currently working in competitive job and seeking no changes.
  - Yes. Currently working in non-competitive job and seeking no changes.
Barriers to Employment

Decision is “Currently working in a non-competitive job and …Interested in exploring competitive options or seeking no changes

- None
- Chooses not to answer
- Retired/approaching retirement
- Impact on disability benefits
- Transportation
- Safety or vulnerability in the community
- Lack of service, supports or resources
- Intermittent health crisis or needs
- Limited skills
- Limited experiences with work; uncertainty about what is possible
- Impact on caregivers
- Criminal history
- Unstable housing
- No longer interested in work due to negative experiences
- Other
- Unknown
Questions ?