

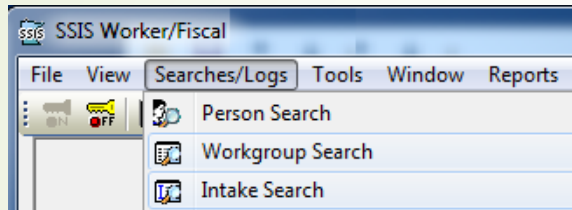


# Housing and Employment Service Outcomes

In the SSIS Social Services Information System

# Access

## Main Menu



## Toolbar

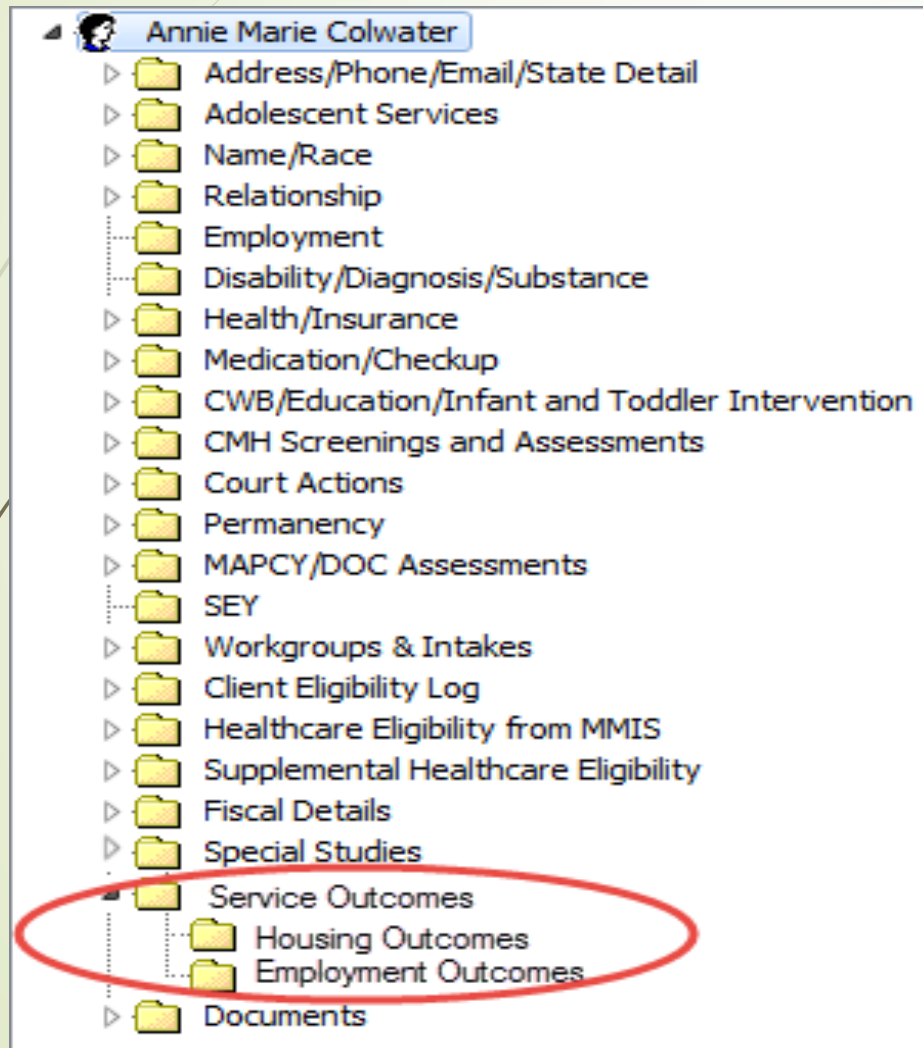


## Task Panel



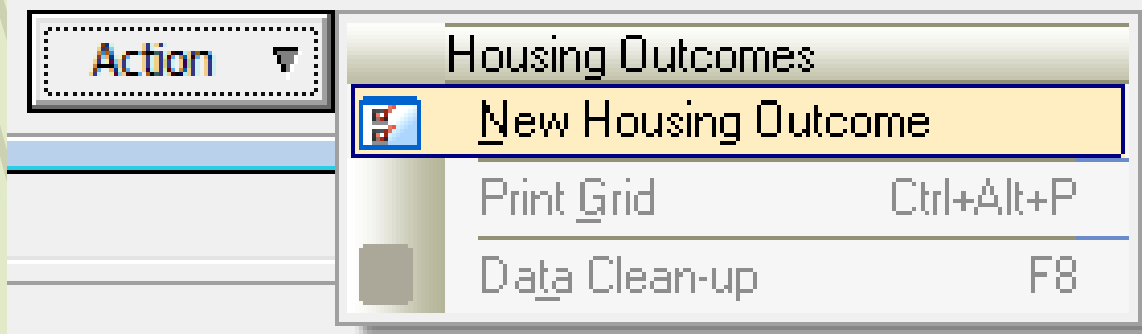
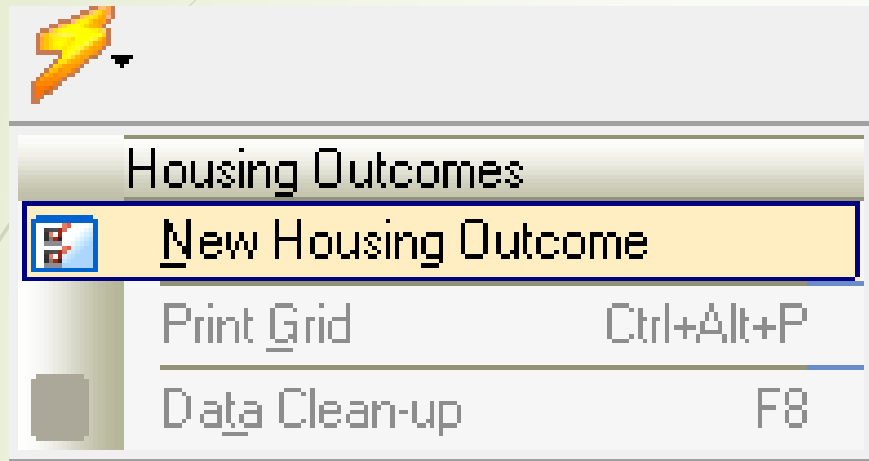
- ▶ The Housing and Employment Service Outcomes folder is presented under the Person folder in SSIS
- ▶ Navigate to the Person folder using Person Search, Intake Search or Workgroup Search
- ▶ Search can be launched from the Main Menu, Toolbar or Task Panel

# Security



- ▶ 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.

Reporting Period	Collection Date	Current Housing Setting	Housing Goal
Jul 2018 – Dec 2018	MM/DD/YYYY	Resides in own home	Wanting or planning to move

**Housing**

Reporting Period: Jul 2018 – Dec 2018

Collection Date: MM/DD/YYYY

Staff Responsible: Smith, Sally

Contract Staff:

Current Housing Setting: Resides in own home

Housing Setting Detail: With immediate family

Housing Setting Description: Living with parents

Imminent Risk of Homelessness:  Yes  No

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

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

Preferences/Needs:

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

Preferences/Needs Description: Would prefer secure entry to building

Barriers to Moving

- 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

Barriers to Moving Description:

Action

# Housing Outcomes

- The Housing Outcomes screen gives workers the ability to create and maintain housing status, goal, choice, barriers and preferences/needs.

# Housing Screen Fields

Label	Description
Reporting Period	The housing questions are to be collected once every six month reporting period. <ul style="list-style-type: none"> <li>• Jan-Jun</li> <li>• Jul-Dec</li> </ul>
Collection Date	Date the client answers were collected
Staff Responsible	Staff responsible for asking the housing questions
Contract Staff	External contracted staff responsible for asking employment questions
Current Housing Setting	Setting that best describes the person's current housing
Housing Setting Detail	Further detail to describe the person's current housing
Housing Setting Description	Free form text to describe the person's current housing especially when "Other" is selected for "Current Housing Setting" or "Housing Setting Detail"
Imminent Risk of Homelessness?	Not currently homeless, but could if services and support are not provided
Housing Goal	The person's desire to move or not from current housing
Informed Choice Decision	Further detail to describe the person's housing goal
Preferences/Needs	The reasons why a setting would be likable or requirements for the setting to be acceptable.
Preferences/Needs Description	Free form text to describe the person's preferences or needs especially when "Other" is selected for "Preferences/Needs"
Barriers to Moving	Obstacles that may prevent the person from moving
Barriers to Moving Description	Free form text to describe the person's barriers to moving especially when "Other" is selected for "Barriers to Moving"

SSIS Worker			
Reporting Period	Collection Date	Current Housing Setting	Housing Goal
Jul 2018 – Dec 2018	MM/DD/YYYY	Resides in own home	Wanting or planning to move

**Housing**

Reporting Period: Jul 2018 – Dec 2018

Collection Date: MM/DD/YYYY

Staff Responsible: Smith, Sally

Contract Staff:

Current Housing Setting: Resides in own home

Housing Setting Detail: With immediate family

Housing Setting Description: Living with parents

Imminent Risk of Homelessness:  Yes  No

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

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

# Reporting Period

- The Reporting Period dropdown options are current and two previous based on today's date
- Pre July 1, 2017 reporting periods are not options

SSIS Worker			
Reporting Period	Collection Date	Current Housing Setting	Housing Goal
Jul 2018 – Dec 2018	MM/DD/YYYY	Resides in own home	Wanting or planning to move

**Housing**

Reporting Period: Jul 2018 – Dec 2018

Collection Date: MM/DD/YYYY

Staff Responsible: Smith, Sally

Contract Staff:

Current Housing Setting: Resides in own home

Housing Setting Detail: With immediate family

Housing Setting Description: Living with parents

Imminent Risk of Homelessness:  Yes  No

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

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

# Collection Date

The Collection Date must be...

- within the Reporting Period
- on or after a person's 13<sup>th</sup> birthday

SSIS Worker			
Reporting Period	Collection Date	Current Housing Setting	Housing Goal
Jul 2018 – Dec 2018	MM/DD/YYYY	Resides in own home	Wanting or planning to move

**Housing**

Reporting Period: Jul 2018 – Dec 2018

Collection Date: MM/DD/YYYY

Staff Responsible: Smith, Sally

Contract Staff: [Empty Field]

Current Housing Setting: Resides in own home

Housing Setting Detail: With immediate family

Housing Setting Description: Living with parents

Imminent Risk of Homelessness:  Yes  No

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

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

# 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

SSIS Worker			
Reporting Period	Collection Date	Current Housing Setting	Housing Goal
Jul 2018 – Dec 2018	MM/DD/YYYY	Resides in own home	Wanting or planning to move

**Housing**

Reporting Period: Jul 2018 – Dec 2018

Collection Date: MM/DD/YYYY

Staff Responsible: Smith, Sally

Contract Staff:

Current Housing Setting: Resides in own home

Housing Setting Detail: With immediate family

Housing Setting Description: Living with parents

Imminent Risk of Homelessness:  Yes  No

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

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

- 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

# Housing Setting Detail

SSIS Worker			
Reporting Period	Collection Date	Current Housing Setting	Housing Goal
Jul 2018 – Dec 2018	MM/DD/YYYY	Resides in own home	Wanting or planning to move

**Housing**

Reporting Period: Jul 2018 – Dec 2018

Collection Date: MM/DD/YYYY

Staff Responsible: Smith, Sally

Contract Staff:

Current Housing Setting: Resides in own home

Housing Setting Detail: With immediate family

Housing Setting Description: Living with parents

Imminent Risk of Homelessness:  Yes  No

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

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

- **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

# Housing Goal & Informed Choice Decision

SSIS Worker			
Reporting Period	Collection Date	Current Housing Setting	Housing Goal
Jul 2018 – Dec 2018	MM/DD/YYYY	Resides in own home	Wanting or planning to move

**Housing**

Reporting Period: Jul 2018 – Dec 2018

Collection Date: MM/DD/YYYY

Staff Responsible: Smith, Sally

Contract Staff:

Current Housing Setting: Resides in own home

Housing Setting Detail: With immediate family

Housing Setting Description: Living with parents

Imminent Risk of Homelessness:  Yes  No

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

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

## 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.

# Housing Preferences/Needs

Preferences/Needs:

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

Preferences/Needs Description:

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)

## Barriers to Moving

- 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

Barriers to Moving Description:

SSIS Worker		
Reporting Period	Employment Status	Employment Type
Jul-Dec 2017	Working	Employed in a competitive, integrated job

5 **Employment**

Reporting Period: Jul-Dec 2017

Collection Date: MM/DD/YYYY

Staff Responsible:

Contract Staff:

Employment Status: Working

Employment Type: Employed in a competitive, integrated job

Supplemental Information: In school

Supplemental Other:

Work Hours: Full-time

Self-employed?:  Yes  No

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

Barriers to Employment

- 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

Barriers to Employment Description:

Action

# Employment Outcomes

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

# Employment Screen Fields

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Label	Description
Reporting Period	The employment questions are to be collected once every six month reporting period. <ul style="list-style-type: none"><li>• Jan-Jun</li><li>• Jul-Dec</li></ul>
Collection Date	Date the client answers were collected
Staff Responsible	Staff responsible for asking the employment questions
Contract Staff	External contracted staff responsible for asking employment questions
Employment Status	Status of employment: looking for work, working, retired, etc.
Employment Type	Type of employment: integrated job, facility-based, crew, etc.
Supplemental Information	In school, Retired
Supplemental Other	Free form text to describe the person's supplemental information especially when "Other" is selected for "Supplemental Information"
Work Hours	Full-time or Part-time
Self-employed?	Yes/No
Satisfaction with Work Hours	Satisfaction rating regarding work hours: satisfied, dissatisfied or neither
Satisfaction with Work Pay	Satisfaction rating regarding work pay: satisfied, dissatisfied or neither
Satisfaction with Type of Work	Satisfaction rating regarding type of work: satisfied, dissatisfied or neither
Informed Choice Decision	Detail to describe the person's employment goal
Barriers to Employment	Concerns or perceived barriers in exploring competitive work options
Barriers to Employment Description	Free form text to describe the person's barriers to employment especially when "Other" is selected for "Barriers to Employment"

# Employment Status

SSIS Worker		
Reporting Period	Employment Status	Employment Type
Jul-Dec 2017	Working	Employed in a competitive, integrated job

**Employment**

Reporting Period: Jul-Dec 2017

Collection Date: MM/DD/YYYY

Staff Responsible:

Contract Staff:

**Employment Status:** Working

Employment Type: Employed in a competitive, integrated job

Supplemental Information: In school

Supplemental Other:

Work Hours: Full-time

Self-employed?:  Yes  No

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

- Not working or looking for work
- Looking for work; not currently working; unemployed
- Working
- Unknown

# Employment Type

SSIS Worker		
Reporting Period	Employment Status	Employment Type
Jul-Dec 2017	Working	Employed in a competitive, integrated job

<b>Employment</b>	
Reporting Period:	Jul-Dec 2017
Collection Date:	MM/DD/YYYY
Staff Responsible:	
Contract Staff:	
Employment Status:	Working
Employment Type:	Employed in a competitive, integrated job
Supplemental Information:	In school
Supplemental Other:	
Work Hours:	Full-time
Self-employed?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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

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

SSIS Worker		
Reporting Period	Employment Status	Employment Type
Jul-Dec 2017	Working	Employed in a competitive, integrated job

**Employment**

Reporting Period: Jul-Dec 2017

Collection Date: MM/DD/YYYY

Staff Responsible:

Contract Staff:

Employment Status: Working

Employment Type: Employed in a competitive, integrated job

Supplemental Information: In school

Supplemental Other:

Work Hours: Full-time

Self-employed?:  Yes  No

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

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

# Work Hours

SSIS Worker		
Reporting Period	Employment Status	Employment Type
Jul-Dec 2017	Working	Employed in a competitive, integrated job

**Employment**

Reporting Period: Jul-Dec 2017

Collection Date: MM/DD/YYYY

Staff Responsible:

Contract Staff:

Employment Status: Working

Employment Type: Employed in a competitive, integrated job

Supplemental Information: In school

Supplemental Other:

**Work Hours: Full-time**

Self-employed?:  Yes  No

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

Employment Status  
 "Working", Work  
 Hours is required  
 Full-time  
 Part-time

# Self-employed?

SSIS Worker		
Reporting Period	Employment Status	Employment Type
Jul-Dec 2017	Working	Employed in a competitive, integrated job

**Employment**

Reporting Period: Jul-Dec 2017

Collection Date: MM/DD/YYYY

Staff Responsible:

Contract Staff:

Employment Status: Working

Employment Type: Employed in a competitive, integrated job

Supplemental Information: In school

Supplemental Other:

Work Hours: Full-time

Self-employed?:  Yes  No

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

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

➤ Yes

➤ No

# Satisfaction with Work Hours, Pay and Type of Work

SSIS Worker		
Reporting Period	Employment Status	Employment Type
Jul-Dec 2017	Working	Employed in a competitive, integrated job

**Employment**

Reporting Period: Jul-Dec 2017

Collection Date: MM/DD/YYYY

Staff Responsible:

Contract Staff:

Employment Status: Working

Employment Type: Employed in a competitive, integrated job

Supplemental Information: In school

Supplemental Other:

Work Hours: Full-time

Self-employed?:  Yes  No

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

**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

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## **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

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## **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

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## **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

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## Barriers to Employment

- 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

Barriers to Employment Description:

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 ?