Housing and Employment Service Outcomes
In the SSIS Social Services Information System

Access
- 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.

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

<table>
<thead>
<tr>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Period</td>
<td>The housing outcomes are to be updated once every six months starting July 2018.</td>
</tr>
<tr>
<td>Collection Date</td>
<td>Date the client answered survey collected.</td>
</tr>
<tr>
<td>Staff Responsible</td>
<td>Staff responsible for coding the housing outcome.</td>
</tr>
<tr>
<td>Contract Staff</td>
<td>Internal contracted staff responsible for coding employment.</td>
</tr>
<tr>
<td>Current Housing Setting</td>
<td>Setting that best describes the person’s current housing.</td>
</tr>
<tr>
<td>Housing Setting Details</td>
<td>Rather than describe the person’s current housing, this field is used to describe the person’s current housing.</td>
</tr>
<tr>
<td>Imminent Risk of Homelessness</td>
<td>Yes</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>The person’s desire to move or not from current housing.</td>
</tr>
<tr>
<td>Preferences/Needs</td>
<td>The reasons why a setting would be suitable or unsuitable for the person.</td>
</tr>
<tr>
<td>Preferences/Needs Description</td>
<td>The reasons why a setting would be suitable or unsuitable for the person.</td>
</tr>
<tr>
<td>Barriers to Housing</td>
<td>Only used when the client is planning to move.</td>
</tr>
<tr>
<td>Barriers to Housing Description</td>
<td>Only used when the client is planning to move.</td>
</tr>
</tbody>
</table>
**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.

**Collection Date**

The Collection Date must be...
- within the Reporting Period
- on or after a person's 13th birthday

**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
- Homeless—shelter, motel, hotel, car, couch hopping, on street
- Other
- Unknown

Housing Setting Detail

- Resident in own housing
  - Alone
  - With immediate family
  - With extended family
  - With friends
- Resident in community-based congregate setting
  - Board & Lodge
  - Community residential/Corporate foster care
  - Family foster care
  - Housing with services
- Resident in institution
  - Hospital
  - ICF
  - Nursing Facility, including Board & Care
  - Regional treatment center
  - Other time-limited treatment program
  - Homeless
  - Chronically homeless/long-term homeless
  - Other

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 to move.
  - No—interested in moving; would like to work on existing situations.
  - No—interested in moving; wants to continue to live where they are.
Housing Preferences/Needs

- None
- Prefers to share
- Accessibility to home and all areas of home
- Accommodation-related routines and preferred schedule
- Accommodation to cultural preferences or needs
- Alcohol and/or tobacco use
- Availability of public transportation
- Access to a pet
- Location - concerns for personal safety
- Location - to family/relatives
- 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

- 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
- Transportation access/public transportation
- Tobacco use
- 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>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Status</td>
<td>Not working or looking for work</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Working</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Looking for work; not currently working; unemployed</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Employed in a competitive, integrated job</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Working</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Center or facility-based employment</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Unknown</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Crew/enclave/group employment</td>
</tr>
</tbody>
</table>

Employment Status

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

Employment Type

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

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

Work Hours

- Full-time
- Part-time

Self-employed?

- Yes
- No
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 or satisfied

Informed Choice Decision

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

- Not working or looking for work
  - 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.

- Looking for work; not currently working; unemployed
  - Yes. Recently decided to start exploring or looking for a competitive job.
  - No. In process of learning about, exploring, or searching job options.

Informed Choice Decision

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

- None
- Chooses not to answer
- Retired/approaching retirement
- Impact on disability benefits
- Transportation
- Safety or vulnerability in the community
- Lack of service, support 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?