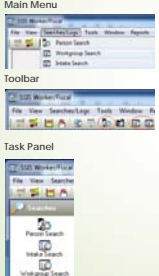


Housing and Employment Service Outcomes

In the SSIS Social Services Information System

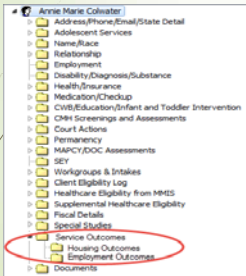
2 Access



- 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

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3 Security

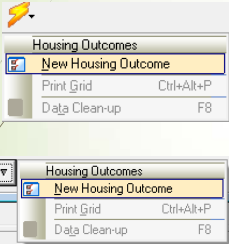


- The Housing and Employment Service Outcomes folder is presented under the Person folder in SSIS
- The security function "Access Service Outcomes" is required in a Staff's Role in the SSIS Administration tool to have access to the folder
- Agencies determine which staff has access to the folder

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Creating a new Service Outcome

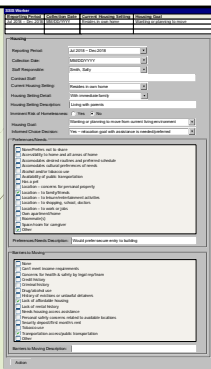


- A new Housing or Employment Outcome screen is created from the Action Menu on the Toolbar or Action Button
- The option to create a new Employment screen is only available for a person in an open CMH Children's Mental Health, AMH Adult Mental Health or DD Developmental Disabilities assessment or case management workgroup.

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Housing Outcomes



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

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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"> • Jan-Jun • Jul-Dec
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"

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Reporting Period

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
Inherent Risk of Homelessness	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Housing Goal	Wanting or planning to move from current living environment
Informed Choice Decision	Yes - relocation goal with assistance is needed/preferred

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

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Collection Date

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
Inherent Risk of Homelessness	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Housing Goal	Wanting or planning to move from current living environment
Informed Choice Decision	Yes - relocation goal with assistance is needed/preferred

The Collection Date must be...

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

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Staff

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
Inherent Risk of Homelessness	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Housing Goal	Wanting or planning to move from current living environment
Informed Choice Decision	Yes - relocation goal with assistance is needed/preferred

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

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Supplemental Information

Reporting Period	Employment Status	Employment Type
12-Oct-2017	Working	Employed in a competitive, integrated job

Employment	
Reporting Period	Jan-Dec-2017
Collection Date	MMDDYYYY
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="checkbox"/> Yes <input checked="" type="checkbox"/> 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

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Work Hours

Reporting Period	Employment Status	Employment Type
12-Oct-2017	Working	Employed in a competitive, integrated job

Employment	
Reporting Period	Jan-Dec-2017
Collection Date	MMDDYYYY
Staff Responsible	
Contract Staff	
Employment Status	Working
Employment Type	Employed in a competitive, integrated job
Supplemental Information	In school
Supplemental Other	
Work Hours	Part-time
Self-employed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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

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Self-employed?

Reporting Period	Employment Status	Employment Type
12-Oct-2017	Working	Employed in a competitive, integrated job

Employment	
Reporting Period	Jan-Dec-2017
Collection Date	MMDDYYYY
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="checkbox"/> Yes <input checked="" type="checkbox"/> 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

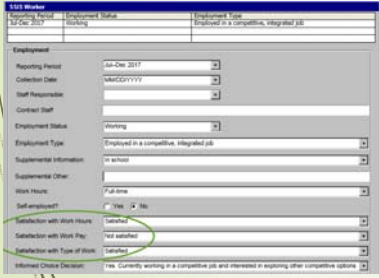
If Employment Type
 is "Employed in a
 competitive,
 integrated job", Self-
 employed is
 required

- Yes
- No

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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

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Informed Choice Decision

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.

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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.

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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.

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Barriers to Employment

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Decision is "Currently working in a non-competitive job and ... Interested in exploring competitive options or 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, 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: _____

- 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

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Questions ?

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