

Self-Sufficiency Progress Reporting

Instructions for Completing the Reporting Form

The Self-Sufficiency Progress Reporting (SSPR) Form must be completed periodically for each IOR Case participating in the Refugee Self-Sufficiency Project (Wilson-Fish) and enrolled in Initial Case Management. *At a minimum*, the SSPR Form must be completed according to the following timetable:

- Initial assessment will be completed at the time of enrollment in Initial CM;
- Progress reports will be completed at approximately three, six and eight months after enrollment;
- Additional progress reports will be completed approximately every 60 days thereafter until the case is closed;
- A final assessment will be completed at the time the case is recommended for closure by the case manager and subsequently approved for closure by the case management supervisor.

At each assessment point, the case manager should make an objective evaluation of the status of the case in relation to the family unit's ability to function independently of the agency's services. If the IOR Case is part of a larger household (i.e., living with another IOR Case under the same Master Link Name), consider the household as a whole when assessing the self-sufficiency of the case.

FILLING OUT THE FORM: (1) Enter the IOR Case Name and IOR Case Number at the top of the form; (2) for each sub-category on the form (Example: Within the Basic Needs category, sub-categories are Food, Shelter and Transportation), indicate whether the status of the IOR Case is best described by the definition provided for "Stable," "Self-Sufficient," or "Thriving." If the case status does not meet the minimum definition of "Stable," select "At Risk."

NOTE: Three sub-categories on the Progress Reporting Form have an additional option of "Not Applicable" on the status drop-down list (Employment, Public Schools and Child Welfare). If an IOR Case has no family member enrolled in employment services because of exemption, it is correct to select "Not Applicable" for the sub-category of Employment. Similarly, if an IOR Case has no school age children, it is correct to select "Not Applicable" for the sub-category of Public Schools; and if a case has no children at all, it is correct to select "Not Applicable" for the sub-category of Child Welfare.

Indicate status by selecting from the drop-down list; (3) in the Comments column, enter comments that are needed to clarify or add detail to the assessed status for each sub-category, as necessary; (4) add comments in the Summary Comments section, as necessary, to provide any information that clarifies the progress of the case toward self-sufficiency; (5) indicate whether or not the case is being recommended for closure by placing an "X" in the appropriate check box below the Summary Comments section; (6) sign and date the form.

RECOMMENDATION FOR CASE CLOSURE: When an IOR Case is being recommended for Initial Case Management closure, the case manager will indicate this intent by placing an "X" in the check box labeled "This IOR Case is being recommended for closure," signing and dating the form and routing it to the case management supervisor for review and approval.

NOTE: If, at the time the IOR Case is being recommended for closure, the status selected for *any* sub-category is "At Risk" or "Not Applicable," a comment is required in the Comments column on right-hand side of the form.

If any individuals within the IOR Case are being referred for enrollment in Extended Case Management services because of a need for additional time-limited, targeted services, include their names in the section immediately below the signature lines.

If the case management supervisor agrees with the recommendation for case closure and for transferring the selected individuals to Extended Case Management, the supervisor will sign and date the form.

CASE FILE MAINTENANCE: The initial assessment, all progress reports and the final assessment will be printed, signed and kept in the case file.