



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT  
One Capitol Hill  
Providence, RI 02908

**M E M O R A N D U M**

**TO: Consolidated Homeless Fund Providers**

**FR: Caitlin Frumerie**  
**Office of Housing and Community Development**

**DA: Thursday, December 29, 2011**

**RE: Self Sufficiency Matrix Procedures and Form**

Attached to this memo you will a copy of the new Self Sufficiency Matrix for the Consolidated Homeless Fund Partnership. As indicated in your provider's contract with the Partnership, all CHF Providers are required to utilize and track client results Self Sufficiency for all adult household members receiving services and/or housing under this grant, starting January 1<sup>st</sup>, 2012.

Below you will find a series of questions and answers regarding the new matrix. Please feel free to contact our office with any additional issues.

**Which Program Participants will be required to be tracked?**

Starting **January 1<sup>st</sup>, 2012** all CHF providers will begin utilizing the matrix for all ADULT clients who:

- Have been engaged in an ongoing service (Case management, etc) or stayed at a CHF shelter/housing site for THREE (3) consecutive nights.\*

AND/OR

- Have been engaged in an ongoing service (Case management, etc) or stayed at a CHF shelter/housing site for FOUR (4) or more days/nights in a month.\*

*\*Note: Ongoing Services are defined as an ongoing interaction with a case manager, advocate, or triage worker with the purposes of providing counseling, service referrals, etc. For the purposes of tracking the SSOM, clients who receive basic needs assistance ONLY (no case management, triage, etc) are not required to be tracked with a SSOM (Basic need ONLY assistance includes: utilization of transportation products, day center entry (no services utilized), showers, meals, etc.).*

### **When will this data need to be collected?**

Data for the self sufficiency matrix shall be collected at program entry/exit and at a minimum of 6-month intervals. Agencies may collect data more frequently, if desired.

### **How will this data be collected for clients currently in the system?**

In order to allow time for data collection on clients presently in the system, CHF providers will have until **February 29<sup>th</sup>, 2012** to enter the data on all current clients. Please feel free to contact our office if any assistance is needed, as our staff is happy to offer any resources available to meet this deadline

When collecting data from clients who are currently in the system and may have entered the program months ago, the characteristics for their “Entry” matrix shall not be “back dated” and should be based on the client’s current situation. We understand that this data may not have been available when this client was first entered into the program, so providers are not expected to recall the clients situation upon the actual program entry.

### **How many Self Sufficiency Matrixes will a client have?**

There shall be only ONE (1) Self Sufficiency matrix per client which will cover the entire period in which a client is involved in the HOMELESS SYSTEM (entered in HMIS). If a client has multiple PROGRAM entries and exits, the SSOM data collected at these points will typically be characterized as interim, (with the SSOM Entry having already taken place and the SSOM Exit not having occurred yet, as the client has not exited the HOMELESS SYSTEM).

HMIS will keep a log of the progression of SSOM, showing each agency’s transactions as list.

### **How will this data be collected for clients receiving services from more than one provider?**

When a client first meets the SSOM data collection requirements (minimum 3 nights stay or 4 times in month), the provider will create an “entry” SSOM for the client, completing follow-up and final updates as time goes along.

If during this time the client utilizes a different service that meets the SSOM requirements listed above (or changes programs), the new provider serving the client would just add a new “Interim” SSOM. An exit SSOM will ONLY be completed when the client has left the HMIS system (not just a program). A few examples of SSOM histories are listed on the next page:

**John Smith (Shelter Stay ONLY)**

Entry – 1/1/2012	Main St Shelter and Supportive Services
Interim – 7/1/2012	Main St Shelter and Supportive Services
Exit – 9/1/2012	Main St Shelter and Supportive Services

\*Client exited to Permanent Housing on 9/1/2012

**Jane Smith (Shelter and CM provided by different agencies)**

Entry – 1/1/2012	Main St Shelter and Supportive Services
Interim – 7/1/2012	Main St Shelter and Supportive Services
Interim – 8/1/2012	Way Home Case Management Services
Interim – 1/1/2013	Main St Shelter and Supportive Services
Interim – 2/1/2013	Way Home Case Management Services
Interim – 3/1/2013	Main St Shelter and Supportive Services
Exit – 8/1/2013	Way Home Case Management Services

\*Client exited from shelter to Permanent Housing on 3/1/2013 and will receive follow-up cm for 5 months afterwards from Way Home Case Management.

**Who should I contact if I have additional questions?**

Caitlin Frumerie, 222-5778 or [Caitlin.Frumerie@doa.ri.gov](mailto:Caitlin.Frumerie@doa.ri.gov)

Darlene Price, 222-4892 or [Darlene.Price@doa.ri.gov](mailto:Darlene.Price@doa.ri.gov)