OHCS 6 Month Follow-Up and Housing Outcomes Sub-Assessment
Key Points About the 6 Month Follow Up

• Follow Ups are to be completed six months after a client exits the program into Permanent Housing.

• The client must have an exit date to complete the six month Follow Up assessment.

• The Follow Up is the basis for the Permanent Housing Retention Rate, which is an annual performance measure required for all OHCS-funded projects.

• This report is run on the State Fiscal Year
Permanent Housing Retention Update

• OHCS will now be collecting the Permanent Housing Retention Rate for Veterans for all OHCS-funded projects.
• This will not entail additional data collection or reporting efforts
  • Veteran status is a HUD UDE and is already being collected
  • 6 Month Follow-Ups are to be conducted on all OHCS-funded projects
  • The Permanent Housing Retention report has been updated to include a tab for Veterans
Getting Started

- You have options on how you’d like to remind yourself to conduct the 6 month follow-up
  - Option 1: You can add a Goal
  - Option 2: You can add a Follow-Up Review when you exit a client
  - Option 3: Come up with your own system to ensure that a follow-up is completed and the Housing Outcomes Sub-Assessment is used to collect the data

- Instruction for Option 1 and Option 2 follow. Option 3 is up to your own discretion, provided the Housing Outcomes Sub-Assessment is completed for all appropriate exits
Option 1: Set a Goal

• To set a Goal - select the client that needs the Follow Up
• Once you are in the client profile, click on the Case Plans tab
• Within that tab, click on Add Goal
• This will generate a pop-up that needs to be filled out
Option 1: Set a Goal (Continued)

- For Classification, you will select Follow-Up
- For Type you will select 6-Month Follow Up
- Target Date should be set for 6 months out
- Overall Status should be In Progress
Option 1: Set a Goal (Continued)

- Projected Follow Up is for 6 months out
- Once you have set the Goal, you will see a Follow Up List in your User Dashboard
- When a Goal becomes due, click on the Client ID
- Continue to Slide 10
Option 2: Set a Follow Up Review at Client Exit

• In the Client Profile tab, click on the Entry/Exit tab; click on Follow Ups
• Click Add Follow Up Review
• This will generate a pop-up that needs to be filled out
Option 2: Set a Follow Up Review at Client Exit

- In the pop-up, set Follow Up Review Type at 6 month Review
- Set Review Date at 6 months from the Exit Date
- Click Save & Continue
- Continue to slide 10
Completing the Follow Up

• With either Option 1 or Option 2, complete the steps below when the follow-up is due. Once the follow-up data is input and saved, you have two options for completing the Housing Outcomes Sub-Assessment.
Options for Accessing the Housing Outcomes Sub-Assessment

- You can access the Housing Outcomes Sub-Assessment in two ways*
- You can access it via the dropdown in the Assessments tab; you will select Housing Outcomes
- You can access it via the Entry/Exit tab
- Click on the Follow-Ups icon for the 6 Month Review – if you have set a review as per Option 2, click on the edit pencil next to that follow-up
  - Click Add Follow-Up Review
  - For Review Type select 6 month
  - Click Add on the Housing Placement and Retention Outcomes

*While you currently have two ways to access the sub-assessment, in the future you will be required to access it from the Entry/Exit tab
Completing the Sub-Assessment

• For this, the Reporting Program should be OHCS Housing Outcomes*
• You need to fill out the following fields:
  • End of Subsidy Date – the exit date
  • What event triggered – End of Subsidy/Exit
  • Follow-Up Interval – 6 months
  • Follow-Up Due Date – Repeat of Review Date
  • Actual Follow-Up Date – when the follow-up occurred
  • Follow-Up Status – were you able to contact client or verifiable source
  • Is Client still in Housing – Yes/No
• Once that data is input, click Save

*This sub-assessment may be used for other projects. The information in this document is specific to the OHCS 6 Month Follow-Up
Final Steps

• If you selected Option 2, you are done once you click Save
• For Option 1, you still need to close out the Goal
• To close out the Goal, click on the Home Module
  • Click on the Goal for the client that you just assessed
• You can fill in as much data about the Goal as you wish for your own tracking purposes
• However, in order to close out the Goal, you will only need change the Overall Status from In Progress, to Closed
• Once you have input all of the data that you wish, click Save & Exit
• The Goal will no longer appear in your user dashboard