

Self-Sufficiency Matrix Guidance for Adult Community Clinical Services Providers

Developed through a partnership of the Department of Mental Health
and the Association for Behavioral Healthcare

Adapted from the
LifeWorks Self-Sufficiency Matrix User Manual
<http://www.lifeworksaustin.org>.

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Self-Sufficiency Matrix

Person Served Name:

Date of Birth:

Date Completed:

Domain	1	2	3	4	5	Score	Participant goal?	Guidance
Housing	Homeless or threatened with eviction.	In transitional, temporary or substandard housing; and/or current rent/mortgage payment is unaffordable (over 30% of total income).	In stable housing that is safe but only marginally adequate.	Household is in safe, adequate subsidized housing.	Household is safe, adequate unsubsidized housing.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● If in a GLE/SIE, assess as 2. ● If have DMH Rental Assistance, assess as 3. There is no distinction between sponsor- or tenant-based subsidies for scoring purposes. ● Other subsidies should be scored as a 4.
Employment N/A <input type="checkbox"/>	No job.	Temporary, part-time or seasonal; inadequate pay, no benefits.	Employed full time; inadequate pay; few or no benefits.	Employed full time with adequate pay and benefits.	Maintains permanent employment with adequate income and benefits.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● Retired = N/A. ● Volunteer activity = 1. ● Based on what doing, not skill/ability. ● 5 describes holding a job position for a minimum of 3 months with expectation of keeping that job.
Income	No income.	Inadequate income and/or spontaneous/inappropriate spending.	Can meet basic needs with subsidy; appropriate spending.	Can meet basic needs without assistance.	Income is sufficient, well managed; has discretionary income and is able to save.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● If the client has a Rep Payee, score as 2. ● If the client has a Rep Payee but demonstrates skills to manage income with appropriate spending, score as 3.

Domain	1	2	3	4	5	Score	Participant goal?	Guidance
Food	No food or means to prepare it. Relies to a significant degree on other sources of free or low-cost food.	Household receives SNAP.	Can meet basic food needs, but requires occasional assistance.	Can meet basic food needs without assistance.	Can choose to purchase any food household desires.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● If in a GLE and applying for SNAP, assess as 1. ● If in a GLE and receiving SNAP, assess as 2. ● Ability to cook and make informed decisions about nutrition choices is assessed in Life Skills.
Childcare N/A <input type="checkbox"/>	Needs childcare, but none is available/ accessible and/or child is not eligible.	Childcare is unreliable or unaffordable, inadequate supervision is a problem for childcare that is available.	Affordable subsidized childcare is available, but limited.	Reliable, affordable childcare is available, no need for subsidies.	Able to select quality childcare of choice.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● This category is considered a Dependent Care category, including any client with responsibility for a dependent, i.e., child, parent, spouse/partner, relative, etc.. ● Need for childcare is driven by the family's self-identified need for childcare, not necessarily the age of the child. ● Consider pets in relationship to this category if it relates to work, educational and housing opportunities.
Children's Education	One or more school-aged children not enrolled in school.	One or more school-aged children enrolled in school, but not attending	Enrolled in school, but one or more children only occasionally	Enrolled in school and attending classes most of the time.	All school-aged children enrolled and attending on a regular basis.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● If there is an active CRA (Child Requiring Assistance) (formerly CHINs) with the Court based on the child(ren)

N/A <input type="checkbox"/>		classes.	attending classes.					<p>not attending school, score as appropriate to school enrollment and attendance.</p> <ul style="list-style-type: none"> ● If the client has more than one child, the client's score should be based on the child who is struggling the most.
Adult Education	No high school diploma/ GED/HiSET and is not enrolled in HS or GED/HiSET program that are serious barriers to employment.	No high school diploma/ GED/HiSET but client is <u>enrolled</u> in HS or GED/HiSET program.	Client has high school diploma/GED/HiSET but is not seeking additional education/training to benefit employment.	Client has HS diploma/GED/HiSET <u>and</u> is seeking additional education/training to benefit employment.	Client has completed additional education/training beyond HS diploma/GED/HiSET (and is in a position where client is employable).		<input type="checkbox"/>	<ul style="list-style-type: none"> ● Clients with Limited English Proficiency (LEP) who are <u>not</u> enrolled in ESL/ESOL, score as 1. ● Clients with LEP who are enrolled in ESL/ESOL, score as 2. ● Clients who may have a HS Diploma or GED/HiSET but need more literacy training for employment score as 4.
Healthcare Coverage	No medical coverage with immediate need.	No medical coverage and great difficulty accessing medical care when needed. Some household members may be in poor health.	Some members (e.g., children) have medical coverage.	All members can get medical care when needed, but may strain budget.	All members are covered by affordable, adequate health insurance.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● If the client is living in a GLE/SIE, the scoring is particular to the <u>client</u>. ● The health coverage status of other individuals in the GLE/SIE do not fit within "household" in this domain. ● Transportation is not considered here as it is covered in Mobility. ● Dental coverage is part of the consideration.

Domain	1	2	3	4	5	Score	Participant goal?	Guidance
Life Skills	Unable to meet basic needs such as hygiene, food, activities of daily living.	Can meet a few but not all needs of daily living without assistance.	Can meet most but not all daily living needs without assistance.	Able to meet all basic needs of daily living without assistance.	Able to provide beyond basic needs of daily living for self and family.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● This is a global score in which complex life skills are prioritized. ● Unable to complete basic life skills which are likely to result in consequences in other life domains such as putting a person's health and safety at risk, score as 1. ● Able to meet basic needs with assistance; health and safety is not at imminent risk, score as 2. ● Able to complete basic needs but <u>may</u> need assistance with more complex activities such as household shopping, problem solving, laundry, housekeeping, medication management, etc., score as 3. ● Actively working to develop skills in more complex activities, score as 4. ● Able to complete all basic and some complex life skills

								<p>without assistance, score as 5.</p> <ul style="list-style-type: none"> ● Skills to be considered in this category, include, but are not limited to: <ul style="list-style-type: none"> - Housekeeping/laundry - Grocery shopping/food preparation - Personal care skills - Problem solving skills - Time management - Money management - Medication management - Accessing transportation.
Family/Social Relations	Lack of necessary support from family or friends; abuse (DV, child) is present or there is child neglect.	Family/friends may be supportive, but lack ability or resources to help; family members offer negative support; potential for abuse, neglect or severed relations.	Some support from family/friends; family members acknowledge and seek to change negative behaviors; are learning to communicate and support.	Strong support from family or friends. Household members support each other's efforts.	Has healthy /expanding support network; household is stable and communication is consistently open.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● In scoring this domain, consider the following: <ul style="list-style-type: none"> - Family Relationships (directed at the exclusive well-being of the person served) - Peer/person support network - Social/interpersonal skills. ● If the client is in a relationship that involves violence or abuse, score as 1, even if the client has other relationships that are positive.

Domain	1	2	3	4	5	Score	Participant goal?	Guidance
Mobility	No access to transportation, public or private; may have car that is inoperable.	Transportation is available, but unreliable, unpredictable, unaffordable; may have car but no insurance, license, etc.	Transportation is available and reliable, but limited and/or inconvenient; drivers are licensed and minimally insured.	Transportation is generally accessible to meet basic travel needs.	Transportation is readily available and affordable; car is adequately insured.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● This is <u>not</u> a measure of the provider’s capacity to deliver transportation supports. ● A client’s skill in accessing transportation is addressed under the Life Skills domain. ● If a client is in a GLE/SIE, the scoring reflects the client’s access to transportation as available outside the GLE/SIE . ● The availability of ADA-accessible transportation, including PT-1 and The Ride, when needed, is a consideration. ● Uber, Lyft and other ride sharing services are considered. The affordability of these options for the client is a factor.

Domain	1	2	3	4	5	Score	Participant goal?	Guidance
Community Involvement	Not applicable due to crisis situation; in “survival” mode.	Socially isolated and/or no social skills and/or lacks motivation to become involved.	Lacks knowledge of ways to become involved.	Some community involvement (advisory group, support group) but has barriers such as transportation, childcare issues.	Actively involved in community.		<input type="checkbox"/>	<ul style="list-style-type: none"> • Employment is one of many ways in which a client can be actively involved in the community. • Depending on the client’s perspective, participation in a virtual community is scored as a 4 or 5 rating. • A client that has the skill sets to engage in the community in structured ways, but elects not to, is scored as a 3 in this domain.
Parenting Skills N/A <input type="checkbox"/>	There are safety concerns regarding parenting skills.	Parenting skills are minimal.	Parenting skills are apparent but not adequate.	Parenting skills are adequate.	Parenting skills are well developed.		<input type="checkbox"/>	<ul style="list-style-type: none"> • Self-explanatory
Legal	Current outstanding warrants.	Current charges/trial pending, noncompliance with probation/parole.	Fully compliant with probation/parole terms.	Has successfully completed probation/parole within past 12 months, no new charges filed.	No active criminal justice involvement in more than 12 months and/or no felony criminal history.		<input type="checkbox"/>	<ul style="list-style-type: none"> • Immigration status can be a risk factor for legal involvement and is considered in this domain. • In assessing non/compliance, participation terms of specialty courts such as Drug and Mental Health Courts is considered.

								<ul style="list-style-type: none"> • Clients who were issued traffic tickets are not considered as having criminal charges. • Clients who are committed for a competency evaluation related to criminal charges, score as 2.
Mental Health	Danger to self or others; recurring suicidal ideation; experiencing severe difficulty in day-to-day life due to mental health problems.	Recurrent mental health symptoms that may affect behavior, but not a danger to self/others; persistent problems with functioning due to mental health symptoms.	Mild symptoms may be present but are transient; only moderate difficulty in functioning due to mental health problems.	Minimal symptoms that are acceptable responses to life stressors; only slight impairment in functioning.	Symptoms are absent or rare; good or superior functioning in wide range of activities; no more than everyday problems or concerns.		<input type="checkbox"/>	<ul style="list-style-type: none"> • Consider all symptoms identified in the Mental Status Exam (MSE). • This domain considers symptoms, behaviors, and coping skills.
Substance Use and Addictive Behaviors N/A <input type="checkbox"/>	Meets criteria for severe abuse/dependence; resulting in problems so severe that institutional living or hospitalization may be necessary.	Meets criteria for dependence; preoccupation with use and/or obtaining drugs/alcohol; withdrawal or withdrawal avoidance behaviors evident; use results in avoidance or neglect of essential life activities.	Use within last 6 months; evidence of persistent or recurrent social, occupational, emotional or physical problems related to use (such as disruptive behavior or housing problems); problems have persisted for at least one month.	Client has used during last 6 months, but no evidence of persistent or recurrent social, occupational, emotional, or physical problems related to use; no evidence of recurrent dangerous use.	No drug use/alcohol abuse in last 6 months.		<input type="checkbox"/>	<ul style="list-style-type: none"> • Substance use includes licit/illicit drugs and alcohol. • Other Addictive Behaviors (food, sex, gambling, exercise, internet, etc.) are considered here. • Participation in Medication-Assisted Treatment (MAT) should be noted and degree to which participation is as prescribed.

Domain	1	2	3	4	5	Score	Participant goal?	Guidance
Safety	Home or residence is not safe; immediate level of lethality is extremely high; possible DCF involvement.	Safety is threatened/temporary protection is available; level of lethality is high.	Current level of safety is minimally adequate; ongoing safety planning is essential.	Environment is safe, however, future of such is uncertain; safety planning is important.	Environment is apparently safe and stable.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● Assess the living environments (home, work, school) including the lethality of the individuals (known or unknown) who are likely to enter the living environments. ● Outside factors, Self-Preservation, DV. ● Self-harming, suicidal ideation, and other individual risk factors are not considered in this domain.
Disabilities and Physical Health	In crisis – acute or chronic symptoms currently affecting housing, employment, social interactions, etc.	Vulnerable – sometimes or periodically has acute or chronic symptoms affecting housing, employment, social interactions, etc.	Safe – rarely has acute or chronic symptoms affecting housing, employment, social interactions, etc.	Building capacity – asymptomatic – condition controlled by services or medication.	Thriving – no identified disabilities.		<input type="checkbox"/>	<ul style="list-style-type: none"> ● Assess for physical, developmental, and learning disabilities, as well as their physical health (degree to which clients’ physical well-being makes them mechanically fit to carry out their day-to-day activities). ● Impact of the disability on functionality is what is scored, not the causes of the disability or medical condition. ● Symptoms that currently affect clients’ housing, employment, or social interactions, need to have had such

								<p>an influence in the <u>last month</u>. Score as 1.</p> <ul style="list-style-type: none"> • Clients whose disabilities have interfered with their housing, employment or social interactions <u>within the last 6 months (sometimes or periodically)</u>, score as 2. • Mental health and substance use disorders should not affect the scoring of this domain, unless they have resulted in some type of physical health problem (e.g., the client's alcohol abuse has caused cirrhosis of the liver).
Other: (optional)							<input type="checkbox"/>	

Licensed Clinician: _____
(Signature/Title/Credentials)

Date: _____

NOTES:
Comments or Formulation – Domains referenced only when clarification of scoring is needed

Based on the *LifeWorks Self-Sufficiency Matrix User Manual*
(https://static1.squarespace.com/static/576ad56d29687fae3f8cae47/t/5a7c895df9619a607fc41451/1518111071942/SSM+User+Manual_012218.pdf)

Housing

Definition: This domain is intended to assess the client's *current* housing status. For instance, if the client was evicted a month ago but is temporarily staying with a family member, the rating should reflect the client's temporary housing arrangement and not their recent eviction.

A client living in an SRO (Single Room Occupancy unit) could be considered 2 or 3, depending on the affordability and condition of that unit.

Subjects: This domain is completed for all clients.

(1) In Crisis – Homeless or threatened with eviction.

- **Homeless** is defined as a person living outside, in a place not intended for human habitation, in a safe haven, emergency shelter, or hotel/motel.
- **Threatened with eviction** refers to those who are at risk of losing their home, due to either financial or relational reasons.
- Clients who reside in an institutional (hospital, jail, prison) or treatment setting and do not have an established residence to return to upon discharge, should also be scored as “In Crisis”.

(2) Vulnerable – In transitional, temporary, or substandard housing; current rent/mortgage payment is unaffordable (over 30% of income).

- **Transitional housing** refers to a housing initiative that offers long-term temporary housing for up to 24 months and typically includes a range of supportive services (e.g., supportive housing).¹
 - Includes clients who currently reside in a rooming home, GLE/SIE, foster family home, or residential addiction treatment program.
- **Temporary housing** is defined as any temporary living arrangement that a client or their case manager or counselor may have arranged with family, friends, caregiver(s), etc. Note that those who have arranged to stay somewhere for an indefinite amount of time would be characterized as having “stable” housing.
- **Substandard housing** is defined as housing that endangers the safety, well-being, or property of the occupants, or a property that does not meet local building or housing codes.

(3) Safe – In stable housing that is safe but only marginally adequate.

- **Stable housing** is defined as housing in which the client is able and likely to continue residing (please note that transitional living arrangements are not considered to be stable).
- Housing is considered to be **affordable** if the household spends no more than 30% of its gross income on housing-related expenses.² Please note that, here, “affordable housing” is not referring to a specific type of housing program.

¹ HUD Exchange. (n.d.). Continuum of Care (CoC) program eligibility requirements. Retrieved August 21, 2017, from <https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>.

- When assessing whether the client’s housing situation is *adequate*, one should consider the legal security of tenure (i.e., the legal rights and responsibilities, if any, that clients have with respect to their property); the availability of services, materials, facilities, and infrastructure; its accessibility and location; and its cultural adequacy.³
 - Includes clients receiving DMH Rental Assistance (sponsor-based or tenant-based) subsidy.

(4) Building Capacity – Household is in safe adequate, subsidized housing.

- *Subsidized housing* refers to government-supported housing for clients with low to moderate income and can include direct housing subsidies, public housing, affordable housing, rent supplements, non-profit housing, and some forms of cooperative housing (e.g., Section 8 Housing).

(5) Empowered – Household is in safe adequate, unsubsidized housing.

- *Unsubsidized housing* is defined as private housing wherein the client does not receive government or public assistance.

² U.S. Department of Housing & Urban Development. (n.d.). Affordable housing. Retrieved August 21, 2017, from https://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/.

³ UN Committee on Economic, Social, and Cultural Rights, as cited in the Arizona Self-Sufficiency Scoring Sheet, developed by the Santa Clara County Collaborative on Affordable Housing and Homeless Issues, 2010.

Employment

Definition: This domain is intended to assess the client's *current* employment situation. For instance, if a client had a bout of unemployment but recently obtained part-time employment, the rating should reflect the client's part-time employment status and not their recent period of unemployment. This domain does not account for other activities that may occupy the client's time, such as school, parenting and community involvement. Those activities are considered in the respective domains.

Subjects: This domain is completed for all clients of working age. Score those clients as retired as "N/A". Clients receiving SSDI are not considered retired if they are of working age.

(1) In Crisis – No job. Participating in unpaid, volunteer positions.

(2) Vulnerable – Temporary, part-time, or seasonal job; inadequate pay and no benefits.

- *Temporary employment* refers to a position with a pre-established end date, as in an internship or Transitional-Employment position through a Clubhouse.
- *Part-time employment* is defined as a job (or combination of jobs) in which the client works fewer than 30 hours per week.
- *Seasonal jobs* refer to those that are performed in an industry designated as seasonal during the time period (e.g., lifeguarding during the summer, holiday retail work).
- *Inadequate pay* refers to a level of pay despite which the client continues to qualify for, or otherwise requires, state and federal benefit programs (e.g., SSI, SSDI, SNAP, MassHealth, TANF/TAFDC, EAEDC, Housing Subsidies, etc.) to maintain an appropriate standard of living.
- *Benefits* include, but are not necessarily limited to, healthcare, sick time, paid vacations, holidays, or contributions to a retirement plan.

(3) Safe – Employed full-time; inadequate pay; few or no benefits.

- *Full-time employment* refers to a job in which the client works for more than 30 hours per week. For our purposes, "full-time employment" also refers to those who are employed at multiple jobs (including part-time jobs) but are working for over 32 hours a week altogether.
- *Inadequate pay* – see definition above.
- *Benefits* – see definition above.

(4) Building Capacity – Employed full-time with adequate pay and benefits.

- *Full-time employment* – see definition above.
- *Adequate pay* is defined as pay that allows a client to meet their basic needs without the need for public assistance. Provided clients earn, at minimum, what their community defines as their "living wage," then their income should be considered adequate.
- *Benefits* – see definition above.

(5) Empowered – Maintains permanent full-time employment with adequate pay and benefits.

- ***Permanent employment*** describes those who have held their job position for a minimum of three months and who expect to maintain their jobs in the future (i.e., who are not employed in a temporary position).
- ***Full-time employment*** – see definition above.
- ***Adequate pay*** – see definition above.
- ***Benefits*** – see definition above.

Income

Definition: This domain should reflect the income of the *entire* household.⁴⁵

- **Household members** include the client and any spouse, domestic partner, relative, dependent, or guardian that shares an address with the client and with whom the client is at least somewhat financially interdependent (e.g., they both contribute to the cost of rent, bills, or food). Note that household members do not include roommates.
- **Clients who are currently residing in a Group Living Environment (GLE), Supported Independent Environment (SIE), treatment setting, emergency shelter, or other group living facility** should be treated as their own household.
- This domain aims to assess the *current* level of income of the client. For instance, if a client has recently applied for assistance but has yet to receive their benefits, the rating should reflect the client's current ability to meet their basic needs and not their future receipt of benefits.

Subjects: This domain is completed for all clients.

(1) In Crisis – No income.

- **No income** means that the client's household receives no income, either in the form of wages or cash benefits.

(2) Vulnerable – Inadequate income AND/OR spontaneous/inappropriate spending.

- Households that earn an **inadequate income** earn 200% or less than the federal poverty guidelines (considering both cash benefits and earned income in tandem). The federal poverty guidelines can be found at the following website: <https://aspe.hhs.gov/poverty-guidelines>.
- **Spontaneous/inappropriate spending** is defined as overspending or the tendency to purchase items impulsively, resulting in an inability to meet basic needs.
- If the client has a Representative Payee (Rep Payee), assess as 2 unless the client is demonstrating skills to manage income without spontaneous/inappropriate spending (see 3 below).

(3) Safe – Can meet basic needs with subsidy; appropriate spending.

- **Basic needs** include, but are not limited to, housing, food, childcare, transportation, and healthcare.
- **Subsidy** refers to various forms of public assistance or outside income sources, including, but not limited to, TANF/TAFDC, EAEDC, SSI, Medicaid, or housing/rental subsidy.
- If the client has a Rep Payee but demonstrates skills to manage income with appropriate spending, assess as 3.

⁴ Arizona Self-Sufficiency Scoring Sheet, developed by the Santa Clara County Collaborative on Affordable Housing and Homeless Issues, 2010.

⁵ Please note that, in the original version of the ASSM, income was not intended to be scored at the household level (W.D. Parker, personal communication, May 27, 2014).

(4) Building Capacity – Can meet basic needs without assistance.

- *Basic needs* – see definition above.
- *Without assistance* means not currently receiving public assistance or outside income sources, including, but not limited to, TANF/TAFDC, EAEDC, SSI, Medicaid, or housing/rental subsidy.

(5) Empowered – Income is sufficient and well-managed; has discretionary income and is able to save.

- Income is considered *sufficient* if clients' households earn more than 200% of the federal poverty guidelines⁶ and do not receive any cash or non-cash benefits.
- *Discretionary income* is defined as income that remains after the clients' taxes and basic needs (e.g., food, clothing, and housing) have been paid and can be spent, saved, invested, or otherwise used.⁷

⁶ See U.S. Department of Health & Human Services. (n.d.). Poverty Guidelines. Retrieved August 21, 2017, from <https://aspe.hhs.gov/poverty-guidelines>.

⁷ Discretionary income. Retrieved August 21, 2017 from <http://www.investopedia.com/terms/d/discretionaryincome.asp>.

Food

Definition: This domain assesses the current ability of a household to satisfy its members' food needs. For instance, if a client has recently applied for SNAP benefits but has yet to receive their benefits, the rating should reflect the client's current ability to meet their food needs and not their future receipt of SNAP benefits.

- **Household members** include the individual and any spouse, domestic partner, relative, dependent, or guardian that shares an address with the individual and with whom the individual is at least somewhat financially interdependent (e.g., they both contribute to the cost of rent, bills, or food). Note that household members do not include roommates.

Subjects: This domain is completed for all clients.

(1) In Crisis – No food or means to prepare it. Relies to a significant degree on other sources of free or low-cost food.

- Free or low-cost food could be in the form of meals received from shelters, food banks, or soup kitchens, or in the form of charitable food boxes.
- Includes all clients in a Group Living Environment (GLE), Supported Independent Environment (SIE) or other transitional/temporary setting and who do not receive SNAP or are in application status.

(2) Vulnerable – Household is on food stamps.

- Receiving SNAP benefits or other specific food-related assistance.
- Support may include: financial support from family or friends, WIC (Women, Infants, and Children), food banks, Meals on Wheels, charitable food boxes, or other similar services.
- Includes all clients in a GLE/SIE who receive SNAP.

(3) Safe – Can meet basic food needs, but requires occasional assistance.

- The client is able to meet their basic food needs and is not suffering from food insecurity: they know where their next meal is coming from, when it is coming, and they do not need to skip meals because of financial constraints.
- The client is not currently receiving SNAP or relying on some other type of food assistance program, but has received assistance of some kind within the last 6 months.

(4) Building Capacity – Can meet basic food needs without assistance.

- The client is able to meet their Basic food needs (as defined above) without assistance. The client has not received SNAP or other food assistance program within the last 6 months.

(5) Empowered – Can choose to purchase any food the household desires.

Childcare

Definition: This domain assesses clients' current ability to meet their dependent care needs.⁸

- *This domain is only relevant to clients who have dependents who meet the criteria outlined below; if the client does not have dependents or who have dependents who no longer require care, then this domain should be scored "N/A".*
- When scoring this domain, one should consider any or all of the following that apply to the client's dependent(s): day care, preschool/pre-kindergarten/Head Start, after-school care, adult day care, PCA, home health, or babysitters/nannies (including family members, friends and neighbors).

Subjects: This domain should be completed for all clients who are the caregivers of dependents such as children, spouses/partners, parents, relatives, etc. who need care. Select "N/A" for clients who do not have caregiving responsibilities,

Special Issues:

- The need for dependent care is determined from the perspective of the individual served, e.g., the client's child might be 17 but has health, behavioral or other needs such that care is needed.
- Pets should be considered in this category to the extent caring for them impacts employment or housing.

(1) In Crisis – Needs dependent care but none is available or accessible (including family members, friends or neighbors).

- Dependent care is ***unavailable*** if the dependent care provider is not available when needed (e.g., nights or weekends), if all potential dependent care providers/centers are filled to capacity, or if the dependent is not eligible or does not qualify.
- Dependent care is ***not accessible*** if clients are unable to get to the dependent care provider in a reasonable amount of time (or vice versa).

(2) Vulnerable – Dependent care is unreliable or unaffordable; inadequate supervision is a problem for dependent care that is available (including family members, friends or neighbors).

- Dependent care is ***unreliable*** if the dependent care provider is either inconsistently available, regularly cancels, or fails to show up.
- Dependent care is ***unaffordable*** if:
 - The cost places an undue burden on the client's budget, either because the cost of care is too high or the need for care interferes with employment.
 - Clients are spending more than 10% of their monthly household income on dependent care.⁹

⁸ Arizona Self-Sufficiency Scoring Sheet, developed by the Santa Clara County Collaborative on Affordable Housing and Homeless Issues, 2010.

⁹ See Economic Policy Institute. (2016, April). The cost of childcare. Retrieved August 23, 2017, from

- Client or other caregiver reports that they had to change or reduce the number of hours they would prefer to be at work (and, as a result, are struggling financially), because paying for dependent care would be prohibitively expensive.

Dependents who receive *inadequate supervision* are in the care of a dependent care provider that is regularly distracted from monitoring the dependent's behavior (e.g., the childcare provider is engaged in other tasks or responsible for caring for too many children) or has health needs.

(3) Safe - Affordable, subsidized dependent care is available but limited (if family members', friends' or neighbors' availability or interest is limited).

- Clients who spend 10% or less of their monthly household income on dependent care are considered to have an *affordable* childcare arrangement.
- Clients are receiving *subsidized dependent care* or *subsidies* if they receive financial assistance in paying for dependent care, some form of childcare voucher, dependent care on a sliding fee scale, free care through a public prekindergarten program or some other organization. However, employer-supported dependent care should not be considered subsidized.
- Care is *limited* if clients are only able to secure dependent care 75% or less of the time (or for the amount of time) that they need it.

(4) Building Capacity - Reliable, affordable dependent care is available (could be family members friends, or neighbors); no need for subsidies.

- Dependent care is *reliable* if the dependent care provider is consistently available and rarely cancels.
- *Affordable* – see definition above.
- *Subsidies* – see definition above.

(5) Empowered - Able to select quality dependent care of choice (could be from among family members, friends, or neighbors).

- Quality dependent care should be conceptualized as care which is warm and responsive, occurs in a safe environment appropriate to the dependent's developmental stage and care needs.

Children's Education

Definition: This domain assesses the level of school engagement demonstrated by the client's child(ren). This domain refers to basic education (kindergarten, elementary school, middle school, and high school) and should not reflect any college-level education or vocational training which client's child(ren) may be pursuing.

Subjects: This domain should be completed for:

- All clients who are the caregivers of children between school age (typically age 5 years, 9 months in Massachusetts) and age 22 who have not yet graduated from high school or obtained their GED/HiSET.
- Select "N/A" for clients who either do not serve as the caregiver of any children or whose children are under school age, obtained their high school diplomas/GED/HiSET or are 22 years of age or older.

Special Issues:

- The caliber of the school should not factor into the scoring of this domain—only attendance and children's academic performance should be considered.
- If the client has more than one child, the client's score should be based on the child who is struggling the most.
- If active Child Requiring Assistance (CRA), score as appropriate to school enrollment and attendance.

(1) In Crisis - One or more school-aged child(ren) not enrolled in school.

(2) Vulnerable - All school-aged children are enrolled in school, but one or more are not attending or only occasionally attending classes OR have unmet educational needs.

- Children who attend classes 50% of the time or less are considered to be only *occasionally attending classes*.
- Clients who have at least one child whose special educational needs are not being met, who are not receiving other necessary accommodations, or are not earning passing grades in all of their classes are considered to *have unmet educational needs*.

(3) Safe - School-aged children are enrolled in school, but one or more only attend classes most of the time OR are struggling in at least 3, but not all, of their classes.

- Those who attend classes between 50%–90% of the time are considered to *attend classes most of the time*.
- Clients who have at least one child who is *struggling* (i.e., not earning passing grades) in at least three, but not all, of their classes.

(4) Building Capacity - All school-aged children enrolled in school and attend classes on a regular basis, but one or more are struggling in 1–2 classes.

- Those who attend more than 90% of the time are considered to *attend classes on a regular basis*.
- Clients who have at least one child who is *struggling* (i.e., not earning passing grades) in one or two of their classes.

(5) Empowered - All school-aged children are enrolled, attend classes on a regular basis, and are performing well in school.

- *Attend classes on a regular basis* – see definition above.
- Clients whose children are *performing well* at school; earning passing grades in their classes.

Adult Education

Definition: This domain is used to assess clients' educational attainment and self-sufficiency.

- **GED/HiSET program** means any recognized high school equivalency program.
- **Literacy problems** means limited reading, writing, and/or speaking skills in English.
- **Literacy Program** may include Adult Basic Education, tutoring programs or ESL/ESOL programs. ESOL (English for Speakers of Other Languages) is listed separately to encourage consideration of the specialized needs of individuals with Limited English Proficiency.
- Clients who were educated outside of the U.S. should be assessed based on how that education is generally recognized in the U.S.

Subjects: This domain is completed for all clients.

(1) In Crisis - No HS diploma/GED/HiSET and is not enrolled in HS or GED/HiSET program.

- Include clients with Limited English Proficiency who are not enrolled in a literacy, ESOL or other class for English-language learners.

(2) Vulnerable - No HS diploma/GED/HiSET but client is enrolled in HS or a GED/HiSET program.

- Include clients with Limited English Proficiency who are enrolled in Literacy program, ESOL or other class for English-language learners.

(3) Safe - Client has HS diploma/GED/HiSET but is not seeking additional education/training to benefit employment.

- **Not seeking additional training-** the client is not enrolled in a college, university, community college, graduate program, associate's program, specialized training program (e.g., culinary school, cosmetology school, etc.), or apprenticeship.

(4) Building Capacity - Client has HS diploma/GED/HiSET and is seeking additional education/training to benefit employment.

- **Seeking additional training** means the client is currently enrolled in a college, university, community college, graduate program, associate's program, specialized training program (e.g., culinary school, cosmetology school, etc.). It could also include apprenticeships. Additional education does not include enrollment in classes for leisure/personal development.
- Clients who may have a HS Diploma or GED/HiSET but need further training to improve literacy or other skills for employment.

(5) Empowered - Client has completed additional education/training beyond HS diploma/GED/HiSET (and is in a position where they are employable).

- **Completed additional education/training beyond HS diploma/GED/HiSET** means that the client has earned a degree or certification beyond their HS diploma/GED/HiSET. Receiving a few college credits or halfway finishing a vocational training program does not count.
- **Employable** means that the client has the necessary education/training to secure reliable employment (i.e., has completed additional education/ training beyond HS diploma/GED/HiSET).

Healthcare Coverage

Definition: This domain assesses the healthcare coverage of clients' households and the ability of household members to access medical care (includes dental care).

- **Household members** include client and any spouse, domestic partner, relative, dependent, or guardian that shares an address with the client and with whom the client is at least somewhat financially interdependent (e.g., they both contribute to the cost of rent, bills, or food). Note that household members do not include roommates. This means no other clients at a GLE or SIE should be included.
- Transportation as a barrier to healthcare is not a factor in this domain.

Subjects: This domain is completed for all clients.

(1) In Crisis - At least one household member has immediate need for medical care or attention and has no medical coverage.

- **Immediate need** implies that a household member is suffering from a serious health condition (whether it be an illness, injury, impairment, or physical or mental condition).
- **No medical coverage** means there is a member of the client's household who has no health insurance.
- May include clients who are undocumented and therefore not eligible for care.

(2) Vulnerable - No immediate need, but at least one household member has no medical coverage and greater difficulty accessing medical care when needed.

- **No immediate need** implies that the client and other household members are not suffering from a serious health condition.
- **No medical coverage**- see definition above.
- **Difficulty accessing medical care** means that medical professionals, supplies, and services are difficult to obtain, and that the client is not able to cover the costs of their healthcare (even with a payment plan).

(3) Safe - At least one household member has no immediate need and no medical coverage, but is able to access medical care when needed.

- **No immediate need and no medical coverage**- see definitions above.
- **Access to medical care** means that medical professionals, supplies, and services are available to the clients and any household members and that the client is able to cover the costs of their healthcare (even if it requires a payment plan).

(4) Building Capacity- Client and any household members have some type of medical coverage, but it may strain budget or is less than adequate.

- **Medical coverage**- refers to health insurance including Medicare, Medicaid, and private insurance.

- **Medical coverage that strains the budget** means that the client either has health insurance and spends more than 10% of their income on out-of-pocket medical expenses or pays deductibles of 10%+ of the household income.
- Whether the medical coverage is **less than adequate** should be subjectively determined by the client.

(5) Empowered - Client is covered by affordable, adequate health insurance.

- **Affordable health insurance-** see definition above.
- If one household member does not have affordable insurance, then the score cannot be higher than “Building Capacity”.
- Whether the medical coverage is **adequate** should be subjectively determined by the client.

Life Skills

Definition: This domain is intended to assess life skills including but not limited to: Housekeeping/Laundry, Grocery Shopping/Food Preparation, Personal Care Skills, Problem Solving, Medication Management, Money Management, Accessing Transportation, and Time Management.

- This is a global score in which complex life skills are prioritized.
- Clients residing in a GLE/SIE are scored based on their ability to meet their individual needs. Do not consider the support provided within the GLE/SIE in scoring. For example, a client who demonstrates the ability to prepare meals independently should not be considered as needing assistance even if the GLE/SIE provides this support.

Subjects: This domain is completed for all clients.

(1) In Crisis - Unable to meet basic needs such as personal care, food, activities of daily living.

- Unable to complete basic life skills, which likely are to result in consequences in other life domains such as putting a person's health and safety at risk.

(2) Vulnerable – Can meet a few but not all needs of daily living with assistance.

- Able to meet basic needs with assistance. Health and safety is not at imminent risk.

(3) Safe – Can meet most but not all daily living needs without assistance.

- Able to complete basic needs but may need assistance with more *complex* activities such as household shopping, problem solving, laundry, housekeeping, medication management, etc.

(4) Building Capacity – Able to meet all basic needs of daily living without assistance.

- Actively working to develop skills in more complex activities such as household shopping, problem solving, laundry, housekeeping, medication management, etc.

(5) Empowered - Able to provide beyond basic needs of daily living for self, and family, if applicable.

- Able to complete all basic and some complex life skills without assistance.

Family/Social Relations

Definition: This domain assesses the level of emotional, financial, or material support that the client receives from their social and family network. The client's social network should include their intimate partners, extended family, friends, coworkers, mentors, and advocates, as defined by the individual, (not including counselors or the staff of any social service programs designed to meet the client's basic needs).

- **Safety concerns** may be the result of perceived negligence by the client, aggression by the client or child directed toward other people/animals, substance use issues on the part of the client/child, etc.
- **Abuse** refers to physical, sexual, emotional, verbal, or financial maltreatment that results in significant harm (actual or threatened) to a person's development or psychological/physical functioning. The client may be the abuser or the recipient of abuse.
- **Neglect** refers to placing a person in, or failing to remove from, a situation that requires judgment/action beyond the client's/child's maturity level, or physical/mental abilities that result in significant harm (actual or threatened), without arranging for the needed supports for the client/child.
- **Parenting skills** are the client's abilities to meet their child(ren)'s basic needs; keep them safe; communicate honestly and openly with the child(ren); show interest in and respond consistently to the child(ren)'s needs, be a positive role model; maintain the child(ren)'s structure/routine; establish reasonable boundaries and rules; and discipline the child(ren) appropriately, among other skills.
- **Severed relations** means that the client, either voluntarily or involuntarily, has cut ties to their family members or partners and is no longer in contact with them.
- **Support** refers to emotional, financial and material support.
 - Emotional support refers to individuals who show empathy or concern for the client's wellbeing which may manifest as acceptance, encouragement, understanding, or comfort, particularly during times of stress.
 - Financial support refers to any cash or monetary assistance provided to the client.

Material support refers to other types of concrete support offered to the client, such as a place to stay, food, clothing and the like.

Subjects: This domain is completed for all clients.

Special Issues:

- If the client is in a relationship that involves violence or abuse, they should be rated as 1 = *In Crisis*, even if they have other relationships which are positive.

(1) In Crisis - Lack of necessary support from family or friends; abuse (DV, child) is present or there is child neglect.

- Clients who have no family and no friends (as defined above) should be scored as "In Crisis."
- Clients who lack a social network and who are uninterested in developing one should also be scored as "In Crisis."

- For the client’s severed relations to result in a score of “In Crisis,” the client’s relationships must no longer be intact, but the client must want those relationships to be re-established. If the client does not desire to re-establish the relationship, then that relationship should not influence the scoring of this domain (provided the client has other members of their family or social network).

(2) Vulnerable - Family/friends lack the ability or resources (financial/emotional/material) to help client. Family members or partners offer negative support; potential for abuse, neglect, or severed relations.

(3) Safe - Client receives some positive support (financial/emotional/material) from family or friends. Family members or partners acknowledge and seek to change negative behaviors; are learning to communicate and support.

- When considering their relationships with members of their social network as a whole, clients do not yet consider their relationships with these people to be generally *supportive* (i.e., characterized by a tendency to behave in a caring, responsive manner toward one another).
- Clients who receive occasional or inconsistent positive support should be scored as “Safe.”
- Clients who hope to receive financial/emotional/material support from their network, but only receive one type of support should be scored as “Safe.”

(4) Building Capacity - Strong support from family or friends. Family members or partners support each other’s efforts.

- *Strong support* is defined as the ability to consistently receive emotional, financial, and/or material support from their family, partners, or friends (when called upon or as necessary).
- Clients and their connections who have consistently open communication or have generally stable relationships (but not both) should be scored as “Building Capacity.”
- Clients should be scored as “Building Capacity” if they meet the above criteria but whose network of support is *not* actively expanding (i.e., the client is not regularly meeting new people, building new relationships, or is not making a concerted effort to strengthen existing relationships with family or friends).

(5) Empowered - Has healthy and expanding support network. Family and intimate relationships are stable and communication is consistently open.

- Clients with a *healthy support network* receive strong support from their family and friends. Clients have an *expanding support network* if they are regularly meeting new people, building new relationships, and/or strengthening existing relationships.

Mobility

Definition: This domain assesses the client's access to transportation and is not a measure of the provider's capacity to deliver transportation support.

- Transportation is considered **available**, if a client can access transportation of some form (not including transportation delivered by the provider).
- If a person is in a GLE/SIE, the scoring should assess the person's access to transportation as available outside the GLE/SIE.
- A client's skill in accessing transportation should be addressed under the Life Skills domain. If a client's mental health or physical health impact their ability to access transportation, this is addressed in the respective domain. For example, a client who is not able to utilize public transportation due to anxiety is reflected in the Mental Health domain.
- The availability of ADA-accessible transportation, when needed, should be a consideration. This includes transportation through PT-1 and The Ride.
- Uber, Lyft and other ride sharing services are considered. The affordability of these options for the client is a factor.

Subjects: This domain is completed for all clients.

(1) In Crisis - No access to transportation (public or private).

- **No access** means that no transportation exists in or will come to the area in which the client lives, and the client has no access to any transportation whatsoever. Clients residing in a GLE/SIE are considered "In Crisis" if no transportation exists outside of the transportation available through the provider (e.g., no public transportation options).

(2) Vulnerable - Transportation is available but unreliable, unpredictable, or unaffordable.

- Transportation that is **unreliable** or **unpredictable** means it is not consistently available or usable when needed; if the client owns a car or motorbike, they may not have consistent access to it (e.g., the client shares it with another family member, or it may be an unreliable vehicle).
- Transportation is **unaffordable** if using or owning the vehicle causes an undue financial burden, as subjectively experienced by the client, (e.g., if the client cannot afford to pay for the gas).

(3) Safe - Transportation is available and reliable, but inconvenient.

- For transportation to be considered **reliable**, it should be consistently available and usable (i.e., in operable condition).
- Transportation that is **inconvenient** does not perfectly match the client's needs, or requires accommodation on the part of the client (e.g., the client may have reliable access to a shared car, but it causes problems for other household members; a specific bus route may require the client to wait or walk for long periods or may require many transfers; a bicycle may make grocery shopping difficult).

(4) Building Capacity - Transportation is readily available and convenient but not preferred; if client owns a car, they lack either a driver's license or insurance.

- Transportation that is *convenient* meets the client's needs and does not require accommodation on the part of the client.
- If transportation is *not preferred*, it means that the client would prefer to use a different form of transportation that they cannot access/afford at the present time.
- For clients to have a *driver's license*, it must be current (i.e., not expired or suspended).
- For clients to have *insurance*, it must be valid, current, and provide adequate coverage (i.e., meets the state's minimum standard).

(5) Empowered - Transportation is readily available, affordable, and satisfactory; if client owns a car, has driver's license and car is adequately insured.

- *Affordable* – If a client can pay for transportation within a reasonable monthly budget.
- Transportation is considered *satisfactory* when it is the client's preferred form of transportation.

Community Involvement

Definition: This domain assesses the degree to which clients are active within the community.

- When scoring this domain, one should not consider the client's involvement in social service programs designed to meet the client's basic needs or their participation in counseling/behavioral health services. This domain is intended to assess clients' involvement in the community outside of such programs. Participation in Clubhouse programming may be considered in this domain.
- Clients can be **involved in the community** in any number of ways; including participation in school programs, religious activities, support groups (e.g., Alcoholics Anonymous), volunteer activities, sports leagues, political activities, virtual communities (e.g. support groups, social media networks, games, etc.) work, among other things that are at least somewhat organized in nature.
- Spending unstructured time with friends outside of an organized activity should not count as community involvement (these types of involvements are captured under "Family/Social Relations").

Subjects: This domain is completed for all clients.

(1) In Crisis - Not applicable due to crisis situation; in "survival" mode.

- **Crisis situations** can refer to any personal or familial issue that requires immediate attention or service and interferes with the client's ability to engage in normal day-to-day activities.
- Note that whether or not a client is in crisis is subjectively determined by the client (e.g., a chronically homeless individual may not view their homelessness as a "crisis" situation, whereas someone who was unexpectedly evicted may consider themselves to be in crisis).

(2) Vulnerable - Socially isolated, lacks social skills or lacks motivation to become involved.

- Clients who are **socially isolated** (voluntarily or involuntarily) have a lack of contact with or are withdrawn from society.
- Clients **lack social skills** to engage in community activities.

(3) Safe - Has adequate social skills and motivation/desire but lacks the opportunity or knowledge of ways to become involved OR chooses not to participate.

- A client who expresses an interest in joining a group or participating in some kind of organized, pro-social activity should be considered **motivated/desires to become involved** in the community.
- Clients who **lack the opportunity** to become involved in the community have barriers that are preventing any community involvement (e.g., transportation or childcare issues).
- Clients who **lack the knowledge** to become involved are uninvolved in the community because they are currently unaware of what groups/activities are available to them, or are unaware of how to become involved.

- A client who makes the **personal choice** not to participate in some kind of organized, pro-social activity but is not socially isolated and is satisfied with their level of social involvement.

(4) Building Capacity - Some community involvement (advisory group, support group, church, volunteering, etc.), but has barriers (transportation, childcare issues, etc.).

- “Building Capacity” should be selected for clients who have some degree of involvement in the community (i.e., they are participating in at least one community-based group or activity) but their participation is limited due to some type of barrier (e.g., a lack of transportation or childcare).

(5) Empowered - Actively involved in community.

- Clients who are **actively involved in the community** are regularly and actively participating in at least one community-based group or activity and do not have barriers that limit their level of involvement.

Parenting Skills

Definition: This domain assesses the quality of the client's relationship with his/her child(ren).

- **Safety concerns** may be the result of perceived negligence by the client, aggression by the client or child directed toward other people/animals, substance use issues on the part of the client/child, etc.
- **Abuse** refers to physical, sexual, emotional, verbal, or financial maltreatment that results in significant harm (actual or threatened) to a child's development or psychological/physical functioning.
- **Neglect** refers to placing a child in, or failing to remove from, a situation that requires judgment/action beyond the child's maturity level, or physical/mental abilities that result in significant harm (actual or threatened), without arranging for the needed supports for the child.
- **Parenting skills** are the client's abilities to meet their child(ren)'s basic needs; keep them safe; communicate honestly and openly with the child(ren); show interest in and respond consistently to the child(ren)'s needs, be a positive role model; maintain the child(ren)'s structure/routine; establish reasonable boundaries and rules; and discipline the child(ren) appropriately, among other skills.
- **Severed relations** means that the client, either voluntarily or involuntarily, has cut ties to their children and is no longer in contact with them.

Subjects: This domain is completed for all clients with dependent children. Select "N/A" for clients who do not have dependent children.

(1) In Crisis - There are safety concerns regarding parenting skills or all relations with their child(ren) have been severed.

- Clients with abuse or neglect present in their relationship with any of their child(ren). Client has lost custody of children.

(2) Vulnerable - Parenting skills are minimal; client has difficulty relating their child(ren); potential for abuse or neglect.

(3) Safe - Parenting skills are apparent but require reinforcement; the client acknowledges and seeks to change negative behaviors and is learning to communicate and support.

- For parenting skills to be **apparent but require reinforcement**, the client makes some effort to apply age-appropriate parenting skills, but applies them inconsistently.

(4) Building Capacity – Parenting skills are adequate; the client supports their child(ren)'s development.

- For parenting skills to be **adequate**, the client consistently applies age-appropriate parenting techniques, but has a limited range of parenting skills, or their skills could be improved.

- There is consistently open communication or generally stable relationships between the client and their child(ren), but not both. A client with a difficult or rebellious child(ren) can still be scored as “Building Capacity.”

(5) Empowered - Parenting skills are well-developed; parent-child relations are stable and communication is consistently open.

- If client’s parenting skills are *well-developed*, the client uses a range of parenting skills consistently, and the skills are not in obvious need of being strengthened or improved.

Legal

Definition: This domain assesses any past or present legal issues, including citizenship, that may interfere with clients' self-sufficiency, including housing, employment, health coverage, etc.

- **Active criminal justice involvement** includes being arrested, charged with a misdemeanor or felony, sentenced, placed on probation/parole, or incarcerated.

Subjects: This domain is completed for all clients. Score as "Empowered" those clients who do not have any history of criminal involvement.

(1) In Crisis - Current outstanding warrants OR clients who are undocumented and at risk for detention/deportation OR currently incarcerated.

- Clients who currently have a warrant issued for their arrest should also be scored as "In Crisis".
- If a client is currently incarcerated, they may be in a jail, prison, juvenile detention facility, or an immigration detention center.
- Clients who are undocumented with **no** path to Legal Permanent Residency/citizenship **or** are not working with an attorney should be scored "In Crisis".

(2) Vulnerable - Current charges/trial pending OR non-compliance with probation/parole, OR clients who are undocumented and actively working towards permanent residency/citizenship.

- Clients who have current charges pending or a trial pending means that the client was recently arrested but has not yet been sentenced (and may not have been to court yet).
- Clients are non-compliant with probation/parole if they have failed to comply with the terms of their probation/parole (e.g., they have left the state without permission, they have not been attending their meetings with their probation officer).
- Clients who are undocumented **with** a path to residency/citizenship **or** are working with attorney should be scored as "Vulnerable".
- Clients who are currently in the midst of a trial or court proceedings should also be scored as "Vulnerable."

(3) Safe - Fully compliant with probation/parole terms with no charges pending.

- Clients are fully compliant with probation/parole/Specialty Court (e.g., Drug Court, Mental Health Court, Veterans Court, etc.) if they have met all of the terms of their probation/parole/Specialty Court to date.
- To have no charges pending or no new charges filed, the client must not be awaiting a trial or sentencing for prior offenses (note that basic traffic violations are not considered prior offenses).

(4) Building Capacity - Has successfully completed probation/parole, but prior arrests pose problem to current self-sufficiency.

- No new charges filed – see definition above.
- For those whose prior arrests pose a problem to current self-sufficiency, it means their legal history (e.g., felony convictions, sex offender status, multiple arrests, positive CORI, etc.) is

interfering with their ability to secure employment, obtain adequate housing, or otherwise be self-sufficient.

(5) Empowered - No criminal history OR no active criminal justice involvement in more than 12 months (and prior arrests do not pose a problem to current self-sufficiency).

- Clients who have no charges on their record are considered to have no criminal history.
- For those whose prior arrests do not pose a problem to current self-sufficiency, it means their legal history (e.g., felony convictions, sex offender status, multiple arrests) does not interfere with their ability to secure employment, obtain adequate housing, or otherwise be self-sufficient (please note that these legal issues could include immigration issues).

Mental Health

Definition: This domain is intended to assess clients' current mental health. All mental health diagnoses and symptoms SHOULD be captured using this domain and not under "Disabilities and Physical Health" unless the mental health disability results in some type of physical health problem. Clients' substance use issues SHOULD NOT be considered when determining their score for this domain; instead, such issues should be captured under "Substance Use and Addictive Behaviors".

- **Psychological or mental health symptoms** - may be any number of presenting issues including (but not limited to) anxiety, depression, anger issues, obsessive thoughts, compulsive behaviors, hallucinations, difficulty concentrating, intense fear, or any number of physiological symptoms (e.g., difficulty sleeping, change in appetite).
- **Life Stressors or everyday problems and concerns** - include mild interpersonal conflict, work/school stressors, financial concerns among others. This definition does not include extreme stressors such as death of a close friend or family member, a divorce or separation or other traumatic events.

Subjects: This domain is completed for all clients.

(1) In Crisis - Danger to self or others; recurring suicidal ideation; experiencing severe difficulties in day-to-day life due to mental health issues.

- **Danger to self or others** - has recently threatened or attempted suicide, homicide or some serious bodily injury to themselves or someone else. Recent threat is defined as one month prior to the assessment.
- **Recurring suicidal ideation** - has repeated thoughts about or preoccupation with committing suicide or they may plan to commit suicide (i.e., they have intent, plan and the means of committing suicide).
- **Experiencing severe difficulties in day-to-day life due to mental health issues** - unable to meet their own or their dependents' basic needs as the result of an underlying mental health issue.

(2) Vulnerable - Recurrent mental health symptoms that may affect behavior but NOT a danger to self or others; persistent issues with functioning due to mental health symptoms.

- **Recurrent** - Mental health symptoms that a client experiences on a daily or near daily basis (4 or more times/week).
- **Not currently a danger to self or others** - may have recently threatened or attempted suicide, homicide or some serious bodily injury to themselves or someone else. Recent threat is defined as one month prior to the assessment.
- **Experiencing significant difficulties in day-to-day life due to mental health issues** - unable to meet their own or their dependents' basic needs without significant assistance as the result of an underlying mental health issue.

(3) Safe - Mild symptoms may be present but are transient; only moderate difficulty in functioning due to mental health issues.

- **Transient Symptoms** - Client experiences symptoms but are not extreme or unusually disruptive.
- **Moderate Difficulty in Functioning** - Are completing their day-to-day activities less effectively than they would prefer (based on client's subjective experience) as a result of their presenting mental health issue.

(4) Building Capacity - Minimal symptoms that are expected responses to life stressors; only slight impairment in functioning.

- **Minimal Symptoms** - manifest as a natural response to life stressors.
- **Slight Impairment in functioning** - client is completing their day-to-day activities less effectively than they would prefer (based on client's subjective experience) as a result of their presenting mental health issue.

(5) Empowered - Symptoms are absent or rare; good or superior functioning in a wide range of activities; no more than everyday problems and concerns.

- **Absent or Rare** - client should report never or rarely experiencing any mental health issues or experiencing mild symptoms.
- **Functioning** client is completing their day-to-day activities effectively (based on client's subjective experience).

Substance Use and Addictive Behaviors

Definitions: This domain assesses a client's history of substance use including alcohol and marijuana, nicotine, prescription drugs, illegal substances or other substances and behaviors that are potentially addictive *or* detrimental to a client's social, occupational, physical or mental health. This also includes addictive behaviors such as: gambling, sex, technology, etc.

Subjects: This domain is completed for all clients with a history of substance use disorder or addictive behavior. Select "N/A" for clients with no history.

(1) In Crisis - Meets criteria for severe abuse/dependence; resulting in problems so severe that institutional living or hospitalization may be necessary.

- The client meets the diagnostic criteria for a severe substance-related or addictive behavior disorder according to the DSM-5.
- The client could benefit from detoxification, hospitalization/inpatient treatment or other intensive rehabilitative settings due to current substance use.
- The client may have contact with the legal system due to substance use that poses a significant risk of removal from the community.

(2) Vulnerable - Meets criteria for dependence; preoccupation with use and/or obtaining drugs/alcohol; withdrawal or withdrawal avoidance behaviors evident; use results in avoidance or neglect of essential life activities.

- The client meets most of the diagnostic criteria for a substance-related or addictive behavior disorder according to the DSM-5.
- The client may still demonstrate an inability to fulfill important obligations; may engage in behaviors that could be physically dangerous due to substance use/addictive behavior; may be repeatedly coming into contact with the legal system in connection with the substance use; continued substance use/addictive behavior despite problems on social domains.
- Withdrawal avoidance behavior may result in actions carried out to avoid or postpone the onset of withdrawal symptoms.
- The client's substance use/addictive behavior continues to impair essential life activities and may have resulted in problems related to the client's mental health, social network, or physical health that arose as a direct result of substance use/addictive behavior.

(3) Safe - Use within last 6 months; evidence of persistent or recurrent social, occupational, emotional or physical problems related to use (such as disruptive behavior or housing problems); problems have persisted for at least one month.

- The client may meet some of the diagnostic criteria for a substance-related or addictive behavior disorder according to the DSM-5.
- The client may continue to have mental health, physical or social impact due to substance use/addictive behavior that has occurred in the last 6 months.
- The client may be contemplating/taking steps to engage in substance use, mental health or medical treatment, including Medication-Assisted Treatment (methadone, buprenorphine, naltrexone, acamprosate, disulfiram, etc.), to support the person's wellness but may not

necessarily be “sober” at this time if, for example, the client is working with treatment providers in a “harm reduction” treatment environment.

(4) Building Capacity - Client has used during last 6 months, but no evidence of persistent or recurrent social, occupational, emotional, or physical problems related to use; no evidence of recurrent dangerous use.

- Meets some of the DSM-5 Criteria.
- Please note: the highest score that clients can receive if they have misused any illegal or prescription drugs within the last six months is “4”.
- The individual is taking action to address substance use/misuse/addictive behavior(s). They may be in substance use/addictive behavior treatment, including Medication-Assisted Treatment (methadone, buprenorphine, naltrexone, acamprosate, disulfiram, etc.), self-help, or other supports for wellness but may not necessarily be “sober” at this time if, for example, the client is working with treatment providers in a “harm reduction” treatment environment.

(5) Empowered - No drug use/alcohol abuse in last 6 months.

- Client has no reported misuse of alcohol, prescription drugs, illegal substances, other substances or addictive behaviors that are potentially addictive *or* detrimental to a person’s social, occupational, physical, or mental health.

Safety

Definition: The purpose of this domain is to assess **the safety of the environments** in which the client lives, works, and studies. This score will be impacted by safety risks arising from any former and current relationships, including current or potential abuse by family members, caregivers, or partners.

- **Lethality** refers to the risk of death at the hands of others.¹⁰
- Whether their **environment is safe** should be determined by the client based on the subjective experience of the client and objective information available about the safety of the environment.
- **Safety planning for the purposes of scoring this domain only relates to a personal plan of safety strategies to prevent victimization** (e.g., being aware of one's surroundings, avoiding conflict) and to respond effectively in the event that one's safety is jeopardized (e.g., calling for help, staying with a friend).
- Self-harming or suicidal ideation should not be considered in this domain.

Subjects: This domain is completed for all clients.

(1) In Crisis – Home or residence is not safe; immediate level of lethality is extremely high; possible DCF involvement.

- If the **environment is not safe**, it means the client has recently (within one month) witnessed or been the victim of some kind of dangerous behavior or has concern (in the client's own estimation) about immediate safety.

(2) Vulnerable - Safety is threatened/temporary protection is available; level of lethality is high.

- If a client's **safety is threatened**, it may be for any number of reasons, including (but not limited to) the presence or threat of physical, sexual, or emotional violence (either by a familiar person or a stranger), intimidation, or security threats (e.g., burglary).
- **Temporary protection** may involve obtaining a protective order, or staying elsewhere, etc.
- If the client has not directly witnessed or been the victim of dangerous behavior but is currently receiving direct threats, then the client should be scored as "Vulnerable."

(3) Safe - Current level of safety is minimally adequate; ongoing safety planning is essential.

- If **safety is minimally adequate**, then the client is in a position where they feel as though their safety may be threatened, but the level of lethality is not high.

(4) Building Capacity - Environment is safe, however, future of such is uncertain; safety planning is important.

- If **future safety is uncertain**, the client has a genuine risk of encountering an unsafe situation (e.g., possible encounter with an abusive known individual).

¹⁰ National Center for Victims of Crime. (2005). Lethality Risk Assessment. Retrieved from <https://www.marincourt.org/PDF/LethalityRisk.pdf>.

(5) Empowered - Environment is apparently safe and stable.

- If the environment is **stable**, it means there is little risk of the client encountering an unsafe situation in the near future (e.g., possible encounter with an abusive known individual).

Disabilities and Physical Health

Definition: This domain assesses clients' physical, developmental, and learning disabilities, as well as their physical health (the degree to which clients' physical well-being makes them mechanically fit to carry out their day-to-day activities). The impact of the disability is what is scored, not the causes of the disability or medical condition.

Clients' mental health and substance use disorders should not affect the scoring of this domain, unless they have resulted in some type of physical health problem (e.g., the client's alcohol abuse has caused cirrhosis of the liver).

Please note that, even if a client is receiving treatment for their condition, they can still be scored as 1–3 if their condition is still problematic, the treatment/medication is ineffective, or the client is not using the medication or treatment as prescribed. Also note that pregnancy may affect clients' scores on this domain if, for instance, the pregnancy affects clients' housing or employment situations.

Subjects: This domain is completed for all clients.

(1) In Crisis - Acute or chronic symptoms are currently affecting housing, employment, social interactions, etc.

- Acute symptoms refer to symptoms that appeared suddenly or are expected to be of short duration.
- Chronic symptoms are persistent and are generally associated with conditions of longer or indefinite duration.
- For symptoms to be currently affecting clients' housing arrangements, employment situation, or social interactions, they need to have had such an influence in the last month. Specifically, their disabilities or physical health should have interfered with clients' lives in a manner that jeopardizes their general well-being (e.g., could lead to compromise in living environment, employment, and/or interpersonal relationships).

(2) Vulnerable - Sometimes or periodically has acute or chronic symptoms affecting housing, employment, social interactions, etc.

- Clients report that their disabilities or physical health have interfered with their housing arrangements, employment situation, or social interactions within the last six months (sometimes or periodically).
- Acute symptoms – see definition above.
- Chronic symptoms – see definition above.

(3) Safe – Rarely has acute or chronic symptoms affecting housing, employment, social interactions, etc.

(4) Building capacity – Asymptomatic – condition controlled by services or medication.

(5) Thriving – No identified disabilities or chronic physical health conditions.