

Self-Sufficiency Matrix Instructions

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Instructions:

The following matrix should be conducted with each client receiving case management services. We estimate that this matrix will take between 60 and 90 minutes to complete with each client.

This matrix is voluntary, and the caseworker should review the study information sheet about the data collection process with the client. Be sure to remind the client that the information will be used to improve overall programming, but the information shared with the federal research team will not be individually identifying (in other words, the information held by the federal research team will not allow the federal team or others to identify individuals in the study). The caseworker should inform the client that they will receive \$25 token of appreciation for participating in the data collection. The caseworker should confirm that the client consents to sharing the information with the research team for the purposes of the evaluation, and that if they do not want to share their information, it will not affect their services in any way. Sharing information for the study is completely voluntary. The caseworker should also inform the client that they can feel free to skip any section of this matrix (i.e., the client could answer the section about childcare, but decline to answer the section about mental health).

The caseworker should inform the client that information shared may be used by the caseworker to improve the service provision to the grant recipient. The caseworker should tell the client if they are a mandated reporter (i.e., if the caseworker has a responsibility to report child abuse/neglect or to report risk of suicide/homicide). If the caseworker has a responsibility to share potentially illegal actions (such as drug use) with the relevant authorities, the caseworker should share this with the client before beginning the matrix.

The caseworker should sit down with the client and complete the matrix collaboratively, in a conversational style. For example, with the domain of employment, the caseworker could ask the client how they feel they are doing with regards to work. The caseworker can probe for more details (“Are you working full-time? Do you receive health insurance through your job?”) in order to select the matching score.

After completing the matrix with the client, the caseworker should provide the client with the token of appreciation.

AHSSD Individual Unique Identifier: _____

AHSSD Household Unique Identifier: _____

MM/YY for this administration of the matrix: _____

MM/YY when case management services began: _____

MM/YY when case management services ended (if applicable): _____

of case management sessions with client in past 6 months (if applicable): _____

Use the checkbox below to confirm the client consented to providing deidentified self-sufficiency matrix data for the evaluation:

- Client consented to sharing deidentified self-sufficiency matrix data for the evaluation.