## Action for Prosperity II: Progress and Follow-Up

The Action for Prosperity II (AFP2) Progress and Follow-Up Assessment must be completed for <u>each</u> client participating in AFP2 services. The AFP2 Progress and Follow-Up assessment must be completed at Entry, every 3 months after the Entry, at Exit, and at follow-up (3, 6, 9, and 12 months.) The assessment is located in the 'Assessments' tab in the client's record.

Assessments

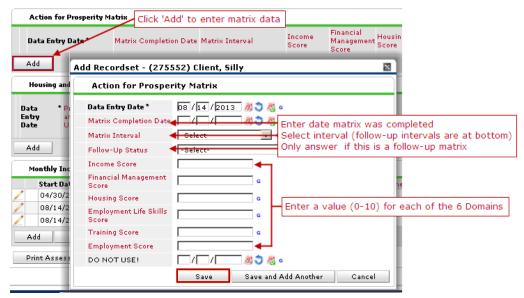
Page 1

There are 3 sections to the AFP2 Progress and Follow-Up Assessment:

- Action for Prosperity Matrix
- Housing and Employment
- Monthly Income

#### Action for Prosperity Matrix

Click Add to enter the matrix values in the window that opens. Enter data for the questions in red font: Enter the date the matrix was completed, the matrix interval (follow-up intervals are at the bottom of the pull-down menu), and the follow-up status (only answer if this is a follow-up interval, otherwise leave this question blank) and enter a numerical value (0-10) for each of the 6 domains. Please keep in mind that the income score is determined by the household's income and the number of people in the household.



Click 'Save' to return to the AFP2 Progress and Follow-Up assessment, where the matrix scores will now be visible.

If a matrix was completed for the client within one month of exit, and the scores have not changed, simply change the Matrix Interval of the last matrix completed to be Exit. For example a client exits after 16 months and the matrix was completed at 15 months; if the matrix scores have not changed you simply change the Matrix Interval from 15 months to Exit. If the matrix scores changed, you will enter an Exit matrix in addition to the 15 month matrix.

# Housing and Employment

Click 'Add' in the Housing and Employment section to enter housing and employment data. Enter data for questions in red font. You must click 'Add' and answer questions at Entry, every 3 months during program enrollment, at Exit and follow-up (3,6,9, and 12 months)

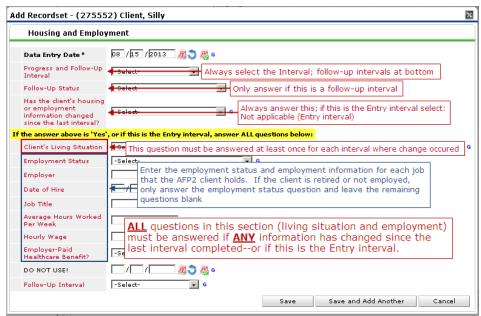


## **Housing and Employment (Continued)**

You will need to enter data for each job the client holds at that interval. You must always enter the Progress and Follow-Up Interval; follow-up intervals are found at the bottom of the pull-down menu. Follow-Up Status is only answered if you select a follow-up interval; otherwise leave this question blank. 'Has the client's housing or employment changed since the last interval?' must be answered at each interval; select 'Not applicable (Entry interval)' if this is the Entry interval. If there was a change in ANY housing OR employment information since the previous interval (or if this is the Entry interval) then all housing and employment questions must be answered.

Client's Living Situation must be answered at least once for each interval. You must enter employment information for each job your client holds at this interval; click 'Save and Add Another' to enter additional employment information.

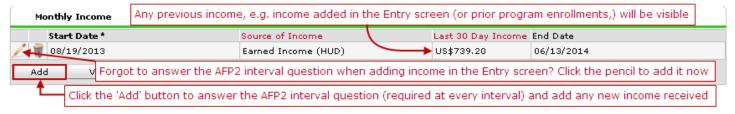
If no information has changed since the last interval ('Has the client's housing or employment changed since the last interval?' is answered 'No') then no housing or employment status questions need to be answered.



#### Income

Income must be collected at Entry, every 3 months during program enrollment, at Exit and at follow-up (3, 6, 9, and 12 months.) Any income entered in the client's record at Entry (and any income from enrollments in previous programs) will be visible.

Click 'Add' in the Monthly Income section to enter data for each interval. The Progress and Follow-Up



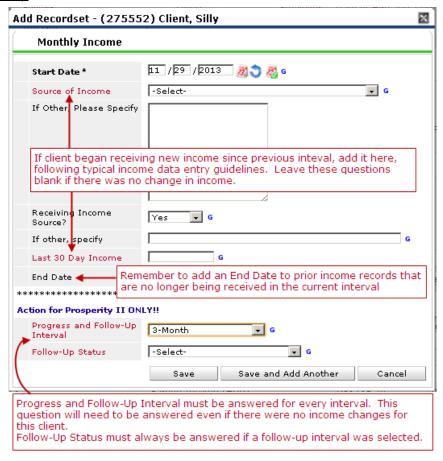
Interval must be answered for each interval; if a follow-up interval is selected, the follow-up status must also be completed. \*If the Entry interval was not specified when the income was added in the Entry screen, click the pencil to the left of the Start Date and select 'Entry' from the Progress and Follow-Up Interval question.

If the client's income has changed since the last interval, you will need to enter the new income in the window that opens (in addition to answering the interval question.) \*Remember to add an End Date to any income that is no longer received during the current interval.

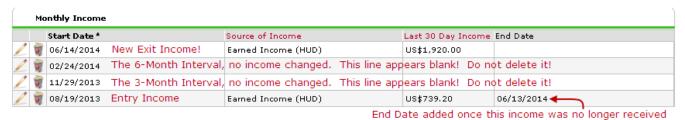
If the client's income has not changed since the last interval, you will only need to answer the interval question (and the follow-up status if a follow-up interval is selected.)

Click 'Save and Add Another to enter additional incomes; otherwise click 'Save.'

#### Income (Continued)



If new income was added in the interval, the income will be visible once on the Progress and Follow-Up page after you click 'Save'. If no new income was added and only the Progress and Follow-Up Interval was answered, it will appear as though a blank income line was inserted.



Do not delete these blank income lines. This will be reported that an income verification was completed at the interval and that the client's income has not changed since the last interval.

#### Action for Prosperity II: Progress and Follow-Up

#### Housing and Employment Change Examples

If ANY housing or employment information changes, then ALL housing and employment questions must be answered.

#### Changes to housing or employment that will require an update to client's housing and employment data:

- Change in wages (e.g. hourly wage increases from \$8.80 to \$8.90)
- Change in hours (e.g. weekly hours increased or decreased)
- Change in employer (e.g. they got a new job or lost a job)
- Change in employer-paid healthcare benefits (e.g. obtained or lost employer-paid health insurance)
- Change in housing type:
  - Client started receiving a subsidy (e.g. they were living in a rental with no subsidy when they began AFP2 and the client is now enrolled in STRA which has began rental assistance)
  - Client moved from temporary housing (e.g. couch surfing) to permanent housing (e.g. rental)

#### Changes that to housing or employment that will not require an update:

- Change in address, but still resides in the same housing type
  - Client moved from one rental (with no subsidy) into a more affordable apartment (still a rental with no subsidy)
- · Infrequent overtime worked during interval

Please contact the Multnomah County ServicePoint helpline if you need assistance in determining whether an individual client's change requires that the entire housing and employment section be completed.

#### Sample AFP II Progress and Follow-Up

