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| **Goal 1: Completing Applications and Training** | | |
| Build and sustain community capacity to implement SOAR and increase access to SSI/SSDI benefits for people experiencing or at-risk for homelessness, with a target on families, veterans, and people who are chronically homeless. | | |
| **Action Steps** | **Key People** | **Timeframe** |
| * Identify the right staff to train and have them complete the SOAR training   + *Use SOAR Online Course. review Expectations for SOAR Providers* * Standardize a referral form for SOAR collaboration   + *Use the Identifying SOAR Applicants tool* * Utilize a quick cheat sheet for assessment to assure quality applications   + *Use the Application Review Checklist for Quality Review* | Jane Smith, John Jones  Jane Smith  All SOAR caseworkers | Dec 2015  Jan 2015  Ongoing |

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| **Goal 2: Collaborations** | | |
| Develop and strengthen partnerships with Social Security Administration (SSA)/Disability Determination Services (DDS), medical providers, and community organizations to increase efficiency in processing SOAR applications. | | |
| **Action Steps** | **Key People** | **Timeframe** |
| ***SSA and DDS*** | | |
| * Work with local SOAR contacts to establish an SSA liaison * Outline the pre-release procedures with SSA * *Use the sample Pre-Release Agreement from the SOAR TA Center* * Identify DDS contacts and procedures for submitting medical records via barcode or ERE | Jane Smith  Jane Smith and SSA  Jane Smith and DDS | Dec 2015  Dec 2015 |
| ***Medical Providers*** | | |
| * Educate doctors on why a co-signature is important * *Share the Physician’s Role document; encourage the completion of the Documenting Disabilities for Medical Providers training* * Create list of commonly used facilities and preferences for records requests | John Jones  John Jones and SOAR caseworkers | Jan 2016  Mar 2016 |
| ***Local and State SOAR Team; Other External Partners*** | | |
| * Have a community meeting with stakeholders to introduce them to SOAR and its benefits * Get in touch with the Local and State SOAR Leads to learn more about local processes; join the local SOAR steering committee. | Jane Smith, John Jones  Jane Smith, John Jones | Jan 2016  Dec 2015 |

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| **Goal 3: Tracking Outcomes and Sustainability** | | |
| Maximize resources to sustain SOAR-dedicated benefits specialists, and facilitate the collection and evaluation of complete, timely data on SOAR cases. | | |
| **Action Steps** | **Key People** | **Timeframe** |
| * Use the SOAR Online Application Tracking (OAT) program for all SOAR cases * Use outcomes to support requests for additional or ongoing funding * Track recidivism rates and cost-savings to show a greater impact * Create plan for gathering this information on applicants | Jane Smith and all SOAR caseworkers  Jane Smith  Jane Smith, Leslie Masters | Ongoing  Dec 2016  Ongoing |

*This project was supported by Grant No. 2012-CZ-BX-K071 and 2016-MU-BX-K011, awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.*