



**SSA Director / Supervisor
Extend an Outcome Date
TIP SHEET**

(The SSA needs to open the Individual's front page, then open the outcome. Scroll down to "extend the outcome date" and change the word "No" to "Yes". This will send the notification to the SSA Director.)

INDIVIDUAL : INFORMATION
Mia Toretto

Outcome Associated View

+ ADD NEW OUTCOME | CHART PANE | RUN REPORT | EXPORT OUTCOMES

Individual	Current As Of	Status	Name	Discovered In	Desired Outcome	So that/in order to
Mia Toretto	7/19/2016	Working Draft - Internal	Employment	Day to Day Life	asdfadsf	sgsg
Mia Toretto	5/26/2016	Working Draft - Internal	Pottery	Communication & Learn..	Learn to make pottery	Use her artistic..
Mia Toretto	5/4/2016	Working Draft - Internal	Pottery	Communication & Learn..	Learn to make pottery	Feel a sense of..

OUTCOME : INFORMATION
Employment

Individual: Mia Toretto | Projected Start: 4/1/2016

Community Resources and/or natural supports being used or Developed

Extend Outcome's projected completion date

Request Outcome's projected completion date extension: **No**

How and how often will progress towards this Outcome be reviewed?

In what way will the team know progress is occurring

What does the person say progress will look like?

What will we look for to see progress?

What is the frequency that is planned for ongoing Listening and Learning

OUTCOME : INFORMATION

Employment

Community Resources and/or natural supports being used or Developed

Individual
Mia Toretto

Projected Start
4/1/2016

Projected Completion
11/3/2017

Extend Outcome's projected completion date

Request Outcome's projected completion date extension Yes

How and how often will progress towards this Outcome be reviewed?

In what way will the team know progress is occurring

What does the person say progress will look like?

What will we look for to see progress?

Extend the outcome date for an SSA.

Receive a notification to extend the outcome date from the "Notifications" section from your SSA.

SSA Supervisor/Director Caseload...

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My Notifications

Search for records

Priority	Subject	Regarding	Individual	Assigned SSA	Contact	Date Created
Yellow	Extend outcome's projected completion date	Employment	Mia Toretto	Donna Noble		7/19/2016 11:...
Yellow	Extend outcome's projected completion date	Employment	Mia Toretto	Donna Noble		7/19/2016 11:...
Yellow	Extend outcome's projected completion date	pottery	Jesse Lindberg	Han Solo		6/22/2016 9:4...
Yellow	Extend outcome's projected completion date	Kamarcus Kelley wa...	Kamarcus Kel...	Tom Baker		6/22/2016 9:3...
Yellow	Extend outcome's projected completion date	Pottery	Baylie Belmon...	Kylo Ren		6/22/2016 9:2...
Green	New Assignment of an Individual	Jack Spratt	Jack Spratt	Paula Jones		4/18/2016 10:...
Green	New SSA Assigned	Jack Spratt	Jack Spratt	Paula Jones		4/18/2016 10:...
Green	New Assignment of an Individual	AJ JAREE Hsu	AJ JAREE Hsu	Paula Jones		4/18/2016 10:...

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Click on the link and open the “Extend Outcome’s Projected Completed Date” screen.

NOTIFICATION : INFORMATION

Extend outcome's projected completion date

Notification

Subject * **Extend outcome's projected completion date**

Request to extend the outcome's projected completion date for Mia Toretto

Click here to view the original record [Employment](#)

Contact	--	Assigned SSA	Donna Noble
Individual *	Mia Toretto	Assigned SSA Profile	--
Priority *	Yellow	Recipient *	Paula Jones
Date Created	7/19/2016 11:58 AM		
NotificationType		Entity Name	--
New Value	--	Old Value	--

Change the completion date and click “Mark Complete” button at the top. Save and Close.

NOTIFICATION : INFORMATION

Extend outcome's projected completion date

Notification

Subject * **Extend outcome's projected completion date**

Request to extend the outcome's projected completion date for Mia Toretto

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Contact	--	Assigned SSA	Donna Noble
Individual *	Mia Toretto	Assigned SSA Profile	--
Priority *	Yellow	Recipient *	Paula Jones
Date Created	7/19/2016 11:58 AM		
NotificationType	--	Entity Name	--
New Value	--	Old Value	--