

James Toews, Assistant Director

Authorized Signature

Number: SPD-AR-04-021

Issue Date: 04/16/2004

Topic: Other

Due Date:

Subject: Employment Services, Field Staff Survey

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): |
| | Vocational Rehabilitation Counselors |
| | Brokerages, DD 53 Providers |

Action Required: Complete a brief electronic survey to assess awareness of the Employed Persons with Disabilities program, the Employment Initiative Program, Centers for Independent Living, and benefits planning services. The survey is being administered for Seniors and People with Disabilities by the Oregon Health Policy Institute (OHPI). We estimate that it will take approximately five minutes to complete the survey.

To access the survey, go to http://www.ohsu.edu/eval/DHS/or_field_staff_survey.html. If you have any questions about the survey, or need assistance please call Oregon Health Policy Institute toll-free at 1-877-888-8554, and we will make every effort to help.

Reason for Action: The Department of Human Services is committed to promoting and enhancing employment for people with disabilities. DHS wants to identify field staff awareness of the Employed Persons with Disabilities program, the Employment Initiative Program, Centers for Independent Living, and benefits planning services. Through a series of federal grants, Seniors and People with Disabilities is working to provide training to important partners to facilitate employment for people with disabilities. As field staff working with DHS's populations, you are an important partner in this process.

Taking part in this survey is completely your decision. If you complete the survey, your answers will be kept confidential and reported only as a group along with other

respondents. You can decide not to be in the study, you can skip questions, or not return the survey without any form of recrimination from DHS or its employees.

The survey requests identifying information that will allow staff at OHPI to track survey completion. These identifiers will be kept in a secure file at OHPI, will not be shared with DHS or its employees, and will be destroyed when the survey project is complete.

Once the survey responses are gathered DHS will develop a focused education effort to broaden field staff knowledge of resources available to promote or enhance employment for people with disabilities.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

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E-mail:	Joan.claypool@state.or.us		