

Mike McCormick
Authorized Signature

Number: APD-AR-12-040
Issue Date: 9/28/2012

Topic: Developmental Disabilities

Due Date: 10/1/2012

Subject: Employment Outcomes System Report due October 31, 2012

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County DD Program Managers |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DD54 Providers, Designated EOS Reporters within in Agencies, state DD staff |

Action Required:

1. Review attached User Manual prior to data collection for October 2012
2. Gather Outcome Data for Period September 1- September 30, 2012 based upon revised definitions and guidelines
3. Submit September EOS data to Julia Brown no later than October 31, 2012

Reason for Action:

The Employment Outcomes System is a semi-annual report that has been collected since 2003. Data gathered supports decisions made that can potentially affect Employment and ATE programs.

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	Corissa Neufeldt - Policy and rationale Julia Brown - Data collection		
Phone:	503-945-6742 Corissa 503-947-5153 Julia	Fax:	503-373-7274 Corissa 503-947-5044 Julia
E-mail:	Corissa.neufeldt@state.or.us Julia.s.brown@state.or.us		

EMPLOYMENT OUTCOMES SURVEY USER MANUAL

Logging In

1. You can go to this URL directly:
<https://spdweb.hr.state.or.us/EOS/Account/Login.aspx>
2. Or you can find the Login link on the top of the Employment Outcome Systems Results pages:

Survey List Screen

1. You will automatically be taken to a list of individuals served by your agency:

2. Select the individual you wish to report on.

3. Click the headers to sort by County, Name, or Status

EMPLOYMENT OUTCOMES SYSTEM RESULTS						Welcome EOS_Albert! [Log Out]
ENTER DATA FOR THE PEOPLE LISTED HERE						
Home > Provider Map > Summary						
	Provider	County	Last Name	First Name	Status	
Select	ABC	MULTNOMAH	Ant	Abby	* Start *	
Select	ABC	MULTNOMAH	Bee	Betty	* Start *	
Select	ABC	MULTNOMAH	Cat	Catrina	* Start *	
Select	ABC	LANE	Dog	Dolly	* Start *	
Select	ABC	MULTNOMAH	Elephant	Ellie	* Start *	
Select	ABC	CLACKAMAS	Fox	Francine	* Start *	
Select	ABC	LANE	Giraffe	Gertrude	* Start *	
Select	ABC	CLACKAMAS	Hawk	Hank	* Start *	
Select	ABC	MULTNOMAH	Iguana	Iggy	* Start *	
Select	ABC	CLACKAMAS	JayBird	Jerry	* Start *	
						1 2

4. The Status field allows you to identify which individuals you still need to report on.

Status
* Incomplete *
Complete
Complete
* Start *

Complete – You have answered hour and wage information for all employment settings for that individual. **Note:** Please make sure you answered the questions about non-work activities.

Incomplete – You began a survey for that individual, but it is not finished.

Start – No one has yet begun answering survey questions for that individual.

Survey Edit Screen

1. Upon selecting an individual, you will see an edit screen appear below the Survey List screen:

	Provider	County	Last Name	First Name	Status
Select	ABC	LANE	Giraffe	Gertrude	* Start *
Select	ABC	CLACKAMAS	Hawk	Hank	* Start *
Select	ABC	MULTNOMAH	Iguana	Iggy	* Start *
Select	ABC	CLACKAMAS	JayBird	Jerry	* Start *
1 2					

Bee, Betty		County:	City:	Can't Complete? Reason:			
Enter data for March 2012 only!		Multnomah	PORTLAND				
Enter Hours and Wages	Individual Supported Employment	Group Supported Employment	Sheltered Employment	Job Development	Discovery	Facility Non-Work	Community Non-Work
Monthly Hours Worked or Attended	0.00	0.00	1.00	0.00	42.00	0.00	3.00
Monthly Wage Earned	0.00	0.00	12.00				
Check Wages / Totals							
Which Non-Work activities did this person participate in this month?							
No	Arts / Leisure	Yes	Classes / Education	Yes	Life Skills / Training		
				Check Totals	Save Record	Cancel Changes	

2. You enter hour and wage information in the empty boxes:

Monthly Hours Worked or Attended	<input type="text"/>						
Monthly Wage Earned	<input type="text"/>	<input type="text"/>	<input type="text"/>				

3. If you need help on Employment Settings, you can click on the headings for more information. A 'Hover Bubble' will appear with a definition of the Employment Settings:

Individual Supported Employment	Group Supported Employment	Sheltered Employment	Job Development	Discovery	Facility Non-Work	Community Non-Work
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4. If you need help on how to enter hours and wages, you can click on the row headings. A 'Hover Bubble' will appear with instructions:

Monthly Hours Worked or Attended
Monthly Wage Earned

5. If you are unable to complete a survey for an individual, choose a reason from the "Can't Complete? Reason" dropdown. The screen will correctly auto-fill the survey with zeros.

Can't Complete? Reason:

<input type="text"/>
No longer served
Exited
Absent (Sick/Vacation)
Other

Non-Work Activities

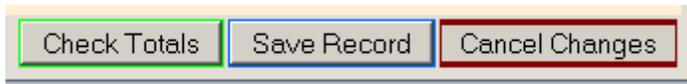
If the individual spent any time in a non-work setting, answer which activities the individual was engaged in during the report month. These are Yes/No questions.

Which Non-Work activities did this person participate in this month?

<input type="text"/>	Arts / Leisure	<input type="text"/>	Classes / Education	<input type="text"/>	Life Skills / Training
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A 'Hover Bubble' is available for each activity. For more assistance with this section, call Mariah Forrest or Molly Holsapple.

Checking, Saving and Canceling Your Record



Checking Totals

IMPORTANT! Before you save your record, you'll want to check your totals.



- Here's a sample of what you'll see with a GOOD record entry:

Monthly Hours Worked or Attended	15	40	30	2	15	80	10
Monthly Wage Earned	126	245.30	100				
Check Wages / Totals	\$8.40	\$6.13	\$3.33	OK	OK	OK	OK

You'll see a Wage Per Hour or OK for each employment setting. Use Wage Per Hour totals to make sure your hours and wages make sense for that individual. You'll also see the total hours reported on the bottom:



- Here's a sample of what you'll see with a BAD record entry:

Monthly Hours Worked or Attended	52	wrst	0				
Monthly Wage Earned			50				
Check Wages / Totals	X	X	X	X	X	X	X

X marks the spot where problem entries reside. It will still try to calculate total hours:

Total Hours: 52

- Here's a sample of what you'll see if you've selected a 'Can't Complete' reason:

Monthly Hours Worked or Attended	0	0	0	0	0	0	0
Monthly Wage Earned	0	0	0				
Check Wages / Totals	OK						

Total Hours: 0 - And that's OK!

Saving



Nothing will be retained by the survey unless you save. You'll be returned to the Survey List screen.

But before you save -  !!!

Canceling



Don't want to save your changes? Click Cancel. You'll be returned to the Survey List screen.