Department of Intellectual and Developmental Disabilities
State of Tennessee

Instructions for the Employment Data Collection Tool

2012

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The Tennessee Department of Intellectual and Developmental Disabilities thanks the members of the Tennessee Employment Consortium who helped to develop the definitions and other criteria for employment data collection. We extend a special thank you to the Disability Law & Advocacy Center of Tennessee for their insight and assistance.

Please note that this manual contains the same information as the corresponding Power Point. However, due to formatting differences between the two documents, there are some slight differences.

Getting Started: First Things First

Why is Employment Data Collection So Important?

Every month, DIDD Day Service providers will use this system to submit employment data. The purpose of the system is to provide Tennesseans with disabilities and their families with accurate and updated information to make informed decisions about selecting an employment provider. As part of this effort, DIDD will post the results on the Internet**. It is imperative that agencies collect and submit accurate data. DIDD will conduct periodic audits of agencies to ensure the integrity of the data.**

The criteria for this process, including the definition of who to include as working, was developed by DIDD and its partners including the Disability Law & Advocacy Center of Tennessee. When in doubt about the meaning of a programmatic definition covered in this manual, contact your DIDD Regional Employment & Day Service Coordinator. DIDD is committed to ensuring the accuracy and integrity of the data collection process and its results. Therefore, when in doubt, ask - do not guess. **This system does not collect data on work performed in sheltered workshops.**

Planning Ahead

To make this process as user-friendly as possible, please use Internet Explorer which looks like this:

To access the data collection tool please click https://www.surveymonkey.com/s/Employment_Collection

The system was designed to accommodate a screen with the resolution set to 1280x800. Lower settings will not prevent using the system however; the screens presented on your browser may not match the documentation published by DIDD.

Staying Consistent

The data you enter within the tool is "tied" to your computer. This means that the data you enter can only be accessed from the computer it was entered on. To access the same data each month you must use: 1) The same computer; 2) The same User ID/Login to Access that Computer; AND 3) The same Internet browser. The first month, you will enter all of your data from scratch. However, by following these instructions, in the following months, you will have access to the data you have previously entered.

For example, if John enters information for five people on his computer and his colleague, Samantha wants to add two more people (for a total of seven people), the data must be entered using John's computer, using the same browser John used. For example, John has a Firefox browser and an Internet Explorer browser on his computer. He used Internet Explorer to enter the data. So, when Samantha's data is entered, it must be entered using John's computer and Internet Explorer. Additionally, Samantha must login as John on John's computer using Internet Explorer to add the other two people.

Do not delete 'Cookies' that are stored on the computer. Deleting the cookies prevents you from being able to access the data you entered previously.

Prepare & Print

Before you enter data, we would encourage you to have your employment information in a spreadsheet that you can use every month. This will help you with various calculations, including calculating people's ages (22-61). Additionally, we encourage you to keep a copy of what you have entered into the system BEFORE you submit your data for the month. If you only use the first page, just print the first page. If you use both pages, print both pages. For in-detailed instructions on printing see page 9.

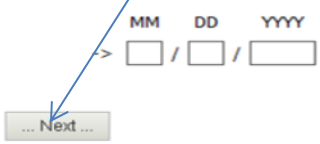
Navigation

The employment data collection system consists of two pages. To navigate to the top and bottom of the screens:

- Use the scroll bar on the right side to go up and down.
- Click anywhere on the screen in the blank (white) area.
    - Pressing the END key on the keyboard takes you to the bottom of the page
    - Pressing the HOME key on the keyboard takes you to the top of the page

<u>When navigating to another screen, **at the bottom of the screen:**</u>

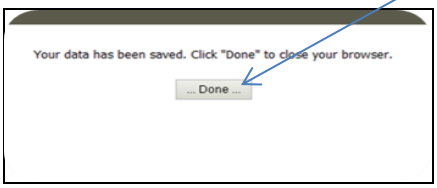
On page 1, click "Next" to go to page 2



On page 2, click "Prev" to return to page 1

Saving Your Data

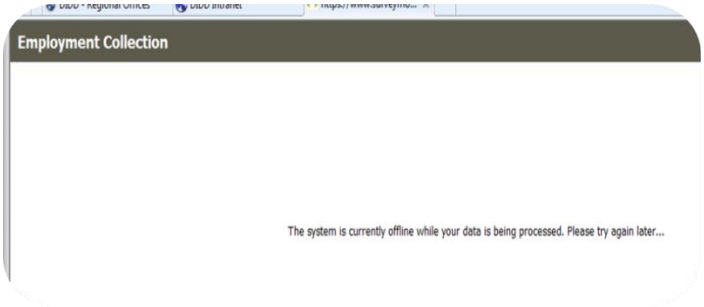
The system has two pages and/or screens. Follow these steps to save your data: 1) If you want to leave the system and return later to enter more data, you must click "Done" on the very bottom of the second page. 2) Then you will receive the message "Your data has been saved. Click 'Done' to close your browser." 3) When you return to the system to submit more data, your browser will take you to the second page. If you want to go back to the first page, go to the bottom of the second page and click "Prev."



When you are done with your monthly data entry and want to submit it to DIDD, follow steps 1) and 2) above.

DIDD System Maintenance

If the screen below appears, DIDD is conducting maintenance. The screen reads: "The system is currently offline while your data is being processed. Please try again later."



Detailed Explanation of the Agency Section of the Screen

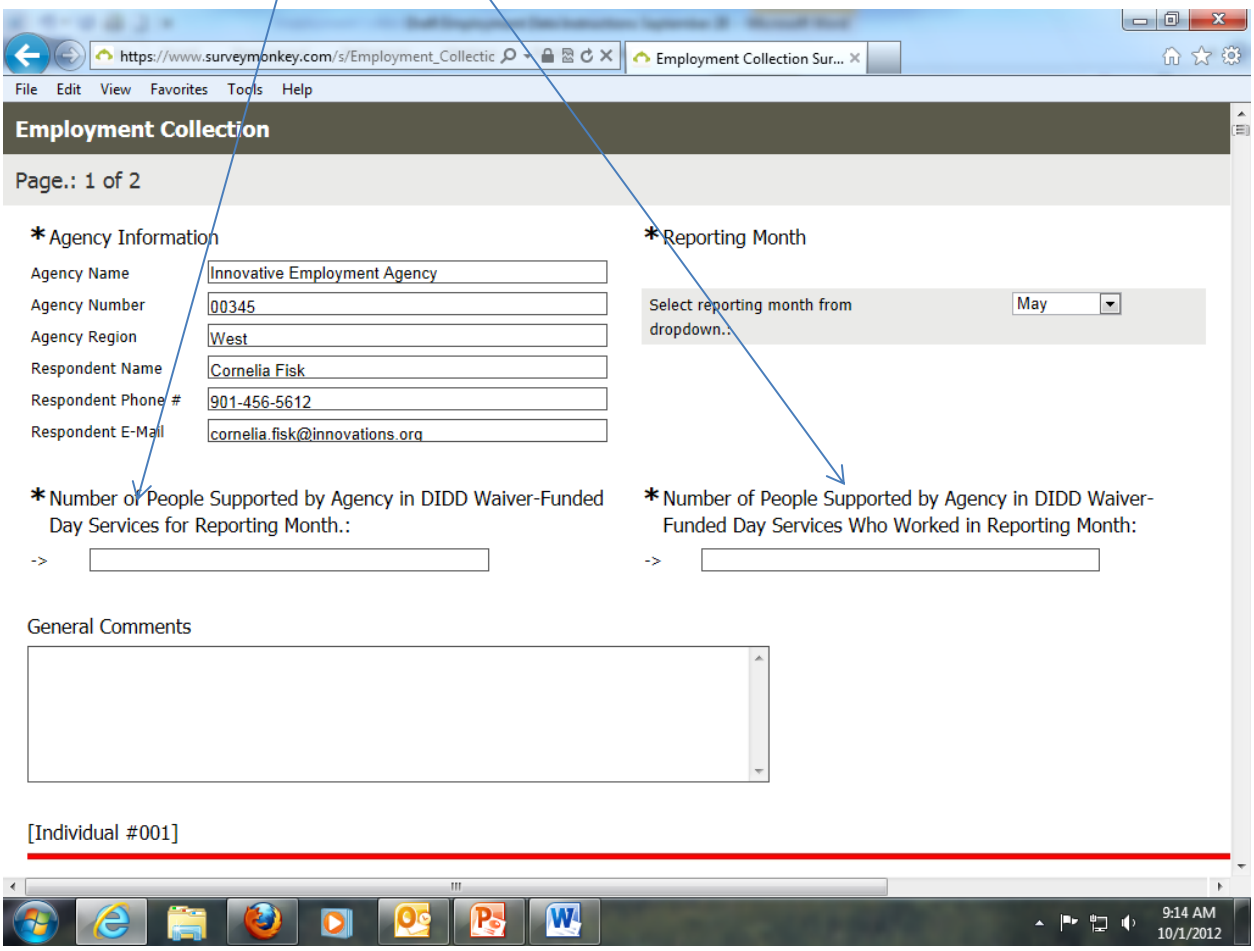
This section will provide you with an understanding of how to complete the agency screen. We start with a discussion of who should be included in your agency's data. The next page includes detailed guidance on both categories. When in doubt, contact your DIDD Regional Employment & Day Services Coordinator.

Who Should We Include as People Supported by Our Agency in DIDD Waiver-Funded Day Services?

Include people who are 22-61 years old as of the end of the reporting month. This example uses the reporting month of May 2012. If Margaret Adams is 20 years old as of May 30, 2012 and she is receiving Day Services but she is not employed, do not include her in the "Number of People Supported by Agency in DIDD Waiver-Funded Day Services for Reporting Month" or "Number of People Supported by Agency in DIDD Waiver-Funded Day Services Who Worked in Reporting Month." However, if she received DIDD Day Services and worked during May 2012, include her in both categories. To ensure accuracy in both categories, every month, you will need to calculate the age of people you support in DIDD Waiver-Funded Day Services. See "How to Calculate Age in Excel" in this manual for assistance in calculating age.

Who Should We Include as Working During the Reporting Month?

Include people who your agency supported in DIDD Waiver Funded Day Services who were paid for work at a level that meets the requirements of applicable law. You may include people who earned less than federal minimum wage (sub-minimum wage) as long as that sub-minimum wage is legally permitted. Categories of work include individual jobs, self-employment and work crews/enclaves. Do not report on work performed in sheltered workshops in this report.



Enter West, East or Middle. If your agency serves more than one region, your agency will complete a survey for each region served.

To locate your agency number, refer to the correspondence your agency receives from DIDD such as cost plan reports, void reports, payments, etc. The Agency Number appears as a five-digit number that starts with two zeroes. An example of such an Agency Number would be 00532. Please note that if an agency serves multiple DIDD Regions, the agency will have an Agency Number for each DIDD Region it serves.

Agency Information Section:

* Agency Information

Agency Name

Agency Number

Agency Region

Respondent Name

Respondent Phone #

Respondent E-Mail

* Reporting Month

Select reporting month from dropdown.:

Month that you are reporting employment data for

Provide the name and contact info of the person who entered this data.

* Number of People Supported by Agency in DIDD Waiver-Funded Day Services for Reporting Month.:

->

* Number of People Supported by Agency in DIDD Waiver-Funded Day Services Who Worked in Reporting Month:

->

General Comments

Use this section to report on progress including success stories as well as barriers. You may also include information as to changes in job status – why a person was promoted, lost their job, etc. Please ensure that this field only contains information pertaining to the reporting month.

There are five situations to keep in mind when reporting the number of people in these two categories:

1) People in DIDD waiver-funded Day Services who are outside of the 22-61 age bracket and who are employed: Innovative Employment Agency supports a total of 220 people in DIDD Waiver-Funded Day Services; 190 of whom are between the ages of 22-61. Ten of the 190 people worked during the reporting month (May). However, an additional 10 people who were supported by the agency who are 61 and older also worked in May. Because of this, Innovative Employment Agency reported that 200 (190+10) people were supported in DIDD Waiver-Funded Day Services in May and that 20 (10+10) people worked in May.

2) When a Person Who is Employed Receives DIDD Waiver-Funded Day Services from More Than One DIDD Provider: To maintain an unduplicated count, only the agency that provides DIDD Supported Employment services would include the person in their data. For example, TN Visions provides Glenda Robinson with DIDD Community-Based Day Services. However, Innovative Employment Agency provides her with DIDD Supported Employment Services. TN Visions would not count Ms. Robinson in the number of people served or employed. Innovative Employment Agency would count her in both categories.

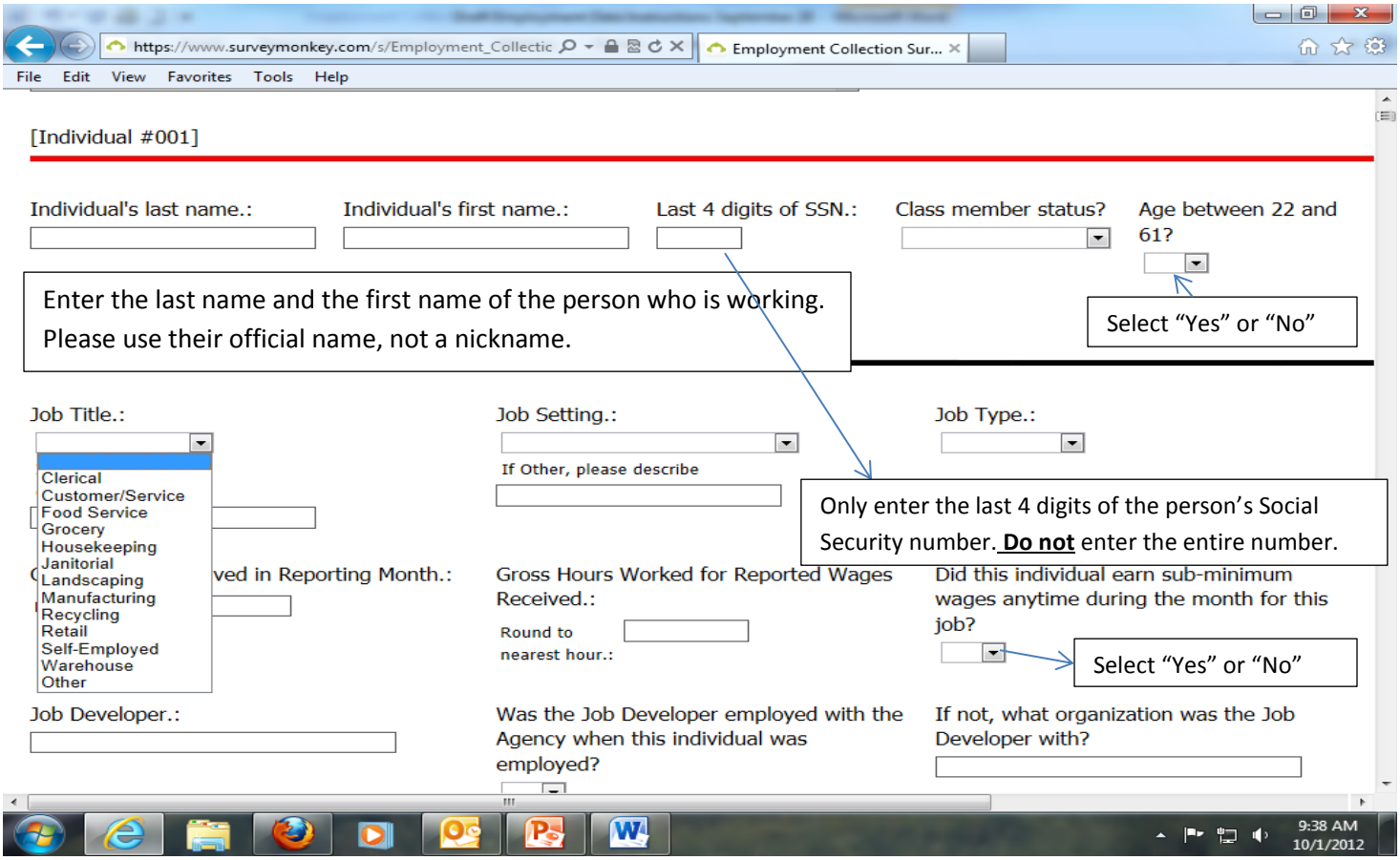
3) When a Person Who is Not Employed Receives DIDD Waiver-Funded Day Services from More Than One DIDD Provider: The person would be counted in the number of people served by the agency that provided the majority of the person's Day Services for the reporting month.

4) If a Person Has More Than One Job: Only count the person once in these two categories. For example, if Joan has two jobs – only count her once in the number of people supported and the number of people who worked.

5) If a Person Has Been Employed In Earlier Months But Did Not Work During the Reporting Month: If a person worked in previous months but not during the reporting month, **do not** include them as working in the reporting month.

Detailed Information for the Individual Section of the Screen

Important: In the Individual Section of the screen, you will only enter data on people who worked during the reporting month. See page 4 and 5 for who to include as working during the reporting month.



Class Member Status: "NONE" means the person is not a member of any class. "TENN" means the person is a member of the Tennessee Class. "ADC or ADC-At Risk" means the person is a member of the Arlington Developmental Center Class or the Arlington Developmental Center At-Risk Class. "BOTH" means the person is a member of both of the "TENN" and "ADC" or "ADC At-Risk Classes".

Job Title: These choices cover a wide variety of jobs. For example, if someone is a bagger at a grocery store, select "Grocery". If a person has a job that does not fit into any of the categories such as "Mechanic's Assistant," select other and type "Mechanic's Assistant" in the box titled "If Other, please describe."

See next page for an explanation of Job Setting

Job Type: It is important to note that this does not pertain to any type of DIDD Supported Employment rate.
Work Group: Two or more people supported by DIDD working together in a group at the job.
Individual: One person supported by DIDD who is not a part of a work group as described above.

Example: If you have two people who work at Dell Computer but one person works as a receptionist and one person works on an assembly line, both of these people would be classified as having an "Individual" job at Dell. If, however, these two people work together on Dell's assembly line, they would both be classified as being part of a work group.

Job Setting: This is where the work is performed. It is not the entity that employs the person.

Community Employer: The job is not with a DIDD Agency/DIDD Agency affiliated business, government or state use nor is the person self-employed.

At DIDD Agency: The job is at an agency that contracts with DIDD for Day, Residential, Independent Support Coordination and/or Personal Assistance Services. Work at a sheltered workshop is not to be included in this report.

At a DIDD Agency Business: The job is at a business that is affiliated with a DIDD agency as outlined above in "At a DIDD Agency." Examples include but are not limited to: thrift shops, bakeries, and recycling operations that are affiliated with a DIDD agency. Work at a sheltered workshop is not to be included in this report.

Federal Government: The job is at a federal government agency.

Self-Employed: The person is self-employed and is paid directly by their customers.

State Government: The job is at a state government agency. Do not select this option for work on a state use contract.

Local Government: The job is at a local government agency. Examples include cities, counties and municipalities.

State Use: The person's job is through a state use contract.

Other: If the job setting that does not fit into any of the listed choices, select "Other" and describe the setting.

Gross Wages Received in Reporting Month: Enter the gross amount of wages that the person received in the reporting month for this particular job. As an example, John has one job only. He is a mechanic's assistant at Johnson City Motors. In this example, we will be submitting data for the month of July 2012.

Because John is paid on a weekly basis, his pay period often overlaps from one month into the next. For example, the last week of July is also the first week of August - his weekly check will cover July 30 – August 2. The agency does not need to separate out the payments for August 1 or 2 or the hours worked on these days – the hours and the wages for August 1 and 2 can be included in July's data. However, keep two things in mind for August's report:

If John Works at Johnson City Motors in the Next Reporting Month (August): Then do not count the hours or wages worked/earned on August 1 or 2 in August's report– because you already counted them in July as worked and earned.

If The Only Days John Works at Johnson City Motors in August are August 1 and 2: Because you included that data in July's report, do not include John as working in your August report. Remember, in this example, John only has one job.

Gross Hours Worked for Reported Wages Received: Follow the same instructions in "Gross Wages Received for Reporting Month"

Job Developer: This is the person who found the job. If you don't know, type, "Don't know" in the box and ***do not*** answer the next two questions: "Was the job developer employed with the agency when this individual was employed?" as well as "If not, what organization with?"

Employer: The name of the organization that **pays** the person's wages.

Employment Start Date: The first day the person **worked** for this employer.

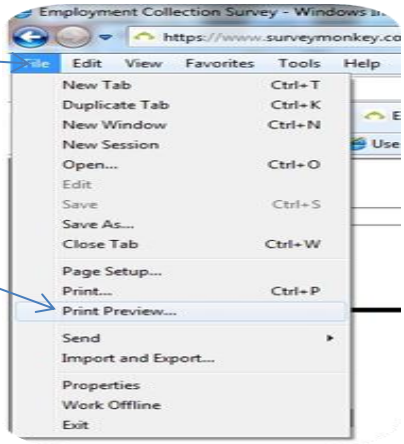
Detailed Instructions on Printing

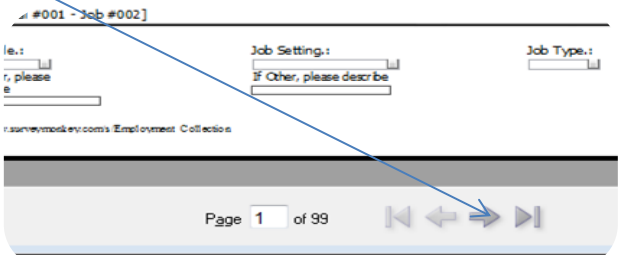
DIDD recommends that you print the data you've entered before submitting. Page 1 captures job information for Individuals 1 thru 75 and page 2 captures job information for Individuals 76 thru 150. Remember:

- To navigate to Page 2, on page 1 all required information must be completed in the Agency Section.
- **<u>You must navigate to Page 2, before exiting the system, so the data you've entered on Page 1 is saved</u>**
- Navigating to Page 2 may take a few moments as the system is verifying all required fields have been completed.

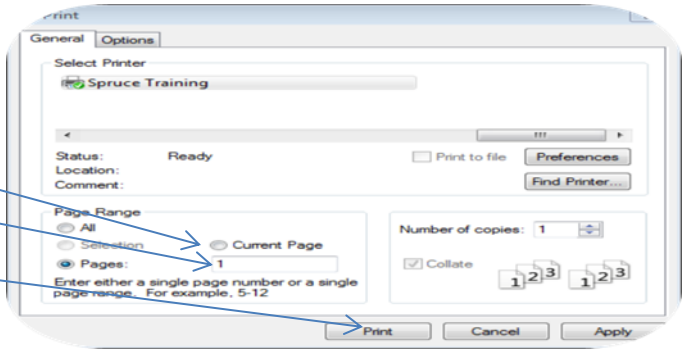
Even though there are two pages in Employment Collection on which to enter data, your computer settings and printer determine the page count differently. To determine how many pages will actually print, use the Print Preview option.

1. Select File
2. Then select Print Preview
3. The Print Preview screen appears, providing a snap shot of what the page will look like and how many pages total will print.
4. Click the **arrow** on the bottom of the Print Preview screen to page forward until you reach the page where the fields are blank.
5. As you page forward the number in the Page box will change. This number can be used to give you an indication of how many pages you may want to print.
6. Click the **printer icon** on the Print Preview screen





7. In the Print dialog box under the Page Range section. Click in the circle next to Pages. Then, type in the range of pages in the box that you would like to print.
8. Click Print.



Tips for Making Data Entry Easier Every Month

Now that you have entered the data for your first month, the following months will be easier since you will not have to start from scratch.

1. If someone worked in May but lost their job at the end of May and is no longer working, in the June report you will need to remove their employment information from Survey Monkey (simply delete or backspace over **all** of their information).

2. If someone worked in May but took a vacation in June and did not work any hours in June, simply delete their name from the information on the **"Individual Section"** of the screen for the June report. For example, John works at Dell. However, he took a vacation in June and did not work at all in June. However, he still has his job at Dell in June – however, you will not report him as working in June. Simply delete his first and last name from the "**Individual Section"** of the screen. This way, you can return in July and reenter his name, update his wages and hours, without having to renter all of his employment information.

3. If a person has more than one job but did not work on all of their jobs during the reporting period, simply go to the job title of the particular job *that* ***they did not work during the reporting month*** and leave it blank.

4. As long as you use the same computer and same browser every month, you will be able to edit your data each month rather than entering it from scratch each month.

5. It is a good idea to print out the completed version of your report **before** you submit the data to DIDD.

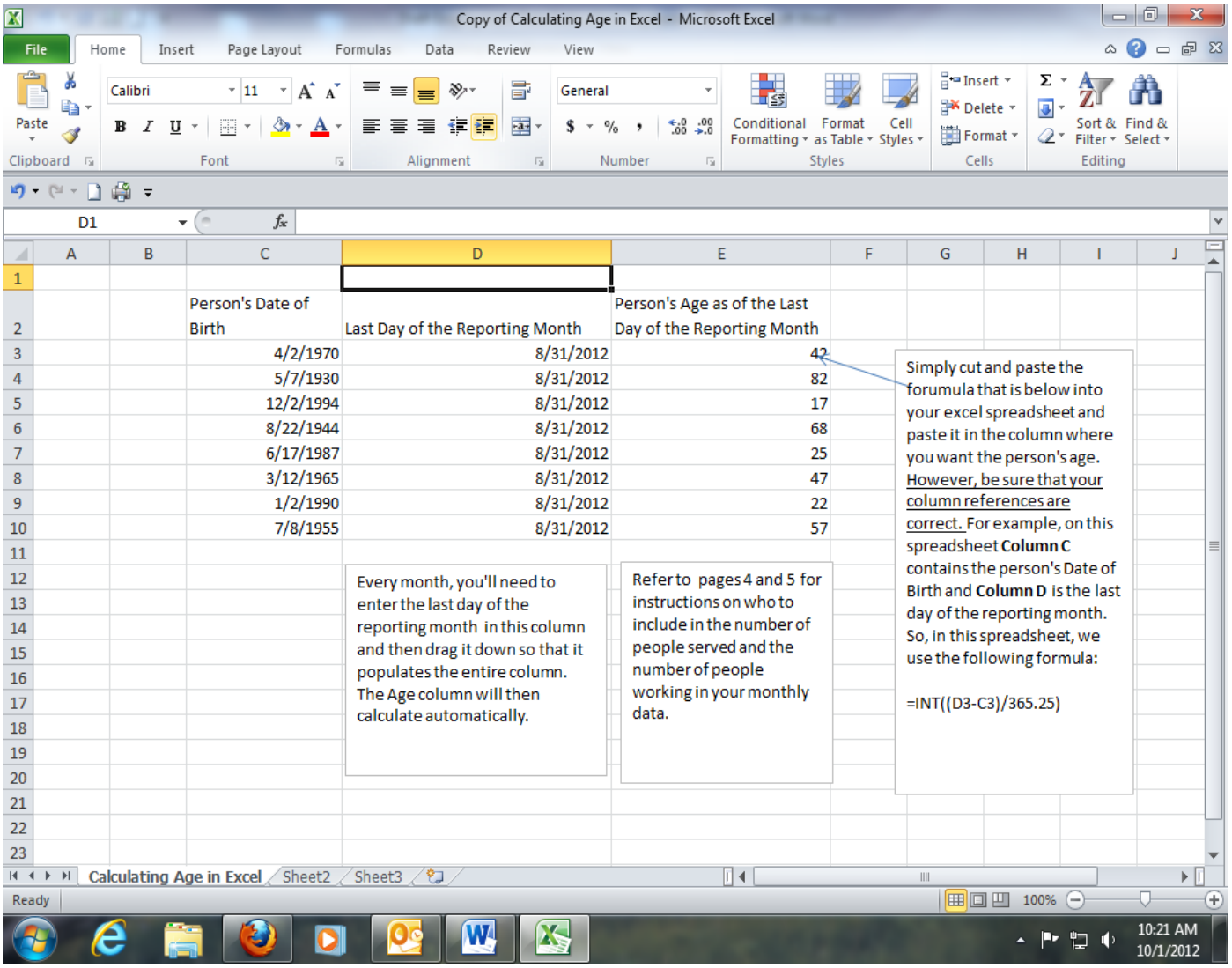
Have Questions?

For programmatic questions (who to count as working, served, etc.) contact your DIDD Regional Employment and Day Service Coordinator.

For IT questions about how to use the data collection system (browser, saving data, cookies, etc.) email DIDDHelpDesk@tn.gov

Thank You: You are now ready to begin entering your data. We hope your agency will use the data as a tool to measure and improve your agency's employment performance.

Remember, Tennesseans with disabilities and their families will use this data to make informed decisions about selecting an employment, so it is imperative that the data be accurate.

A Note about Calculating Age in Excel

Below is an example of how you calculate a person's age in Excel. See page 4, "Who should we include as people supported in DIDD Waiver-Funded Day Services?" to understand why it is critical that you calculate the age of the people you support in DIDD Waiver-Funded Day Services on a monthly basis.