

EMPLOYMENT DATA COLLECTION

VISUAL GUIDE

LOGIN SCREEN

TN SPDC Tool

Email

Password

Remember me

Sign In

Password Recovery



- Enter your email address and password in the appropriate fields.
- If you have forgotten your password, please click on “Password Recovery” in order to reset your password. Follow the prompts.
- If this is your first time logging in the data collection tool, please enter your email address. Then, enter the default password which is password.
- Once you have logged in, you will be directed to the Provider Records screen:

PROVIDER RECORDS

TN SPDC Tool

Record Summary

+ Add Record

Print

FAQ

Profile

Logout

Provider A October 2018 Records

Year: 2018 | Month: October

Export Raw Data | Legend

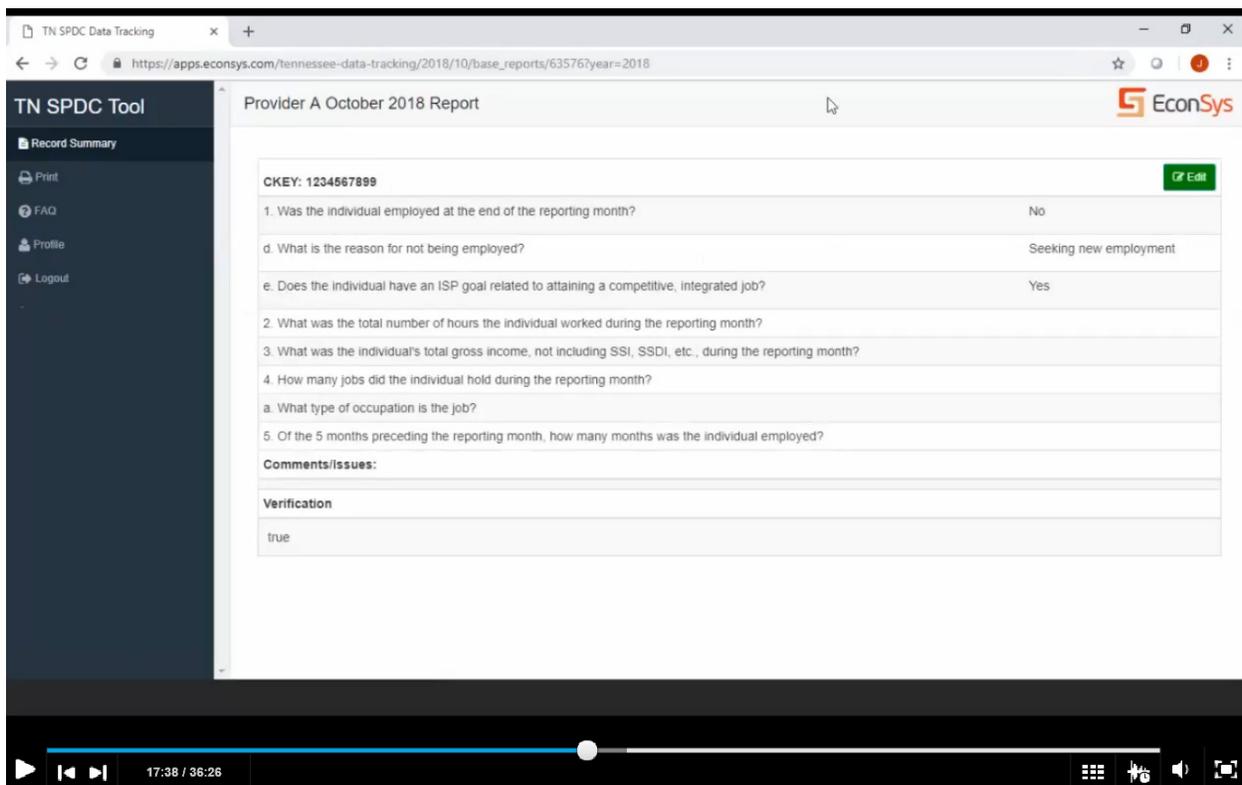
Note:

1. Hover over column headers or answers for a pop up description.
2. There is a new checkbox on each individual record that needs to be verified and checked to show Tennessee that your provider's report is ready for review.

CKEY	Verified?	Q #1	Q 1.A	Q 1.B	Q 1.C	Q 1.D	Q 1.E	Q #2	Q #3	Q #4	Q 4.A	Q #5
1234567899	<input checked="" type="checkbox"/>	No				A	Yes					

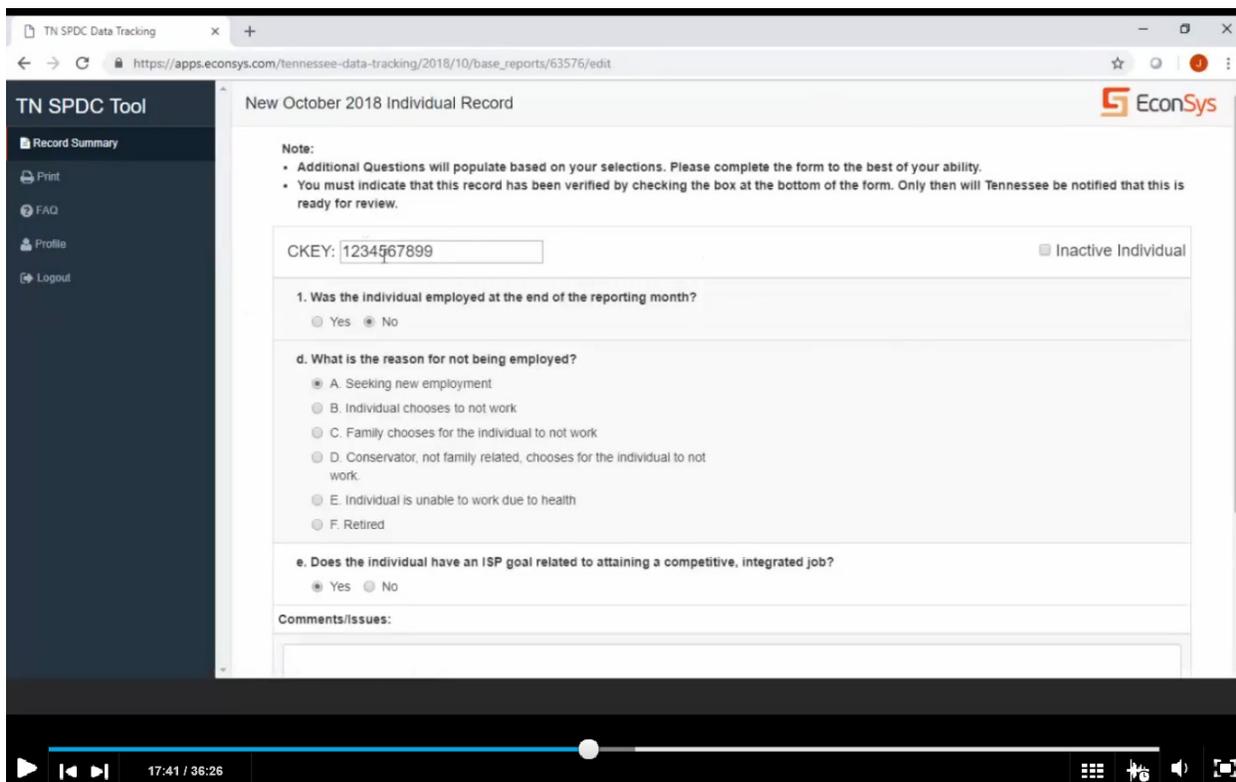


- The CKEY codes/records entered during the last data collection period will automatically populate.
- Prior to the data collection period, a CKEY list will be sent to you. If you do not receive your CKEY list by the first day of the data collection period (e.g. May 1 or November 1), please contact your regional employment coordinator:
 - West TN- Ashley Sanders: ashley.h.sanders@tn.gov
 - Middle TN- Michael Barbour: michael.barbour@tn.gov
 - East TN- Angella Broussard: angella.broussard-chrisman@tn.gov
- The current data collection year and month should automatically populate. Please double check the month/year prior to entering data.
- Click the CKEY code to enter data for that record.
- After you click on the CKEY code, the screen should look like the following:

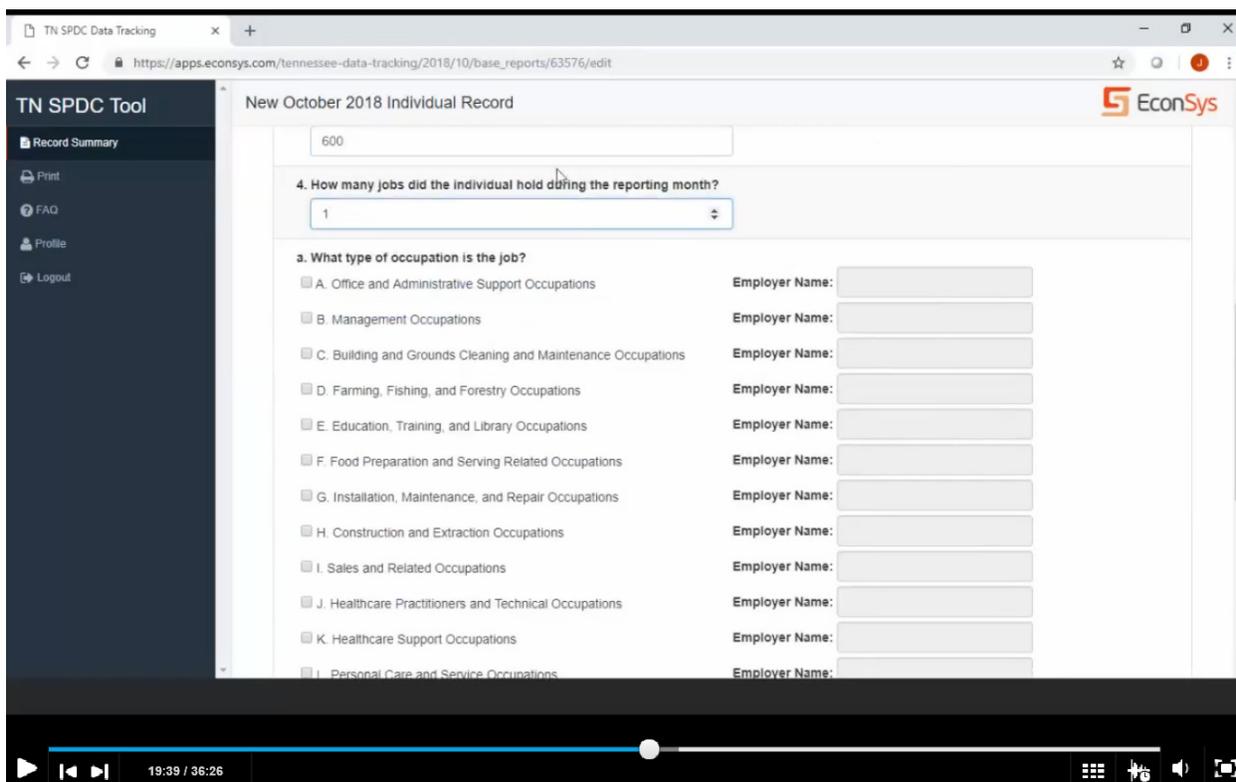


EDITING A RECORD

- Then, click the green "Edit" button in the upper right-hand corner.
- The next screen will look like the following:



- Use your CKEY list to match the CKEY code to the person's name.
- Once you are sure you have the correct person, please answer the questions as accurately as possible. You should only use information collected for the current data collection month (e.g. April or October).



- If the person has multiple jobs, the system will allow you to enter more than one occupation type. A sample is shown below:

The screenshot shows a web browser window with the URL https://apps.econsys.com/tennessee-data-tracking/2018/10/base_reports/new. The page title is "New October 2018 Individual Record". On the left is a sidebar with "TN SPDC Tool" and navigation links: Record Summary, Print, FAQ, Profile, and Logout. The main content area contains a form with the following elements:

- Question 4: "How many jobs did the individual hold during the reporting month?" with a text input field containing "2".
- Section "a. What type of occupation is the job?" with a list of radio button options:
 - A. Office and Administrative Support Occupations
 - B. Management Occupations
 - C. Building and Grounds Cleaning and Maintenance Occupations
 - D. Farming, Fishing, and Forestry Occupations
 - E. Education, Training, and Library Occupations
 - F. Food Preparation and Serving Related Occupations
 - G. Installation, Maintenance, and Repair Occupations
 - H. Construction and Extraction Occupations
 - I. Sales and Related Occupations
 - J. Healthcare Practitioners and Technical Occupations
 - K. Healthcare Support Occupations
 - L. Personal Care and Service Occupations
- To the right of each radio button is an "Employer Name:" label followed by a text input field. For option C, the field contains "Rest Stop". For option E, the field contains "Preschool".

VERIFYING A RECORD

The screenshot shows a "Record Verification" dialog box with the following text:

I confirm that this individual's record contains valid information for the October 2018 time period. Even if this person is inactive (i.e. no longer receiving services from your agency) or you do not recognize the CKEY code, you should still mark the verification box to indicate you have reviewed the information.

Yes No

Buttons: Cancel, Save

- Please select "Yes" in the verification box.
- Then, click the green "Save" button to complete the verification process.
- Please verify the record even if the person is inactive, no longer served by your agency, you do not recognize the CKEY code, the person is deceased, or the person is not employed but is receiving day services.

***** Data is collected for all individuals receiving residential, day, or employment services regardless of their employment status. *****

After you click the "Save" button, you should see the Provider Records screen. Now, there should be a check mark in the "Verified?" column next to the CKEY code you just entered.

The screenshot shows a web browser window with the URL https://apps.econsys.com/tennessee-data-tracking/2018/10/base_reports#63576. The page title is "Provider A October 2018 Records". The interface includes a sidebar with "Record Summary" and "Add Record" options, and a main content area with filters for "Year: 2018" and "Month: October". A table displays the record details:

CKEY	Verified?	Q #1	Q 1.A	Q 1.B	Q 1.C	Q 1.D	Q 1.E	Q #2	Q #3	Q #4	Q 4.A	Q #5
1234567899	<input checked="" type="checkbox"/>	Yes	A	Yes	60			60.0	\$600.00	1	F	3

Below the table, a video player is visible with a progress bar at 21:12 / 36:26.

If there isn't a check mark, please open the record again and double check the following:

- All questions and sub-questions are answered
- "Yes" was selected in the "Record Verification" section before saving the record
- The correct CKEY code was entered (all CKEY codes are 10 characters long)
- The "Inactive Individual" option was not selected for an inactive person or you answered question 1 for an inactive person. When you answer the first question, the "Inactive Individual" option will automatically uncheck.

What should I do if I have a CKEY code is on my CKEY list, but it is not listed in the data collection tool/system? You should add the record.

ADDING A NEW RECORD

The screenshot shows a web browser window with the URL https://apps.econsys.com/tennessee-data-tracking/2018/10/base_reports#63576. The page title is "Provider A October 2018 Records". On the left, a dark sidebar contains the "TN SPDC Tool" menu with options: Record Summary, + Add Record (highlighted with a mouse cursor), Print, FAQ, Profile, and Logout. The main content area shows a form for "Year: 2018" and "Month: October", with "Export Raw Data" and "Legend" buttons. Below this is a "Note" section with two instructions. A table displays record data for CKEY 1234567899.

CKEY	Verified?	Q #1	Q 1.A	Q 1.B	Q 1.C	Q 1.D	Q 1.E	Q #2	Q #3	Q #4	Q 4.A	Q #5
1234567899	<input checked="" type="checkbox"/>	Yes	A	Yes	60			60.0	\$600.00	1	F	3

- Click on "+ Add Record" which may be located in the upper left-hand corner on the page, under "TN SPDC Tool"

Then, you will be guided to a blank record that looks like the following:

The screenshot shows a web browser window with the URL https://apps.econsys.com/tennessee-data-tracking/2018/10/base_reports/new. The page title is "New October 2018 Individual Record". The sidebar is the same as in the previous screenshot. The main content area contains a "Note" section with instructions. Below is a form with a "CKEY" field (10 Character C-Key Req.), an "Inactive Individual" checkbox, and a question: "1. Was the individual employed at the end of the reporting month?" with radio buttons for "Yes" and "No". There is a "Comments/Issues:" text area and a "Record Verification" section with a confirmation statement and radio buttons for "Yes" and "No". "Cancel" and "Save" buttons are at the bottom right.

- Please enter the 10 character CKEY code from the CKEY list.
- The blank record may have the “Inactive Individual” checked. Once you answer the first question, the “Inactive Individual” option will change automatically.
- Then complete, verify, and save the record

The screenshot displays the 'TN SPDC Tool' interface for 'Provider A October 2018 Records'. The interface includes a sidebar with options like 'Record Summary', 'Add Record', 'Print', 'FAQ', 'Profile', and 'Logout'. The main content area shows a table of records with the following data:

CKEY	Verified?	Q #1	Q 1.A	Q 1.B	Q 1.C	Q 1.D	Q 1.E	Q #2	Q #3	Q #4	Q 4.A	Q #5
1234567899	✓	Yes	A	Yes	60			60.0	\$600.00	1	F	3
2748156328	✓	No				C	No					

Once all the CKEY codes/records are entered into the data collection tool and are verified (with a check mark), your agency’s data collection is complete. Then, DIDD will receive a notification specifying your data collection is complete.

PRINTING RECORDS

You do not need to print anything or send any paperwork to DIDD. The system will notify DIDD when your data collection is complete.

If you want to print a record for agency use, click the “Print” option on the left side of the page under “TN SPDC Tool.”

Provider A October 2018 Records

Year: 2018 | Month: October

Note:

1. Hover over column headers or answers for a pop up description.
2. There is a new checkbox on each individual record that needs to be verified and checked to show Tennessee that your provider's report is ready for review.

CKEY	Verified?	Q #1	Q 1.A	Q 1.B	Q 1.C	Q 1.D	Q 1.E	Q #2	Q #3	Q #4	Q 4.A	Q #5
1234567899	✓	Yes	A	Yes	60			60.0	\$600.00	1	F	3
2748156328	✓	No				C	No					

FREQUENTLY ASKED QUESTIONS

There is an FAQ section within the program. Click on the “FAQ” option which can be located on the left side of the page under “TN SPDC Tool”. The FAQ section will be updated periodically.

Frequently Asked Questions (FAQ)

Paul@tn.gov, CCed at rdavis@econsys.com.

Training Videos

- [Data Collection Webinar Link](#)

General Information

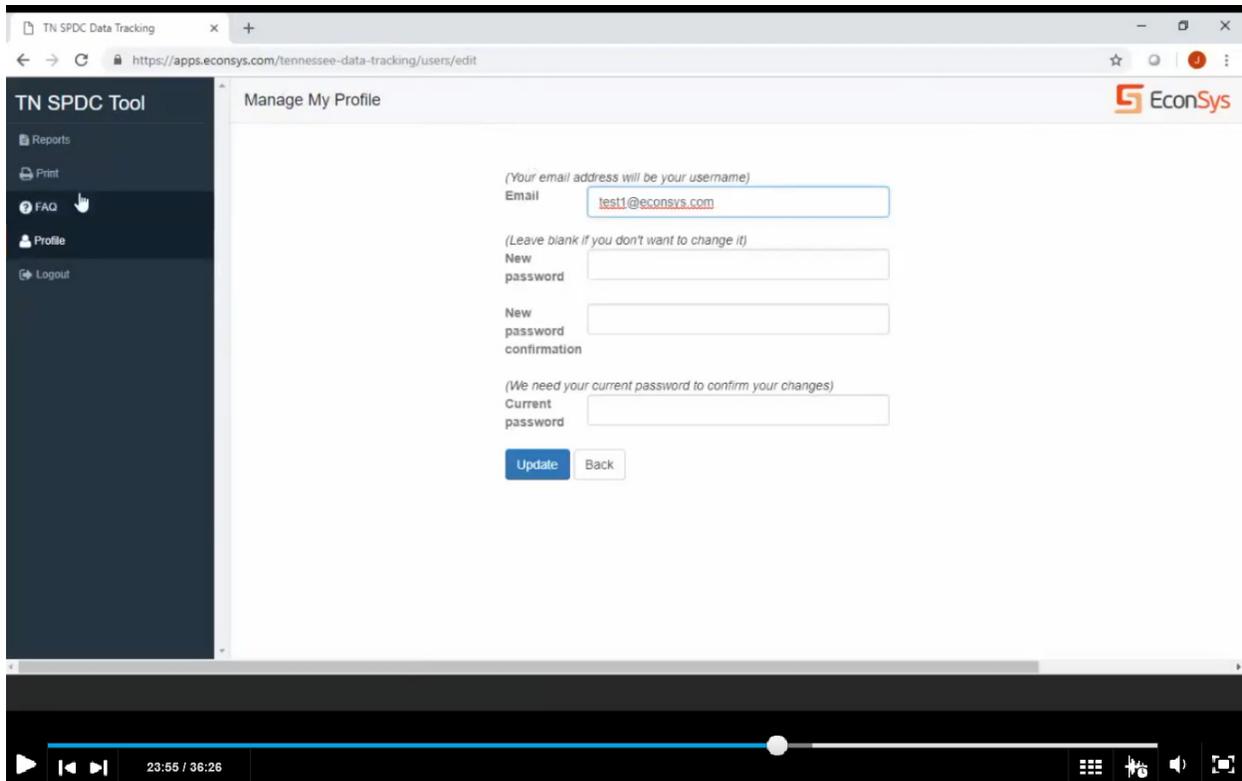
1. **What is the goal for the TN SPDC Tool?**
The TN SPDC Tool serves as an easy way for providers to deliver data to their program director.
2. **What is competitive integrated employment?**
According to the Workforce Innovation and Opportunity Act (WIOA), competitive integrated employment (CIE) is defined as, “full or part-time work at minimum wage or higher, with wages and benefits similar to those without disabilities performing the same work, and fully integrated with co-workers without disabilities.”
3. **Where can I change my password?**
In the left hand navigation bar, click on “Profile”. Here you will be able to update your password if you know your current one. Passwords are case sensitive and there are no requirements on length or special characters.
4. **How can I print my record?**
In the left hand navigation bar, while on the page you want to print, click on “Print”. This will prompt a preview that will either allow

Reporting Information

1. **How do I create a new record?**
First, select which month and year you want to view/report on by using the selectors on top of the record summary page. Then, in the left hand navigation bar, select “+ Add Record”. This will bring you to the record creation page for the month and year you selected in the step before.
2. **What are the column headers?**
The column headers are questions. Hover over the text in the column header to be shown a pop-up of the text for the question.
3. **How can I change the reporting month/year?**
Use the dropdown boxes with month and year to select the proper reporting period.
4. **What kind of values should I enter?**
Values should be accurate to the individual you are reporting on and specifically for that reporting period.
5. **Why can't I enter values into my report?**
Once a report has been created, or contains any values, clicking on the individual ID will bring you to the view feature of the report. You can't edit here but by clicking on the bright green “Edit” button, you will be directed to the edit feature of the report. Once completed with adjusting your numbers, please remember to save.

UPDATING AN EMAIL OR PASSWORD

To update an email or password, click the 'Profile' option and you will be directed to the following screen:



Enter the requested information. Then, click "Update".

CONTACT INFORMATION

If you have any questions not covered in this guide, please contact your regional employment coordinator:

- **West TN**- Ashley Sanders: ashley.h.sanders@tn.gov
- **Middle TN**- Michael Barbour: michael.barbour@tn.gov
- **East TN**- Angella Broussard: angella.broussard-chrisman@tn.gov