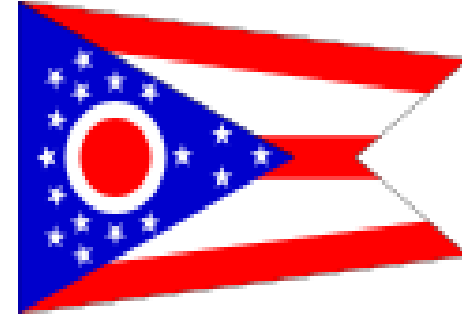


EMPLOYMENT FIRST



OUTCOME TRACKING SYSTEM TRAINING

Ohio Department of Developmental Disabilities

Division of Policy and Strategic Direction

AGENDA

- Introductions
 - Lindsay Terry Stine – DODD – Data Analyst
- Review Employment First Outcome Tracking System
- Demo of system
- Update on system changes
- Questions and Answers



EMPLOYMENT FIRST OUTCOME TRACKING SYSTEM

- The Employment First Outcome Tracking System (EF OTS) was designed to be a way to record employment outcome data for individuals served in Ohio's developmental disability system.
 - Hours worked
 - Wages earned
 - How people obtain employment
 - Types of occupations
- This data is used to inform decisions on both the state and local level.

**EMPLOYMENT
FIRST** 

WHY?

- Employment First is a larger initiative to expand community employment for individuals with disabilities and is a multi-system approach.
- We have a partnership with OOD to connect those who want to work to work.
 - This is called the Employment First Partnership.
 - We collect data through this partnership but it is not through the EF OTS
- We developed the EF OTS to better understand what is happening with the DD service system in order to make data driven decisions.
- This system allows us to learn more about what is happening within our system when someone is receiving an employment service.

ADMINISTRATIVE RULE

- Participation in the Outcome Tracking System is a requirement in the Employment First Rule 5123:2-2-05:
 - “Providers of employment services shall collect and submit to the department individual-specific data regarding employment services and employment outcomes including but not limited to, type of services provided, how individuals obtained employment, hours worked, wages earned, and occupations. The data shall be submitted through a web-based data collection system developed and maintained by the department”

WHAT ARE THE EMPLOYMENT SERVICES?

- Vocational Habilitation
- Group Employment Supports
- Individual Employment Supports
- Competitive Employment
- Career Planning:
 - Assistive Technology Assessment
 - Benefits Education and Analysis
 - Career Discovery
 - Career Exploration
 - Employment – Self-employment Plan
 - Job Development
 - Situational Observation and Assessment
 - Worksite Accessibility
 - Self-Employment Launch

REQUIREMENTS FOR PROVIDERS

Agency Tool
question
7.015

Written
Progress
Report

Share
Data

Collect
and
submit
data

Agency Tool
question
7.016

WRITTEN PROGRESS REPORT

- For individuals receiving employment services
 - Vocational Habilitation
 - Group Employment Supports
 - Individual Employment Supports
 - Career Planning
- Submitted at least once every 12 months
- Services should be consistent with expected outcome
- Describe progress on achieving desired outcome – obtained employment or are advancing on the path to employment
 - If no progress reported, identify barriers and actions taken to overcome barriers

DATA REPORTING

- Submit data through Employment First Outcome Tracking System
- Share data and outcomes upon request

UPDATING DATA

- Data should be entered into the OTS at least once every 12 months
- Data should be entered and updated as soon as possible if there is a significant change in the individual's employment status. Examples:
 - Significant change in wages
 - Significant change in hours
 - No longer employed
 - Obtains a job
- Data should be updated when an individual passes away, moves out of county/state, retires

UPDATING DATA



Green check mark indicates that employment data has been entered into the system and is currently up to date.



Red X indicates that employment data has not been entered into the system.



The blue concentric circles will appear when data needs to be updated after 12 months has lapsed.

HOW DO INDIVIDUALS APPEAR IN THE EF OTS?

- County Boards:
 - Services and Supports check marked in CRM-IDS
 - Vocational Habilitation
 - Group Employment Supports
 - Individual Employment Supports
 - Competitive Employment
 - Career Planning (Career Discovery, Career Exploration, Self-Employment Plan, Job Development, Self-Employment Launch, Worksite Accessibility, Benefits Education and Analysis, Situational Observation and Assessment, and Assistive Technology Assessment)
 - Active individual (no termination date, no date of death)

HOW DO INDIVIDUALS APPEAR IN THE EF OTS?

- Providers:
 - Billed an employment service within the last 18 months
 - Vocational Habilitation
 - Group Employment Supports
 - Individual Employment Supports
 - Competitive Employment
 - Career Planning (Career Discovery, Career Exploration, Self-Employment Plan, Job Development, Self-Employment Launch, Worksite Accessibility, Benefits Education and Analysis, Situational Observation and Assessment, and Assistive Technology Assessment)

ENTERING INFORMATION

- Community-based employment or Sheltered Employment page
 - Community-Based Employment
 - Sheltered Employment
 - Exited Employment/Program
 - Last Finalized



PARTICIPANT DEMOGRAPHICS

- Pre-populated information
 - Name
 - Date of Birth
 - Gender

COMMUNITY- BASED EMPLOYMENT

Community-based employment includes:

Community job
Self-Employed
Enclave
Mobile Work Crew

Adding a new community-based job:

Pre-populated:
•Name
•Individual currently employed

COMMUNITY-BASED EMPLOYMENT

- Provider enters:
 - Agency providing employment supports
 - Name of Employer
 - How individual obtained the job
 - Type of Employment (Individualized community employment, Self-employed, Enclave, Mobile Work Crew)
 - When they started the job
 - Describe the worker's occupation
 - Average Wages
 - Average Hours
 - Fringe Benefits
 - How person typically gets to the job
- Then click save
- Finalize (if finished entering all jobs)

COMMUNITY- BASED EMPLOYMENT

- Occupation
 - Check the box that most closely matches the individual's role and job duties for employer.
 - Please note that this may differ from the actual industry
- Example:
 - Employed at Burger King doing janitorial duties
 - Would select Janitorial/Custodial rather than Food Service

SHELTERED EMPLOYMENT

- Adding a new sheltered employment:
 - Pre-populated:
 - Name
- Provider enters:
 - Agency providing employment supports
 - Name of agency or sheltered workshop
 - When the individual started this activity
 - Average wages
 - Average hours
 - How the person typically gets to the activity
- Then click save
- Finalize (if finished entering all jobs)

EXITED PROGRAM/EMPLOYMENT

- Select the job – Community-based Employment or Sheltered Employment
- Select Edit
- “Is individual currently engaged in this activity?”
- Select No
- Ensure that all data is up to date
- Save
- You will be prompted to enter exit criteria:
 - Select exited this job (only for Community-based employment, automatically selected for sheltered employment)
 - Date exited job
 - What was the reasoning
 - Found/wanted a better job
 - Passed away
 - Retired
 - Other – Please type in this response
 - Save
- Finalize

STILL EMPLOYED BUT NO LONGER RECEIVING SERVICES

- Select the job – Community-based Employment
- Select Edit
- “Is individual currently engaged in this activity?”
- Select “Yes, but no longer receiving services”
- Ensure that all data is up to date
- Save
- You will be prompted to either select:
 - “Is still employed but no longer needs/wants supports from agency” OR
 - “Exited this Job”
 - Select “Is still employed but no longer needs/wants supports from agency”
 - Click Save
 - Finalize

FINALIZING

After entering employment data, it is very important that you finalize the information

Data that is not finalized is not pulled into our reports

HOW TO GET ACCESS TO THE EF OTS

- The affidavit form can be accessed at:
<https://sra.prodapps.dodd.ohio.gov/default2.aspx>
- The request type is: change system access (if you already have a username) (if you don't please do new account)
- The Contract number is your DODD contract number; it is the one that is used for billing.
- If you only want the EF application, there should be an option to select EMPFIRST in the Production Environment. In the "role" column, please write (after printed) "Provider Employee" and circle "Add."
- Once completed, email a scanned copy to me,
Lindsay.Terry-Stine@dodd.ohio.gov



DEMO OUTCOME TRACKING SYSTEM

INFORMATION

Discuss known issues with the EF OTS

Long term plans for our system

Updating data by May 31st, and analysis released to field in July

UPDATES



CONTACT
INFORMATION

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