

**SEMI-ANNUAL
EMPLOYMENT OUTCOMES SYSTEM
EVALUATION REPORT
September 2007**



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**Department of Human Services
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Office of Federal Resources & Financial Eligibility
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❖ PREFACE

The Employment Outcome System (EOS) report is the semi annual performance outcomes for adults with developmental disabilities receiving long-term day support funding.

In the 1983-85 biennium, the State of Oregon enacted legislation requiring measurement of how employment services enhances **social integration, independence and productivity** of people with developmental disabilities. Program assessment helps measure the goals achieved. The report results are available for public inspection and review by the Legislative Assembly.

This report is based on information received from employment service providers who implement Employment outcomes for adults with developmental disabilities.

Once every six months, service providers submit information about the employment outcomes experienced by each individual receiving services funded by Senior's and People with Disabilities (SPD). This statewide summary may be used by:

- Families and advocates to compare outcomes and make an informed choice among local providers;
- Service providers to track agency quality improvement efforts and compare their performance against state averages;
- County and other local personnel to disseminate information about the supports available in their community; and
- State officials to demonstrate the benefit of investment in employment and alternative supports.

Information from the surveys are summarized to provide a statewide “snapshot” of the outcomes experienced by individuals receiving services.

This report fulfills the commitment made to the Legislative Assembly by summarizing and providing an overview of the employment outcomes information received from employment service providers.

This report describes what we know about the aggregate employment outcomes of developmentally delayed individuals receiving employment services. It does not evaluate answers. It does show employment patterns.

The report is also available at <http://www.oregon.gov/DHS/spd/data/>
Click on the link for the Employment Outcomes System.

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❖ EXECUTIVE SUMMARY

Programs and Individuals

Data for **72** employment programs supporting **3,432** individuals are included in this report. This represents approximately **88%** of all employment programs and **91%** of all individuals receiving employment services reported on as of September 2007.

Employment Status

Data for a total of **3,262** individuals show employment outcomes. Of these, **39 (1.2%)** reported being unemployed. All of the other **3,223** individuals (**98.8%**) received employment or Alternative to Employment (ATE) services. Of these, **1,305 (40.01%)** were served through sheltered employment, **436 (13.37%)** through group employment, **194 (5.95%)** through individual jobs, **9 (0.28%)** through self-employment, and **1,279 (39.21%)** through ATE.

Alternate to Employment

1,213 responses show Alternatives to Employment. Of these **119 (9.81%)** show being retired, **910 (75.02 %)** show Alternative to Employment as a choice and **184 (15.17%)** show “other” as a reason for alternative to employment.

Program Operated Business

3,369 individuals (**98.16%**) show responses to the question of who operates the employment that the individual is involved in. Of these, **2,967 (88.07%)** were served by provider-operated businesses while **402 (11.93%)** were employed or served by businesses not operated by the employment service provider.

Paycheck Issued by

3,324 individuals (**96.85%**) show responses to this question. Of these, **1,764 (53.07%)** received a paycheck from a rehabilitation/support organization, **365 (10.98%)** from an employer, and **1,195 (35.95%)** received no paycheck.

New Employer/Alternatives to Employment

3,365 individuals reported responded to this question. Of the **98.05%** responses to this question, **265 (7.88%)** show going to a new employer/ATE during the last six months while **3100 (92.12%)** show no change in the last six months.

Duration of Employment

Out of the **3,432** surveys received, **3,272 (95.34%)** answered this question. The average duration for all individuals served in sheltered employment was **131.16** months (**10.93** years) and the average duration reported for individuals in individual jobs was **73.22** months (**6.1** years). The ATE average duration was **100.18** months (**8.35** years).

Types of Work Performed

3,328 individuals (**96.97%**) show responses to this question. Of these, **2,106 (63.28%)** were working while **1,222 (36.72%)** show alternative to employment. The top three employment categories were assembly/manufacturing **837 (25.15%)**, recycling/sorting **333 (10.01%)**, and janitorial/housekeeping **223 (6.7%)**.

Typical Hours Scheduled Weekly for Paid Work

On average, **2,822** individuals were scheduled for **13.68** hours of paid work each week, with the largest proportion (**31.86%**) scheduled for 0 to 4 hours.

Typical Hours Scheduled Weekly Non-Paid Work

On average, **2,899** individuals show being scheduled for **11.31** hours of non-paid work each week, with the largest proportion (**35.7%**) scheduled for 0 to 4 hours).

Hourly Earnings

2,620 individuals showed hourly earnings. Many individuals (**559**) showed \$0.00 as their hourly earnings, **527** in ATE, **12** in sheltered employment and one in group employment also show \$0.00 hourly earnings. Average hourly earnings calculated with these \$0.00 values included were **\$3.20** per hour. With \$0.00 earnings excluded, the average was **\$4.08** per hour.

Average hourly earnings were **\$2.86** per hour in sheltered employment, **\$5.15** in off-site group employment, and **\$7.42** per hour for persons with individual jobs.

Benefits Received

2,584 individuals (**75.29%**) show as receiving no fringe benefits. The most frequently reported benefits individuals received from employment were vacations or paid holidays (**19.03%**) and sick leave (**14.86%**).

Individuals *without* Disabilities in the Immediate Environment

3,376 individuals (**98.37%**) show responses to this question. Of these, **1,553 (46%)** indicate no individuals without disabilities in their immediate environment, **1,262 (37.38%)** indicate 1-5 individuals without disabilities, **319 (9.45%)** indicate 6-15 individuals without disabilities, and **242 (7.17%)** indicate more than 16 individuals without disabilities in their environment.

Individuals *with* Disabilities in the Immediate Environment

3,373 individuals (**98.28%**) show responses to this question. Of these, **331 (9.81%)** are in environments in which they are the only individual with disabilities, **450 (13.34%)** are in environments where there are 2-4 individuals with disabilities, **713 (21.14%)** are in environments in which there are 5-8 individuals with disabilities, and **1,879 (55.71%)** are in environments with 9 or more individuals with disabilities.

Social Interactions with People *without* Disabilities excluding Paid Staff

3,361 individuals (**97.93%**) show responses to this question. Of these, **633 (18.83%)** interacted rarely, if ever, **1,340 (39.87%)** exchanged greetings, **668 (19.88%)** interacted substantially, and **720 (21.42%)** interacted on a frequent and ongoing basis.

Secondary Environment - Employment Status

391 individuals (**11.39%**) showed a secondary employment status. Of these, **54 (13.81%)** received secondary employment services through sheltered employment, **63 (16.11%)** through off-site group employment, **76 (19.44%)** through individual jobs, **one** through self-employment and **181 (46.29%)** through ATE; the remaining **16 (4.09%)** unemployed.

Secondary Environment - Typical Hours Scheduled Weekly for Paid Work

304 individuals (**8.86%**) showed responses to this question. On average, these individuals were scheduled for **4.49** hours of paid work, with the largest proportion of individuals (**62.17%**) scheduled for 0 to 5 hours.

Secondary Environment - Typical Hours Scheduled Weekly Non-Paid Work

301 individuals (**8.77%**) show survey responses to this question. On average, these individuals were scheduled for **7.72** hours of non-paid work, with the largest proportion of individuals (**36.54%**) scheduled for 0 to 5 hours.

Secondary Environment - Hourly Earnings

273 individuals (**7.95%**) showed an hourly earning in a secondary environment. These individuals earned an **average** of **\$4.10** per hour, or **\$4.14** per hour if earnings of \$0.00 are excluded. Among those earning higher wages, the largest group **104 (38.10%)** earned \$7.00 to \$8.00 per hour and **3.3%** showing earnings of over \$9 per hour.

❖ HOW THE EMPLOYMENT OUTCOME DATA IN THIS REPORT WERE GATHERED AND SUMMARIZED

Employment Outcomes Data

Employment programs using the Employment Outcomes System surveys provide a snapshot of the employment outcomes experienced by their participants on an “Employment Outcomes System” survey form. These survey forms are sent out and returned completed for participants once every six months. Data from these survey forms were used to prepare this report.

The following section of the report summarizes questions 1-13 on the Employment Outcomes System (EOS) reporting form; these items ask about the Primary Environment in which individuals receive services. Primary Environment is defined as the environment in which the individual typically spends the most time each week. Questions 14-17 reflect data for the Secondary Environment (i.e., the environment where the individuals spend the second most amount of time following the Primary Environment), and are reported later in this document.

Participating Employment Programs

Data is gathered by the Oregon Department of Human Services, Senior’s and People with Disabilities (SPD); Office of Federal Resources and Financial Eligibility. The data indicate that there were 82 employment programs providing employment services in Oregon to 3767 individuals.

This report summarizes the employment outcome information for 3432 individuals with disabilities who receive services from 72 employment programs using the Employment Outcomes System (EOS). This report provides information about 88% of all surveyed individuals who receive employment support. The names of the employment programs that provided information for this report are included in Appendix A.

The information in this report provides a snapshot of the employment outcomes experienced by participants as of September 2007.

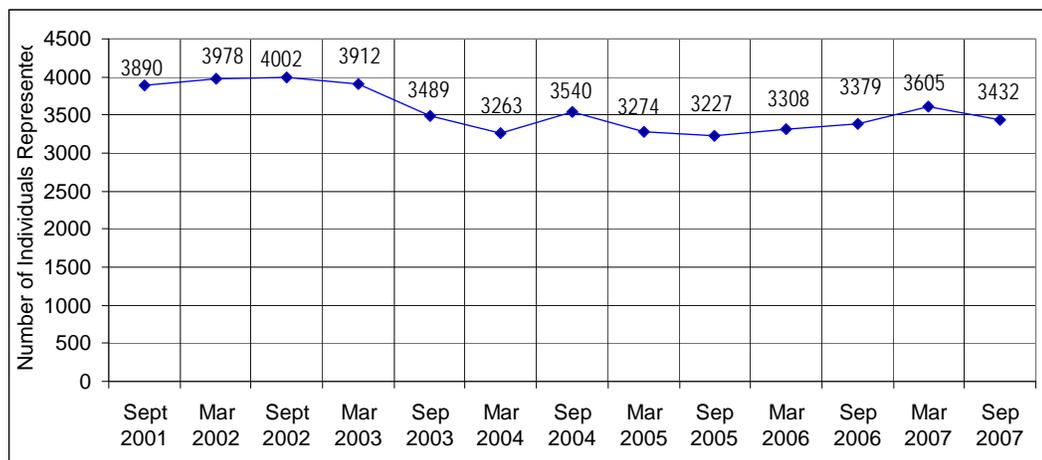
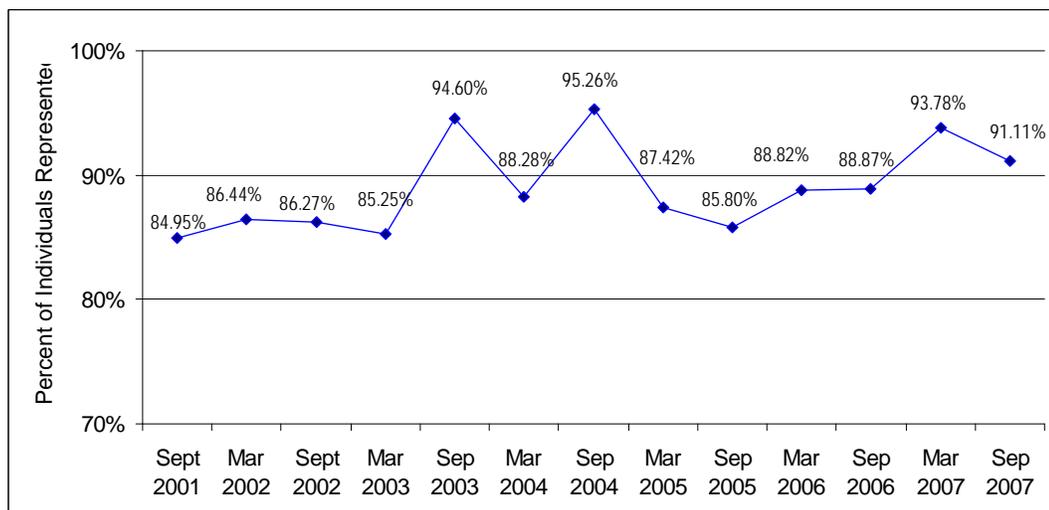
❖ DEGREE TO WHICH PEOPLE WITH DISABILITIES ARE REPRESENTED IN THE DATA

The first graph below shows the proportion of people with disabilities who received employment services and are represented in the Employment Outcome System report.

For example, 86.27% of people with disabilities were represented in the data submitted by employment programs for September, 2002, while 91.11% are represented in data submitted for September 2007.

The second graph shows the number of people with disabilities who received employment services and are represented in the current report and previous reports.

For example, 4,002 were represented in the data submitted by employment programs for September 2002, while 3,432 people are represented in data submitted for September 2007.



❖ OUTCOMES

Employment Status

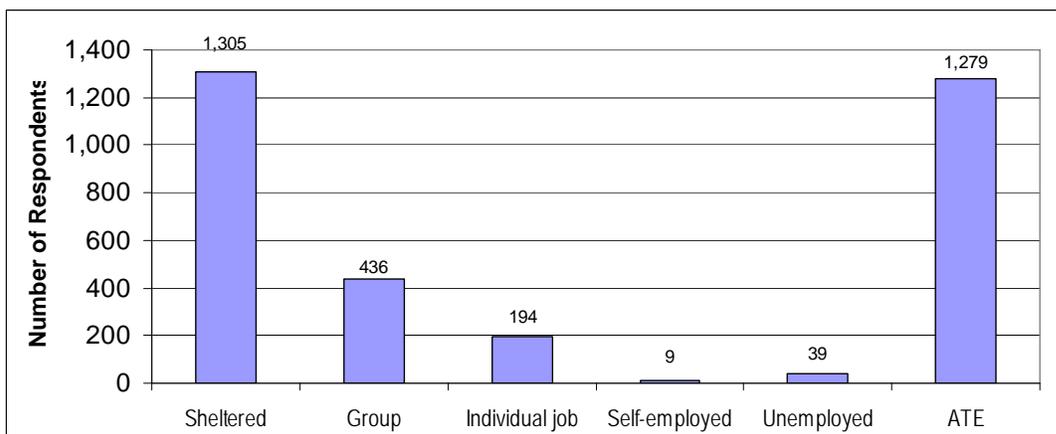
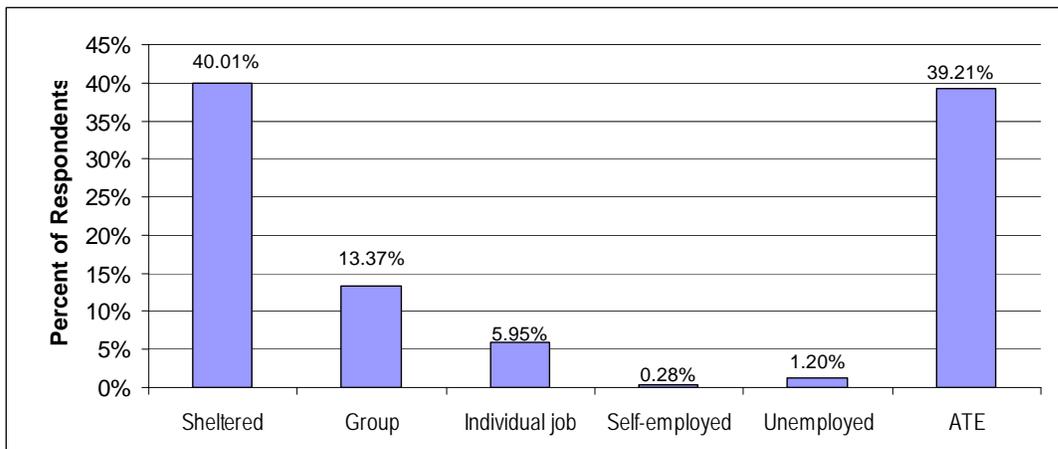
The data in this category is dependant upon employee start date. This category was incomplete on many survey forms. The output is only for individuals where the employee start date was filled in.

The data and graph below illustrate answers to the following:

How many individuals show responses to this question? For the data snapshot taken September 2007; out of the **3,432** surveys returned, there were **3,262** showing a response to the question about employment status.

How many individuals reported receiving employment services through sheltered employment? For the September 2007 data snapshot, **1,305 (40.01%)** were shown as receiving employment services through sheltered employment.

How many individuals received employment services through Alternatives to Employment (ATE)? For the September 2007 snapshot, **1,279 (39.21%)** individuals were shown as receiving Alternatives to Employment services.

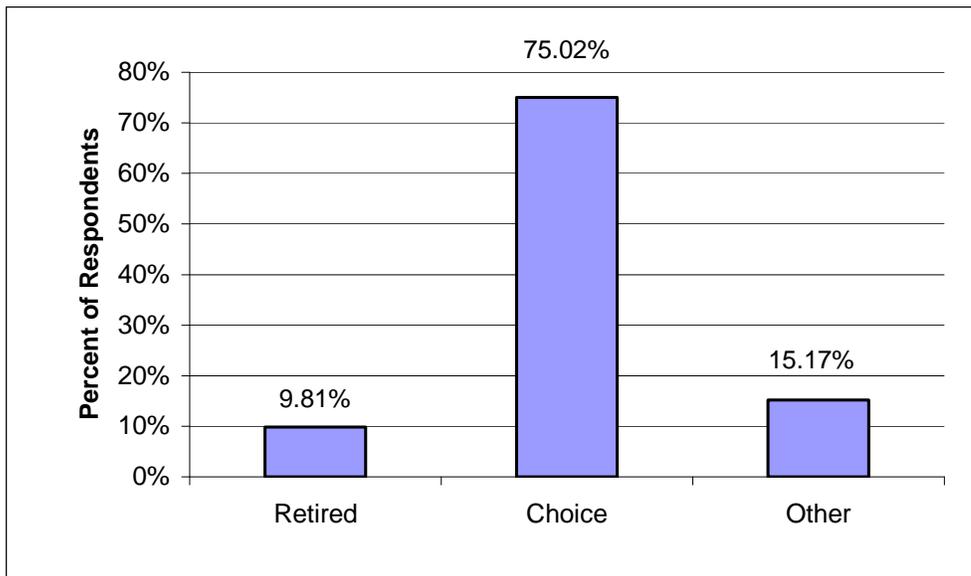


Alternatives to Employment

The data in this category was incomplete on many survey forms. **1,279** reflect ATE while **1,213** reflect a reason for ATE.

The graph below and on the previous page illustrate the following:

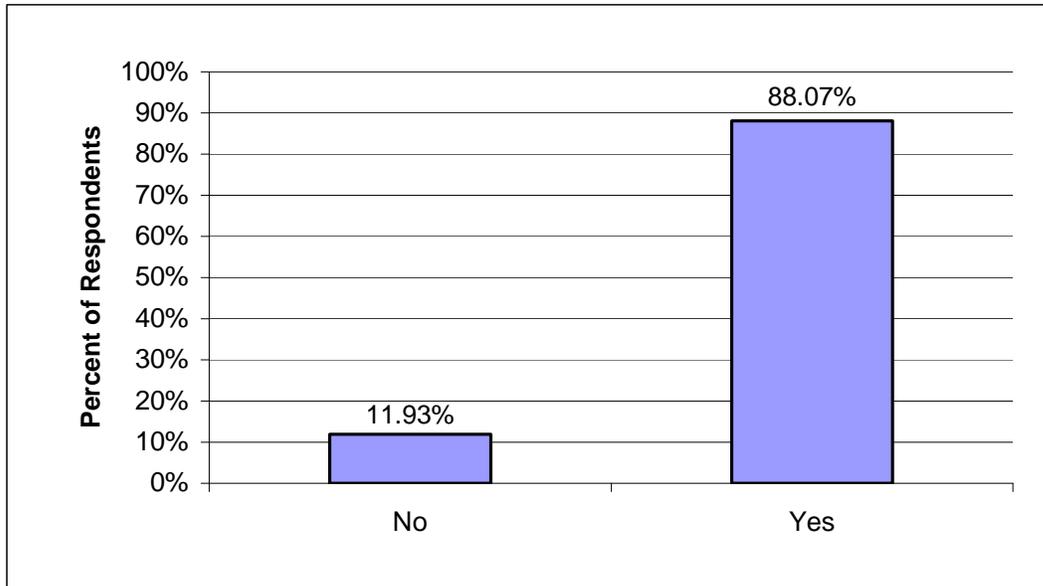
- *How many individuals show responses to this question?* **1,213**
- *How many individuals show receiving ATE services as a result of retirement?* **119** individuals or **(9.81%)**
- *How many individuals show receiving ATE services as a result of choice?* **910** individuals or **(75.02%)** received ATE services as a result of choice.



Program Operated Business

The graph below illustrate answers to the following:

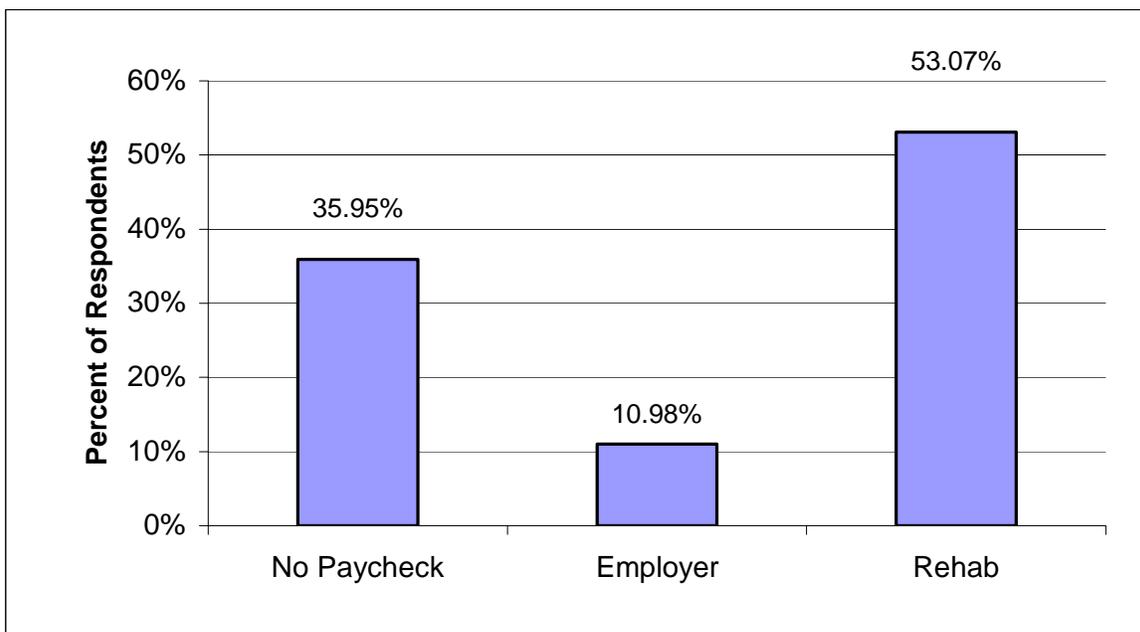
- *How many individuals show responses to this question?* **3369**
- *How many individuals are receiving employment services through a business or ATE operated by the employment service provider?* **2967** individuals or **(88.07%)**



Paycheck Issued By

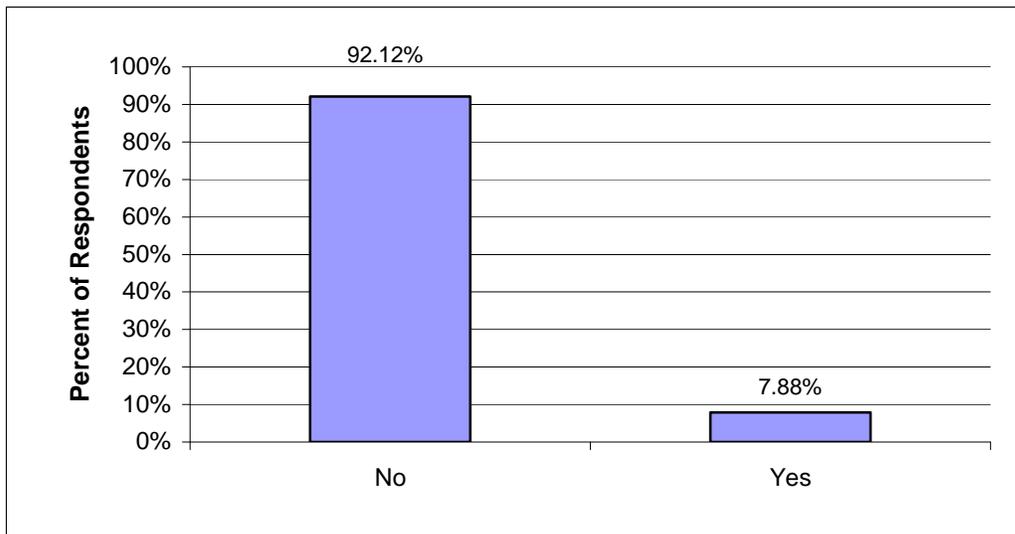
The graph below illustrate answers to the following:

- *How many individuals show responses to this question? **3324***
- *How many individuals show receiving a paycheck directly from the community employer? **365** individuals or **(10.98%)***
- *How many individuals show receiving a paycheck from the rehabilitation/support organization? **1764** individuals or **(53.07%)***



New Employer/ATE in Last 6 Months

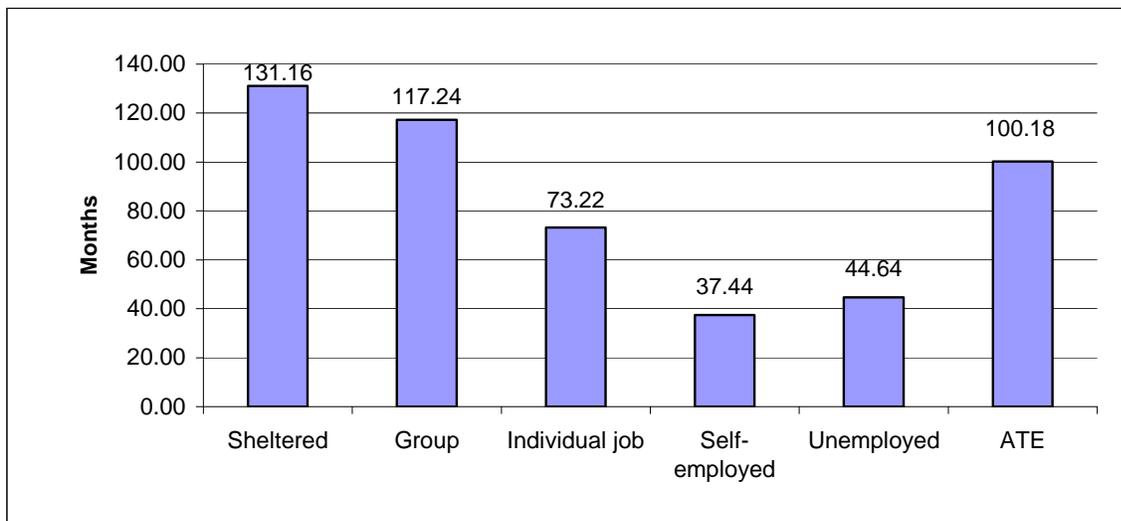
- *How many individuals show responses to this question?* **3365**
- *How many individuals have a new employer or ATE?* **265** or **(7.88%)**



Duration of Employment in Months by Employment Status

The data in this category is dependant upon employee start date.

- *How many individuals show responses to this question?* **3272**
- *What was the average duration of employment?* **112.41** months or **(9.4)** years).
- *What was the average duration of employment by employment status?* The average duration of employment for individuals in sheltered employment was **131.16** months. For individuals in off-site group employment it was **117.24** months. For individuals in individual jobs it was **73.22** months. For self-employed individuals it was **37.44** months. For individuals in ATE programs it was **100.18** months.

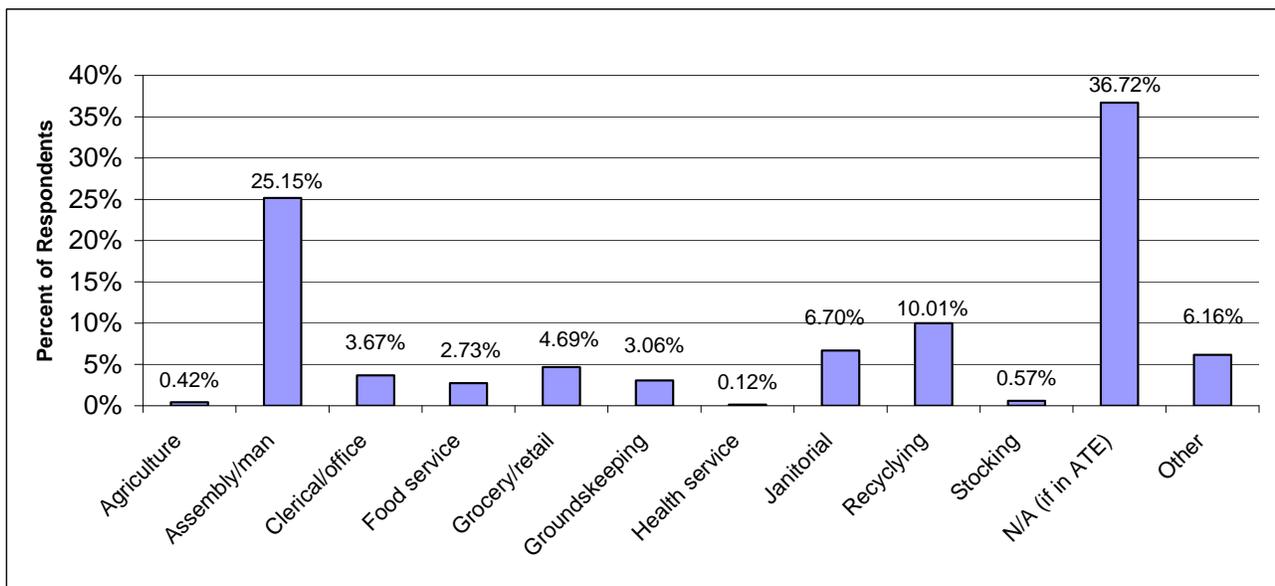


Type of Work

Note: Some surveys showed more than one answer in this category. This question requests a single choice. This category corresponds to the one option that most closely reflects the individual's situation.

The data and graph below illustrate answers to the following:

- *How many individuals show responses to this question?* **3328** individuals show responses. Of these, **2106 (63.28%)** show that they were working in categories other than ATE.
- *What type of work were they engaged in?* **14 (0.42%)** individuals show employment in agriculture, **837 (25.15%)** in assembly/manufacturing, **122 (3.67%)** in clerical/office, **91 (2.73%)** in food services, **156 (4.69%)** in grocery/retail, **102 (3.06%)** in grounds keeping, **4 (0.12%)** in health/human services, **333 (10.01%)** in recycling/sorting, **223 (6.70%)** in janitorial/housekeeping, **19 (.57%)** in stocking, and **205 (6.16%)** in some other type of work.



Typical Hours Scheduled Weekly for Paid Work

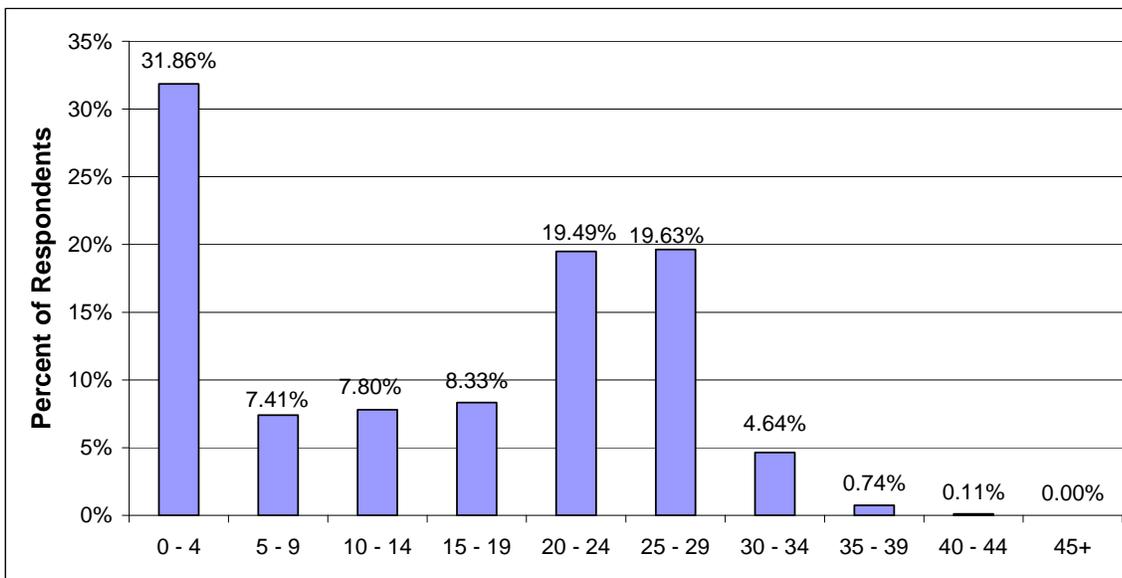
The data and graph below illustrate the reported scheduled hours worked across respondents.

- How many individuals show responses to this question? **2822**
- How many hours of paid work were they typically scheduled for? On average, **13.68** hours per week.

The following data are displayed in terms of 5-hour increments of time.

Thus, 0-4 = 0 to 4 hours and 59 minutes per week

5-9 = 5 hours to 9 hours and 59 minutes, and so on



Number of Respondents

Reporting Period	Total	0 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45+
Mar 2003	3,560	1,008	277	288	332	749	745	111	37	12	1
Sep 2003	3,081	950	205	221	285	577	662	141	25	4	11
Mar 2004	2,882	964	205	203	275	463	647	90	28	4	3
Sep 2004	2,699	613	235	269	281	490	629	151	22	8	1
Mar 2005	2,539	626	176	181	271	624	513	128	17	3	0
Sep 2005	2,533	670	227	200	237	603	431	130	32	2	1
Mar 2006	2,108	202	194	227	267	582	466	141	24	5	
Sep 2006	2,654	764	179	209	268	555	474	176	20	9	
Mar 2007	2,829	780	225	252	303	611	504	121	28	5	
Sep 2007	2,822	899	209	220	235	550	554	131	21	3	

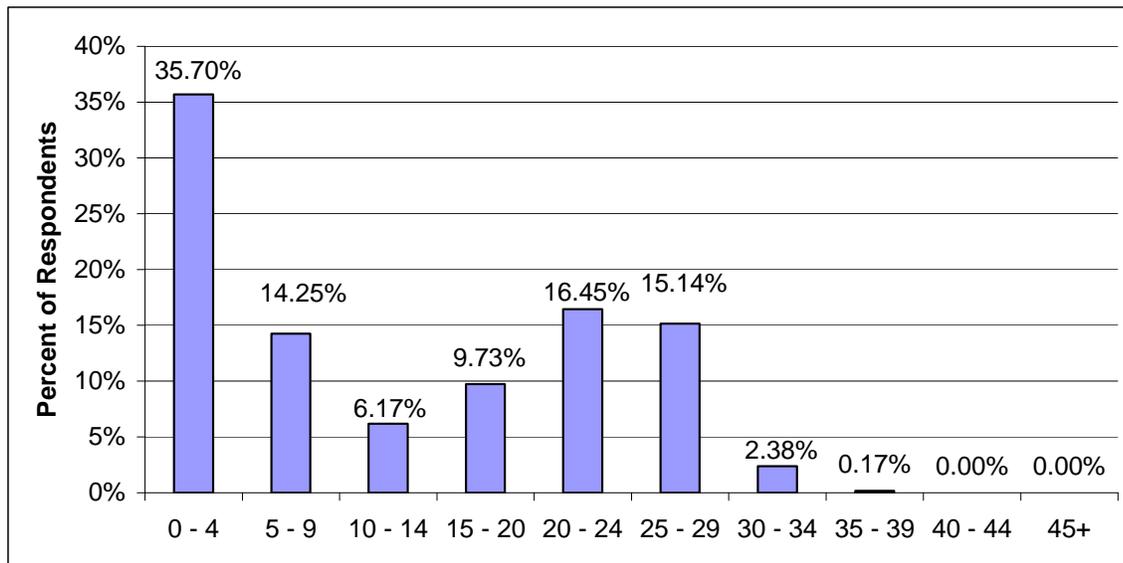
With 0 Values Included

Reporting Period	Avg. Hours Worked
Mar 2003	14.27
Sep 2003	14.18
Mar 2004	13.40
Sep 2004	15.37
Mar 2005	15.24
Sep 2005	14.50
Mar 2006	18.02
Sep 2006	14.51
Mar 2007	14.33
Sep 2007	13.68

Typical Hours Scheduled Non-Paid Time

The graph below illustrates the reported hours scheduled for non-paid time across respondents.

- *How many individuals show responses to this question?* **2899**
- *How many hours were typically scheduled for non-paid work?* On average, **11.31** hours per week of non-paid time.

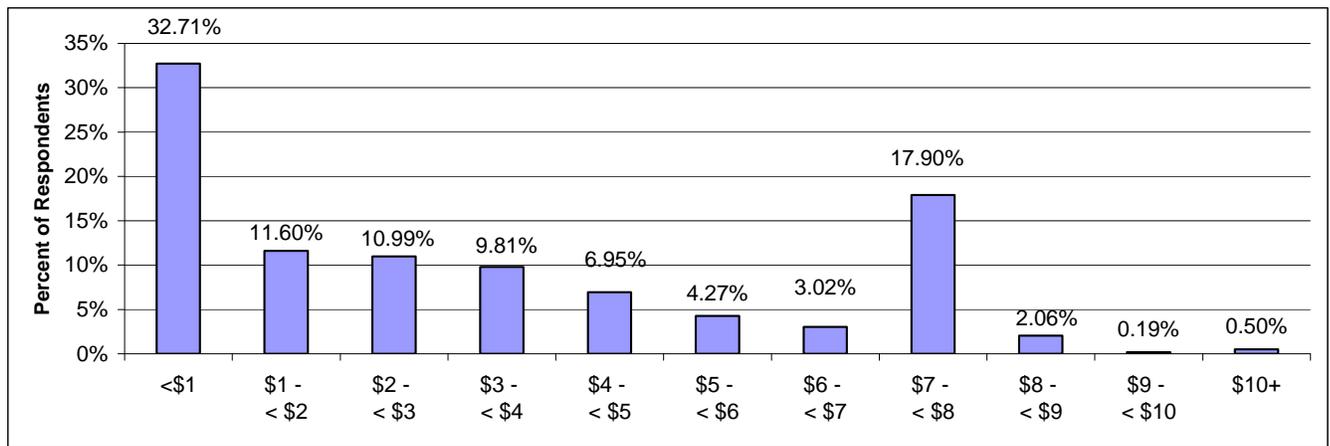


Hourly Earnings (Primary Environment)

The graph below illustrates the reported hourly earnings across respondents.

- *How many individuals show responses?* **2620**
- *What was their average hourly earning?* **\$4.08** per hour when reported earnings of \$0.00 are excluded.

The following data are displayed in \$1.00 increments. Thus, <\$1 = \$0.00 to \$0.99 per hour, \$1 - \$2 means \$1.00 to \$1.99, and so on.

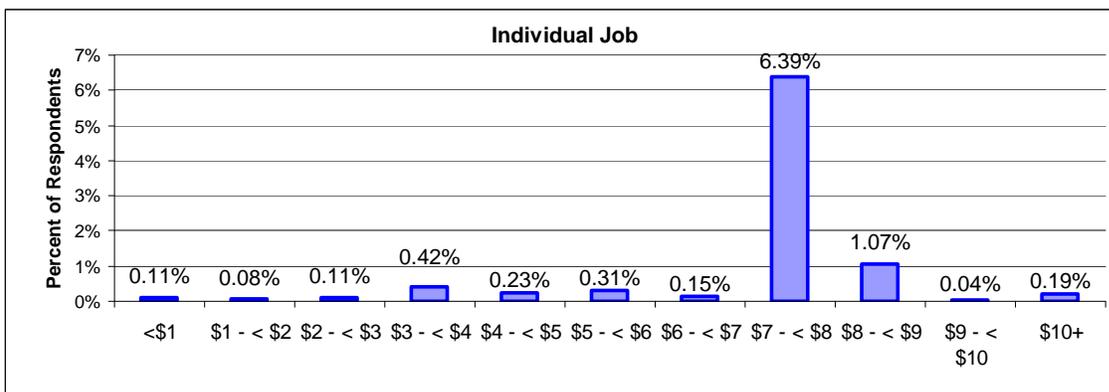
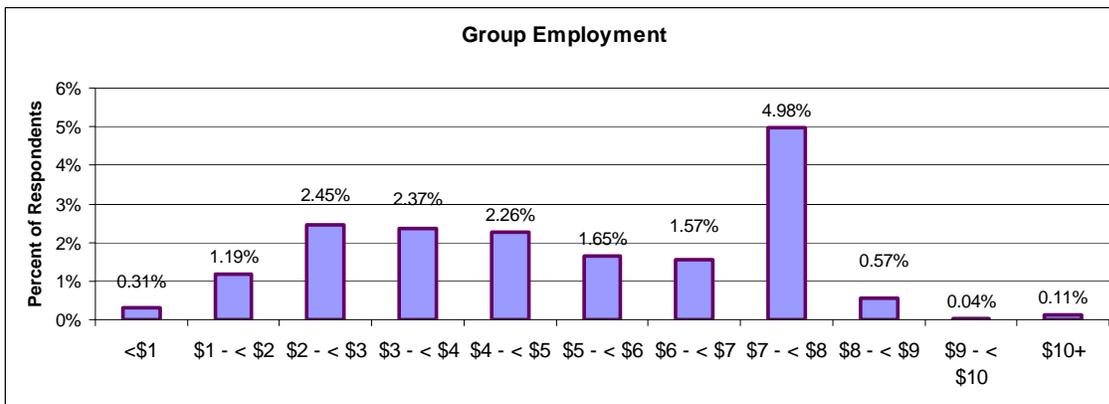
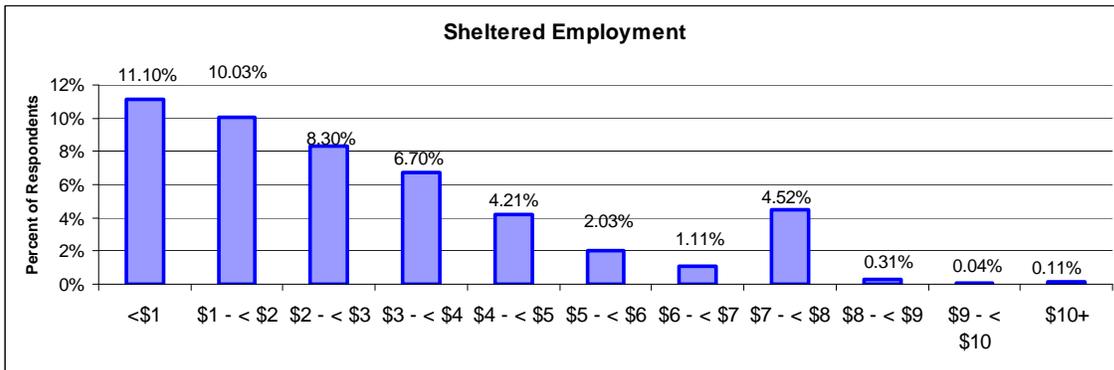


Hourly Earnings - Sheltered Employment, Group Employment, and Individual Jobs

The graphs below illustrate reported earnings in sheltered employment, off-site group employment, and individual jobs across ranges of earnings.

- What was the average hourly earning of individuals in sheltered employment? **\$2.86**
- What was the average hourly earning of individuals in off-site group employment? **\$5.15**
- What was the average hourly earning of individuals in individual jobs? **\$7.42**

The following data are displayed in \$1.00 increments. Thus, <\$1 = \$0.00 to \$0.99 per hour, \$1 - \$2 = \$1.00 to \$1.99, and so on.

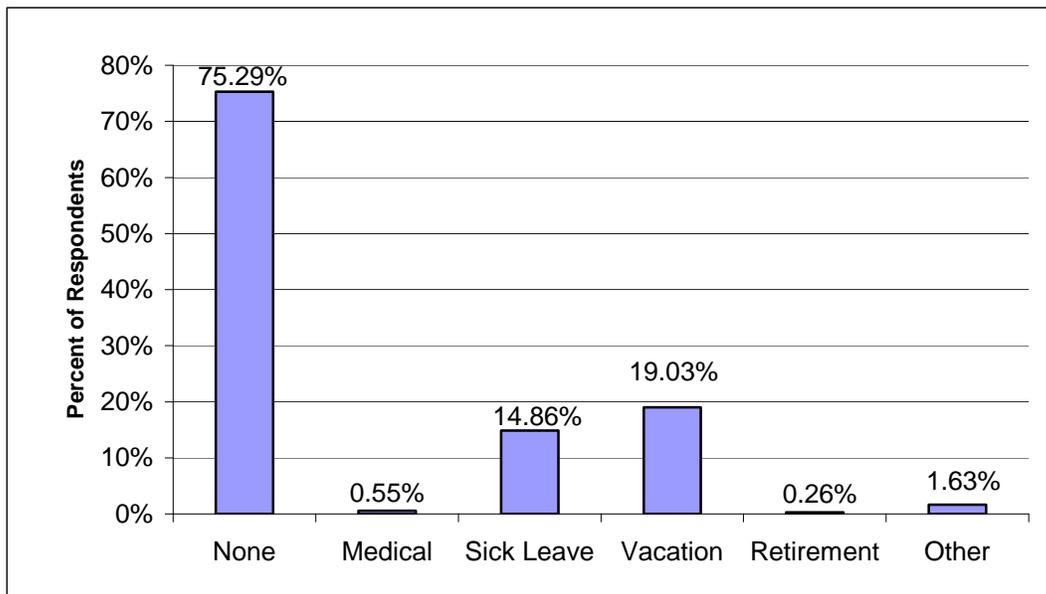


Benefits Received

The data and graph below illustrate answers to the following questions:

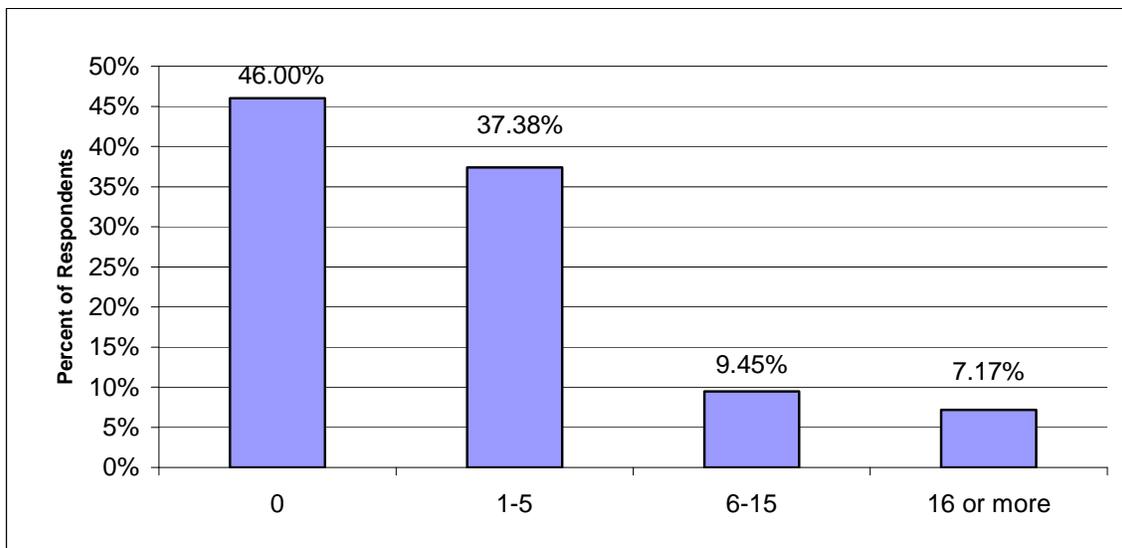
- *What types of fringe benefits are individuals receiving?* **2584 (75.29%)** individuals show no fringe benefits received, **19 (.55%)** show medical, **510 (14.86%)** show paid sick leave, **653 (19.03%)** show a paid vacation or holidays, **9 (.26%)** show retirement benefits, and **56 (1.63%)** are shown as receiving some other benefits.

The sum of the percentages total to more than 100% because some individuals receive more than one type of fringe benefit.



Individuals without Disabilities in the Immediate Environment

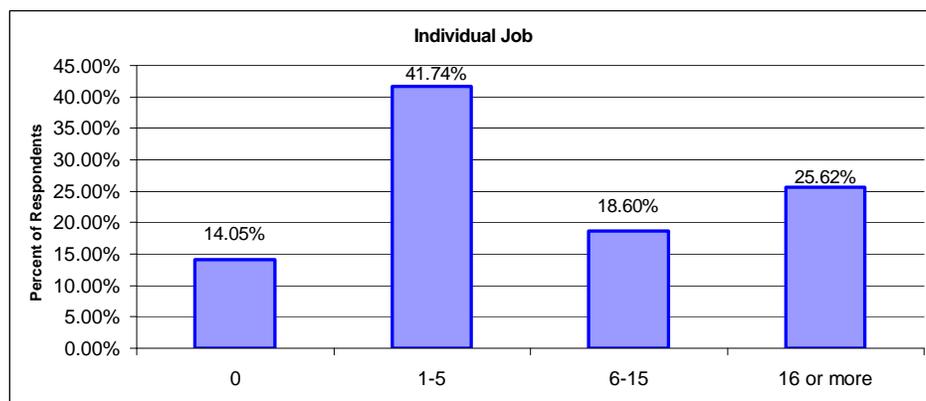
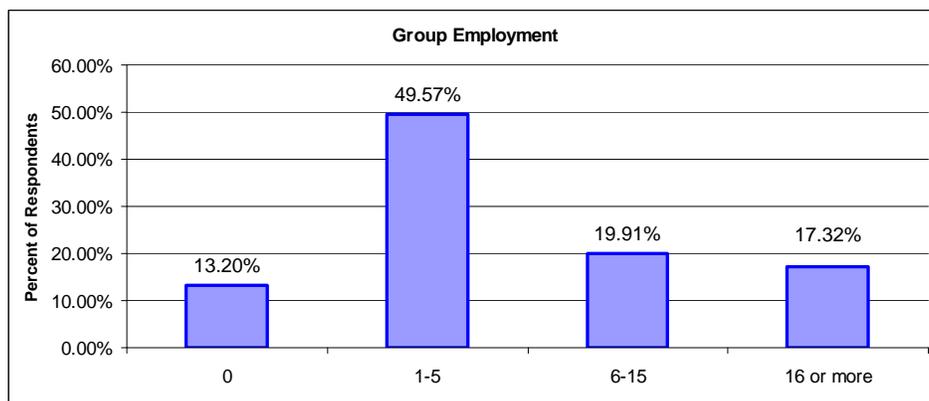
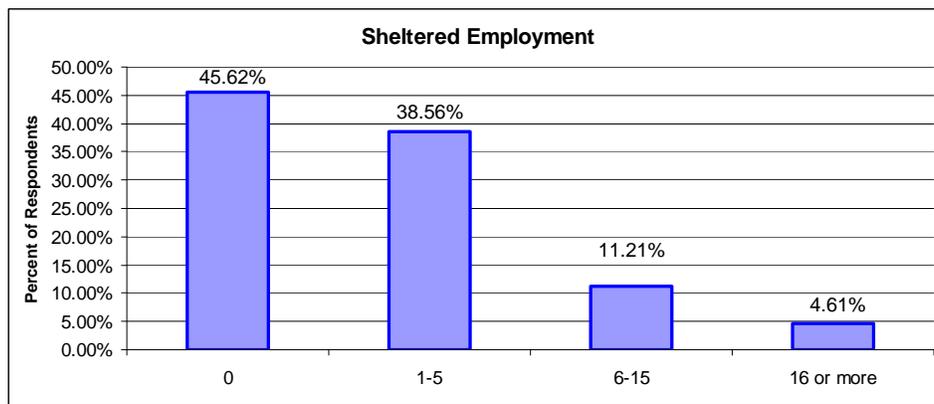
- *How many individuals show responses to this question?* **3376**
- *How many other individuals in the immediate environment do not have a disability?* **1553(46%)** individuals were reported being in environments where there were no (0) individuals without disabilities, **1262 (37.38%)** in environments with 1-5 other individuals without disabilities, **319 (9.45%)** in environments with 6-15 other individuals without disabilities, and **242 (7.17%)** in environments with 16 or more other individuals without disabilities.



Individuals without Disabilities in the Immediate Environment - Sheltered Employment, Group Employment, and Individual Jobs

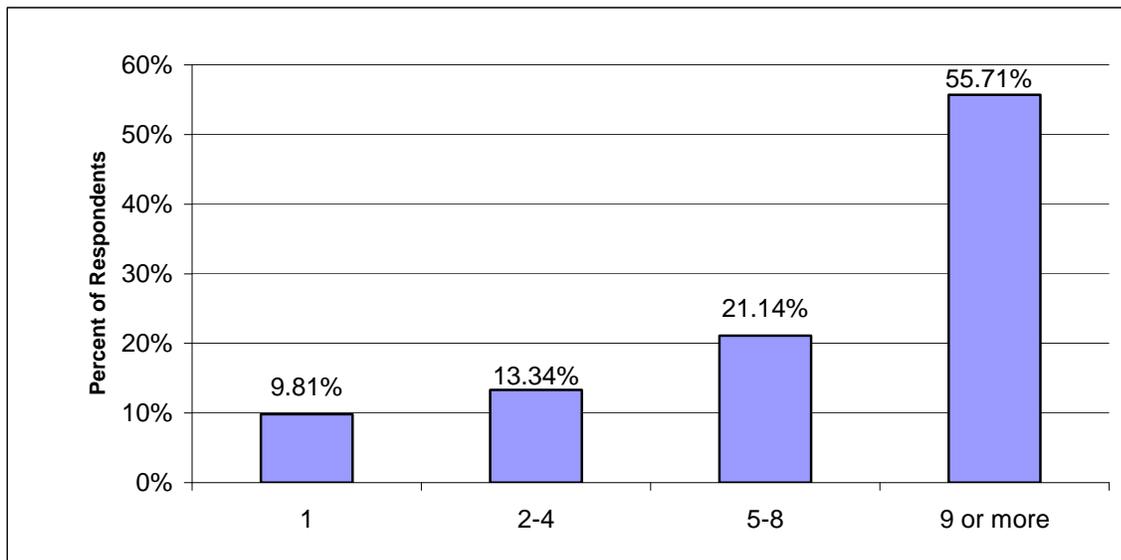
The graphs below illustrate integration with individuals without disabilities.

- *How many others in the immediate environment of individuals in sheltered employment do not have a disability?* **84.18%** show as 5 or fewer.
- *How many others in the immediate environment of individuals in group employment do not have a disability?* **62.77%** show as 5 or fewer.
- *How many others in the immediate environment of individuals in individual jobs do not have a disability?* **44.21%** show as 6 or more.



Individuals with Disabilities in the Immediate Environment

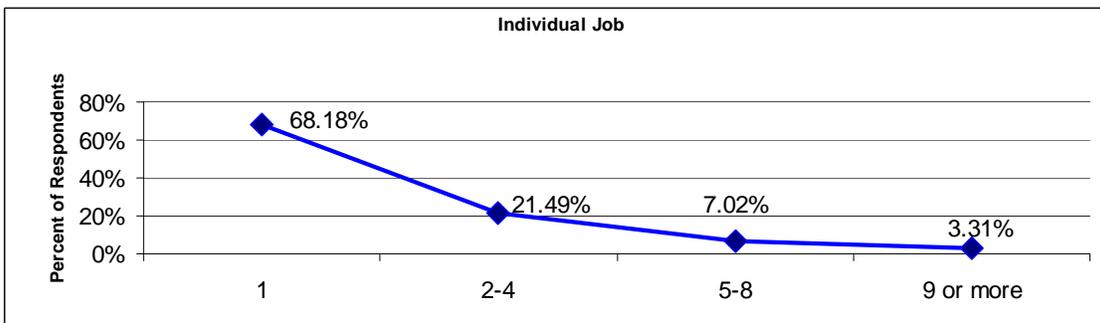
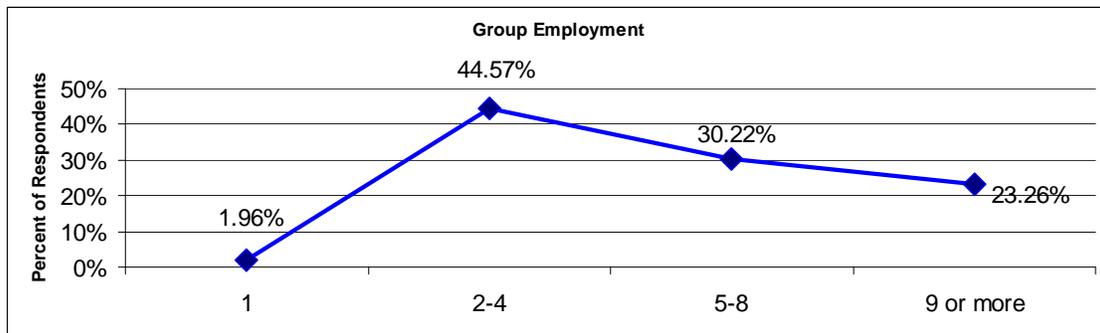
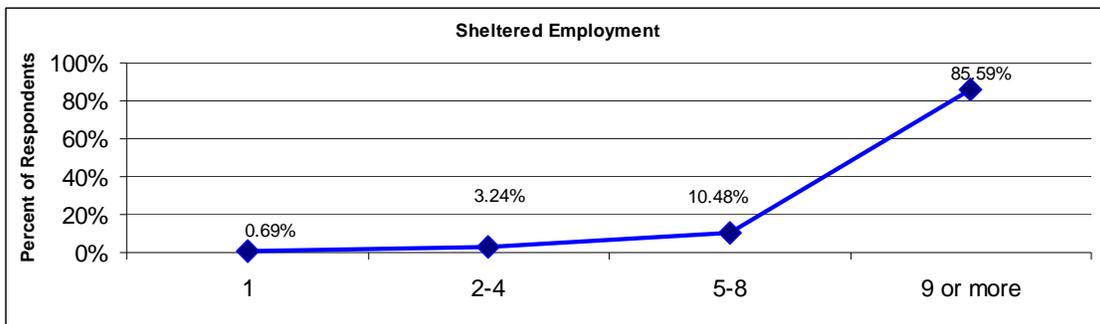
- *How many individuals show responses to this question?* **3373**
- *How many other individuals in the immediate environment have a disability?* **331** individuals (**9.81%**) show in environments where they were the only individual with a disability, **450 (13.34%)** show in environments where there were 2-4 other individuals with disabilities, **713 (21.14%)** show in environments where there were 5-8 other individuals with disabilities, and **1879 (55.71%)** show in environments with 9 or more other individuals with disabilities.



Individuals with Disabilities in the Immediate Environment - Sheltered Employment, Group Employment, and Individual Jobs

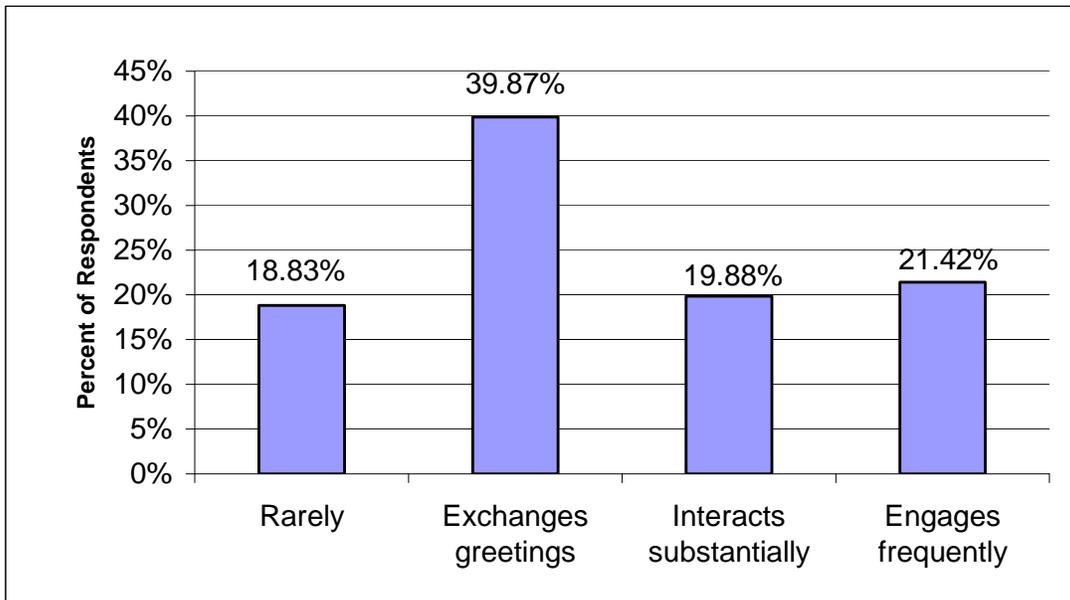
The graphs below illustrate answers to the following questions:

- *How many others in the immediate environment of individuals in sheltered employment have a disability?* **85.59%** in environments with **9** or more.
- *How many others in the immediate environment of individuals in group employment have a disability?* **30.22%** in environments with **5** to **8** other individuals with disabilities.
- *How many others in the immediate environment of individuals in individual jobs have a disability?* **68.18%** in environments in which they were the only individual with a disability.



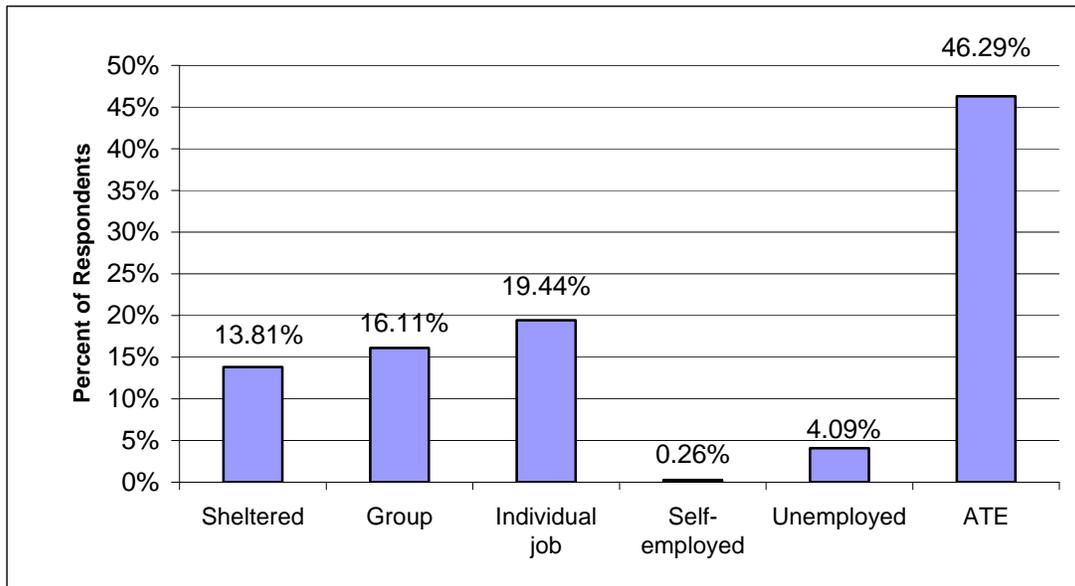
Social Interactions with People *without* Disabilities

- *How many individuals show responses to this question?* **3361**
- *How extensive are social interactions between individuals with disabilities and those without disabilities (excluding paid staff)?* **633 (18.83%)** interact rarely, if ever with individuals without disabilities, **1340 (39.87%)** exchange greetings or brief interactions, **668 (19.88%)** interact substantially, and **720 (21.42%)** engage in conversation frequently and on an ongoing basis.



Secondary Environment: Employment Status

- *How many individuals show responses to this question? 391 or (11.39%).*
- *Of the total reporting a secondary employment status, how many received employment services through sheltered employment? 54 or (13.81%) indicated that they were receiving employment services through sheltered employment in a secondary environment.*
- *Of the total reporting a secondary employment status, how many received employment services through Alternatives to Employment (ATE)? 181 (46.29%) individuals indicated that they receive Alternatives to Employment services in a secondary environment.*

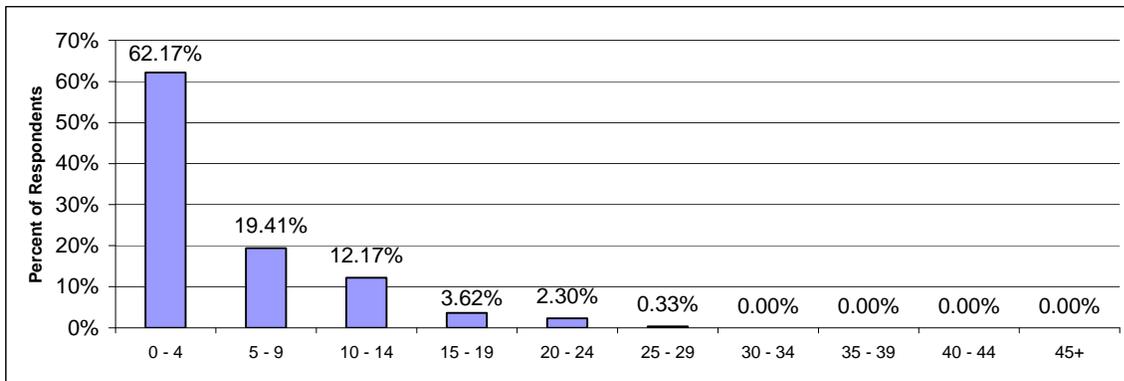


Secondary Environment: Typical Hours Scheduled Weekly for Paid Work

The information below illustrates reported hours scheduled weekly for paid work across respondents:

- *How many individuals show responses to this question?* **304**
- *How many hours are typically scheduled weekly for paid work in the secondary environment?* On average, **4.49** paid hours per week in the secondary environment.

The following data are displayed in terms of 5-hour increments of time. Thus, 0-4 = 0 to 4 hours and 59 minutes per week, 5-9 = 5 hours to 9 hours and 59 minutes, and so on.

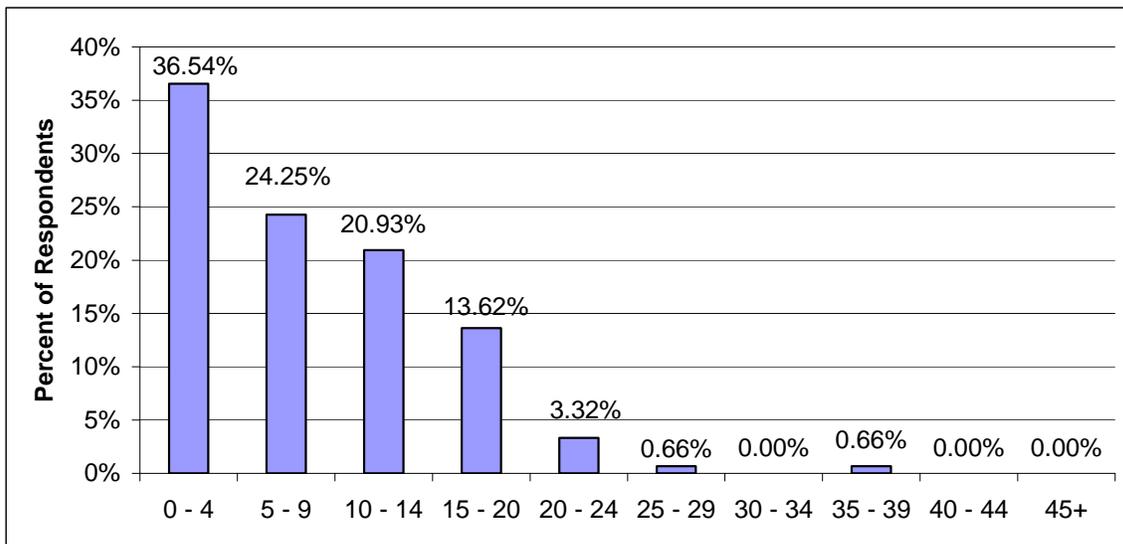


Secondary Environment: Typical Hours Scheduled Weekly for Non-Paid Time

The information below illustrates reported hours scheduled weekly for non-paid work across respondents.

- *How many individuals show responses to this question? 301.*
- *How many hours are typically scheduled for non-paid work in the secondary environment? On average, individuals are scheduled for 7.72 hours per week in the secondary environment.*

The following data are displayed in terms of 5-hour increments of time. Thus, 0-4 = 0 to 4 hours and 59 minutes per week, 5-9 = 5 hours to 9 hours and 59 minutes, and so on.

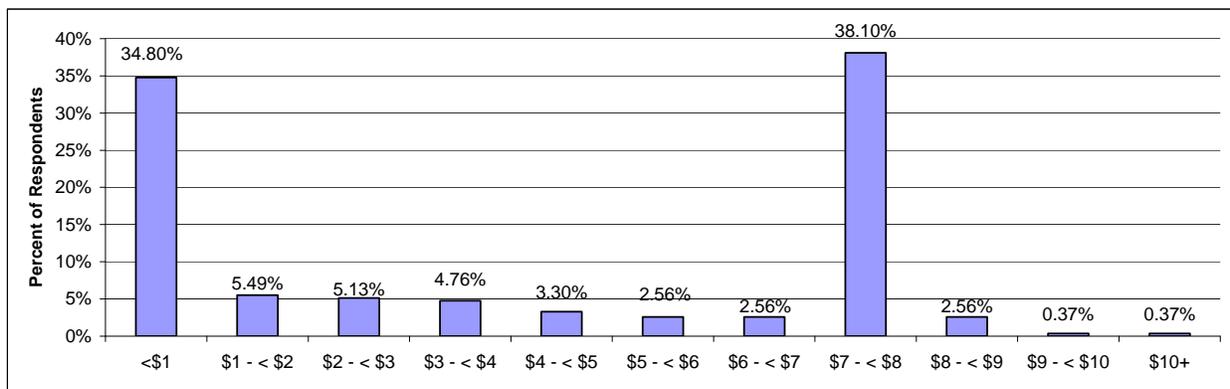


Secondary Environment: Hourly Earnings

The information below illustrates the reported hourly earnings across respondents:

- *How many individuals show responses to this question? 273.*
- *What were the average hourly earnings of those who reported one? On average, individuals earned **\$4.14** per hour (when reported earnings of \$0.00 are excluded).*

The following data are presented in terms of \$1.00 increments. Thus, <\$1 = \$0.00 to \$0.99 per hour, \$1 - \$2 = \$1.00 to \$1.99, and so on.



❖ APPENDIX A

List of Programs providing data for this report.

Program_Name
ACCESS UNLIMITED, INC.
ALBERTINA KERR CENTERS
ALTERNATIVE SVCS-OREGON, INC.
ALTERNATIVE WORK CONCEPTS
ARC OF LANE COUNTY
ARC OF WASHINGTON COUNTY
BENCO, INC.
C.O.R.I.L.
CCI ENTERPRISES, INC.
CENTER ENTERPRISES, INC.
COAST REHAB. SERVICES
COLUMBIA GORGE CENTER
COMMUNITY ACCESS SERVICES II, INC.
COMMUNITY VISION, INC.
CORNERSTONE ASSOCIATES, INC.
DANFORTH & ASSOCIATES, INC.
DANVILLE SERVICES OF OREGON, LLC
DEPAUL INDUSTRIES
EASTCO DIVERSIFIED SERVICES
EDWARDS CENTER, INC.
GARTEN FOUNDATION
GOOD SHEPHERD COMMUNITIES
GOODWILL INDUSTRIES OF COL-WILL
GOODWILL INDUSTRIES/LANE
GREENLEAF INDUSTRIES
HORIZON PROJECT, INC.
INTEGRATION & INDEPENDENCE
LANE COMMUNITY COLLEGE
LIVING OPPORTUNITIES, INC.
MARIE MILLS CENTER, INC.
MCKENZIE PERSONNEL SYSTEMS
MID VALLEY REHABILITATION
MT ANGEL DEVELOPMENTAL PROGRAM
National Mentor Services, LLC dba Mentor Oregon
NEW DAY ENTERPRISES
O.T.A.C.
OPPORTUNITY FOUNDATION CENTRAL OR
OREGON EMPLOYMENT SERVICES
OREGON SUPPORTED LIVING PROG

PAM'S CLEAN MACHINE
PARENTS FOR ALTERNATE SUPT SOLUTIONS
PARTNERSHIPS IN COMMUNITY LIVING, INC.
PATHWAY ENTERPRISES, INC.
PEARL BUCK CENTER, INC.
PORT CITY DEVELOPMENT CTR.
PORTLAND PARKS & RECREATION
PORTLAND SUPT. EMPLOYMENT, INC.
RENEW CONSULTING, INC.
RESIDENTIAL ASSISTANCE PROG
RISE, INC.
RIVERSIDE TRAINING CTR, INC.
ROCKWEST TRAINING CO.
RON WILSON CENTER
S.C.V.P.
SERP ENTERPRISES, INC.
SHANGRI-LA CORP
SOUTH LANE MAINTENANCE
SOUTHERN OREGON GOODWILL
SPRUCE UP ENTERPRISES
STAR OF HOPE
STATE OPERATED COMMUNITY PROG
STEP FORWARD, INC.
SUNNY OAKS, INC.
SUNRISE ENTERPRISES
SUPPORTED EMPLOYMENT SERVICES
TUALATIN VALLEY WORKSHOP
UMPQUA HOMES - HANDICAPPED
UNITED CEREBRAL PALSY
WALSH & ASSOCIATES
WESTERN IDAHO TRAINING CO. INC.
WILLAMETTE VALLEY REHAB
WORK UNLIMITED, INC.

APPENDIX C

EMPLOYMENT OUTCOMES SYSTEM FORM FOR INPUT VARIABLE DEFINITIONS AND INSTRUCTIONS FOR VERSION 3.0 (02/15/1999)

The following labels and definitions apply to the **EMPLOYMENT OUTCOMES SYSTEM** (EOS) collection form.

NAME The name of the individual for whom you are reporting EOS data (i.e., First, Middle, Last). Print the name of the individual **all** in upper case (e.g., FRANK R. SMITH) excluding all punctuation marks (e.g., periods “.” or comas “,”).

CMHP#, PROVIDER#, CPMS CASE#

CMHP# In Oregon the CMHP# refers to either the “Community Mental Health Program” number, or the “County Mental Health Program” number. Generally, a CMHP# will coincide with a county (e.g., the number “31” refers to Union County in Oregon). This number is assigned by Senior’s and People with Disabilities (SPD), Office of Federal Reporting and Financial Eligibility. If you are in doubt about your CMHP#, contact SPD. When filling in the form, **use a leading zero when necessary**. For example, record “01,” rather than “1.”

PROVIDER# “Provider” refers to a unit of an agency, or the agency itself, that provides services (in this case, employment or alternative to employment services). This number is also assigned by SPD. When filling in the form, **use leading zeros when necessary**. For example, record “009,” rather than “9.”

Prime # or CPMS CASE# “CPMS Case” number refers to a unique identification number assigned to a person receiving services (e.g., Bernard). When filling in the form, **use leading zeros when necessary**. For example, record “000697,” rather than “697.”

You can find the CMHP# and PROVIDER# on the provider’s Financial Offset Report. Each individual will have a unique Prime# or CASE#.

PROGRAM NAME

The name of the employment service provider. Print the name of the employment service provider **all** in upper case (e.g., WONDER BAKERY, INC.) which can be found on the Provider Financial Statement.

PROGRAM LOCATION (CITY)

Location of employment service provider (i.e., the city). Print the **city name** of the employment service provider all in upper case (e.g., BAKER CITY).

QUESTIONS 1-13 are designed to reflect the individual's Primary Environment – i.e., the environment in which the individual spends the greatest amount of time during the week.

For example, some individuals spend the largest part of their week in a sheltered employment setting but also work with a mobile work crew or in an individual job for a few hours each week. For these individuals, report the Sheltered Employment setting in questions 1-13, and the second job under Secondary Environment,

QUESTIONS 14-17. Alternatively, an individual who works 17 hours per week in an individual job but then returns to the sheltered workshop for 5 hours should be reported with the individual job in the primary environment, and the sheltered employment as the secondary environment. Simply visiting a different location (e.g., an ATE participant who goes to the coffee shop for a glass of juice each day) should not be reported as a secondary environment.

1. Primary Environment

This question refers to, in general, the type of employment opportunity represented by this environment. Fill in the bubble that corresponds to the one option that most closely reflects the individual's situation.

Sheltered Employment (facility-based)—a work-oriented program, usually operated in a site owned or leased by the community rehabilitation program, in which a group of individuals with disabilities work and receive support services.

Off-site Group Employment—include **ENCLAVES** (small groups of no more than 2 to 8 individuals who work together in the same immediate work area or department in a regular community business) or **CREWS** (small groups of no more than 2-8 individuals that work together in more than one business. Stationary crews may work for a few months in one business before moving to another)

Individual Job—an individual placed in a job in a regular community business (not operated by a community rehabilitation provider) and there are no other persons with disabilities in the immediate work area. In addition, typically the job “belongs”

to one individual—i.e., it is not filled by a variety of individuals, based on the decision of the support provider/rehabilitation organization.

Self-Employed—an individual who owns and operates his own business, out of his or her home or a community location.

Unemployed—an individual who is not currently working and is **not** attending the sheltered work shop or an Alternatives to Employment program

Alternative to Employment (ATE)—a program service for individuals whose age or condition precludes employment situations. The overall purpose of employment and alternatives to employment is to provide services that promote individual’s opportunities for integration, independence, and productivity and which are based on individual needs.

If the response is Unemployed, then complete the box that says “If Unemployed”—

Volunteer work— Fill in this bubble if the unemployed individual who is doing volunteer work during this period of unemployment. Volunteer work is unpaid work usually performed for a not-for-profit, educational institution, or association –NOT including the community rehabilitation program. They may be doing volunteer work, for example, to build skills, add to their resume, contribute to the community or be active during the unemployment period. IF THE INDIVIDUAL HAS RETURNED TO THE SHELTERED WORKSHOP DURING THE PERIOD OF UNEMPLOYMENT, please mark Sheltered Workshop (see above) rather than Unemployed.

Looking for a job— Fill in this bubble ONLY if the unemployed individual is spending most of their time in an active job search and/or is not being served through the community rehabilitation program in another way. For example, the individual may be staying at home when not involved in the job search. If the individual is being served through the sheltered workshop (or another of the Primary Environment options) during this time as well, please fill in the bubble for that option rather than for Unemployed.

If the response is Alternative to Employment (ATE), indicate in the “If ATE” box for what reason the individual is receiving ATE services:

Retired— Fill in this bubble ONLY if the individual is age 56 or older and has opted for a non-vocationally oriented retirement program.

Choice— Fill in this bubble only if the individual (perhaps with the support of others such as the ISP team) has actively selected ATE instead of work as their

service of choice. If the person is age 56 or older, please indicate, “Retired” rather than “Choice”.

Other— Fill in this bubble if the person is receiving Alternative to Employment service for a reason other than retirement due to age or choice. For example, a person who has been identified by a physician and the ISP team as medically fragile and unable to work would be recorded as “Other”.

2. PROGRAM OPERATED BUSINESS

This question refers to who operates (i.e., employment service provider or another entity independent of the program) the employment that the individual is involved in. Fill in the bubble that corresponds to the one option that most closely reflects the individual’s situation.

3. PAYCHECK ISSUED BY

This question is interested in who issues the paycheck to the individual.

“No paycheck” --- if no paycheck is earned through this program

“Employer” --- if the paycheck is issued *directly* by the employer (NOT the community rehabilitation organization)

“Rehab./support” — if the employer that issues the paycheck is the community rehabilitation organization. This may occur, for example, if the rehabilitation organization has a contract with one or more businesses and pays the workers (e.g., as in mobile work crews) or if the rehabilitation organization is directly operating the business in which the individual is working

Fill in the bubble that corresponds to the **one** option that most closely reflects the individual’s situation.

4. NEW EMPLOYER / ATE IN THE LAST 6 MONTHS

Has the individual has taken a position with a new employer or location in the last 6 months. If the individual has moved from one job to another **within** the community rehabilitation program and if that job change would mean a change in the primary environment listed (since the last reporting period), then mark “Yes.” E.g., this would apply if the individual moved from the sheltered workshop to a mobile work crew. However, if the person simply moved to a different mobile work crew, or to a different department in the sheltered workshop, then indicate “No.”

For individuals working in community jobs, changing to a totally new employer or moving to a new job with the same employer when the new job means working in a different location would be marked “Yes.” If the individual has received a promotion or an adjustment in job duties, then you should mark “No.”

Fill in the bubble that corresponds to the **one** option that most closely reflects the individual's situation.

5. START DATE FOR CURRENT OR NEW EMPLOYER / ATE

Person's start date with their current or new employer / ATE. **This item must be recorded EVERY reporting period, whether or not the individual is in a new job.**

Fill in the date in Month / Day / Year format (e.g., December 24, 1999 = 12/24/99).

6. TYPE OF WORK PERFORMED

What type of work is the individual is engaged in (*not* the type of business the company is in).

Fill in the bubble that corresponds to the **one** option that most closely reflects the individual's situation. If the individual performs several different types of duties as part of their employment, select the one which the individual spends the most time doing.

7. TYPICAL HOURS SCHEDULED WEEKLY FOR PAID WORK

"Typical" week (the number of hours scheduled that involves paid work). Use a "typical" week, because we do not want to skew the data with absences due to vacations, illnesses, etc., or with unusually high periods of work. Therefore, select a week you believe is typical for the individual and report that number of hours. If your organization has an internal information system that reports the number of paid hours per week or per month, you may use that to calculate an average number to report in this block.

Fill in the hours scheduled (e.g., 15). Write neatly in block letters. If the individual is typically scheduled for less than whole hour (i.e., 10.5 hours), use this **rounding** rule:

0.1 hours to 0.5 hours => round down to the next whole number (e.g., 0). For example, 10.5 hours would be entered as 10 hours.

0.6 hours to 1.0 hours ==> round up to the next whole number (e.g., 1) For example, 10.75 hours would be entered as 11 hours.

8. TYPICAL HOURS SCHEDULED NON-PAID TIME

Non-Paid typical number of hours scheduled for non-paid time. Because we would assume that most individuals have time set aside for lunch, do not include lunchtime in this figure. Determine this figure, for example, based on hours in which the individual would be working if work were available the individual is able to perform. Thus, if an individual is in your program from 9 am until 4 PM with lunch from 11:30-12:30, he potentially could be scheduled to work for 6 hours per day (30 hours per week). If he is scheduled for a class that meets for 3 hours each week, goes on a community outing for 4

hours and scheduled for downtime due to insufficient appropriate work for 15 hours, then enter 22 hours as hours scheduled for non-paid time.

See item 7 above for rounding rules.

9. HOURLY EARNINGS

Actual amount the individual receives on the average for an hour of work. For example, if the individual is on a special wage certificate allowing sub-minimum wages, and is paid based on productivity enter the actual hourly earnings (e.g., \$2.23) rather than the commensurate wage (e.g., \$6.69) on which that wage is based. If the individual is paid piece rate, you will need to translate that into how much the individual earns per hour. The simplest method to calculate hourly earnings for any individual would be to take total earnings divided by the number of hours worked. This formula will yield the \$\$ per hour earned.

10. BENEFITS RECEIVED

What, if any benefits are received by the individual as a function of their employment opportunity. Fill in the corresponding bubble for each of the benefits that are received. If the individual receives benefits that are not listed, fill in the bubble for Other.

11. NUMBER OF INDIVIDUALS WITHOUT DISABILITIES IN THE IMMEDIATE ENVIRONMENT

Number of individuals without disabilities who are *not* paid to provide support to the individual but who are in the same environment for a substantial part of the time. Do not count people without disabilities who move through the area briefly or by chance. Only include those individuals without disabilities who stay in the environment for at least a period of time, and are regularly in the environment. Fill in the bubble for the one item that best reflects the number of individuals without disabilities in the immediate environment.

12. NUMBER OF INDIVIDUALS WITH DISABILITIES IN THE IMMEDIATE ENVIRONMENT

Number of individuals with disabilities (including this individual) who work in the same environment. Include any individuals with disabilities whose services are funded through the Developmental Disability Services, Office of Federal Reporting and Financial Eligibility. Fill one bubble for the one item that best reflects the number of individuals with disabilities in the immediate environment.

13. SOCIAL INTEGRATION

How *socially* integrated is the individual in their employment opportunity. Your response should *not* reflect what is possible in this environment, but rather, what is actually occurring. Consider interactions with coworkers or others who are not paid employees of the community rehabilitation program. You also may consider interactions with individuals such as customers, visitors, or others who might briefly be in the individual's area. Fill in the bubble for the one item that *best* reflects the nature of social

interactions with people other than paid staff. If the individual acknowledges the presence of others (through, for example, smiling, waving, or making a noise), you may select the choice “Exchanges greetings or brief interactions.” That choice does not require individuals to have intelligible speech or sign language.

The following two questions ask about a secondary environment. If the individual is employed or supported in more than one environment, answer the following questions related to the situation in which the individual spends the next greatest amount of time.

14. EMPLOYMENT STATUS

In general, what type of employment opportunity is represented by the second environment. Select the one option that mostly closely reflects the individual’s situation. See the definitions for question #1, above.

15. TYPICAL HOURS SCHEDULED WEEKLY FOR PAID WORK

Typical number of paid hours scheduled during the week for work in the secondary environment. See item 7 above for further definition and entry rules.

16. TYPICAL HOURS SCHEDULED WEEKLY NON-PAID TIME

Typical number of Non-paid hours scheduled during the week for work in the secondary environment. See item 8 above for further definition and entry rules.

17. HOURLY EARNINGS

The amount the individual actually receives on the average for an hour of work. For example, if the individual is on a special wage certificate allowing sub-minimum wages, and is paid based on productivity enter the actual hourly earnings (e.g., \$2.23) rather than the commensurate wage (e.g., \$6.69) on which that wage is based.

If the individual is paid piece rate, you will need to translate that into how much the individual earns per hour.

The simplest method to calculate hourly earnings for any individual would be to take total earnings during a time period (e.g., a week or month) divided by the number of hours worked during that time period. This formula will yield the \$ per hour earned.