

**SEMI-ANNUAL
EMPLOYMENT OUTCOMES SYSTEM
EVALUATION REPORT
September 2003**



Volume 8, Number 2



**Department of Human Services
Seniors and People with Disabilities
Office of Federal Resource Reporting & Financial Eligibility
CMS Waiver & Federal Reporting Unit
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❖ PREFACE

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

In 1983-85 biennium the State of Oregon enacted legislation requiring measurement of how employment services enhances social integration, independence and productivity of people with 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.

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:

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

The CMS Waiver and Federal Reporting section summarizes this information to provide a statewide "snapshot" of the outcomes experienced by all individuals receiving services.

This report fulfills the commitment made to the Legislative Assembly by summarizing the employment outcomes information received from employment service providers as of September 30, 2003. The report provides an overview of employment outcomes experienced by individuals as of September 30, 2003.

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

TABLE OF CONTENTS

Executive Summary	1
How the Employment Outcome Data in this Report were Gathered and Summarized	4
Degree to which people with disabilities are represented in the data	5
Outcomes:	
Employment Status	6
Alternatives to Employment	7
Program Operated Business	8
Paycheck Issued By	9
New Employer/ATE in Last 6 Months	10
Duration of Employment in Months by Employment Status	11
Type of Work	12
Typical Hours Scheduled Weekly for Paid Work	13
Typical Hours Scheduled Weekly for Non-Paid Time	14
Hourly Earnings	15
Hourly Earnings - Sheltered Employment, Group Employment, and Individual Jobs	16
Benefits Received	17
Individuals without Disabilities in the Immediate Environment	18
Individuals without Disabilities in the Immediate Environment - Sheltered Employment, Group Employment, and Individual Jobs	19
Individuals with Disabilities in the Immediate Environment	20
Individuals with Disabilities in the Immediate Environment - Sheltered Employment, Group Employment, and Individual Jobs	21
Social Interaction with People without Disabilities excluding Paid Staff	22
Secondary Environment: Employment Status	23
Secondary Environment: Typical Hours Scheduled Weekly for Paid Work	24
Secondary Environment: Typical Hours Scheduled Weekly for Non-Paid Work	25
Secondary Environment: Hourly Earnings	26
Appendices:	
Appendix A—List of Employment Programs That Provided Information	27
Appendix B—Employment Outcomes System Form	32
Appendix C—Input Variables Instructions and Definitions	33

❖ EXECUTIVE SUMMARY

Programs and Individuals

Data for 84 employment programs supporting 3490 individuals are included in this report. This represents approximately 98% of all employment programs and 94% of all individuals receiving employment services as of September 30, 2003.

Employment Status

Data for a total of 3464 individuals reported employment outcomes. Of these, 50 (1.44%) reported being unemployed. All of the other 3464 individuals (98.56%) received employment or Alternative to Employment (ATE) services. Of these, 1465 (42.29%) were served through sheltered employment, 458 (13.22%) through group employment, 306 (8.83%) through individual jobs, 14 (0.40%) through self-employment, and 1171 (33.80%) through ATE.

Of the 50 individuals who reported being unemployed, 44 indicated current activities, including 14 performing volunteer work and 34 looking for a job (these figures sum to more than 44 because individuals can select both activities).

Of the 1171 individuals in Alternatives to Employment, 1105 (94.36%) provided a reason why. Of these, 127 (11.49%) reported being retired, 684 (61.90%) indicated that it was a choice, and 294 (26.61%) responded other.

Program Operated Business

3417 individuals (97.91%) responded to this question. Of these, 2978 (87.15%) were served by provider-operated businesses while 439 (12.85%) were employed or served by businesses not operated by the employment service provider.

Paycheck Issued by

3378 individuals (96.79%) responded to this question. Of these, 1955 (57.87%) received a paycheck from a rehabilitation/support organization, 473 (14.00%) from an employer, and 986 (29.19%) received no paycheck.

New Employer/Alternatives to Employment in Last Six Months

3400 individuals reported responded to this question. Of these, 178 (5.24%) reported going to a new employer/ATE during the last six months while 3222 (94.76%) reported no change in the last six months.

Duration of Employment

3112 individuals (89.17%) responded to this question. The average duration for all individuals served in sheltered employment was approximately 131 months (or 10.87 years) and the average duration reported for individuals in individual jobs was 63 months (or 5.27 years). Similarly, the ATE average duration was 88 months (or 7.3 years).

Types of Work Performed

3358 individuals (96.22%) responded to this question. Of these, 2326 (69.27%) were working. The top three employment categories were assembly/manufacturing 915 (27.25%), recycling/sorting 448 (13.34%), and janitorial/housekeeping 281 (8.37%).

Typical Hours Scheduled Weekly for Paid Work

On average, individuals were scheduled for 14.18 hours of paid work each week, with the largest proportion (30.83%) scheduled for 0 to 4 hours.

Typical Hours Scheduled Weekly Non-Paid Work

On average, individuals were scheduled for 10.21 hours of non-paid work each week, with the largest proportion (41.78%) scheduled for 0 to 5 hours.

Hourly Earnings

2906 individuals reported hourly earnings. Many individuals (725) reported \$0.00 as their hourly earnings, almost all (659) in ATE (43 in sheltered employment also reported \$0.00 hourly earnings). Average hourly earnings calculated with these \$0.00 values included were \$2.54 per hour. With \$0.00 earnings excluded, the average was \$3.39 per hour.

Average hourly earnings were \$2.29 per hour in sheltered employment, \$4.06 in off-site group employment, and \$6.53 per hour for persons with individual jobs.

Benefits Received

Every individual (3490) responded to this question. Of these, 2372 (67.97%) reported receiving no fringe benefits. The most frequently reported benefit individuals received from employment was vacations or paid holidays (28.42%).

Individuals *without* Disabilities in the Immediate Environment

3430 individuals (98.28%) responded to this question. Of these, 1386 (40.41%) indicated that there were no individuals without disabilities in their immediate environment, 1334 (38.89%) that there were 1-5 individuals without disabilities, 434 (12.65%) that there were 6-15 individuals without disabilities, and 276 (8.05%) that there were more than 16 individuals without disabilities in their environment.

Individuals *with* Disabilities in the Immediate Environment

3427 individuals (98.19%) responded to this question. Of these, 310 (9.05%) are in environments in which they are the only individual with disabilities, 593 (17.30%) are in environments where there are 2-4 individuals with disabilities, 714 (20.83%) are in environments in which there are 5-8 individuals with disabilities, and 1810 (52.82%) are in environments with 9 or more individuals with disabilities.

Social Interactions with People *without* Disabilities excluding Paid Staff

3308 individuals (94.79%) responded to this question. Of these, 634 (19.17%) interacted rarely, if ever, 1413 (42.71%) exchanged greetings, 667 (20.16%) interacted substantially, and 594 (17.96%) interacted on a frequent and ongoing basis.

Secondary Environment Employment Status

439 individuals (12.58%) reported a secondary employment status. Of these, 103 (23.46%) received secondary employment services through sheltered employment, 58 (13.21%) through off-site group employment, 77 (17.54%) through individual jobs, and 189 (43.05%) through ATE. The remaining 12 (2.73%) were unemployed.

Secondary Environment Typical Hours Scheduled Weekly for Paid Work

395 individuals (11.32%) responded to this question. On average, these individuals were scheduled for 4.47 hours of paid work, with the largest proportion of individuals (62.03%) scheduled for 0 to 5 hours.

Secondary Environment Typical Hours Scheduled Weekly Non-Paid Work

364 individuals (10.43%) responded to this question. On average, these individuals were scheduled for 10 hours of non-paid work, with the largest proportion of individuals (45.60%) scheduled for 0 to 5 hours.

Secondary Environment Hourly Earnings

399 individuals (11.43%) reported an hourly earning in a secondary environment. These individuals earned an average of \$2.93 per hour, or \$4.44 per hour if earnings of \$0.00 are excluded. The largest cluster of individuals, 167 or 41.85%, earned less than \$1.00 per hour. Among those earning higher wages, the largest group (93 or 23.31%) earned \$6.00 to \$7.00 per hour.

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

Participating Employment Programs

Data gathered by Oregon's Seniors and People with Disabilities (SPD); Office of Federal Resource Reporting & Financial Eligibility indicated that as of September 30, 2003, there were 86 employment programs providing employment services in Oregon to 3689 individuals.

This report summarizes the employment outcome information for 3490 individuals with disabilities who receive services from 84 employment programs using the Employment Outcomes System (EOS). This report provides information about 95% of all 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 30, 2003.

Employment Outcomes Data

Employment programs using EOS provide a snapshot of the employment outcomes experienced by their participants on an "Employment Outcomes System" form. This form is completed for each participant and sent to SPD once every six months (a blank copy of the Employment Outcomes System form and definitions of measures are provided in Appendixes B and C). Data from these 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 the individuals spend the second most amount of time following the Primary Environment), and are reported later in this document.

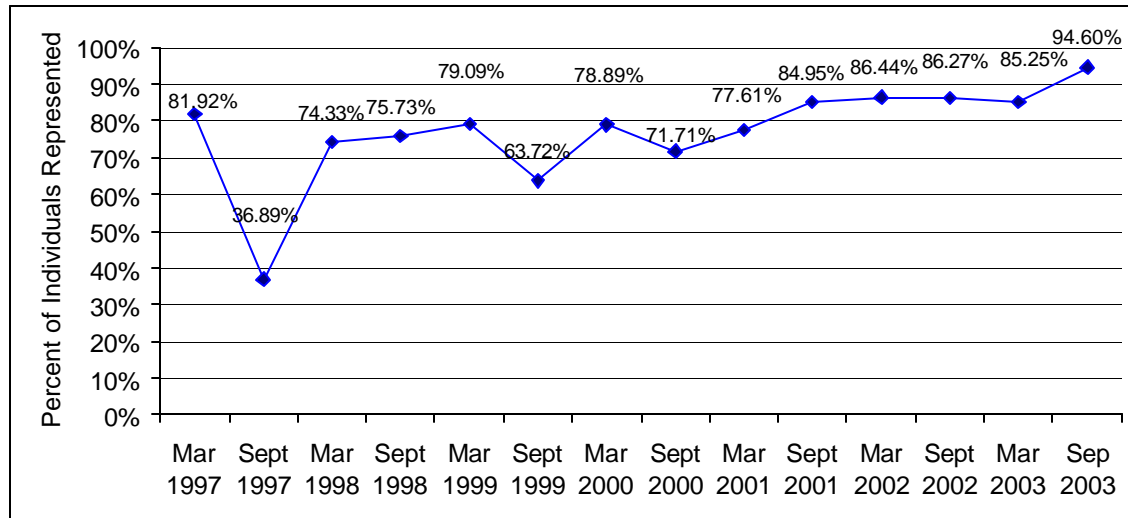
❖ DEGREE TO WHICH PEOPLE WITH DISABILITIES ARE REPRESENTED IN THE DATA

The first graph below shows the proportion of people with disabilities who are receiving employment services and are represented in the each Employment Outcome System report since March 1997.

For example, 75.73% of people with disabilities were represented in the data submitted by employment programs for September 30, 1998, while 94.60% are represented in the data submitted for September 30, 2003.

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

For example, 2808 were represented in the data submitted by employment programs for September 30, 1999, while 3490 people are represented in the data submitted for September 30, 2003.



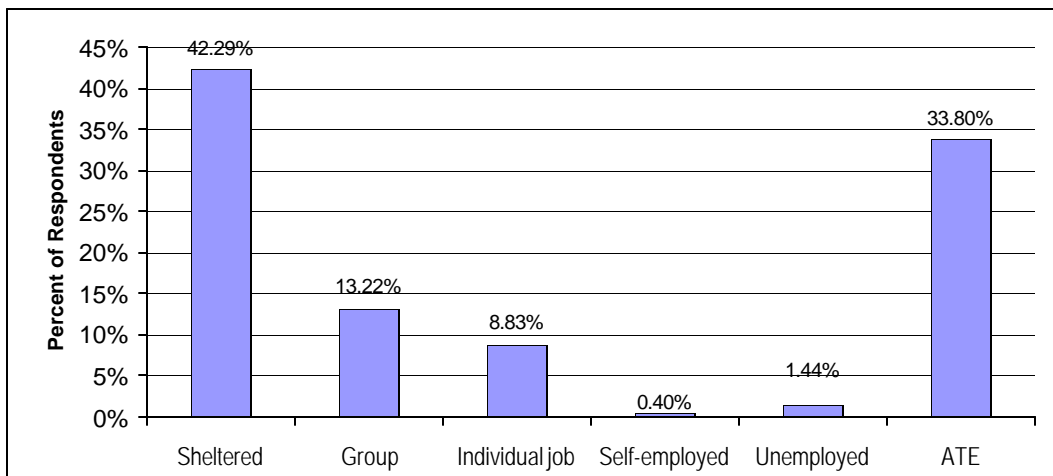
Reporting Period	Number of Clients	Reporting Period	Number of Clients
Mar 1997	3375	Sept 2000	3116
Sept 1997	1520	Mar 2001	3377
Mar 1998	3057	Sept 2001	3890
Sept 1998	3196	Mar 2002	3978
Mar 1999	3354	Sept 2002	4002
Sept 1999	2808	Mar 2003	3912
Mar 2000	3491	Sep 2003	3490

❖ OUTCOMES

Employment Status

The data and graph below illustrate answers to the following:

- *How many individuals responded to this question?* For the snapshot taken September 2003, **3,464** individuals responded to the question about employment status.
- *How many individuals reported receiving employment services through sheltered employment?* For the September 2003 snapshot, **1,465 (42.29%)** indicated that they were receiving employment services through sheltered employment.
- *How many individuals received employment services through Alternatives to Employment (ATE)?* For the September 2003 snapshot, **1,171 (33.80%)** individuals indicated that they receive Alternatives to Employment services.

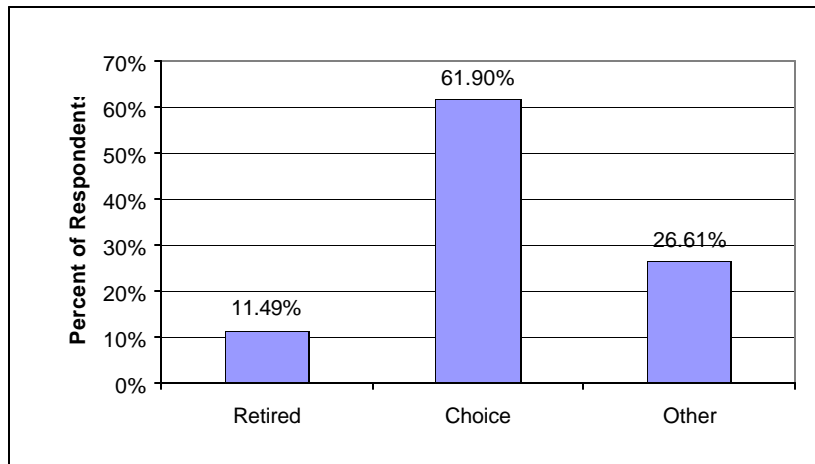


Number of Respondents							
Reporting Period	Total	Sheltered	Group	Individual job	Self-employed	Unemployed	ATE
Mar 2000	3,447	1,543	728	387	43	50	696
Sep 2000	3,096	1,218	691	345	7	39	796
Mar 2001	3,357	1,364	753	404	12	46	778
Sep 2001	3,850	1,695	708	498	16	55	878
Mar 2002	3,957	1,768	679	443	13	60	994
Sep 2002	3,967	1,742	679	440	16	53	1,037
Mar 2003	3,896	1,667	583	407	17	61	1,161
Sep 2003	3,464	1,465	458	306	14	50	1,171

Alternatives to Employment

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

- *How many individuals responded to this question?* **1105**
- *How many individuals reported receiving ATE services as a result of retirement?* **127** individuals or (**11.49%**)
- *How many individuals reported receiving ATE services as a result of choice?* **684** individuals or (**61.90%**) received ATE services as a result of choice.

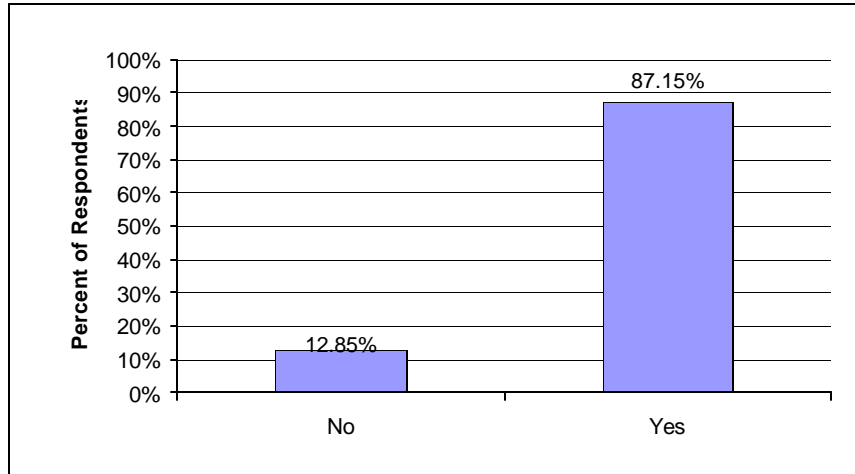


Number of Respondents				
Reporting Period	Total	Retired	Choice	Other
Mar 1997	507	119	329	59
Sep 1997	204	64	129	11
Mar 1998	589	87	368	134
Sep 1998	653	105	420	128
Mar 1999	672	85	469	118
Sep 1999	475	73	289	113
Mar 2000	647	126	344	177
Sep 2000	725	103	442	180
Mar 2001	710	108	443	159
Sep 2001	791	108	479	204
Mar 2002	893	110	493	290
Sep 2002	935	124	626	185
Mar 2003	1064	130	709	225
Sep 2003	1105	127	684	294

Program Operated Business

The data and graphs below illustrate answers to the following:

- *How many individuals responded to this question?* **3417**
- *How many individuals are receiving employment services through a business or ATE operated by the employment service provider?* **2978** individuals or **(87.15%)**



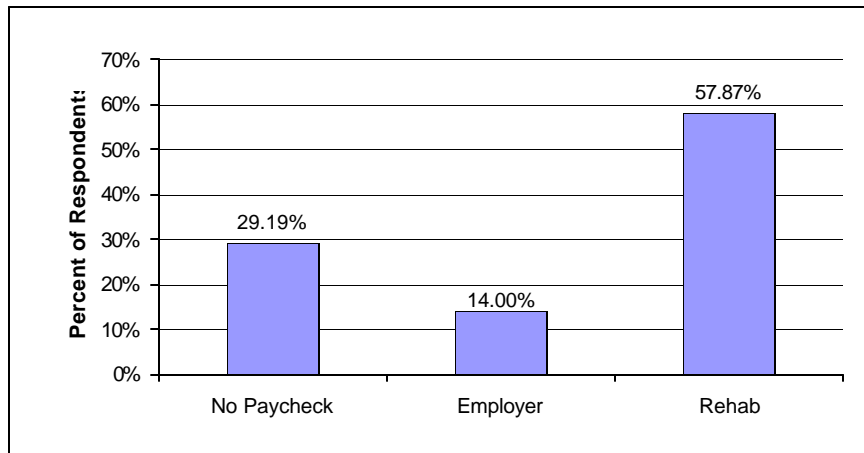
Number of Respondents

Reporting Period	Total	No	Yes
Mar 1996	3,050	610	2,440
Sep 1996	2,529	558	1,971
Mar 1997	3,375	657	2,718
Sep 1997	1,520	299	1,221
Mar 1998	3,057	747	2,310
Sep 1998	3,196	737	2,459
Mar 1999	3,354	703	2,651
Sep 1999	2,808	523	2,285
Mar 2000	3,491	760	2,731
Sep 2000	3,050	494	2,556
Mar 2001	3,334	522	2,812
Sep 2001	3,789	661	3,128
Mar 2002	3,908	574	3,334
Sep 2002	3,931	607	3,324
Mar 2003	3,824	523	3,301
Sep 2003	3417	439	2978

Paycheck Issued By

The data and graph below illustrate answers to the following:

- *How many individuals responded to this question? **3378***
- *How many individuals reported receiving a paycheck directly from the community employer? **473** individuals or (**14.00%**)*
- *How many individuals reported receiving a paycheck from the rehabilitation/support organization? **1955** individuals or (**57.87%**)*



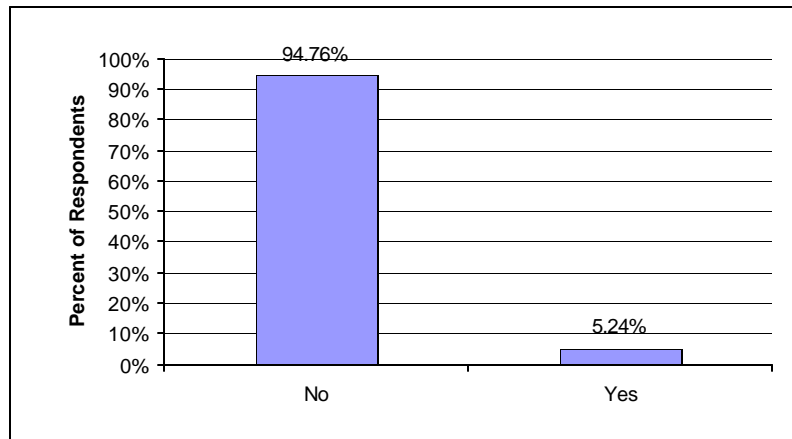
Number of Respondents

Reporting Period	Total	No Paycheck	Employer	Rehab
Mar 1996	2981	530	396	2055
Sep 1996	2458	386	370	1702
Mar 1997	3315	622	434	2259
Sep 1997	1480	256	224	1000
Mar 1998	2983	574	522	1887
Sep 1998	3122	612	473	2037
Mar 1999	3263	605	406	2252
Sep 1999	2756	454	365	1937
Mar 2000	3376	609	482	2285
Sep 2000	3004	647	360	1997
Mar 2001	3260	631	430	2199
Sep 2001	3779	747	637	2395
Mar 2002	3853	872	660	2321
Sep 2002	3875	905	587	2383
Mar 2003	3795	983	533	2279
Sep 2003	3378	986	473	1955

New Employer/ATE in Last 6 Months

The data and graph below illustrate answers to the following:

- *How many individuals responded to this question?* **3400**
- *How many individuals have a new employer or ATE?* **178** or (5.24%)



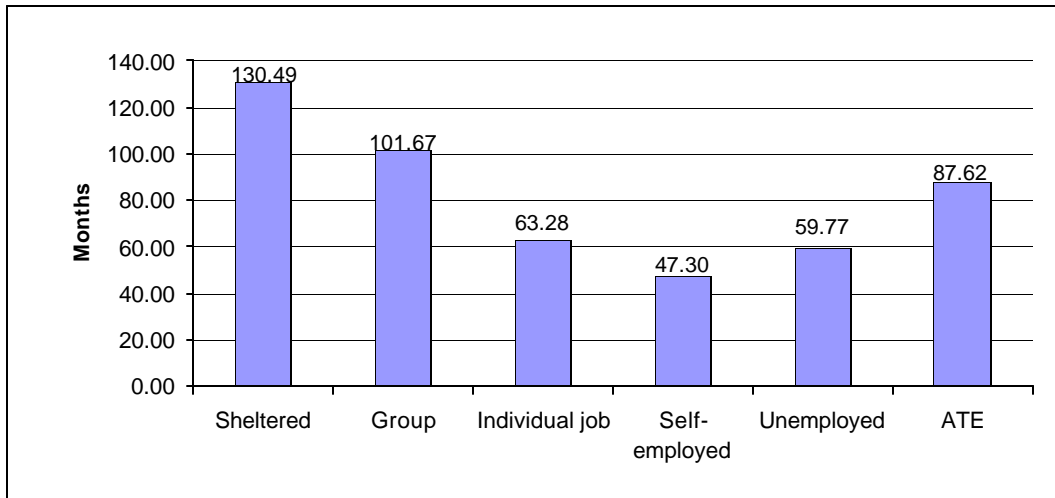
Number of Respondents

Reporting Period	Total	No	Yes
Mar 1996	3050	2795	255
Sep 1996	2529	2252	277
Mar 1997	3375	3083	292
Sep 1997	1520	1373	147
Mar 1998	3057	2833	224
Sep 1998	3196	2942	254
Mar 1999	3354	3106	248
Sep 1999	2808	2608	200
Mar 2000	3491	3216	275
Sep 2000	3038	2826	212
Mar 2001	3325	3104	221
Sep 2001	3808	3513	295
Mar 2002	3904	3675	229
Sep 2002	3924	3621	303
Mar 2003	3832	3617	215
Sep 2003	3400	3222	178

Duration of Employment in Months by Employment Status

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

- *How many individuals responded to this question?* **3112**
- *What was the average duration of employment?* **107.02** months or (**8.9** years).
- *What was the average duration of employment by employment status?* The average duration of employment for individuals in sheltered employment was **130.49** months. For individuals in off-site group employment it was **101.67** months. For individuals in individual jobs it was **63.28** months. For self-employed individuals it was **47.30** months. For individuals in ATE programs it was **87.62** months.



Average Number of Months Employed by Employment Category

Reporting Period	Sheltered	Group	Individual job	Self-employed	Unemployed	ATE
Mar 1996	105.29	68.25	61.28	44.08	32.25	63.42
Sep 1996	107.74	66.74	49.03	37.40	21.65	52.08
Mar 1997	106.38	59.22	45.12	13.32	26.45	58.58
Sep 1997	96.14	51.35	40.42	8.07	33.00	54.47
Mar 1998	111.96	75.31	59.78	27.00	19.91	54.46
Sep 1998	111.40	68.33	51.15	15.71	34.26	67.51
Mar 1999	119.38	86.30	67.63	36.44	36.79	71.74
Sep 1999	128.57	98.22	58.51	63.43	25.14	84.28
Mar 2000	115.17	100.15	58.76	17.13	68.44	84.38
Sep 2000	115.15	88.88	51.67	36.17	25.27	70.89
Mar 2001	122.06	101.46	55.31	42.50	29.60	76.78
Sep 2001	118.30	96.02	56.50	37.36	46.07	76.20
Mar 2002	121.17	97.10	60.40	31.91	39.48	77.88
Sep 2002	123.51	99.33	63.00	28.45	95.96	77.97
Mar 2003	124.93	93.53	65.03	48.00	60.23	79.60
Sep 2003	130.49	101.67	63.28	47.30	59.77	87.62

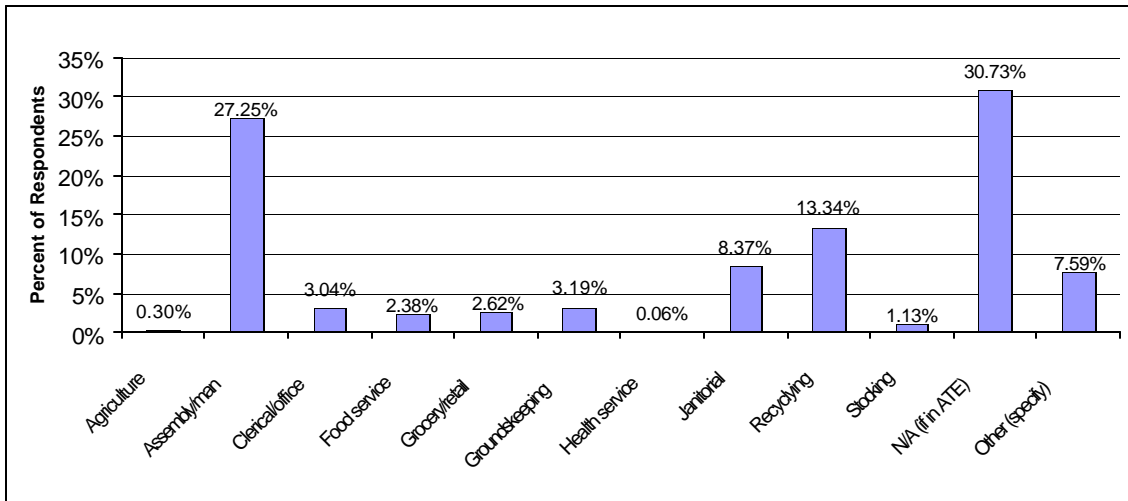
Number of Respondents

Reporting Period	Number of Respondents
Mar 1996	2995
Sep 1996	2088
Mar 1997	2600
Sep 1997	1089
Mar 1998	2230
Sep 1998	2501
Mar 1999	2933
Sep 1999	2369
Mar 2000	3082
Sep 2000	2612
Mar 2001	2896
Sep 2001	3435
Mar 2002	3444
Sep 2002	3473
Mar 2003	3384
Sep 2003	3112

Type of Work

The data and graph below illustrate answers to the following:

- *How many individuals responded to this question?* **3358** individuals responded. Of these, **2326 (69.27%)** reported that they were working in categories other than ATE.
- *What type of work were they engaged in?* **10 (0.30%)** individuals reported employment in agriculture, **915 (27.25%)** in assembly/manufacturing, **102 (3.04%)** in clerical/office, **80 (2.38%)** in food services, **88 (2.62%)** in grocery/retail, **107 (3.19%)** in grounds keeping, **2 (0.06%)** in health/human services, **281 (8.37%)** in janitorial/housekeeping, **448 (13.34%)** in recycling/sorting, **38 (1.13%)** in stocking, and **255 (7.59%)** in some other type of work.



Number of Respondents

Reporting Period	Total	Agriculture	Assembly/man	Clerical/office	Food service	Grocery/retail	Groundskeeping	Health service	Janitorial	Recycling	Stocking	N/A (if in ATE)	Other (specify)
Mar 1996	2956	50	953	145	142	79	126	10	303	424	32	495	197
Sep 1996	2470	11	883	106	135	61	116	6	298	290	37	361	166
Mar 1997	3308	44	1,210	105	166	88	110	7	317	385	51	630	195
Sep 1997	1467	2	401	44	74	78	77	2	146	263	30	253	97
Mar 1998	2983	16	946	127	140	108	119	6	293	403	42	604	179
Sep 1998	3142	26	1,091	116	135	77	127	7	295	419	38	652	159
Mar 1999	3278	28	1,112	123	146	126	143	7	314	404	60	643	172
Sep 1999	2747	11	975	102	128	113	136	4	265	352	52	470	139
Mar 2000	3373	30	1,137	152	144	123	130	7	303	508	53	624	162
Sep 2000	2909	15	924	128	101	108	125	17	281	301	77	673	159
Mar 2001	3301	14	978	160	113	117	141	12	360	474	37	678	217
Sep 2001	3795	5	1,137	158	136	151	142	20	413	522	56	743	312
Mar 2002	3857	14	1,092	175	141	149	134	11	404	528	29	867	313
Sep 2002	3853	17	1,109	136	116	164	154	4	358	556	48	882	309
Mar 2003	3763	20	1,083	127	101	154	121	7	371	464	33	964	318
Sep 2003	3358	10	915	102	80	88	107	2	281	448	38	1,032	255

Typical Hours Scheduled Weekly for Paid Work

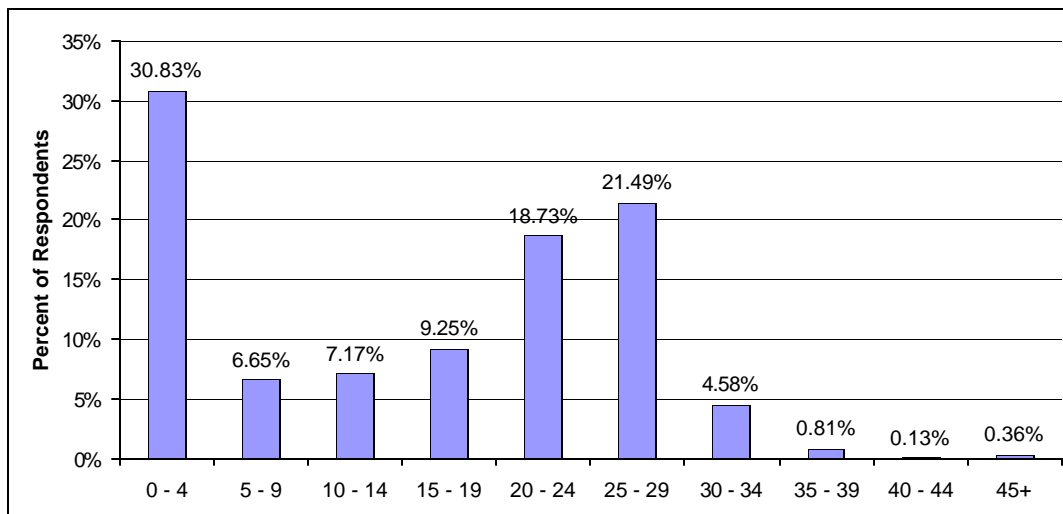
The data and graph below illustrate the pattern of scheduled hours worked across respondents.

- *How many individuals responded to this question?* **3081**
- *How many hours of paid work were they typically scheduled for? On average, **14.18** hours per week.*

The following data are reported 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 1998	2,786	527	193	232	278	720	546	184	36	62	8
Sep 1998	2,913	490	172	221	321	699	717	191	43	58	1
Mar 1999	3,022	511	224	278	320	742	649	188	53	56	1
Sep 1999	2,587	372	235	177	258	642	645	171	34	49	4
Mar 2000	3,281	631	242	279	327	784	711	187	62	54	4
Sep 2000	2,756	570	226	269	281	644	602	117	13	34	
Mar 2001	2,952	517	248	281	309	686	671	149	31	60	
Sep 2001	3,457	638	275	282	312	805	820	219	55	51	
Mar 2002	3,535	743	246	261	320	815	853	210	35	52	
Sep 2002	3,570	821	240	282	321	810	904	150	24	17	1
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

With 0 Values Included

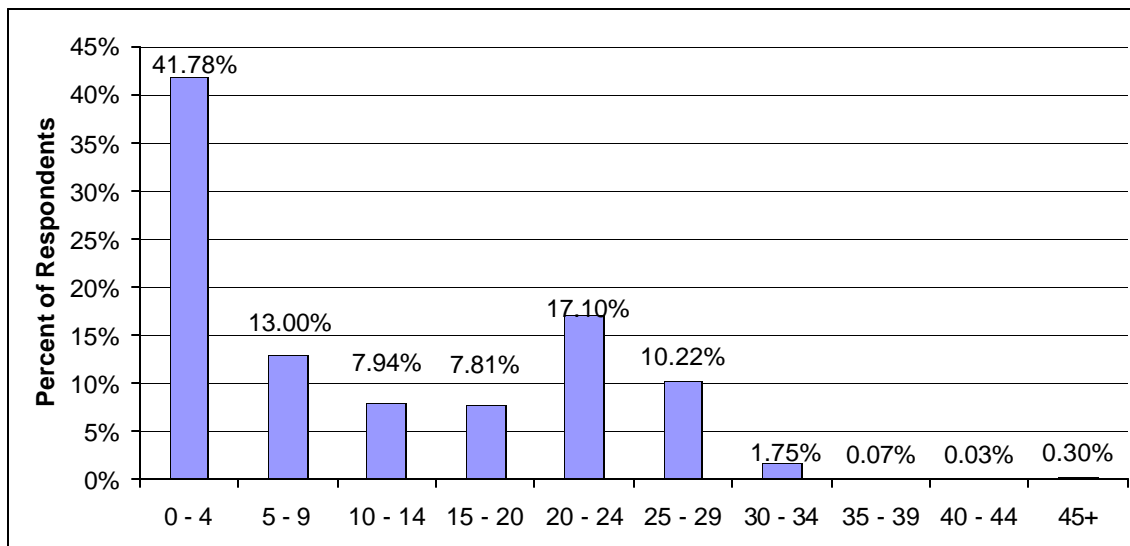
Reporting Period	Avg. Hours Worked
Mar 1998	17.10
Sep 1998	17.82
Mar 1999	17.27
Sep 1999	17.97
Mar 2000	16.78
Sep 2000	15.86
Mar 2001	16.84
Sep 2001	16.99
Mar 2002	16.54
Sep 2002	15.83
Mar 2003	14.27
Sep 2003	14.18

Typical Hours Scheduled Non-Paid Time

The data and graph below illustrate the pattern of hours scheduled for non-paid time across respondents.

- *How many individuals responded?* **3023**
- *How many hours were typically scheduled for non-paid time?* On average **10.21** hours were scheduled for non-paid time. This figure includes individuals reporting -0- hours of non-paid time.

The following data are reported 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 - 20	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45+
Mar 1996	2868	1647	329	212	166	285	175	53	1		
Sep 1996	2185	1293	259	124	108	195	148	57	1		
Mar 1997	3147	1971	251	164	174	289	230	65		2	1
Sep 1997	1425	943	89	82	61	180	38	31	1		
Mar 1998	2667	1462	287	192	157	314	188	50	16		1
Sep 1998	2833	1600	298	169	153	334	224	51	1	2	1
Mar 1999	2830	1517	372	100	196	351	254	39	1		
Sep 1999	2450	1450	313	97	167	216	156	48		2	1
Mar 2000	3010	1587	388	278	216	343	145	37	10	2	4
Sep 2000	2540	1118	387	184	184	352	255	35		14	11
Mar 2001	2680	1259	407	201	241	329	221	21		1	
Sep 2001	3405	1843	429	183	244	375	275	44	12		
Mar 2002	3364	1617	528	208	207	392	362	48	2		
Sep 2002	3502	1807	394	238	217	463	333	49			1
Mar 2003	3375	1569	425	218	257	490	355	56	4	1	
Sep 2003	3023	1263	393	240	236	517	309	53	2	1	9

With 0 Values Included

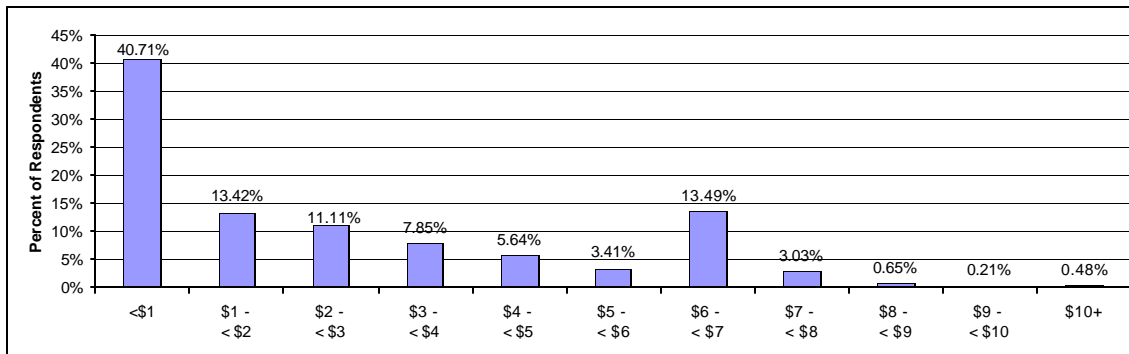
Reporting Period	Avg. NonPaid Hours
Mar 1996	7.02
Sep 1996	6.92
Mar 1997	6.96
Sep 1997	6.34
Mar 1998	7.88
Sep 1998	7.65
Mar 1999	8.06
Sep 1999	6.89
Mar 2000	7.43
Sep 2000	9.69
Mar 2001	8.52
Sep 2001	7.73
Mar 2002	8.54
Sep 2002	8.45
Mar 2003	9.33
Sep 2003	10.21

Hourly Earnings

The data and graph below illustrate the pattern of hourly earnings across respondents.

- *How many individuals responded?* **2906**
- *What was their average hourly earning?* **\$3.39** 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 means \$1.00 to \$1.99, and so on.



Number of Respondents

Reporting Period	Total	<\$1	\$1 - <\$2	\$2 - <\$3	\$3 - <\$4	\$4 - <\$5	\$5 - <\$6	\$6 - <\$7	\$7 - <\$8	\$8 - <\$9	\$9 - <\$10	\$10+
Mar 1999	2927	885	600	385	322	199	87	395	37	12	1	4
Sep 1999	2516	765	496	363	252	168	101	320	38	9	1	3
Mar 2000	3168	1021	565	429	328	203	95	425	72	15	4	11
Sep 2000	2676	813	493	348	249	186	105	387	68	15	3	9
Mar 2001	2871	762	524	373	327	183	135	455	81	19	7	5
Sep 2001	3380	962	599	427	307	222	158	542	118	27	12	6
Mar 2002	3459	1182	503	400	321	233	156	494	134	19	12	5
Sep 2002	3483	1165	533	401	349	217	156	521	100	21	15	5
Mar 2003	3313	1089	503	397	318	221	128	498	107	31	11	10
Sep 2003	2906	1183	390	323	228	164	99	392	88	19	6	14

Average Earnings (\$0.00 values included)

Reporting Period	Avg. Hourly Earnings
Mar 1999	\$3.00
Sep 1999	\$2.60
Mar 2000	\$4.66
Sep 2000	\$2.76
Mar 2001	\$2.95
Sep 2001	\$2.94
Mar 2002	\$2.76
Sep 2002	\$2.74
Mar 2003	\$2.83
Sep 2003	\$2.54

Average Earnings (\$0.00 values excluded)

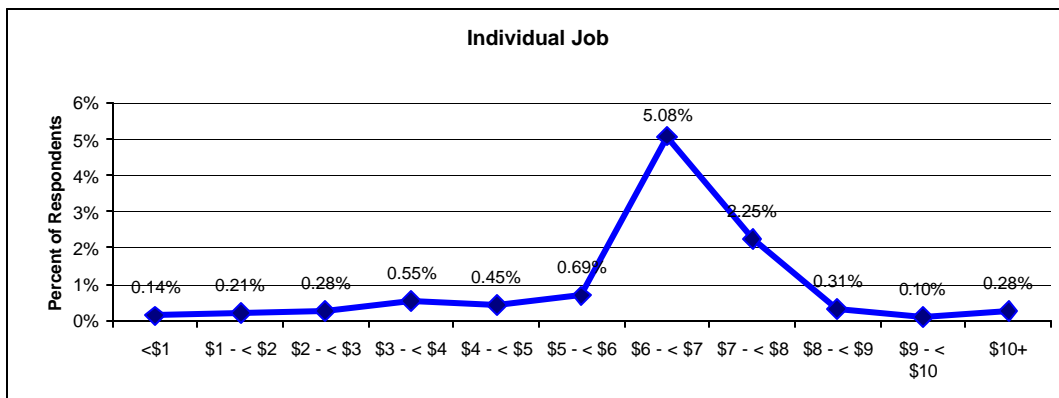
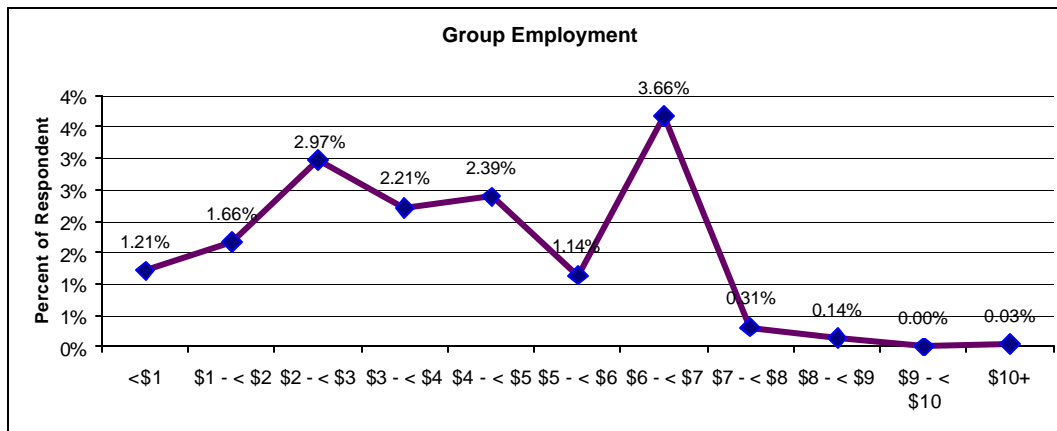
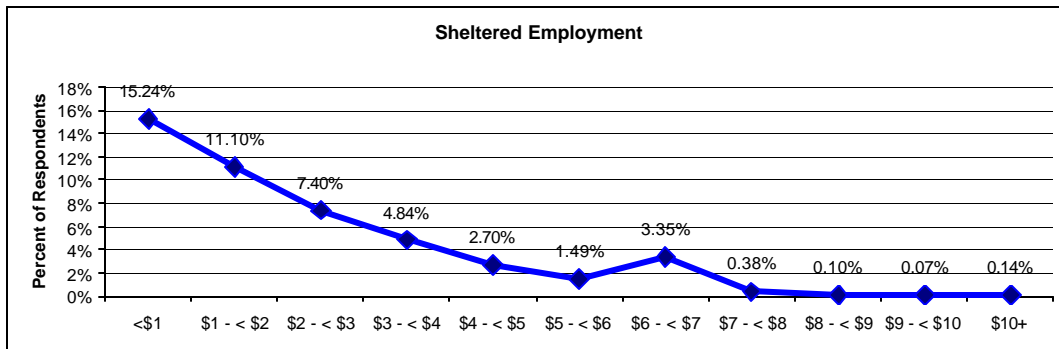
Reporting Period	Avg. Hourly Earnings
Mar 1999	\$3.32
Sep 1999	\$2.88
Mar 2000	\$5.34
Sep 2000	\$3.14
Mar 2001	\$3.26
Sep 2001	\$3.37
Mar 2002	\$3.29
Sep 2002	\$3.34
Mar 2003	\$3.54
Sep 2003	\$3.39

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

The graphs below illustrate patterns of 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? **\$2.29**
- What was the average hourly earning of individuals in off-site group employment? **\$4.06**
- What was the average hourly earning of individuals in individual jobs? **\$6.53**

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.

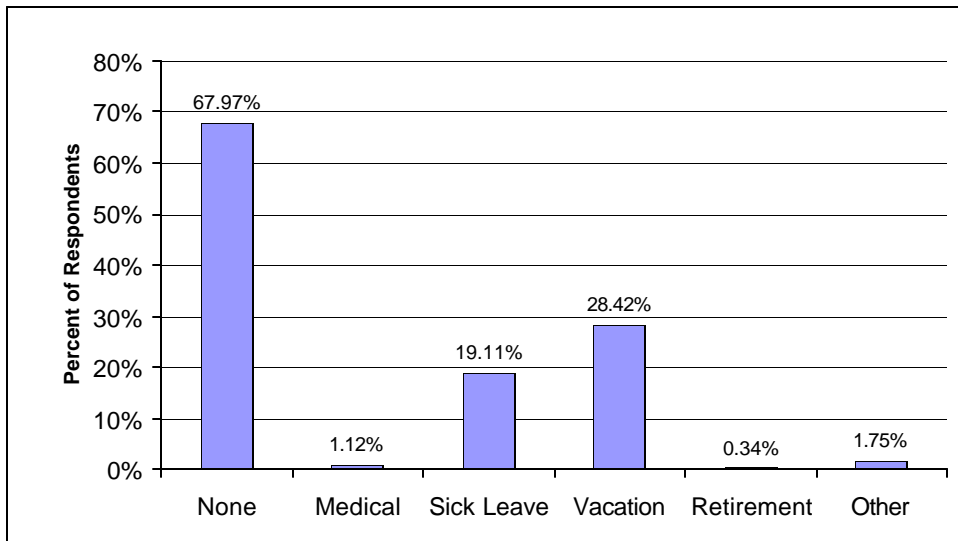


Benefits Received

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

- *How many individuals responded to this question?* **3490**
- *What types of fringe benefits are individuals receiving?* **2372 (67.97%)** individuals received no fringe benefits, **39 (1.12%)** received medical, **667 (19.11%)** received paid sick leave, **992 (28.42%)** received a paid vacation or holidays, **12 (0.34%)** received retirement benefits, and **61 (1.75%)** reported receiving some other benefits.

Percentages sum to more than 100% because some individuals receive more than one type of fringe benefit.



Number of Respondents

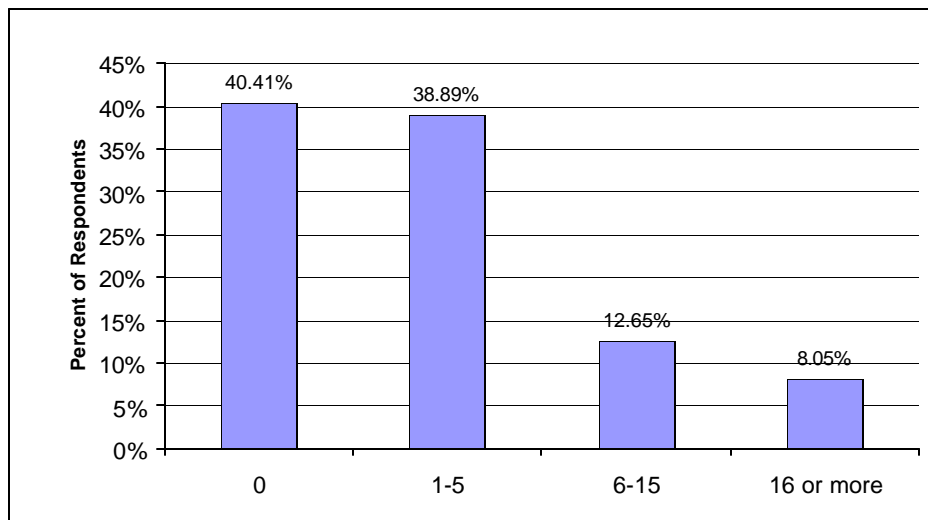
Reporting Period	Total*	None	Medical	Sick Leave	Vacation	Retirement	Other
Mar 1996	3050	1720	136	713	1016	85	491
Sep 1996	2529	1263	46	743	1020	82	482
Mar 1997	3375	1914	58	889	1189	101	635
Sep 1997	1520	774	50	345	605	14	376
Mar 1998	3057	1748	53	809	1091	25	319
Sep 1998	3196	1900	29	861	1119	91	205
Mar 1999	3354	1968	51	840	1190	99	206
Sep 1999	2808	1490	41	765	1149	98	202
Mar 2000	3491	1871	55	1077	1419	106	179
Sep 2000	3116	1913	53	680	1011	95	170
Mar 2001	3377	1974	62	818	1190	98	256
Sep 2001	3890	2342	86	958	1335	90	208
Mar 2002	3978	2465	104	986	1216	96	150
Sep 2002	4002	2516	94	924	1189	15	99
Mar 2003	3912	2629	86	729	1087	15	88
Sep 2003	3490	2372	39	667	992	12	61

* Benefits for reporting periods sum to more than total because some individuals receive more than one type of benefit.

Individuals without Disabilities in the Immediate Environment

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

- *How many individuals responded to this question?* **3430**
- *How many other individuals in the immediate environment do not have a disability?* **1386 (40.41%)** individuals reported being in environments where there were no (0) individuals without disabilities, **1334 (38.89%)** in environments with 1-5 other individuals without disabilities, **434 (12.65%)** in environments with 6-15 other individuals without disabilities, and **276 (8.05%)** in environments with 16 or more other individuals without disabilities.



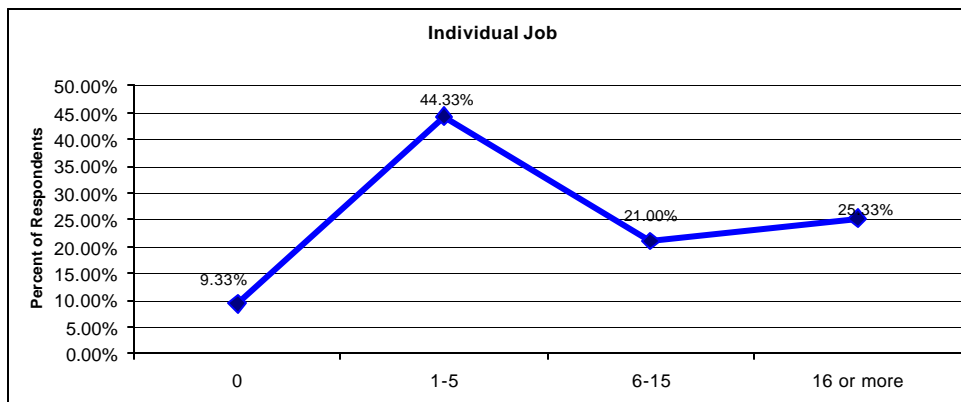
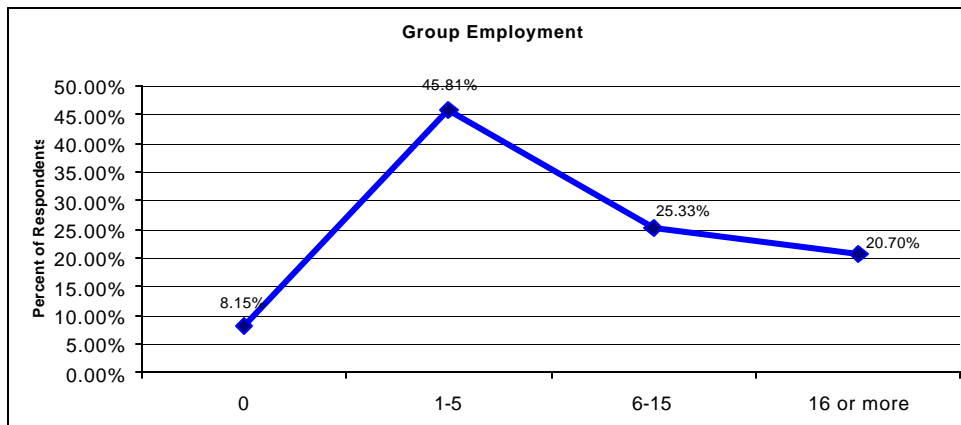
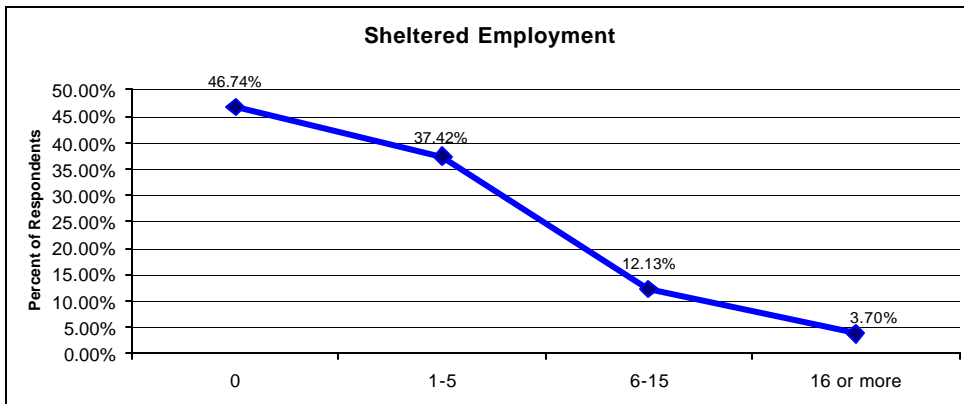
Number of Respondents

Reporting Period	Total	0	1-5	6-15	16 or more
Mar 1999	3299	1147	1239	595	318
Sep 1999	2770	765	1197	502	306
Mar 2000	3394	993	1438	587	376
Sep 2000	3044	1034	1254	444	312
Mar 2001	3325	1038	1406	489	392
Sep 2001	3830	1336	1518	476	500
Mar 2002	3896	1496	1514	450	436
Sep 2002	3900	1509	1424	610	357
Mar 2003	3842	1352	1522	528	440
Sep 2003	3430	1386	1334	434	276

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

The graphs below illustrate patterns related to integration with individuals without disabilities.

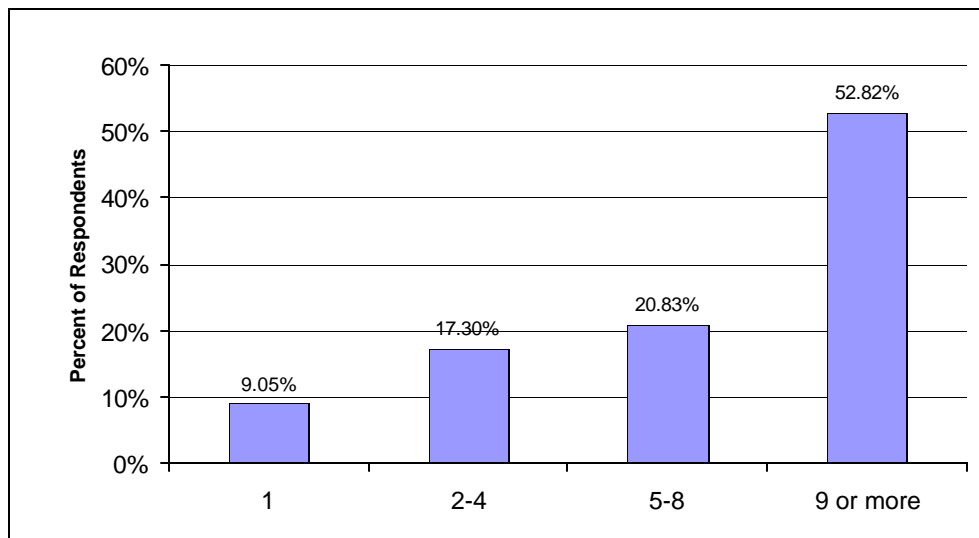
- *How many others in the immediate environment of individuals in sheltered employment do not have a disability?* **84.17%** reported 5 or fewer.
- *How many others in the immediate environment of individuals in group employment do not have a disability?* **53.96%** reported 5 or fewer.
- *How many others in the immediate environment of individuals in individual jobs do not have a disability?* **46.33%** reported 6 or more.



Individuals with Disabilities in the Immediate Environment

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

- *How many individuals responded to this question?* **3427**
- *How many other individuals in the immediate environment have a disability?* **310** individuals (**9.05%**) were in environments where they were the only individual with a disability, **593 (17.30%)** were in environments where there were 2-4 other individuals with disabilities, **714 (20.83%)** were in environments where there were 5-8 other individuals with disabilities, and **1810 (52.82%)** were in environments with 9 or more other individuals with disabilities.



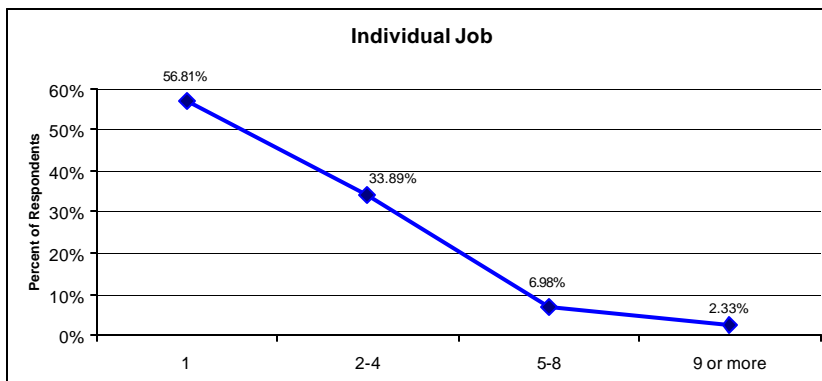
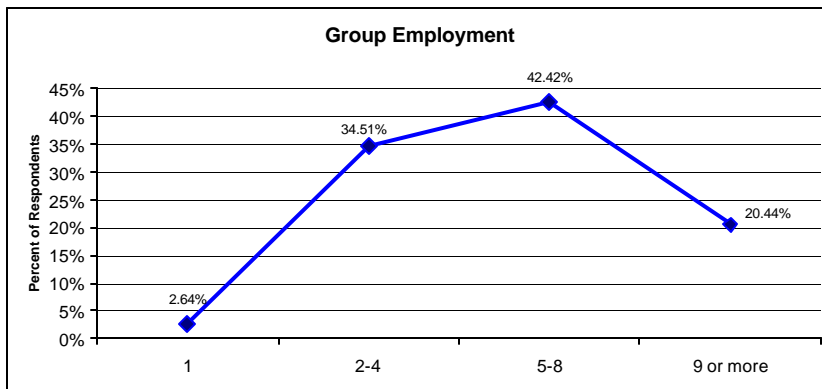
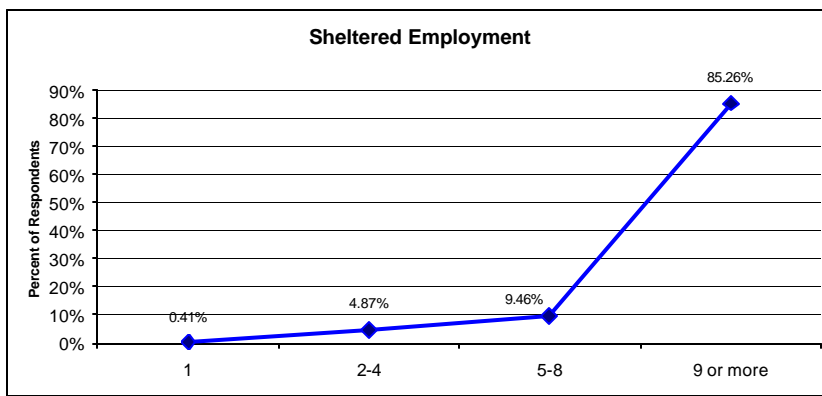
Number of Respondents

Reporting Period	Total	1	2-4	5-8	9 or more
Mar 1999	3288	365	519	765	1639
Sep 1999	2766	288	461	654	1363
Mar 2000	3394	396	509	766	1723
Sep 2000	3029	344	501	710	1474
Mar 2001	3313	418	569	756	1570
Sep 2001	3825	450	628	763	1984
Mar 2002	3893	429	614	796	2054
Sep 2002	3898	409	611	833	2045
Mar 2003	3841	361	706	748	2026
Sep 2003	3427	310	593	714	1810

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

The graphs below illustrate answers to the following questions:

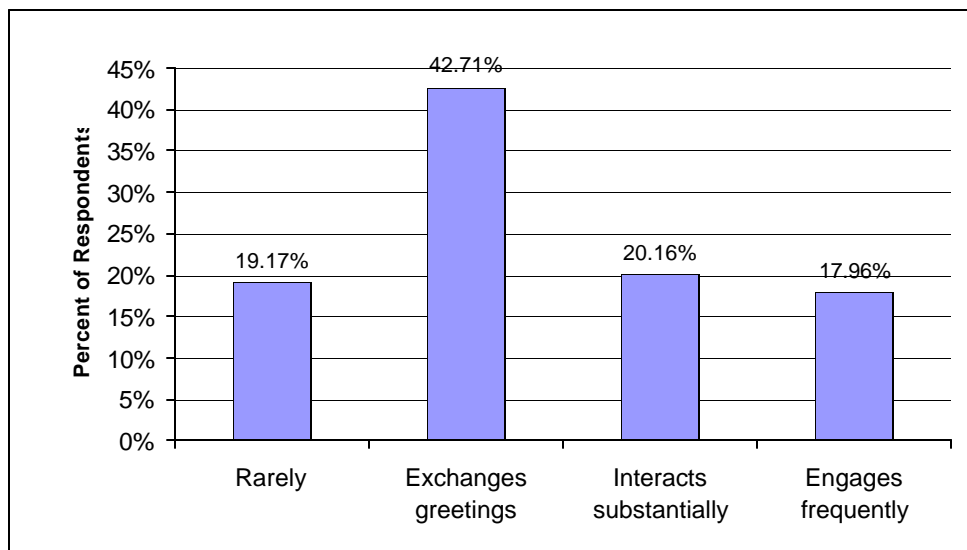
- *How many others in the immediate environment of individuals in sheltered employment have a disability?* **85.26%** reported being in environments with **9** or more.
- *How many others in the immediate environment of individuals in group employment have a disability?* **42.42%** reported being in environments with **5** to **8** other individuals with disabilities.
- *How many others in the immediate environment of individuals in individual jobs have a disability?* **56.81%** reported being in environments in which they were the only individual with a disability.



Social Interactions with People without Disabilities

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

- *How many individuals responded to this question?* **3308**
- *How extensive are social interactions between individuals with disabilities and those without disabilities (excluding paid staff)?* **634 (19.17%)** interact rarely, if ever with individuals without disabilities, **1413 (42.71%)** exchange greetings or brief interactions, **667 (20.16%)** interact substantially, and **594 (17.96%)** engage in conversation frequently and on an ongoing basis.



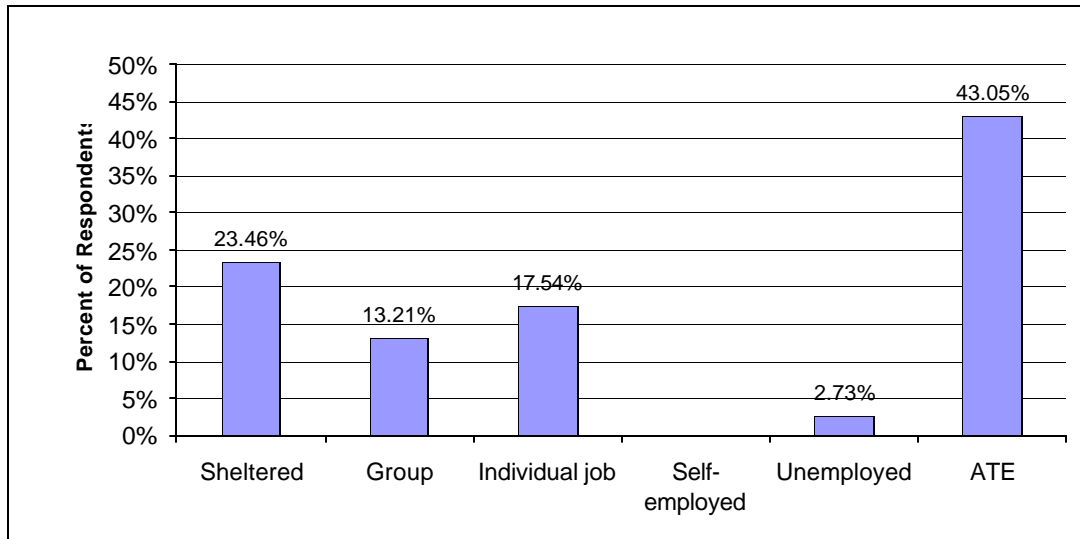
Number of Respondents

Reporting Period	Total	Rarely	Exchanges greetings	Interacts substantially	Engages frequently
Sep 1998	3144	538	1407	622	577
Mar 1999	3293	696	1391	650	556
Sep 1999	2763	505	1219	598	441
Mar 2000	3392	733	1382	705	572
Sep 2000	3030	620	1260	625	525
Mar 2001	3308	649	1386	651	622
Sep 2001	3810	744	1608	753	705
Mar 2002	3880	825	1508	869	678
Sep 2002	3884	754	1515	765	850
Mar 2003	3809	687	1647	740	735
Sep 2003	3308	634	1413	667	594

Secondary Environment: Employment Status

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

- *How many individuals responded to this question? 439 or (12.58%) responded.*
- *Of those reporting a secondary employment status, how many received employment services through sheltered employment? 103 or (23.46%) indicated that they were receiving employment services through sheltered employment in a secondary environment.*
- *Of those reporting a secondary employment status, how many received employment services through Alternatives to Employment (ATE)? 189 (43.05%) individuals indicated that they receive Alternatives to Employment services in a secondary environment.*



Number of Respondents

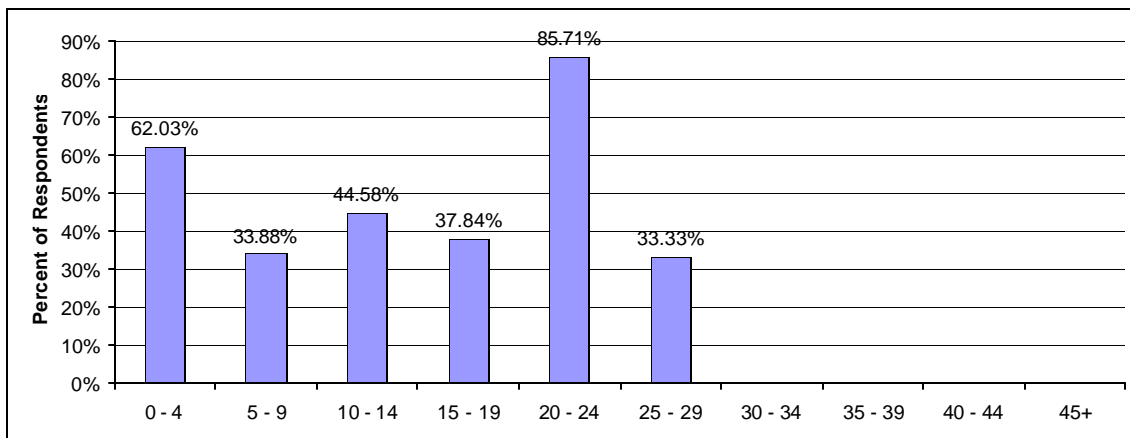
Reporting Period	Total	Sheltered	Group	Individual job	Self-employed	Unemployed	ATE
Mar 1999	492	123	107	80	8	16	158
Sep 1999	353	102	82	67	1	18	83
Mar 2000	496	114	97	82	12	16	175
Sep 2000	430	112	83	69	4	6	156
Mar 2001	487	98	92	104	5	16	172
Sep 2001	520	123	96	110	4	18	169
Mar 2002	495	122	80	108	4	19	162
Sep 2002	530	114	88	100	1	18	209
Mar 2003	597	143	107	109	2	11	225
Sep 2003	439	103	58	77		12	189

Secondary Environment: Typical Hours Scheduled Weekly for Paid Work

The data and graph below illustrate the pattern of hours scheduled weekly for paid work across respondents:

- *How many individuals responded to this question? 395*
- *How many hours are typically scheduled weekly for paid work in the secondary environment? On average, 4.47 paid hours per week in the secondary environment.*

The following data are reported 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 1999	447	227	122	68	17	7	3	2	1		
Sep 1999	319	169	82	46	14	7	1				
Mar 2000	448	229	117	61	17	23				1	
Sep 2000	427	231	92	72	26	5				1	
Mar 2001	420	215	105	64	20	12	2	2			
Sep 2001	496	274	112	70	22	15	1	2			
Mar 2002	431	239	114	48	19	10		1			
Sep 2002	476	266	103	47	25	32	1	2			
Mar 2003	510	302	134	46	13	11	1	3			
Sep 2003	395	245	83	37	14	12	4				

Average Hours Worked

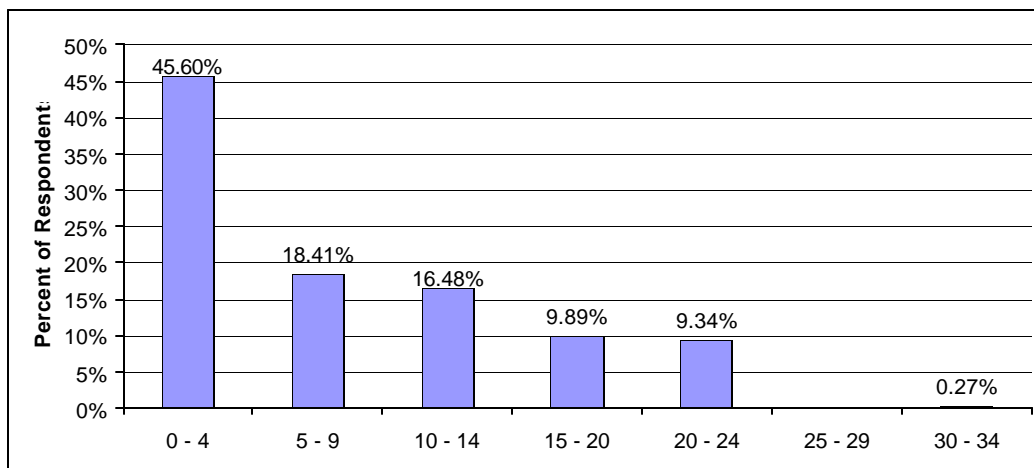
Reporting Period	Avg. Paid Hours
Mar 1999	5.21
Sep 1999	5.18
Mar 2000	5.55
Sep 2000	5.08
Mar 2001	5.40
Sep 2001	5.00
Mar 2002	4.82
Sep 2002	5.44
Mar 2003	4.37
Sep 2003	4.47

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

The data and graph below illustrate the patterns of hours scheduled weekly for non-paid work across respondents.

- *How many individuals responded to this question?* **364**.
- *How many hours are typically scheduled for non-paid work in the secondary environment?* On average, individuals are scheduled for **10** hours per week in the secondary environment.

The following data are reported 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 - 20	20 - 24	25 - 29	30 - 34	35 - 39	40 - 44	45+
Mar 1999	341	192	47	36	28	38					
Sep 2000	407	219	68	52	37	29	2				
Mar 2001	379	195	66	44	37	32	5				
Sep 2001	449	242	69	64	45	26	3				
Mar 2002	384	184	68	67	36	29					
Sep 2002	424	208	78	64	30	35	9				
Mar 2003	496	259	72	64	40	56	4	1			
Sep 2003	364	166	67	60	36	34		1			

Average Non-Paid Time

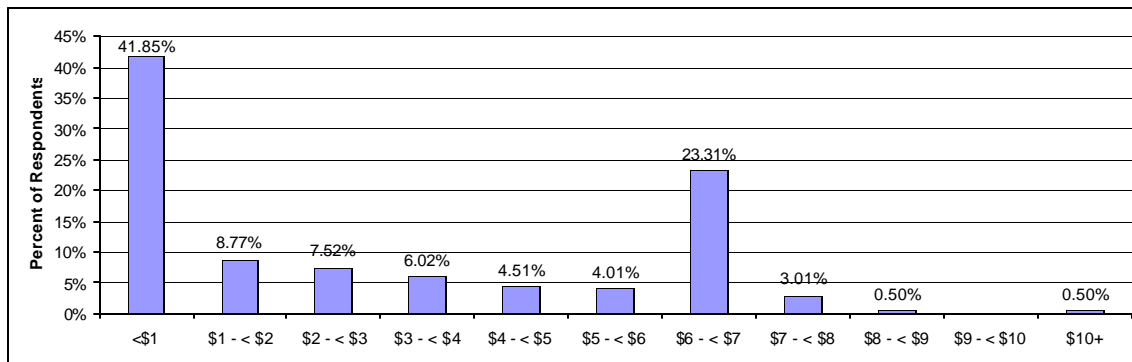
Reporting Period	Avg. Non-Paid Hours
Mar 1999	6.80
Sep 2000	6.54
Mar 2001	6.97
Sep 2001	6.00
Mar 2002	6.65
Sep 2002	6.65
Mar 2003	6.80
Sep 2003	10.00

Secondary Environment: Hourly Earnings

The data and graphs below illustrate the pattern of hourly earnings across respondents:

- *How many individuals responded to this question?* **399** individuals responded.
- *What were the average hourly earnings of those who reported one?* On average, individuals earned **\$4.44** 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.



Number of Respondents

Reporting Period	Total	<\$1	\$1 - <\$2	\$2 - <\$3	\$3 - <\$4	\$4 - <\$5	\$5 - <\$6	\$6 - <\$7	\$7 - <\$8	\$8 - <\$9	\$9 - <\$10	\$10+
Mar 1999	361	146	61	44	21	7	7	69	4		1	1
Sep 2000	390	137	50	36	35	19	15	86	10	1	1	
Mar 2001	386	120	63	32	28	13	20	90	17	3		
Sep 2001	445	163	47	40	31	21	14	118	8	2		1
Mar 2002	390	127	42	36	29	29	15	97	9	4	1	1
Sep 2002	452	180	40	44	31	29	17	90	13	2	2	4
Mar 2003	495	203	21	46	44	26	20	120	4	8	1	2
Sep 2003	399	167	35	30	24	18	16	93	12	2		2

Average Earnings (\$0.00 values included)

Reporting Period	Avg. Hourly Earnings
Mar 1999	\$2.35
Sep 2000	\$2.87
Mar 2001	\$3.06
Sep 2001	\$2.93
Mar 2002	\$3.14
Sep 2002	\$2.80
Mar 2003	\$2.99
Sep 2003	\$2.93

Average Earnings (\$0.00 values excluded)

Reporting Period	Avg. Hourly Earnings
Mar 1999	\$3.57
Sep 2000	\$4.04
Mar 2001	\$4.02
Sep 2001	\$4.16
Mar 2002	\$4.44
Sep 2002	\$4.39
Mar 2003	\$4.66
Sep 2003	\$4.44

APPENDIX A

LIST OF PROGRAMS THAT PROVIDED DATA FOR THIS REPORT

List of Programs providing data for this report, September 2003.

Program Name	County
ADULT LEARNING SYSTEMS OR, INC.	Multnomah
ALBERTINA KERR CENTERS	Marion
ALBERTINA KERR CENTERS	Multnomah
ALTERNATIVE SVCS-OREGON, INC.	Grant
ALTERNATIVE SVCS-OREGON, INC.	Jackson
ALTERNATIVE SVCS-OREGON, INC.	Lane
ALTERNATIVE SVCS-OREGON, INC.	Linn
ALTERNATIVE SVCS-OREGON, INC.	Multnomah
ALTERNATIVE WORK CONCEPTS	Lane
ARC OF LANE COUNTY	Lane
ARC OF WASHINGTON COUNTY	Washington
BETHPHAGE/EASTERN	Umatilla
CATHOLIC COMMUNITY SERVICES	Linn
CATHOLIC COMMUNITY SERVICES	Marion
CATHOLIC COMMUNITY SERVICES	Polk
CCI ENTERPRISES, INC.	Multnomah
CENTER ENTERPRISES, INC.	Linn
COLUMBIA GORGE CENTER	Mid-Columbia
COMMUNITY SERVICES, INC.	Washington
COMMUNITY VISION, INC.	Multnomah
COOS-CURRY TRANS HS/CURRY CO	Direct Contract
CORNERSTONE ASSOCIATES, INC.	Linn
DANFORTH & ASSOCIATES, INC.	Multnomah
DANFORTH & ASSOCIATES, INC.	Washington
DANVILLE SERVICES OF OREGON, LLC	Marion
DANVILLE SERVICES OF OREGON, LLC	Multnomah
DANVILLE SERVICES OF OREGON, LLC	Washington
DE PAUL INDUSTRIES	Multnomah
DUNGARVIN OREGON, INC.	Lane
DUNGARVIN OREGON, INC.	Multnomah
DUNGARVIN OREGON, INC.	Washington
EASTCO DIVERSIFIED SERVICES	Multnomah
EDWARDS CENTER, INC.	Washington
GARTEN FOUNDATION	Marion
GARTEN FOUNDATION	Polk
GOOD SHEPHERD COMMUNITIES	Washington
GOODWILL INDUSTRIES	Multnomah
GOODWILL INDUSTRIES/LANE	Douglas
GOODWILL INDUSTRIES/LANE	Lane

Program_Name	County
GOODWILL INDUSTRIES/LANE	Tillamook
GOODWILL INDUSTRIES/LINN	Marion
GOODWILL INDUSTRIES/LINN	Multnomah
GOODWILL INDUSTRIES/LINN	Polk
GOODWILL INDUSTRIES/MULT	Multnomah
GOODWILL INDUSTRIES/PTLD	Multnomah
GOODWILL INDUSTRIES/WASH	Multnomah
GREENLEAF INDUSTRIES	Josephine
HORIZON PROJECT, INC.	Umatilla
INTEGRATION & INDEPENDENCE	Multnomah
LAKE COUNTY MENTAL HEALTH	Lake
LANE COMMUNITY COLLEGE	Lane
LIVING OPPORTUNITIES, INC.	Jackson
MARIE MILLS CENTER, INC.	Tillamook
MCKENZIE PERSONNEL SYSTEMS	Lane
MID-VALLEY REHABILITATION	Polk
MID-VALLEY REHABILITATION	Yamhill
MT. ANGEL TRAINING CENTER	Marion
NATIONAL MENTOR SERVICES, LLC DBA DSI	Douglas
NATIONAL MENTOR SERVICES, LLC DBA DSI	Klamath
NATIONAL MENTOR SERVICES, LLC DBA DSI	Marion
NATIONAL MENTOR SERVICES, LLC DBA DSI	Multnomah
NATIONAL MENTOR SERVICES, LLC DBA DSI	Polk
NEW DAY ENTERPRISES	Union
O.T.A.C.	Yamhill
OREGON EMPLOYMENT SERVICES	Multnomah
OREGON EMPLOYMENT SERVICES	Washington
OREGON INDUSTRIES FOR BLIND	Multnomah
OREGON SUPPORTED LIVING PROG	Lane
PAM'S CLEAN MACHINE	Multnomah
PARTNERSHIPS IN COMMUNITY LIVING, INC.	Marion
PARTNERSHIPS IN COMMUNITY LIVING, INC.	Polk
PATHWAY ENTERPRISES, INC.	Jackson
PEARL BUCK CENTER, INC.	Lane
PORT CITY DEVELOPMENT CTR.	Multnomah
PORTLAND HABILITATION	Multnomah
PORTLAND PARKS & RECREATION	Multnomah
PORTLAND SUPT. EMPLOYMENT, INC.	Multnomah
PORTLAND SUPT. EMPLOYMENT, INC.	Washington
RAINBOW ADULT LIVING	Multnomah

Program_Name	County
REACH, INC.	Klamath
ROCKWEST TRAINING CO.	Marion
ROCKWEST TRAINING CO.	Washington
S.C.V.P.	Marion
S.C.V.P.	Multnomah
S.C.V.P.	Washington
S.C.V.P.	Yamhill
SERP ENTERPRISES, INC.	Multnomah
SHANGRI-LA CORP	Lane
SHANGRI-LA CORP	Lincoln
SHANGRI-LA CORP	Marion
SOUTH LANE MAINTENANCE	Lane
SOUTHERN OREGON GOODWILL	Jackson
SOUTHERN OREGON GOODWILL	Josephine
SOUTHERN OREGON GOODWILL	Klamath
SPARC ENTERPRISES	Josephine
SPRUCE UP ENTERPRISES	Linn
SPRUCE UP ENTERPRISES	Polk
SPRUCE VILLA, INC.	Marion
STAR OF HOPE	Direct Contract
STATE OPERATED COMMUNITY PROG	State Op
SUNNY OAKS, INC.	Marion
SUNNY OAKS, INC.	Polk
SUNRISE ENTERPRISES	Douglas
SUPPORTED EMPLOYMENT SERVICES	Lane
TUALATIN VALLEY WORKSHOP	Washington
TUALATIN VALLEY WORKSHOP	Yamhill
UMPQUA HOMES - HANDICAPPED	Douglas
UNITED CEREBRAL PALSY	Multnomah
VANGUARD SERVICES	Washington
WESTERN IDAHO TRAINING CO. INC.	Malheur
WILLAMETTE VALLEY REHAB	Gilliam
WILLAMETTE VALLEY REHAB	Linn
WORK UNLIMITED, INC.	Marion

APPENDIX B

EMPLOYMENT OUTCOMES SYSTEM FORM

PLEASE PRINT NEATLY!
 FOLLOW EXAMPLES:
 0 1 2 3 4 5 6 7 8 9
 A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z

NAME																				
CMHP#																				
PROVIDER#																				
CPMS CASE#																				
PROGRAM NAME																				
ID																				
SERVICE SITE (City)																				

PRIMARY ENVIRONMENT

- Primary Environment (check one)
 - Sheltered Employment (facility-based)
 - Off-Site Group Employment **
 - Individual Job
 - Self-employed
 - Unemployed
 - Alternative to Employment (ATE)
- Program operated business/ATE?
 - Yes
 - No
- paycheck issued by:
 - No paycheck
 - Employer
 - Rehab./support organization (including program operated business)
- New employer /ATE in last 6 months
 - Yes
 - No
- Start date for current or new employer/ATE: MM / DD / YY
- Type of work performed (check one)
 - Agriculture
 - Assembly/manufacturing
 - Clerical/office
 - Food service
 - Grocery/retail
 - Groundskeeping
 - Health/human service
 - Janitorial/housekeeping/laundry
 - Recycling/sorting
 - Stocking/warehouse
 - N/A (if Unemployed or ATE)
 - Other
- Typical hours scheduled weekly for paid work: [] []
- Typical hours scheduled weekly non-paid time: [] []
- Hourly earnings \$ [] [] [] []
- Benefits received (check all that apply)
 - None
 - Medical
 - Paid sick leave
 - Paid vacation or holidays
 - Retirement
 - Other
- No. of individuals without disabilities in immediate environment excluding paid-staff (check one):
 - 0
 - 1-5
 - 6 or more
- No. of individuals with disabilities (including this person) in immediate environment (check one):
 - 1
 - 2-4
 - 5-8
 - 9 or more
- Interactions with individuals without disabilities excluding paid staff (check one):
 - Rarely, if ever
 - Exchanges greetings or brief interactions
 - Interacts substantially
 - Engages frequently and ongoing

SECONDARY ENVIRONMENT

- If there is a second environment please complete
- Secondary Environment (check one)
 - Sheltered Employment (facility-based)
 - Off-Site Group Employment **
 - Individual Job
 - Self-employed
 - Unemployed
 - Alternative to Employment (ATE)
 - Typical hours scheduled weekly for paid work: [] []
 - Typical hours scheduled weekly non-paid time: [] []
 - Hourly earnings \$ [] [] [] []

** Off-site Group Employment (e.g., enclave, crew, small business, etc.)

Return address: Margie Bibby, Services & People with Disabilities, 500 Summer St NE, E-09, Salem, OR 97301-1075

Version 3.1

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 the Office of Developmental Disability Services (ODDS). If you are in doubt about your CMHP#, contact ODDS. 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 ODDS. When filling in the form, **use leading zeros when necessary**. For example, record “009,” rather than “9.”

CPMS CASE# “CPMS Case” number refers to a unique identification number assigned to a person receiving services (e.g., Bernard). Case numbers are assigned by the County Mental Health Program. 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 CPMS CASE# and this can be found on the Provider Financial Statement.

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

Location of employment service provider (i.e., the city). Print the name of the location 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), then use the following 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 lunch time 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 down-time 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 Office of Developmental Disability Services. 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.