Lilia Teninty

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Number: APD-AR-15-025
Issue date: 4/27/2015

Due date: May 29, 2015

Topic: Developmental Disabilities
Subject: Employment Outcomes System Report (EOS) Due May 29, 2015

Applies to (check all that apply):

☐ All DHS employees  ☐ County Mental Health Directors
☐ Area Agencies on Aging  ☐ Health Services
☐ Aging and People with Disabilities  ☑ Office of Developmental Disabilities Services (ODDS)
☐ Self Sufficiency Programs  ☐ In Home Services
☑ County DD Program Managers  ☑ ODDS Children’s Intensive Stabilization and Crisis Unit (SACU)
☐ ODDS Children’s Residential Services  ☐ Other (please specify): Brokerage Directors; Providers who support individuals in an employment setting
☐ Child Welfare Programs

Action required:

To complete the Employment Outcomes System (EOS) report for March 2015:

1. Review attached “User Manual.” This manual will also be posted to the ODDS “Provider Tools” web page.
4. Submit data here: https://spdweb.hr.state.or.us/EOS/Account/Login.aspx

Technical assistance will be available via phone and video conference on the following dates:

Tuesday May 5, 2015, from 11:00AM-12:00PM

1-888-808-6929
Access Code: 2349190
https://global.gotomeeting.com/join/789336509
Wednesday May 20, 2015, from 1:00PM-2:00PM

1-888-808-6929
Access Code: 2349190
https://global.gotomeeting.com/join/374855037

Other Information:

EOS utilizes client prior authorizations and billing data from Plan of Care to prefill sections. Billing data entered in Plan of Care by April 25 will be prefilled in EOS, and therefore reduce the need to manually enter billing information.

Please also note that the EOS functions best in a Firefox web browser. It may not work in other browsers.

Reason for action:

The Employment Outcomes System (EOS) is a semi-annual report that has been collected since 2003. The data gathered is used to inform and monitor policy.

Completing the EOS report is required under the terms of your provider agreement.

Field/stakeholder review:  □ Yes  ☒ No
If yes, reviewed by:

If you have any questions about this action request, contact:

<table>
<thead>
<tr>
<th>Contact(s)</th>
<th>Phone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allison Enriquez - policy and rationale</td>
<td>(503) 569-1710</td>
<td>(503) 373-7274</td>
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<tr>
<td>Tim Ho - data collection</td>
<td>(503) 945-5904</td>
<td></td>
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<tr>
<td>Email: <a href="mailto:allison.enriquez@state.or.us">allison.enriquez@state.or.us</a></td>
<td></td>
<td><a href="mailto:timothy.n.ho@state.or.us">timothy.n.ho@state.or.us</a></td>
</tr>
</tbody>
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EMPLOYMENT OUTCOMES SURVEY USER MANUAL

Logging In

1. You can go to this URL directly (note that Firefox is the best web browser. The EOS tool may not work in other browsers):
   https://spdweb.hr.state.or.us/EOS/Account/Login.aspx

2. The Login Screen:
1. You will automatically be taken to a list of individuals served by your organization:
2. Select the individual you wish to report on:
3. Click the headers to sort by County, Name, or Status:

4. The Status field allows you to identify which individuals you still need to report on:

- **Complete** – You have entered hour and wage information for all employment settings for that individual. **Note:** Please make sure you answer ALL questions.
- **Incomplete** – You began a survey for that individual, but it is not finished.
- **Start** – No one has yet begun answering survey questions for that individual.
Survey Edit Screen

1. Upon selecting an individual, you will see an edit screen appear below the Survey List screen:

2. Enter hour and wage information in the empty boxes.

3. If you need information regarding the Employment Services, you can click on the column headings for more information. A “Hover Bubble” will appear with a definition of the Employment Service:
4. If you need more information on how to enter hours and wages, you can click on the row headings. A “Hover Bubble” will appear with more information:

5. If you are unable to complete a survey for an individual, choose a reason from the “Can’t Complete? Reason” dropdown. The screen will correctly auto-fill the survey with zeros.
EMPLOYMENT OUTCOMES SURVEY USER MANUAL

Checking, Saving and Canceling Your Record

Checking Totals

IMPORTANT! Before you save your record, you’ll want to check your totals.

Here’s a sample of what you’ll see with a GOOD record entry:

You’ll see a Wage Per Hour or OK for each employment setting if applicable. Use Wage Per Hour totals to make sure your hours and wages make sense for that individual. You’ll also see the total hours reported on the bottom:
Here’s a sample of what you’ll see with a BAD record entry:

You’ll see warnings in red that will help you correct entries. It will still try to calculate total hours:

Total Hours: 85
Here’s a sample of what you’ll see if you’ve selected a “Can’t Complete” reason:

- And that’s OK!

**Saving**

Nothing will be retained by the survey unless you save. You’ll be returned to the Survey List screen.

But before you save -

**Canceling**

Don’t want to save your changes? Click Cancel. You’ll be returned to the Survey List screen.
Provider Section

1. Select the link that says “Click HERE for Provider Survey”:

   ![Image of Provider Section](image1.png)

2. Select “Edit” to enter information regarding the provider training and qualifications:

   ![Image of Edit Section](image2.png)
3. Complete the open fields and select “Save”: