

At-a-Glance Users Guide to the IPS Supervisors Data Table

Quarterly Data Report Item Number	Quarterly Data Report Item	What data must be manually entered	Where data must be manually entered	Where you will find automatically calculated data
1	Total number of people on caseload of IPS staff during this quarter	“Y” or “N”	Tab: <i>Master</i> Column: <i>Active During Q1? (Q2, Q3, Q4 as appropriate)</i> Row: Corresponding to the individual’s first and last name	Tab: <i>Quarterly Counts</i> Column: <i># Active Per Quarter</i> Row: Corresponding to the reporting quarter
2	Number of people (unduplicated) from IPS caseload working integrated competitive employment at anytime during the quarter	“Y” or “N”	Tab: <i>Master</i> Column: <i>Employed Q1? (Q2, Q3, Q4 as appropriate)</i> Row: Corresponding to the individual’s first and last name	Tab: <i>Quarterly Counts</i> Column: <i>Number Employed</i> Row: Corresponding to the reporting quarter
3	Number of people on IPS caseload enrolled in education programs during this quarter	“Y” or “N”	Tab: <i>Master</i> Column: <i>Education Q1? (Q2, Q3, Q4 as appropriate)</i> Row: Corresponding to the individual’s first and last name	Tab: <i>Quarterly Counts</i> Column: <i>Number in Education</i> Row: Corresponding to the reporting quarter
4	Number of people working successfully in integrated competitive employment who transitioned off the IPS caseload during this quarter	Date a person was closed out of the IPS caseload, AND “W”	Tab: <i>Master</i> Column: <i>Closure Date and Closed: Working or Unemployed?</i> Row: Corresponding to the individual’s first and last name	Tab: <i>Quarterly Counts</i> Column: <i>Closed/Working</i> Row: Corresponding to the reporting quarter

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5	Number of NOT working successfully in integrated competitive employment who transitioned off the IPS caseload during this quarter	Date a person was closed out of the IPS caseload, AND "U"	Tab: <i>Master</i> Column: <i>Closure Date</i> and <i>Closed: Working or Unemployed?</i> Row: Corresponding to the individual's first and last name	Tab: <i>Quarterly Counts</i> Column: <i>Closed/Not Working</i> Row: Corresponding to the reporting quarter
6	Number of people who are employment specialists (excluding the supervisor) with an IPS caseload	This item must be manually calculated by the IPS supervisor, using their knowledge of the staffing of their program.		
7	Total FTE employment specialists (excluding the supervisor) with an IPS caseload	This item must be manually calculated by the IPS supervisor, using their knowledge of the staffing of their program.		
8	Number of IPS clients on supervisor's caseload	"Supervisor"	Tab: <i>Master</i> Column: <i>Employment Specialist</i> Row: Corresponding to each individual's first and last name who is assigned to the supervisor	Tab: <i>Quarterly Counts</i> Column: <i># Supervisor Caseload</i> Row: Corresponding to the reporting quarter
9	Number of new enrollees admitted to the IPS program during this reporting quarter	"Q1" "Q2" "Q3" "Q4" as appropriate	Tab: <i>Master</i> Column: <i>IPS Program Start</i> Row: Corresponding to the individual's first and last name	Tab: <i>Quarterly Counts</i> Column: <i>New Enrollees</i> Row: Corresponding to the reporting quarter
10	Number of new job starts for all IPS participants during the quarter	First→ "Y" or "N" as appropriate Next→	First→ Tab: <i>Master</i> Column: <i>Employed Q1? (Q2, Q3, Q4 as appropriate)</i>	Tab: <i>Quarterly Counts</i> Column: <i>New Employment</i> Row: Corresponding to the reporting quarter

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		<p>Individual's first and last name, employer's name, job type or title, employment start date, first name of employment specialist, starting pay and hours per week When employment ends→ End date</p>	<p>Row: Corresponding to the individual's first and last name Next → Tab: <i>Employment</i> Columns: <i>Participant Name, Employer, Job Type/Title, Start Date, Employment Specialist, Starting Pay, Hours per Week</i> Row: Corresponding to the individual's first and last name When employment ends→ Tab: <i>Employment</i> Column: <i>End Date</i> Row: Corresponding to the individual's first and last name</p>	
11	Number of IPS clients who enrolled in education programs this quarter	<p>First→ "Y" or "N" as appropriate Next→ Individual's first and last name, name of the institution/training program, education start date, first name of employment specialist. When education ends→ End date and type of degree/certification earned</p>	<p>First→ Tab: <i>Master</i> Column: <i>Education/Training Q1? (Q2, Q3, Q4 as appropriate)</i> Row: Corresponding to the individual's first and last name Next → Tab: <i>Education</i> Columns: <i>Participant Name, Institution, Start Date, Employment Specialist</i>, Row: Corresponding to the individual's first and last name When education ends→ Tab: <i>Education</i></p>	<p>Tab: <i>Quarterly Counts</i> Column: <i>New Education</i> Row: Corresponding to the reporting quarter</p>

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			Columns: <i>End Date, Degree/Cert/Training Earned</i> Row: Corresponding to the individual's first and last name	
Demographic item	Demographic data – Gender Identity	"F," "M," "T," "NB" or "NA"	Tab: <i>Master</i> Column: <i>Gender Identity</i> Row: Corresponding to individual's first and last name	Tab: <i>Demographic Data</i> Column: <i>Gender Identity Totals</i> Row: Corresponding to each category
Demographic item	Demographic data – Sexual Orientation	"G," "H," "B," "U" or "NA"	Tab: <i>Master</i> Column: <i>Sexual Orientation</i> Row: Corresponding to the individual's first and last name	Tab: <i>Demographic Data</i> Column: <i>Sexual Orientation Totals</i> Row: Corresponding to each category
Demographic item	Demographic data – Race	"W," "B," "AI," "A," "H," "MENA," "HI" or "O"	Tab: <i>Master</i> Column: <i>Race</i> Row: Corresponding to individual's first and last name	Tab: <i>Demographic Data</i> Column: <i>Race Totals</i> Row: Corresponding to each category

Fidelity Item	What data must be manually entered	Where data must be manually entered	How to find automatically calculated data
Number of people on each IPS specialist's caseload	First → "Y" or "N" Next → First name of employment specialist	First → Tab: <i>Master</i> Column: <i>Active Q1? (Q2, Q3, Q4 as appropriate)</i> Row: Corresponding to the individual's first and last name Next → Tab: <i>Master</i> Column: <i>Employment Specialist</i> Row: Corresponding to the individual's first and last name	Place your cursor in the <i>Employment Specialist</i> column Click "Sort & Filter" in the tool ribbon, then click "Filter" Click the down arrow to generate a drop-down menu Choose the name of the specialist whose caseload you need to count Click "Ok" Find the count at the bottom left of the page *Return to full list of all individuals and all specialists by clicking "Clear" on "Sort & Filter" drop-down menu

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Number of people enrolled in school	“Y” or “N”	Tab: <i>Master</i> Column: <i>Education Q1? (Q2, Q3, Q4 as appropriate)</i> Row: Corresponding to the individual’s first and last name	Tab: <i>Quarterly Counts</i> Column: <i>Number in Education</i> Row: Corresponding to the reporting quarter
Number of mental health teams each IPS specialist is connected to (via referral source)	First→ Name of referral source Next→ First name of employment specialist	First→ Tab: <i>Master</i> Column: <i>Referral Source</i> Row: Corresponding to the individual’s first and last name Next→ Tab: <i>Master</i> Column: <i>Employment Specialist</i> Row: Corresponding to the individual’s first and last name	Place your cursor in the <i>Employment Specialist</i> column Click “Sort & Filter” button in the tool ribbon, then click “Custom Sort” Click “Add Level” in the window that opens In the “Sort by” row, choose “Employment Specialist” In the “Then by” row, choose “Referral Source” Click “OK” and the table will sort itself Visually review which and how many referral sources are associated with each IPS specialist and the supervisor *Return your table to the way it was prior to performing this function by using the keyboard shortcut, Control + Z
Rapid job search	First→ Month/Day/Year of first meeting individual had with the employment specialist Next→	First→ Tab: <i>Master</i> Column: <i>First Meeting w/ES Date</i> Row: Corresponding to the individual’s first and last name Next→ Tab: <i>Master</i>	Find the number of days auto-calculated here: Tab: <i>Master</i> Column: <i># Days Between First ES and First FTF</i> Row: Corresponding to the individual’s first and last name

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	Month/Day/Year of first face-to-face contact with an employer	Column: <i>First FTF w/Employer Date</i> Row: Corresponding to the individual's first and last name	
Diversity of job types	Job type or title	Tab: <i>Employment</i> Column: <i>Job Type/Title</i> Row: Corresponding to the individual's first and last name	A visual review of data in the <i>Job Type/Title</i> column for all participants will provide the necessary information to determine diversity of job types.
Diversity of employers	Name of employer	Tab: <i>Employment</i> Column: <i>Employer</i> Row: Corresponding to the individual's first and last name	A visual review of data in the <i>Employer</i> column for all participants will provide the necessary information to determine diversity of employers.
Number and dates of closed cases	Date a person was closed out of the IPS caseload, AND "W" or "U"	Tab: <i>Master</i> Columns: <i>Closure Date</i> and <i>Closed: Working or Unemployed?</i> Row: Corresponding to the individual's first and last name	Place your cursor in the <i>Closure Date</i> column and click "Sort & Filter" in the tool bar at the top of the screen Choose "Custom Sort" from the drop-down menu Click "Add Level" in the window that opens. In the "Sort by" row, choose "Closure Date." In the "Then by" row, choose "Closed: Working or Unemployed." Click "OK," and the table will sort itself Visually review who, when, how many and the employment status of people who have been closed *Return the table to its previous organization by using use the keyboard shortcut Control + Z