Frequently Asked Questions
about the IPS Supervisors Data Table

Question	How do I begin to use the Supervisor's Data Table for the first time?
Answer	We recommend starting fresh at the beginning of Quarter 3 (July 1, 2025). Read through the entire sheet first, so you will know what the sheet is asking for and what data is being collected. You may be able to copy and paste names and dates from an Excel spreadsheet or Google sheet that you may already be using. However, most data will require manual entry due to the formulas and embedded calculations in the data table. Reference the data dictionary within the spreadsheet, Written Instructions, and/or Demonstration Video for guidance on completing each field.

Question	How do I reset the data table for a new year?
Answer	We recommend creating a new data table at the beginning of each calendar year. In December 2025, we will release a video that provides instruction for creating your data table for 2026.

Question	Is there a Data Dictionary?
Answer	Yes, it's embedded in a tab at the end of the spreadsheet. It is broken down into three sections, the demographic data codes, status codes, and the quarterly data codes. The data dictionary it will tell you exactly what codes to enter, what they mean, and how they are tabulated.

Question	I want to track employer contacts on this data table. How could I do that?
Answer	Many sites have their own version of an employer contact log; therefore, we did not create a tab for this on the data table. However, if a site would like to combine a current tool with this table, it can be done on a new tab without altering any existing formulas.

Question	Is there one master table that the entire team has access to and enters their data into individually?
Answer	Supervisors can use the data table as they would like, meaning if they would like to give the whole team access to it, that is acceptable. However, it is critical to know that the only tabs where information should be entered by anyone are *Master, Employment,* and *Education*. For full, live access to the data spreadsheet, it is ideal to upload it to a cloud service platform such as OneDrive, Google Sheets, SharePoint, etc. This will allow live updates from team members at any time.

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Question	How do the “Active Q1? Q2? Q3? Q4?” columns work?
Answer	In each column labeled “Active Q1, Q2, etc?”, the important piece of data is whether the participant was active at ANY time during the quarter. If the participant was active at ANY time during that quarter, please put “Y” for “Yes” on the line under that column for the corresponding quarter. In the “Quarterly Counts” tab, the “yes” entries are counted for a total. That total should be your “active participants” for the quarter output.

Question	Do all demographic points need to be answered?
Answer	Demographic data is optional for the IPS quarterly data report, and for this data table.

Question	How are employment specialist FTEs recorded?
Answer	This table does not account for employment specialist FTEs. Committee members determined that supervisors will be able to determine this information for their respective programs without requiring data entry to support that determination.

Question	Is the data table editable?
Answer	Yes, but only in terms of the information you input into the table. The embedded formulas are locked as well as the tabs that output any data. In order to change data in locked tabs, you’ll need to input the correct data in the editable sections of the sheet.

Question	Is it possible for an IPS participant to have more than one line of entered data/outcomes?
Answer	Yes and no. On the *Master* tab, each participant should only have one line of entered data/outcomes for the year. However, on the *Employment* tab, you may have the same participant listed with more than one job during a given quarter. Consider the *Master* section of the spreadsheet to be individualized participant data (no duplicates) while the employment and education tabs are focused on employment and education data, respectively, which can include duplicate entries for participants.

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Question	How do I list clients with identical names?
Answer	Consider using a middle initial if one exists, or last name first initial, or full name per client with a number identifier.

Question	What if someone is closed out of IPS, but returns to the program in a later quarter?
Answer	Ensure you enter the closure date and whether they were counted as a closure during a quarterly outcome report. If they return to the program, return to the line with their name and enter "Y" for the later quarter where they returned. Be sure to delete closure data from the spreadsheet. This means that some outcome data will differ over time in the sheet compared to what you reported. For example, when the closure information is changed in the *Master*, it will change in the *Quarterly Counts* tab automatically, which means historical data may differ from what you reported for that quarter.

Question	What if my agency's fiscal year is not aligned with the calendar year?
Answer	In order to be aligned with the reporting requirements of the IPS Employment Center, the data table's embedded formulas are set up to calculate data according to the calendar year and the following quarters: Q1 = January 1 – March 31; Q2 = April 1 – June 30; Q3 = July 1 – September 30; Q4 = October 1 – December 31. If this needs to be changed, another version can be released or a tutorial can address this issue.

Question	Are there instructions on how to use the Supervisor's Data Table?
Answer	Yes. In the IPS Employment Center online library, you will find written instructions and an at-a-glance users guide. In the IPS Employment Center's online video archive, you will find two instructional videos, one with general instructions and a focus on the items on the IPS quarterly data report, and a second focusing on selected fidelity items that can be tracked using the data table.