



## IPS Works

### A Tracking Form for Employer Relationship Building:

- Allows IPS specialists to save information as they job develop in the community
- Saves time because it is possible to dictate information
- Stores information in a spreadsheet so team members can see where colleagues have relationships
- Helps IPS specialists remember when to follow up with managers and business owners



## IPS Works

The following slides will show what is in the form that IPS specialists will complete.  
(Sample answers have been inserted.)

Red asterisks\* indicate that a question must be answered.  
Others may be skipped.

# IPS Works

Employer Tracking Form - Capture your job development activities in real-time!

**\*\*Do not include or collect any health information on this form\*\***

**\* Required**

**Who contacted the employer? \***

- ☒ Staff member: Sarah
- ☐ Staff member: Chrisje
- ☐ Staff member: Tanya
- ☐ Jobseeker (1st employer contact)

**Job Development Date \***

MM DD YYYY

02 / 14 / 2017

**Name of business (address, phone) \***

Burgermeester

NEXT

Page 1 of 2

### Job seeker of interest \*

For HIPAA compliance only first 2 letters of job seeker's last and first name may be used as an identifier.

PL OR \_\_\_\_\_

### Business contact \*

Name, title, email

JAN \_\_\_\_\_

### Type of Business \*

- ☐ Clerical or Office Work
- ☐ Construction
- ☐ Custodial
- ☐ Education
- ☐ Entertainment
- ☐ Factory
- ☒ Food Services
- ☐ Healthcare
- ☐ Information Technology
- ☐ Retail Sales
- ☐ Security
- ☐ Warehouse
- ☐ Other: \_\_\_\_\_

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**Who did you contact? \***

- ☐ Manager with hiring authority
- ☐ Employee

**How did you make contact? \***

- ☐ In-person
- ☒ Phone
- ☐ Email
- ☐ Text

**Stage of contact? \***

- ☐ 1st meeting
- ☐ 2nd meeting
- ☐ Return visit
- ☐ Application submission or follow up
- ☐ Interview
- ☐ Advocacy
- ☐ Reengagement

**Meeting summary**

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er was dictated

### Meeting summary

Manager explained that they will open in three weeks and she is looking for high energy people who are very friendly. Ideally, every employee will be trained in each area, but she can make exceptions, for example, if someone is unable to operate a cash register. Previous experience is not necessary--what is most important is someone who will be on time and is committed to doing a great job!

---

### Next steps

- ☐ No next step
- ☐ 1st meeting
- ☐ 2nd meeting
- ☒ Return visit
- ☐ Application submission or follow up
- ☐ Interview
- ☐ Advocacy
- ☐ Reengagement
- ☐ Postpone next visit

### Next steps summary

Help Andre complete an application tomorrow. Return on Thursday to talk about his skills and ask for a meeting with him.

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### Next steps date

wer was dictated

- ☐ 2nd meeting
- ☒ Return visit
- ☐ Application submission or follow up
- ☐ Interview
- ☐ Advocacy
- ☐ Reengagement
- ☐ Postpone next visit

### Next steps summary

Help Andre complete an application tomorrow. Return on Thursday to talk about his skills and ask for a meeting with him.

---

### Next steps date

MM DD YYYY Time  
02 / 16 / 2017 10 : 00 AM ▼

BACK

SUBMIT

Page 2 of 2

Never submit passwords through Google Forms.



## IPS Works

This contact has been recorded

[See previous responses](#)

[Edit your response](#)

[Submit another response](#)

Click here for summaries

This form was created using Google Forms. [Create your own](#)

Google Forms

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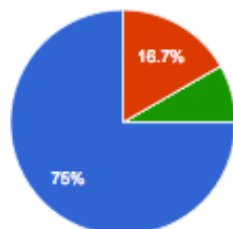


# 12 responses

[View all responses](#)

## Summary

### Who contacted the employer?



Staff member: Sarah	9	75%
Staff member: Chrisje	2	16.7%
Staff member: Tanya	0	0%
Jobseeker (1st employer contact)	1	8.3%

### Job Development Date

Jan 2017	24	30 (3)	31 (3)
Feb 2017	1	2	3 (2) 14

### Name of business (address, phone)

Bob Evans LKWD

Deagans

State Farm Insurance LKWD

Eyewear Essentials

Donkervoot

Panera Fairview Park

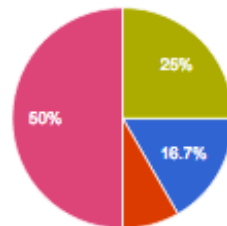
KLM Bank

## Untitled Section

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Job seeker of interest

### Type of Business



Clerical or Office Work	2	16.7%
Construction	1	8.3%
Custodial	0	0%
Education	0	0%
Entertainment	0	0%
Factory	0	0%
Food Services	6	50%
Healthcare	0	0%
Information Technology	0	0%
Retail Sales	0	0%
Security	0	0%
Warehouse	0	0%
Other	3	25%

### Who did you contact?



Manager with hiring authority	12	100%
Employee	0	0%

### How did you make contact?



In-person	11	91.7%
Phone	1	8.3%
Email	0	0%
Text	0	0%

### Stage of contact?

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1st meeting 5 41.7%

QUESTIONS

RESPONSES

12

12 responses

SUMMARY

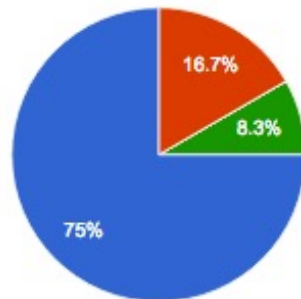
INDIVIDUAL

Accepting responses



Click green box to get to spreadsheet

Who contacted the employer? (12 responses)



- Staff member: Sarah
- Staff member: Chrisje
- Staff member: Tanya
- Jobseeker (1st employer contact)

Job Development Date (7 responses)

Jan 2017

24

30

3

31

3

Feb 2017

1

2

3

2

14

[instructorsarahswanson@gmail.com](mailto:instructorsarahswanson@gmail.com) ▼

Comments

 Share



## IPS Works

The next set of pictures will show you how to download the form to your phone so that it will look and operate like an app.

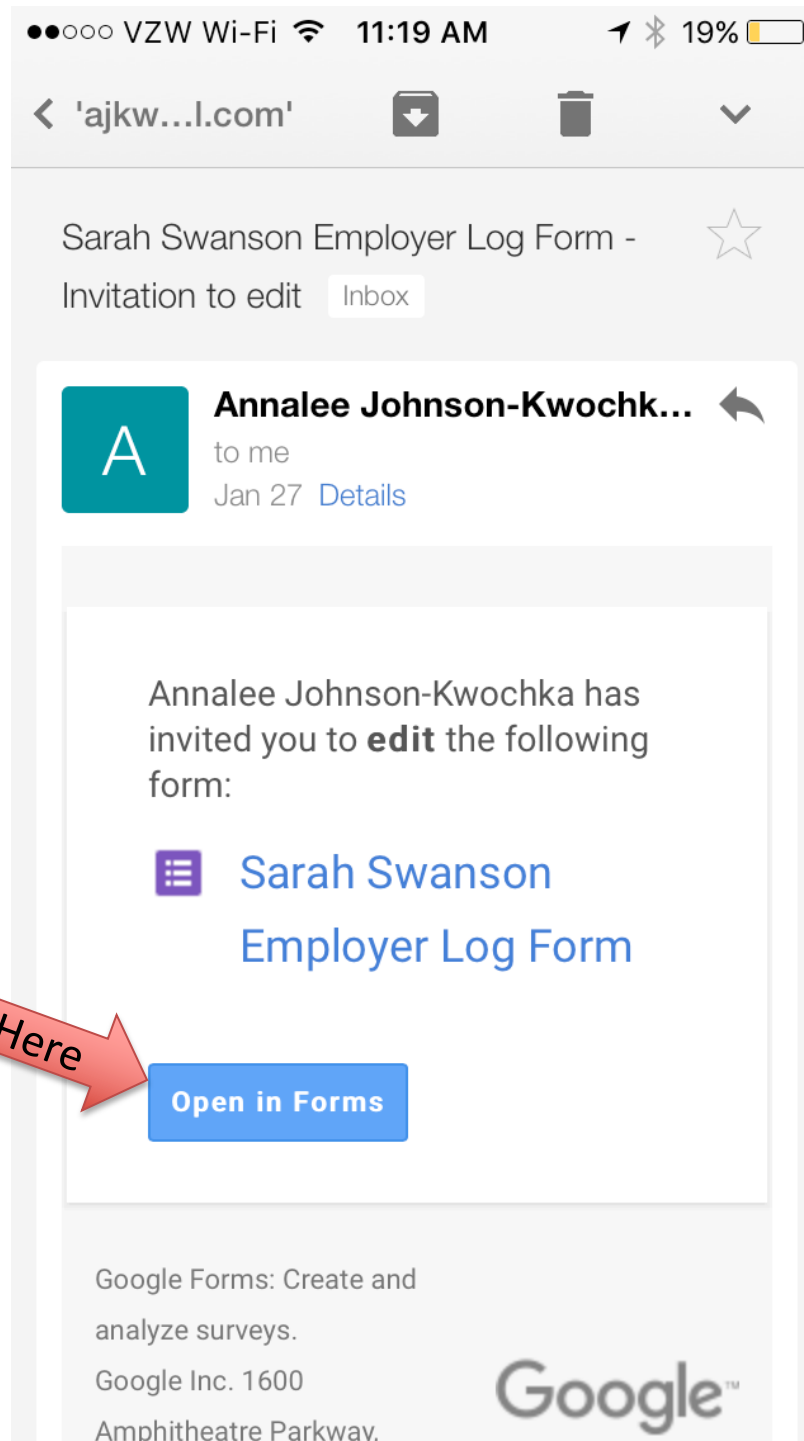
Before you do that, you will need to open an account in gmail if you do not already have a gmail account.

Your answer

**NEXT**

This is an email message (that now will come from InstructorSarahSwanson@gmail.com) was sent to a gmail inbox.

Step 1: Click Here



Gmail ●●○○○ 11:21 AM 19%

docs.google.com

← Sarah Swanson Employer Lo →

QUESTIONS RESPONSES 12

Section 1 of 3

## IPS Works

Employer Tracking Form - Capture your job development activities in real-time!

**\*\*Do not include or collect any health information on this form\*\***

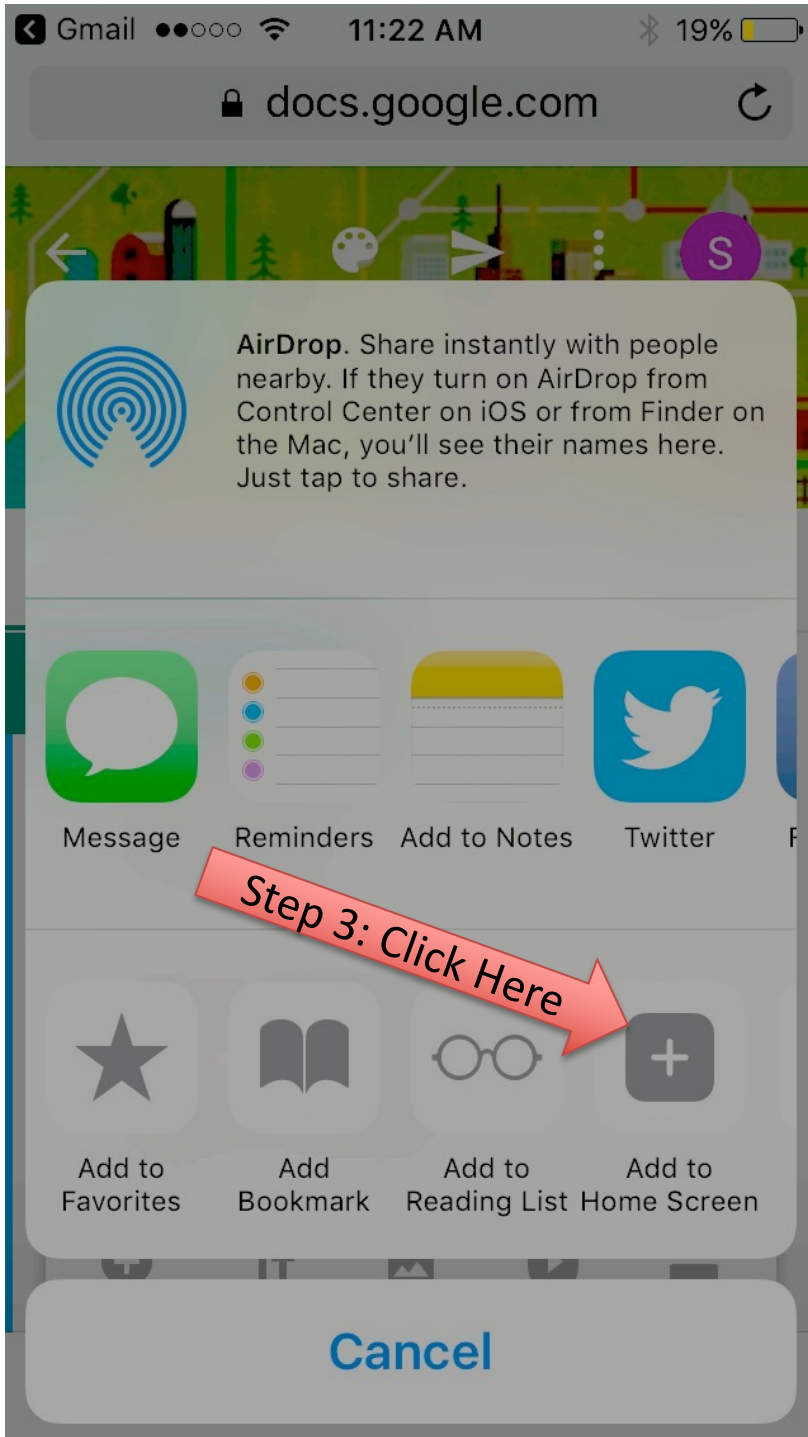
+ Tt [Image Icon] [Video Icon] [List Icon]

Step 2: Click Here

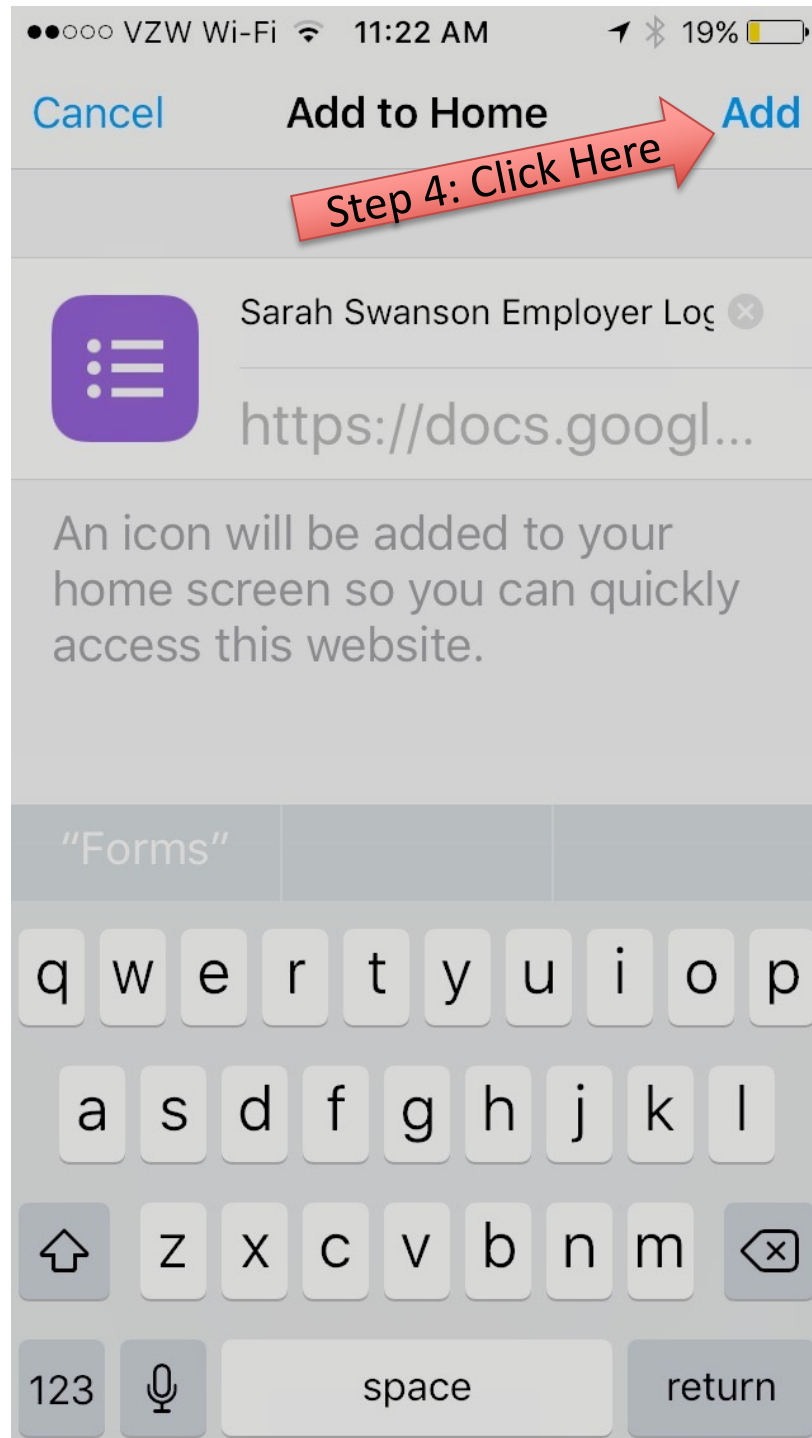
⏪ ⏩ ⏮ ⏭

Now that the form has been opened, steps 2 - 4 will add it to the home screen of your phone.

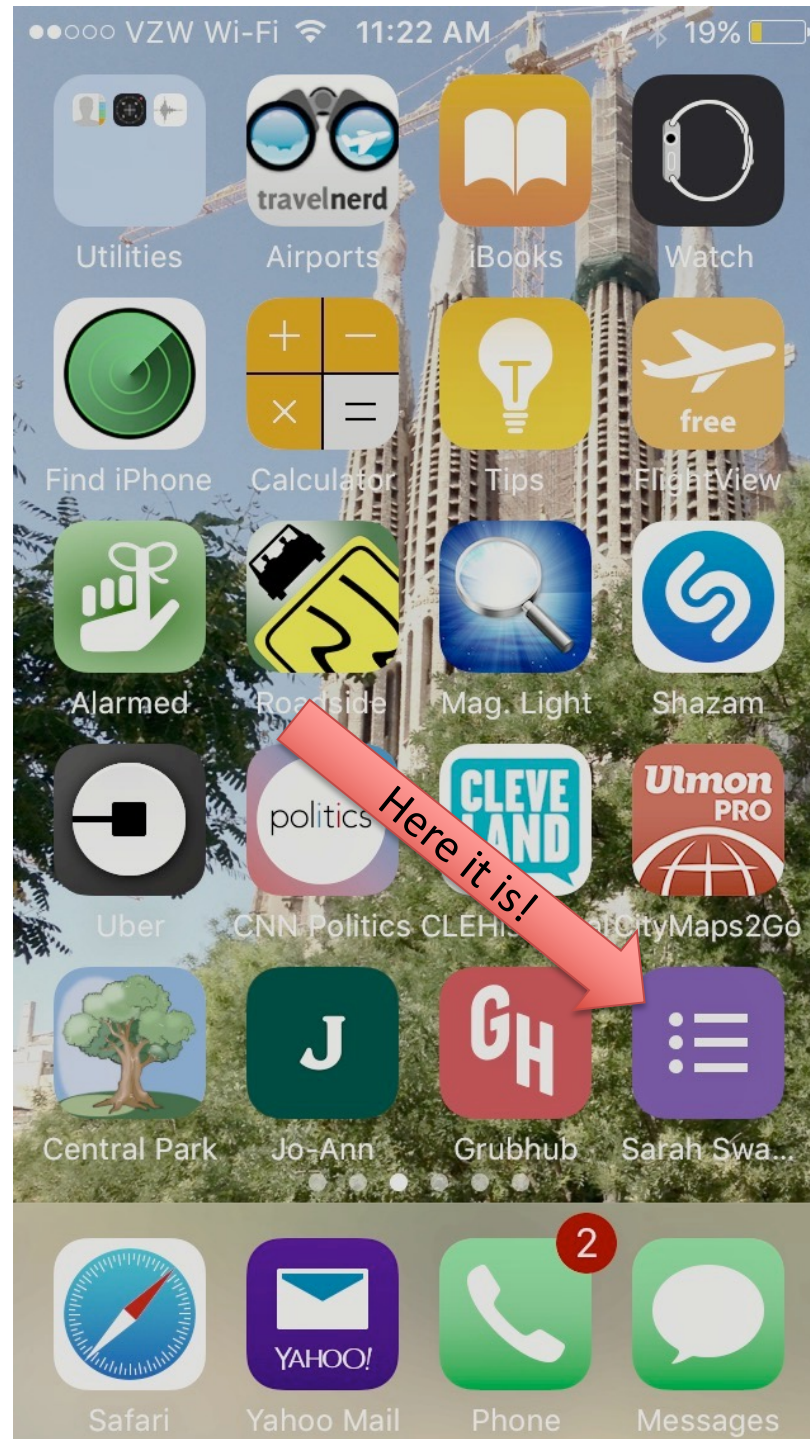








Success! The form is a purple box with three dots and lines.



The next few slides  
will demonstrate  
how to download the  
form to your  
computer and open  
the form.

After asking for a copy of the form, open your inbox and look for the menu in the upper right-hand corner.

Menu symbol is 9 squares

Google

Gmail ▾

COMPOSE

Inbox (1)

Starred

Sent Mail

Drafts (29)

[Imap]/Drafts

Sent Messages

More ▾

1 IS closed now, but you can continue on and take the other four units. Please let me know if I can help.

I have also attached the original letter with instructions for how to take the course.

Sarah

RockvilleInstitute  
Answer for the Assessment of Skill Survey

January 12, 2018

Thank you for signing up for the Online Course for IPS Supervisors. This letter includes information about how to take the course. Look forward to being your instructor. My email is [instructor@rockvilleinstitute.com](mailto:instructor@rockvilleinstitute.com)

Course Schedule

Instructions Sara...

People (2)

Brenda Main

Add to circles

Show details

1.31 GB (8%) of 15 GB used

Manage

Terms - Privacy

Last account activity: 4 hours ago

Details

Sign in

Signing in will sign you into

Click on Drive.

The screenshot shows the Gmail web interface. On the left is the sidebar with navigation links like 'COMPOSE', 'box (1)', 'arred', 'ent Mail', 'rafts (29)', 'nap)/Drafts', 'ent Messages', and a 'Sign In' button. The main area displays an email from 'Sarah' with a preview of an attachment titled 'instructions Sara...'. The top of the page features the Google search bar and a grid icon to open the Google Apps menu. This menu is currently open, showing icons for 'My Account', 'Search', 'Maps', 'YouTube', 'Play', 'News', 'Gmail', 'Drive', 'Calendar', 'Google+', 'Translate', and 'Photos'. A red arrow points from the text 'Drive is triangle shape' to the Drive icon, which is a colorful triangle.



# Click on the form to open it.

The screenshot shows the Google Drive web interface. At the top, there's a search bar and navigation icons. The left sidebar contains a 'My Drive' section with icons for 'Shared with me', 'Recent', 'Google Photos', 'Starred', 'Trash', and 'Backups'. The main area displays a grid of files. A red arrow points to a file titled 'The form' which is a PDF document. Other visible files include '2014111417131147...', 'Assignment for Cou...', 'Chrissy Seidler Unit ...', 'doc0372262014121...', 'Field assignments #...', 'How to get started w...', 'IPS Homework Unit ...', 'IPS worksheet 8. wei...', 'Sarah Swanson Emp...', and 'Sarah Swanson Emp...'. The bottom of the screen shows a taskbar with various application icons and a status bar indicating 'Slide 4 of 17' and '66%' zoom.

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# *Thanks!*

To Michael Castillo (IPS specialist), Sanford Pearlman (IPS specialist), and Jackie Pogue (IPS trainer) for developing and sharing the original version of the form.

And thanks to the IPS teams who helped test and refine the form!

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