

Overview of IPS Data Collection for California Implementation

Last Updated: 10/24/25

Data Collection Instruments

Data are collected at three levels:

County Level

Forms: Opt-In, Contact Information, Baseline Assessment, Baseline Assessment Report, Meeting Log & Outreach, County-CoE Suspension, Re-engagement.

Purpose: Track County engagement with CoE and readiness for IPS implementation.

Agency/Team Level

Forms: Agency Information, Service Use Agreement, Baseline Assessment, Team Grandfathering Assessment, Team Contact Information, Staffing, TTA Status Monthly Update, Training Log, Technical Assistance Log, Fidelity Review, Fidelity Review Report, Continuous Quality Improvement (CQI), Team Nullify.

Purpose: Monitor team capacity, training completion, and fidelity to the IPS model.

Client Level (De-identified)

Forms: Intake, Demographics, Monthly Update, Employment, Education, Discharge, Quarterly Employment Specialist Activity, Employment Service Satisfaction Survey

Purpose: Track client progress in employment and education, quality of life, housing and service engagement.

**Note:* No PHI/PII is collected centrally; agencies maintain link files.

Cadence of Data Collection

1. County Forms

Form	Timepoint
Opt-In, Baseline Assessment & Baseline Assessment Report	One-time at enrollment
Contact forms	Update as needed
Meeting Log & Outreach	Multiple as events occur
Suspension & re-engagement	One-time once event occurs

*The IPS CoE is responsible for collecting these data.

2. Agency/Team forms

Form	Timepoint
Agency/Team information, Service Use Agreement, Team Grandfathering Assessment	One-time at enrollment
Contact forms	Update as needed
Staffing & TTA Status Monthly Update	Monthly
Training Logs & TA Logs	As events occur
Fidelity & CQI Reviews	Annually (or as required)
Nullified	One-time once event occurs

*The IPS CoE is responsible for collecting these data. Staffing form will be sent as survey to be filled out by agency/team.

3. Client Forms:

Form	Timepoint
Intake	One-time at enrollment
Demographics	One-time ~3 months post-intake
Monthly Update	Every month (service engagement, employment, education, housing, quality of life)
Employment & Education	Multiple as events occur (job start, school enrollment) and reviewed monthly
Discharge	At program exit
Quarterly Employment Specialist Activity	Quarterly
Employment Service Satisfaction Survey	One-time at program exit

*Each team (Employment Specialist/Team Supervisor) is responsible for collecting these data.

Estimated Burden

- **Agency Supervisors:** ~15-20 minutes/month for staffing and QA
- **Employment Specialists:** ~5-10 minutes/client/month for updates; additional 5 minutes for event-based forms (job or school changes)
- **CoE Staff:** Minimal; primarily at opt-in and baseline
- **Fidelity/CQI Reviewers:** Annual reviews (scheduled visits)