# Overview of IPS Data Collection for California Implementation

**Last Updated: 12/22/25**

| Assessment tool name | Respondent | Description | Frequency | Estimated time commitment |
|---|---|---|---|---|
| **Outcome Measures** | | | | |
| **Intake/Discharge Form** | Employment Specialist | Documents clients start and closure dates, work/school status, housing, and quality of life at entry and exit. Captures reasons for discharge. | At enrollment and discharge | <3 minutes per client |
| **Job Start – End Form** | Employment Specialist | Captures work and employment details | As needed when a job begins or ends | <3 minutes per client |
| **Education Start – End Form** | Employment Specialist | Captures enrollment and completion of education or training programs | As needed when education begins or ends | <3 minutes per client |
| **Monthly client update Form** | Employment Specialist | Captures monthly updates on IPS services received, employment and education status | Monthly | <3 minutes per client |
| **Biannual update Form** | Employment Specialist | Captures housing status and quality of life indicators | Every six months | <3 minutes per client |
| **Fidelity Monitoring** | | | | |
| **Staffing Update Form** | IPS Supervisor | Documents team composition to monitor fidelity and assess whether teams are up to date with training requirements | Monthly | <5 minutes each month |
| **The IPS Fidelity Scale** | IPS COE | Assesses fidelity to the IPS model | Annually | COE enters data, no team time commitment |
| **Continuous Quality Improvement** | IPS COE | Assesses program quality after achieving good fidelity | Annually after good fidelity is achieved | COE enters data, no team time commitment |

★ **Estimated Burden for Employment Specialist:** Approximately 5 minutes per client per month for updates, plus an additional 5 minutes for event-based forms (e.g., job or school changes). For a caseload of 20 clients, total monthly data entry is estimated at no more than two hours.

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★ **Estimated Burden for IPS Supervisor:** Up to 5 minutes per month to complete a staffing survey form received via email.

**Notes**: There are no costs associated with completing IPS required tools for fidelity assessment/monitoring.