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. The IPS COE Data Platform is designed to capture and report all applicable data points in the Data Dictionary to HMA/DHCS.