

2005 Pennsylvania OMR Residential and In-Home Services Turnover and Vacancy Survey

Instructions for Completion:

Please complete one survey for all residential and in-home OMR funded supports and services offered by your organization in Pennsylvania. Provide information for calendar year 2005. For the question about vacancies (questions 6.D and 6.G), provide the number of vacant positions that existed on December 1, 2005.

Please complete and return the survey to OMR by February 15, 2006. If you have questions about how to complete this form, call or email Sherri Graven at 814-542-2501 or 717-899-7143 or omrdpsurvey@tiu11.org.

If completing the paper version of the survey, use the survey on pages 2-4 of this document.

Please do **NOT** include support coordinators, case managers or their supervisors on this survey. Do **NOT** include staff in job, vocational or day program services, or in educational or early childhood service settings. A separate data collection effort will be used to examine turnover and vacancy rates for those job classifications.

Helpful Definitions and Hints:

Vacancy: The number of positions in the job classification that are open (funded but unfilled) on the day of calculation.

Direct Support Staff (DSS) - Also known as Direct Support Professionals. People whose primary job responsibility is to provide support, training, supervision, and personal assistance to people with support needs. At least 50% of a DSS's hours are spent in direct support tasks. DSS's may do some supervisory tasks, but their primary job responsibility and more than 50% of their hours are spent doing direct support work. Do not include staff whose position is only "on-call."

Front Line Supervisors (FLS) - People whose primary responsibility is the supervision of direct support staff. While these individuals may perform direct support tasks, they spend less than 50% of their hours in direct support roles.

Calculation Period: These are the dates that define the period in which you are looking at turnover. Please use the dates January 1, 2005 through December 31 2005.

Date of Calculation: This is the date that the calculations are completed. This date is automatically filled in by the computer on the date the calculator is used.

Special ID Codes: Special ID Codes have been assigned by the system administrator as a way to manage and sort the data you are submitting. One Special ID code pertains to the region(s) in which supports are provided. The other pertains to whether supports are self-directed. Please fill these in exactly as directed in question #1 in the survey.

Fill in the following information.

1. If applicable, type in your Special ID Codes here. (These will be assigned by your system administrator):

Code #1 Enter 1, 2, 3, 4, or 5, to indicate the region(s) in which services are provided: 1 West, 2 Central, 3 Northeast, 4 Southeast, 5 indicates the agency provides service in more than one region

Code #2 Enter SD if you are an individual or family who self directs your own supports (recruits and/or hires your own direct support staff). All others leave this field blank.

2. Does the agency for which you are completing this survey offer this service? (check all that apply)

- a. 24-hour residential supports and services (e.g., group home) Yes No
- b. Less than 24-hour residential supports and services (e.g., semi-independent living services) Yes No
- c. In home supports (family or individual home) Yes No
- d. Job, vocational, or day program services (do not include staff from this type of service in your responses) Yes No
- e. School or educational setting (do not include staff from this type of service in your responses) Yes No
- f. Other (specify) Yes

3. Please use the start and end date provided to you. (Calculation Period):

Start Date End Date
1/1/2005 12/31/2005

4. Date you completed this form: _____

5. Information on Wages:

- a. Please type in the average wage for the direct support staff included in your agency (the ones for which you are calculating turnover). \$ /Hour
- b. Please type in the starting wage for the direct support staff in your agency (the ones for which you are calculating turnover). \$ /Hour
- c. Please type in the average salary per year for the frontline supervisors your agency (the one for which you are calculating turnover). \$ /Year

d. Please type in the starting salary for the frontline supervisors in your agency (the one for which you are calculating turnover).

\$ /Year

6. To complete the necessary calculations, find the following information and fill it in.

For DSS turnover, tenure, and vacancy rates you need to know the following:

A. The total number of DSS positions for the identified agency on December 31, 2005 (include both filled and funded but unfilled positions).

B. The total number of DSS from this agency who left in the calculation period (between January 1, 2005 and December 31, 2005). Include any DSS who was officially hired and attended work for at least 1 hour.

C. The total number of DSS who worked in the calculation period (between January 1, 2005 and December 31, 2005) and left (resigned, promoted, or terminated) during the first six months of employment (some of these DSS may have started before January 1, 2005 but they left during 2005).

D. The total number of open (unfilled) DSS positions at the identified agency on December 1, 2005.

For FLS turnover and vacancy rates you need to know the following:

E. The total number of FLS positions for the identified agency on December 31, 2005 (include both filled and funded but unfilled positions).

F. The total number of FLS from this agency who left in the calculation period (between January 1, 2005 and December 31, 2005). Include any FLS who was officially hired and attended work for at least 1 hour.

G. The total number of open (unfilled) FLS positions at the identified agency on December 1, 2005.

Calculations:

Here are formulas you can use to compute your turnover and vacancy rates from the information you provided above.

Crude separation rate (turnover rate) for Direct Support Staff =

DSS Turnover = (B)/(A) X 100

Crude separation rate (turnover rate) for Frontline Supervisors =

FLS Turnover = (F)/(E) X 100

Percent of Direct Support Staff who left during the first six months of employment =

% DSS leavers who left during first six months of employment = (C)/(B) X 100

Vacancy Rate for Direct Support Staff =

DSS Vacancy Rate = (D)/(A) X 100

Vacancy Rate for Frontline Supervisors =

FLS Vacancy Rate = (G)/(E) X 100