**EmployStat**

**Supported Employment Web-based Data System**

[**www.employstat.org**](http://www.employstat.org)

*We hope that you find this system to be user-friendly and that it provides a useful format for entering employment data and evaluating services, enhancing your ability to support people “on the job”!*

You should have received a login information for the system. If you do not have this, please contact the Help Desk:

Diane Kehoe at 610-482-4917 (dianek@networksfortraining.org)

Tracy Katz at 215-264-2833 (tracyk@networksfortraining.org)

**Log In Screen**

Using the Username and Password provided. When logging in for the first time the system will prompt a password change.

Password requirement:

Passwords do not expire and do not have to be changed.

Password recovery is possible, however, your password should be kept in a secure location.

**Alert Banner**

When critical information is missing, a warning banner will appear at the top of the page. Once the required information has been updated this banner will no longer appear. Users will only be able to access the system three times without updating information. At the 4th login the system without allow access to required information only. No other functions will be permitted until critical information is updated.

\*This Alert will include annual update of authorized units for each person.

**Available Help**

In addition to contacting the Help Desk via email or phone (information above), there is a 24/7 user response Discussion Board, an online Manual and email support option on the top menu bar. There are tips throughout the system with explanations. Scroll over “TIP” for helpful information.

**PRIMARY ACTIVITIES**

**PEOPLE**

 **Add a New Person**

 - Select ADD A NEW PERSON button

 - The first piece of information when entering a new person is the MCI#. If the

 person is already in the system (based on system recognition), the user will be

 asked to add the person to an agency roster. Select YES and enter agency start

 date.

 - If the individual is NOT in the database enter MCI number and individual

 demographics. The following information is required:

 NAME

 DATE OF BIRTH

 GENDER

 AGENCY START DATE

 AE

 FUNDING SOURCE

 SCO

 Once this information is entered updates will be done through the EDIT feature.

 **Please note**:Updated information on # of units approved and date of approval

 will be required each fiscal year. An Alert Banner will appear July 1 as a warning.

 **Editing and Updating Individual Information**

 - From the main Supported People page search for a specific individual by first

 name, last name or MCI#.

 -By clicking on a heading at the top of the list the selected row will convert to

 alphabetical or numerical order.

 - Click EDIT button to be taken to individual demographics page to enter edits

 and/or updates.

**DATA ENTRY AND REVIEW**

 **Montly Single & Monthly Multiple Entry**

 Data is entered in a spreadsheet format. Required fields are indicated at the top of the page.

 - If DAILY DATA page has been used, an alert at the top will indicate the option to

fill the form with this data and all data for the chosen month will be included

automatically. Alternatively, click “Fill table with daily data” at the bottom of the page.

 - Select the month/year and person for whom data is being submitted from the drop down menu.

 - Select the person for whom you are entering data from the drop down menu.

- If the person is unemployed proceed to the next step.

 - Enter number of JF (Job Find) *units* and/or *JS* (Job Support) *units* for given

month. Note: units are quarter hour increments per funding.

- If no JF or JS units were used enter explanation in COMMENTS

- If individual is employed but does not require/receive support click IND indicting that the employee is independent on the job (no comments needed).

 - If the person is employed, select the employer from the drop down menu. The

fields for job type and funding source will auto fill from previously entered data.

 - If the person begins a new job in a reporting period, select ADD JOB from the

 employer drop down menu.

 \* Choose the first letter of the new employer for a complete list of

 employers OR enter name of employer to search.

 \* If the employer is NOT currently in the system choose ADD NEW

 EMPLOYER.

\*Add required information for new employer:

 EMPLOYER NAME

EMPLOYER ADDRESS, CITY ZIP

HIRE DATE

JOB TYPE

- Enter number of hours worked and monthly income earned (for employed individuals).

 - If an individual is terminated from a job choose termination code/reason from

the drop down menu and enter termination date.

- If all data for a particular entry is not available at the time, choose SAVE AS DRAFT to return later. An alert banner will remind user that there are drafts to be completed.

- When all entries are complete on the page choose SAVE AND CLOSE if finished entering data or SAVE AND NEW if more data is to be entered. An option to print individual entries for record keeping will be offered.

**Daily Multiple Entry**

 This feature is available so that individuals providing support can enter each instance of support on a daily basis. Daily entries can be made from any device

(computer, pad, smart phone).

-When utilized, Daily Multiple Entry saves time entering monthly data.

- Daily Data entry provides the opportunity to print and save daily progress notes.

 - All entries follow the same steps as monthly employment reporting (with the

 exception of hours worked and income earned). See above entry directions.

 - When Daily Data is available an alert with the option to include entries will

appear at the top of the Monthly Data Entry page.

 - After importing Daily Data, only the number of hours worked and monthly

 income is required on a monthly basis.

**Monthly and Daily Data Review**

 To verify, edit and/or review submitted data choose Monthy Data or Daily Data

Review from the top menu.

- There are a number of filter options. Enter search criteria in one or more fields

and click Filter Table to search within specific parameters.

- Sort a column alphabetically or numerically by clicking on the column heading.

- Data can be edited for 6 months. To edit data beyond 6 months contact a system administrator through the Contact Support option.

**EMPLOYERS**

 Select Employers tab to review all employers Active and Inactive for your agency.

 - Update address and contact information by clicking Edit.

 - Sort a column by clicking on the column heading.

 - Add a new employer and contact information.

**ADMINISTRATIVE**

 Choose Administrative tab to change authorized users or agency profile.

**SUPPORT**

**Discussion Board**

 The discussion board is a place to ask and seek answers from other users.

Search by keyword or discussion strand. An email will be sent to the original post when another user has commented.

**Manual**

 View or download User Manual.

**Contact Support**

 Generate email directly to support. Emails are answered within 24 hours, often

 sooner.

**LOGGED IN AS**

 In this section a user may edit his/her profile.

 - Change Password

 - Edit contact information

 - Current Password is required to change information.

 Choose LOG OUT when finished accessing system.