

Agency Name: \_\_\_\_\_

**Workforce Status and Outcomes: Calendar Year \_\_\_\_\_**

Please fill in the blanks for your agency focusing on direct support and frontline supervisor positions. These formulas assume you are making computations based on the calendar year.

1) Crude separation rate (Turnover) for Direct Support Staff

$$\text{Turnover} = \frac{\text{Total number of DSS who left in the calendar year}}{\text{Total number of DSS positions as of Dec. 31}} \times 100$$
  
$$\frac{\boxed{\phantom{0000}}}{\boxed{\phantom{0000}} \text{ Current Staff} + \boxed{\phantom{0000}} \text{ Vacant positions}} \times 100 = \boxed{\phantom{0000}} \%$$

2) Crude separation rate (Turnover) for Frontline Supervisors

$$\text{Turnover} = \frac{\text{Total number of FLS who left in the calendar year}}{\text{Total number of FLS positions as of Dec. 31}} \times 100$$
  
$$\frac{\boxed{\phantom{0000}}}{\boxed{\phantom{0000}} \text{ Current Staff} + \boxed{\phantom{0000}} \text{ Vacant positions}} \times 100 = \boxed{\phantom{0000}} \%$$

3) Percent of Direct Support Staff leavers with less than 6 months tenure

$$\% \text{ of leavers w/lt 6 mons. tenure} = \frac{\text{Total num. of DSS who worked in the calendar year and left before working 6 months}}{\text{Total number of DSS who worked in the calendar and resigned by Dec 31}} \times 100$$

Fill in:  $\frac{\boxed{\phantom{0000}}}{\boxed{\phantom{0000}}} \times 100 = \boxed{\phantom{0000}} \%$

$\frac{\# \text{ DSS left before 6 months}}{\text{Total \# DSS Leavers}}$

4) Vacancy Rate for Direct Support Staff

$$\text{Vacancy Rate} = \frac{\text{Total number of vacant DSS positions as of Dec 31}}{\text{Total number of DSS positions as of Dec. 31}} \times 100$$
  
$$\frac{\boxed{\phantom{0000}}}{\boxed{\phantom{0000}} \text{ N Current Staff} + \boxed{\phantom{0000}} \text{ N Vacant positions}} \times 100 = \boxed{\phantom{0000}} \%$$

5) Vacancy Rate for Frontline Supervisors

$$\text{Vacancy Rate} = \frac{\text{Total number of vacant FLS positions as of Dec 31}}{\text{Total number of FLS positions as of Dec. 31}} \times 100$$
  
$$\frac{\boxed{\phantom{0000}}}{\boxed{\phantom{0000}} \text{ N Current Staff} + \boxed{\phantom{0000}} \text{ N Vacant positions}} \times 100 = \boxed{\phantom{0000}} \%$$

Agency Name: \_\_\_\_\_

**Definitions:**

**Direct Support Staff (DSS)** - people whose primary job responsibility is to provide support, training, supervision, and personal assistance to people supported by this home. 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.

6) Wages for Direct Support Staff

- a) Average starting wage \$\_\_\_\_\_per hour
- b) Average wage \$\_\_\_\_\_per hour
- c) Highest current wage \$\_\_\_\_\_per hour

7) Annual Salary for full-time Front line supervisors

- a) Average starting salary \$\_\_\_\_\_ per year
- b) Average salary \$\_\_\_\_\_per year
- c) Highest current salary \$\_\_\_\_\_per year

8) Advertising expenses in last 30 days:\$\_\_\_\_\_

9) Hours of overtime paid in last 30 days:\_\_\_\_\_

10) What percentage of your budget for the last 30 days was spent on overtime pay? \_\_\_\_\_ %

11) As a result of workforce shortages, has your agency been forced to curtail services to prospective consumers?

\_\_\_\_\_ a. Yes \_\_\_\_\_ b. No

12) Total number of people with disabilities served as of Dec 31 \_\_\_\_\_

13) In how many different sites do you provide services?

- a) Agency sites (e.g., group homes; DTH locations) \_\_\_\_\_
- b) Parental or consumer homes \_\_\_\_\_
- c) Job sites (e.g., community jobs or enclaves) \_\_\_\_\_

14) How many people do you employ in each of the following positions:

- a) Direct support worker \_\_\_\_\_
- b) Frontline supervisor \_\_\_\_\_
- c) Administrator/Manager \_\_\_\_\_
- d) Others \_\_\_\_\_

15) Describe any changes at this agency over the last 12 months that may have influenced recruitment, retention or training outcomes:

Assessment developed by the Research and Training Center on Community Living.  
Minneapolis: University of Minnesota. (2000).