# Management Skills for SEMP Leaders-DATA DRIVEN DECISION-MAKING

Innovations in Employment Supports



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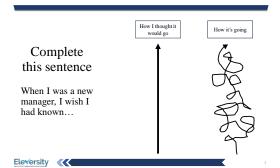
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Where are you in your development?

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## **MANAGEMENT**

The person who oversees the employees and regulates them to perform the work assigned.

The person who manages the resources of the organization to achieve the ultimate goal.

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ORGANIZATIONAL / OPERATIONAL TIPS

The Big Picture



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# SEMP director expectations







#### **BEST Data Quotes**

"Data is like garbage. You'd better know what you are going to do with it before you collect it."

Mark Twain

"In the end you should only measure and look at the numbers that drive action, meaning that the data tells you what you should do next."

Alex Peiniger, CEO, quintly

"The analysis of data will not by itself produce new ideas."

Edward De Bono

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#### WHAT IS DATA COLLECTION?

Data collection is defined as the "process of gathering and measuring information on variables of interest, in an established systematic fashion that enables one to answer queries, stated research questions, test hypotheses, and evaluate outcomes."

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#### WHY DO YOU COLLECT DATA?

- to learn about your stakeholders;
- · to discover trends;
- to facilitate decision making and improve quality;
- to help resolve issues and improve the quality of services; and
- to direct different marketing strategies.



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## Qualitative Data vs. Quantitative Data

#### Qualitative Data

- Deals with descriptions
- Can be observed but not measured
- Uses the 5 senses (see, hear, taste, smell, feel)
- Qualitative=quality

Quantitative Data

- Deals with number
- Sums, averages, medians, length of time, cost, age,
- Quantitative=quantity

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# What Data are you currently collecting?

Program & Services

Quality Assurance

Staffing

Budgets & Billing

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## Setting Billing expectations

Region 1	wĸ	15	\$87.64	\$1,314.60	YR	\$63,100.80
Region 2	WK	15	\$92.01	\$1,380.15	YR	\$66,247.20
Region 3	wĸ	15	\$96.94	\$1,454.10	YR	\$69,796.80

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## **Setting Billing expectations**

Region 1	wĸ	20	\$87.64	\$1,752.80	YR	\$84,134.40
Region 2	wĸ	20	\$92.01	\$1,840.20	YR	\$88,329.60
Region 3	wĸ	20	\$96.94	\$1,938.80	YR	\$93,062.40

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# Setting Billing expectations

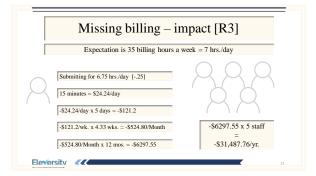
Region 1	wĸ	35	\$87.64	\$3,067.40	YR	\$147,235.20
Region 2	wĸ	35	\$92.01	\$3,220.35	YR	\$154,576.80
Region 3	wĸ	35	\$96.94	\$3,392.90	YR	\$162,859.20

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	STAFF: Maria Robinson			W	WEEKLY GOAL: 35 hours			
	DATE	START TIME	END TIME	HRS. WORKED	PROGRAM CODE	INDIVIDUAL	HRS. BILLEI	
	3/11/2024	8:00	12:00	8	OPWDD	Bob Jones	4	
		2:00	4:30		OPWDD	Ryan Phillips	2.5	
	3/12/2024	7:00	10:00	8	OPWDD	Bob Jones	3	
Tracking Billable		2:00	6:00		OPWDD	Fanny Flagg	3.5	
Hours	3/13/2024	7:30	8:30	8	OPWDD	Bob Jones	1	
by ESP		9:00	9:13		OPWDD	Liz Johnson	0	
R-3		9:30	2:00		OPWDD	Jennifer Phole	4.5	
		3:00	4:00		OPWDD	James Bond	1	
	3/14/2024	9:00	10:30	8	OPWDD	Ivan Edwards	1.5	
		1:00	1:30		OPWDD	Fanny Flagg	0.5	
		2:00	4:30		OPWDD	Ryan Phillips	2.5	
	3/15/2024	10:00	12:00	8	OPWDD	James Bond	2	
		1:00	3:30		OPWDD	Liz Johnson	2.5	
				40			28.5	
Eleversity «				\$3,877.6			\$2,762.79	

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Last Name	First	SEMP Service Type	Emp. Status	INITIAL # Hrs. Approved or carried from previous year	# of additional hrs. approved	TOTAL hrs. Approved	Year to Date Total Used	Remaining hrs.
Scott	Michael	Int.	Job Dev.	200	0	200	86	114
Beesly	Pam	Ext.	Direct hire	100	0	100	50	50
Schrute	Dwight	Ext.	Furloughed	30	100	130	40	90
Vance	Phyllis	Int.	Job Dev.	200	0	200	25	175
Nunez	Oscar	Int.	Discovery	250	0	250	140	110
Kapoor	Kelly	Ext.	Direct hire	200	0	200	130	70
Halpert	Jim	Ext.	Direct hire	200	0	200	10	190

Tracking billable and remaining hours per individual



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YTD Perfor	mance	July 1, 2023	- June 30, 2024	30-Mar-24	Region 3	3rd Qt.
Service	Rate	Hrs. Goal	YTD Accrued	Accrued \$	Goal - Service Total	% of Goal
CBPV	\$ 53.72	5000	2000	\$107,440.00	\$ 268,600.00	40%
Pathways	\$ 54.80	1000	300	\$ 16,440.00	\$ 54,800.00	30%
Intensive SEMP	\$ 96.94	5000	2000	\$193,880.00	\$ 484,700.00	40%
Extended SEMP	\$ 96.94	4000	3000	\$290,820.00	\$ 387,760.00	75%
				\$608,580.00	\$1,195,860.00	51%
EXPENSES	-			REVENUE		

- · Staff salaries and benefits (fringe)
- Travel
- · Training
- Equipment (computer, pens, etc.)
- · Billable hours
- · Development
- Other organizational revenue to offset costs

Program Budget Eleversity

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## **New Provider Training**

- •Invitation ONLY [Not currently scheduled]
- Request through your ETP Supervisor or contact info@eleversity.org

employment.vocational.services@opwdd.ny.gov



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Please sign out to "everyone"

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- www.eleversity.org (585) 340-2051