ESTABLISHMENT PROJECT – STAFFING REPORT

Instructions: Complete the below information for **all** Employment Services (ES) staff who provide employment services to VR applicants or those eligible **and** charge <u>FULL</u> or <u>PARTIAL</u> time to the Establishment Project. **Complete one chart per ES staff.** Note: Do **not** complete the chart for a direct supervisor who **only** charges supervisory time to the project. However, **<u>do</u>** complete the chart for a direct supervisor who charged time to the project as a result of providing direct services for a VR caseload (i.e. due to an ES staff leave of absence or high volume caseload).

Employee Name #1	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #2	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #3	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #4	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #5	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #6	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #7	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #8	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #9	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #10	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #11	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #12	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #13	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #14	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)

Employee Name #15	List if **new hire** or **enhanced** role through project	List % of staff time charged to project	List the name of **all** VR individuals on caseload and Put **Non-VR** in for **all non-VR** individuals on caseload	Place an X if individual is a **VR Client**	Place an X if individual is **non-VR** (i.e. pre-ets, BDDS Waiver, Extended Services)	List total # of billable hours, if able to report (leave blank if unknown)