

Direct Support Staff Workforce Status and Outcomes: Fiscal Year: 2003-04

Please fill in the blanks for your agency focusing only on direct service staff (DSS) positions (50% or more time spent in direct service). "Fiscal year" refers to the period of July 1, 2003 – June 30, 2004.

1) Average Tenure of current Direct Support Staff (Stayers)

Formula:
$$\frac{\text{Sum of the months* worked by all current DSS in agency as of June 30, 2004}}{\text{Total number of DSS employed by agency as of June 30, 2004}}$$
 *From date of hire

Please fill in:
$$\frac{\boxed{} \text{ Sum of months}}{\boxed{} \text{ Total \# of DSS Stayers}} = \boxed{} \text{ Months}$$

2) Average Tenure of Direct Support Staff who left in last fiscal year (Leavers)

Formula:
$$\frac{\text{Sum of the months* worked by all DSS who were employed in the fiscal year and left before June 30, 2004}}{\text{Total number of DSS who were employed in the fiscal year and left before June 30, 2004}}$$
 *From date of hire

Please fill in:
$$\frac{\boxed{} \text{ Sum of months}}{\boxed{} \text{ Total \# of DSS Leavers}} = \boxed{} \text{ Months}$$

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

Formula
$$\frac{\text{Total number of DSS who were employed in the fiscal year and left before working 6 months}}{\text{Total number of DSS who were employed in the fiscal year and left before June 30, 2004}} \times 100$$

Please fill in:
$$\frac{\boxed{} \text{ Total \# of DSS worked < 6 months}}{\boxed{} \text{ Total \# of DSS who left}} \times 100 = \boxed{} \%$$

4) Crude separation rate for Direct Support Staff (turnover) (Please report all positions in FTE format)

Formula
$$\frac{\text{Total number of DSS who left in the fiscal year}}{\text{Total number of DSS positions in the agency as of June 30, 2004}} \times 100$$

Please fill in:
$$\frac{\boxed{} \text{ Total \# of DSS who left}}{\boxed{} \text{ Total \# of staff members as of June 30, 2004} + \boxed{} \text{ \# of vacant positions}} \times 100 = \boxed{} \%$$

5) Vacancy Rate for Direct Support Staff (Please report all positions in FTE format)

Formula
$$\frac{\text{Total number of vacant DSS positions as of June 30, 2004}}{\text{Total number of DSS positions in the agency as of June 30, 2004}} \times 100$$

Please fill in:
$$\frac{\boxed{} \text{ \# of vacant positions}}{\boxed{} \text{ Total \# of staff members as of June 30, 2004} + \boxed{} \text{ \# of vacant positions}} \times 100 = \boxed{} \%$$