

SANDIS Employment Module Webinar

May 27, 2026



WELCOME



Employment Branch Presenters



Sonya Fox
Branch Chief, Employment
Services



Michael Luna
Chief, Employment Services
Branch



Stephanie Crist
Assistant Chief, Employment
Development Section



Babak Hejran
Analyst II, Employment
Development Section

HOUSEKEEPING



ASL interpreters have been “Spotlighted” and Zoom's live closed captioning is active



This meeting is being recorded

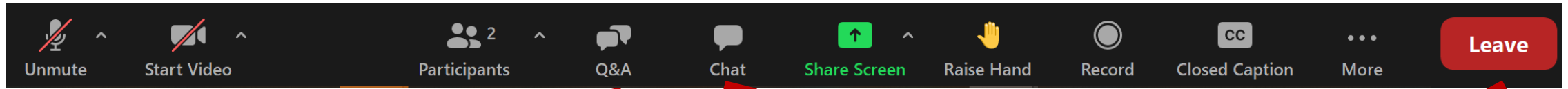


Materials will be available online after the session



Submit written comment via email to: WorkServices@dds.ca.gov

ZOOM TIPS



All participants can type questions/comments in the Q&A for everyone to see and/or upvote

Chat is available for Panelists and Attendees

Leave the webinar at the end of the meeting



- For attendees, your video, microphone, and raise hand feature will not be available
- You will only see/hear DDS staff and presenters on screen
- Features will vary based on the version of Zoom and device you are using
- Some Zoom features are not available for telephone-only participants

AGENDA

- Introducing the new case management Employment Module
- Why the Module is Important
- Accessing the Employment Module
- Information Being Collected
- Reporting Expectations
- Q&A



The New Employment Module

- A standardized tool embedded in the SANDIS case management system
- Collects key employment-related information on an individual basis
- Designed for individuals 16-64 years old who are Status 2
- Outside of the criteria, the module will not be available to complete



Why it Matters: Consistent and Accurate Data



- Improve outcomes measures:
How many want to be employed *and are*
- Insight into gaps:
Who is not getting employment services but *should*
- Insight into success:
What regional centers are doing well and what is contributing to the success

Why it Matters: Decision Making



- Helps identify:
 - Barriers
 - Service gaps
 - Progress
- Data-driven decision making

Accessing the Module



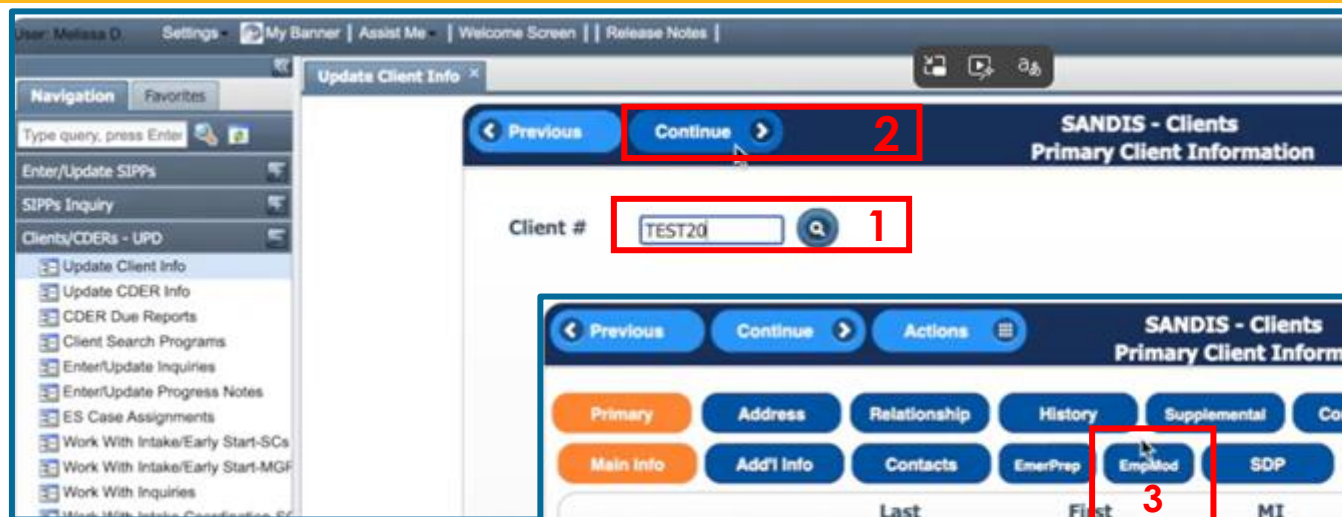
How to Access and Navigate the Module

1. Open Client Record

2. Select Continue

3. Click on EmpMod

 Employment Module will appear



Action	Status	Date	Type	Description	Entered By
   	Current	04/01/2026	Semiannual	Employed	SDDBI
 	Deleted	04/01/2026	Quarterly	Employed	SDDBI

Starting a New Entry

To complete a new survey, open Individual's Employment Module and click the **Add** Button.

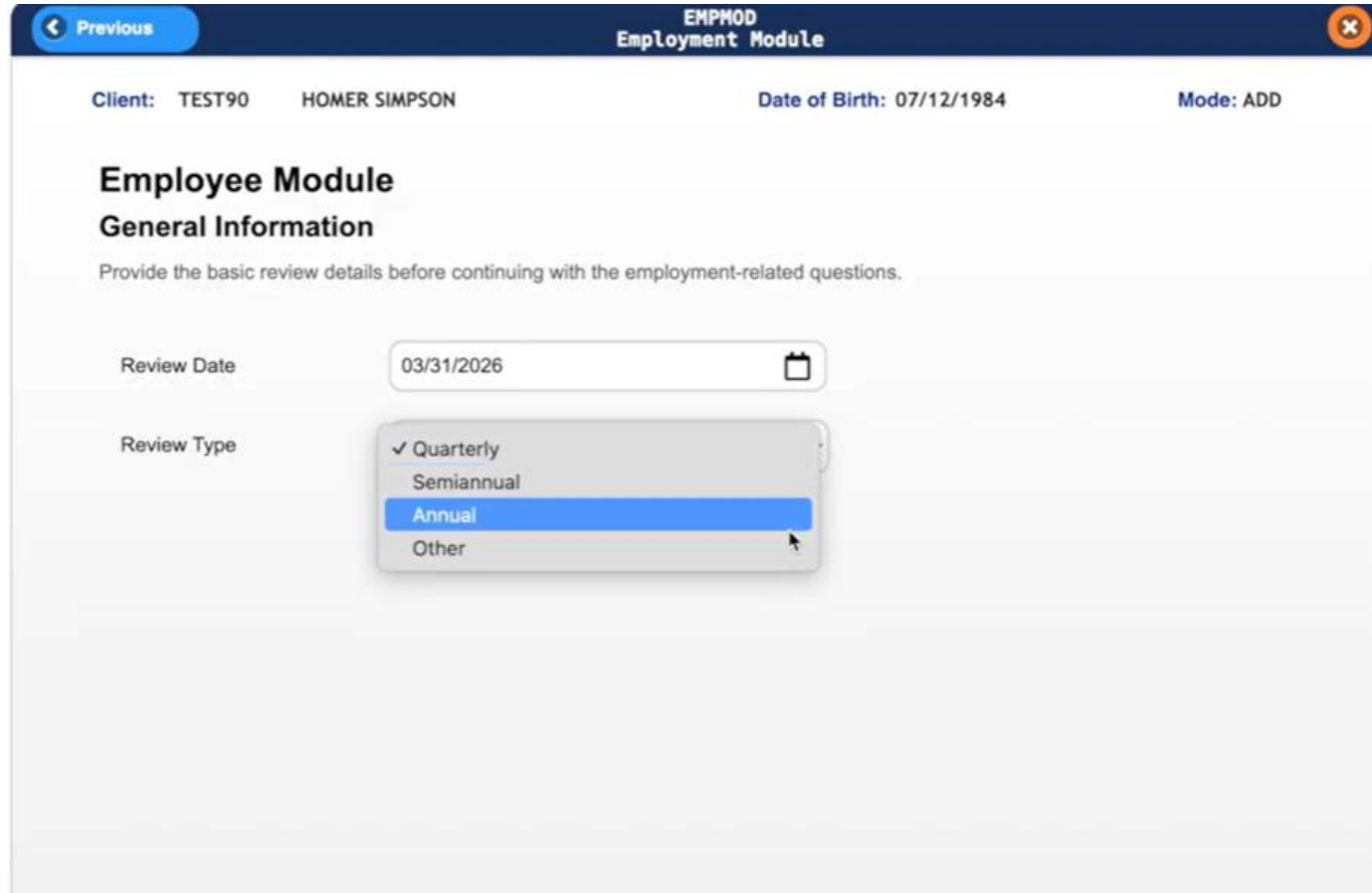


The screenshot displays the EMPMOD Employment Module CRUD interface. At the top, there is a navigation bar with a 'Previous' button on the left and a close button on the right. Below the navigation bar, the client information is shown: 'Client: TEST90 HOMER SIMPSON' and 'Date of Birth: 07/12/1984'. A blue button with a plus sign and the text 'Add' is highlighted with a red box. Below the button is a table with the following columns: Action, Status, Date, Type, Description, and Entered By. The table is currently empty.

Action	Status	Date	Type	Description	Entered By

Starting a New Entry Cont.

Enter review date, next choose the review type from dropdown menu, then you can begin the survey.



The screenshot displays the 'EMPMOD Employment Module' interface. At the top, there is a navigation bar with a 'Previous' button on the left and a close button on the right. Below the navigation bar, the client information is shown: 'Client: TEST90 HOMER SIMPSON' and 'Date of Birth: 07/12/1984'. The mode is set to 'ADD'. The main section is titled 'Employee Module' and 'General Information'. A sub-header reads: 'Provide the basic review details before continuing with the employment-related questions.' Below this, there are two input fields: 'Review Date' with a date picker showing '03/31/2026' and a calendar icon, and 'Review Type' with a dropdown menu. The dropdown menu is open, showing four options: 'Quarterly' (checked), 'Semiannual', 'Annual' (highlighted in blue), and 'Other'.

Submitting an Entry

All questions in the Employment Module appear in a consistent format similar to the example below.

The screenshot shows a web interface for the EMPMOD Employment Module. At the top, there is a navigation bar with a 'Previous' button and a close button. Below the navigation bar, the client information is displayed: 'Client: TEST90 HOMER SIMPSON', 'Date of Birth: 07/12/1984', and 'Mode: ADD'. The 'Review Date' is set to '04/01/2026' and the 'Review Type' is 'Quarterly'. The main section is titled 'Employment Goals' and contains three questions with radio button options. The first question is 'Does this individual have a goal related to employment in their IPP?' with 'Yes' selected. The second question is 'Are they employed?' with 'Yes' selected. The third question is 'Did the individual receive transportation assistance or services for employment-related activities?' with 'No' selected. A 'Continue' button is visible at the bottom of the form, and a message at the bottom of the form reads 'You have completed the questionnaire. Click Continue to Save.'

Continue answering each question and once all sections are completed, click on **Continue** button to save your answers. It will take you to the **Employment Module**.

Employment Module 1 of 3

Client: TEST90 HOMER SIMPSON Date of Birth: 07/12/1984

EMPMOD Employment Module CRUD

Previous

+

Add

Action	Status	Date	Type	Description	Entered By
	Current	04/01/2026	Quarterly	Employed	SDDBI
	Deleted	03/31/2026	Quarterly	Employed	SDDBI
	Deleted	03/31/2026	Quarterly	Employed	SDDBI

Export to Excel

Renew

View Only

Edit

Delete

Employment Module 2 of 3

Status Column: Display survey status such as is current, Deleted and Archived

Date Column: Show the date of survey was created

EMPMOD
Employment Module CRUD

Previous

Add

Action	Status	Date	Type	Description	Entered By
	Current	04/01/2026	Quarterly	Employed	SDDBI
	Deleted	03/31/2026	Quarterly	Employed	SDDBI
	Deleted	03/31/2026	Quarterly	Employed	SDDBI

Export to Excel

Employment Module 3 of 3

Type Column: Indicates a survey type which may be Quarterly, Semiannual, Annual or Other









Description Column: Show individual's employment status at the time of the survey

Entered By Column: Identifies who entered the survey

EMPMOD
Employment Module CRUD

Previous

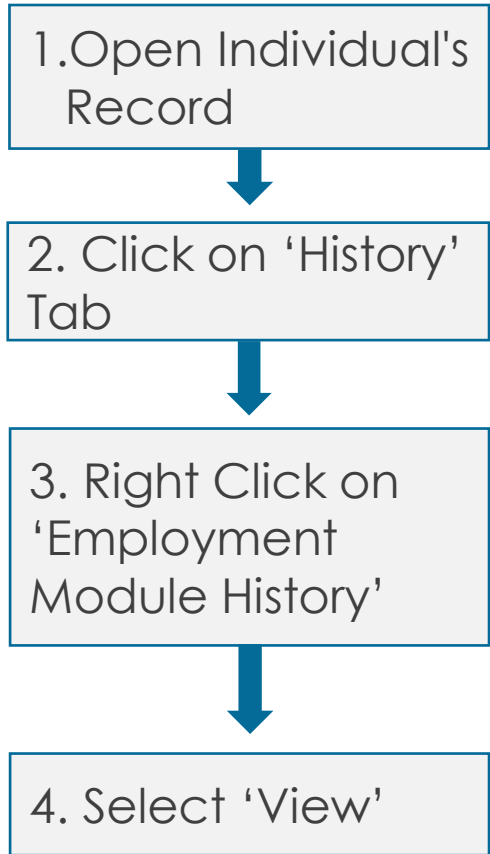
Add

Action	Status	Date	Type	Description	Entered By
   	Current	04/01/2026	Quarterly	Employed	SDDBI
 	Deleted	03/31/2026	Quarterly	Employed	SDDBI
 	Deleted	03/31/2026	Quarterly	Employed	SDDBI

Export to Excel

Viewing Historical Tracking

To view individual's historical information, Go to individual's record and click on **History Tab**.



Viewing Historical Tracking Cont.

You will see the individual's historical data displayed below

The screenshot shows a web application window titled "SANDIS - Clients Historical Information". At the top, there are navigation buttons: "Previous", "Continue", and "Actions". Below the navigation is a header bar with the client information: "Client # TEST10 NEUTRON, JIMMY" and "Birthdate 1/01/1999". The main content is a table with the following columns: "Description", "Begin", "Complete", "S.C.", and "Resource #". The table contains six rows of data, all with the description "EMPLOYMENT MODULE QUESTIONNAIRE" and various "Begin" dates. The table is highlighted with a red border. At the bottom of the table, there is a button labeled "Export to Excel".

Description	Begin	Complete	S.C.	Resource #
EMPLOYMENT MODULE QUESTIONNAIRE	4/01/2026			
EMPLOYMENT MODULE QUESTIONNAIRE	3/18/2026			
EMPLOYMENT MODULE QUESTIONNAIRE	3/17/2026			
EMPLOYMENT MODULE QUESTIONNAIRE	3/07/2026			
EMPLOYMENT MODULE QUESTIONNAIRE	3/05/2026			
EMPLOYMENT MODULE QUESTIONNAIRE	3/01/2026			

Information Being Collected



Field 1: Review Date



Description	The date the Service Coordinator met or spoke with the individual.
Allowed Values	Select from calendar.
Notes	Must reflect actual date of contact.

Field 2: Review Type

Description	Identifies the type of meeting or communication that occurred between the Service Coordinator and the individual.
Allowed Values	<ul style="list-style-type: none">• Quarterly• Semiannual• Annual• Other
Notes	Select the type of contact related to reviewing or updating the individual's employment information.



Field 3: Employment Goal in IPP



Description	Indicates whether the individual currently has an employment goal documented in their Individual Program Plan (IPP).
Allowed Values	<ul style="list-style-type: none">• Yes• No
Notes	If an employment goal is missing but should be included based on the individual's preferences or needs, the Service Coordinator must update the IPP accordingly by clicking on the IPP Access button.

Field 4: Reason For No Employment Goal

Description	Identifies the reason the individual does not have an employment goal documented in their IPP at this time.
Allowed Values	<ol style="list-style-type: none">1. Retired2. Health or Medical concerns3. Behavioral concerns4. Benefits concerns5. No transportation6. Childcare concerns7. Not interested8. No services available9. Other
Notes	Select the option(s) that best reflect why an individual does not have an employment goal.



Field 5: Employment Status



Description	Indicates the individual's employment situation at the time of the contact
Allowed Values	<ul style="list-style-type: none">• Yes• No• No, but actively looking or in employment development services
Notes	Employment means participating in group employment, self-employment or microenterprise, employed on their own with no supports, employed with job coaching services, or a Paid Internship Program placement.

Field 6: Employment Alignment

Description	Indicates whether the individual's current job aligns with their stated interests or employment goals in the IPP.
Allowed Values	<ul style="list-style-type: none">• Yes• No
Notes	This reflects alignment between the individual's preferences and their current employment.



Field 7: Benefits Counseling Received



Description	Indicates whether the individual received benefits counseling related to employment.
Allowed Values	<ul style="list-style-type: none">• Yes• No
Notes	Indicates whether the individual received benefits counseling related to employment.

Field 8: Benefits Counseling Provider

Description	Identifies the organization or provider that delivered benefits counseling to the individual.
Allowed Values	<ul style="list-style-type: none">• Social Security• DOR• Vendor• Community-based organization with a WIP
Notes	Select the provider(s) type that best reflects who delivered the counseling service.



Field 9: Transportation Assistance

Description	Indicates whether the individual received any transportation assistance for work or employment related activities.
Allowed Values	<ul style="list-style-type: none">• Yes• No
Notes	Includes transportation provided through regional center services or other support programs.



Field 10: Transportation Support Type

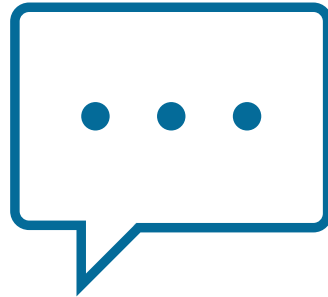
Description	Identifies the specific type(s) of transportation services or supports used by the individual for employment related activities.
Allowed Values	<ul style="list-style-type: none">• 425: Transportation Family Member• 470: PD Transportation Svc-Family Member• 880: Transportation Additional Com• 890: Transportation Par/Auto Drive• 895: Transportation Public Transit• Other
Notes	Multiple services may be selected if more than one transportation support was used. If the appropriate option is not listed, select "Other" and provide the required text entry.

Reporting Expectations

- This module is designed to capture information for individuals 16-64 years old who are Status 2
- Outside of the criteria, the module will not be available to complete
- Service coordinators will complete the module after every IPP meeting or review
- Regional centers will complete the module for all applicable individuals by January 1, 2029

Questions





Closing Comments

Reach us at

WorkServices@dds.ca.gov