

# 2022 Annual DD Employment and Day Activity Outcomes Survey

Si desea recibir una copia de la encuesta en español, llame a Delmarie Rivera al 401-456-2765 y deje su nombre, número de teléfono y la identificación de la encuesta impresa en la parte superior de su encuesta.

## DIRECTIONS

### Important Dates

- This survey is asking you to give information about your employment and community activities for the months of **January, February, and March, 2022.**
- This survey is also asking you to report your wages, workhours, and hours spent doing community activities for the weeks of **April 10 – April 23.**
- The survey deadline is **May 31, 2022.**

### What You Need to Know before Starting the Survey

- This survey is not about how you spend your funding for self-direction. The purpose is to understand how people are spending their time in employment and community activities.
- The survey looks long, but do not worry! You will only be asked to answer questions that match your activities.
- Each person is given a unique Survey ID. Your Survey ID is printed at the top of the survey in your packet. If you choose to complete the survey online, you will be asked to enter the Survey ID to open the survey form.
- In the space provide, write in the name of the person completing the survey and an email or phone number where we can reach you if we have questions.
- Some questions may ask you to look up information from a list (appendix). You will find those lists on the yellow sheets of paper in your packet.
- Some questions may ask you to give information on your wages, work hours, and hours spent doing community activities. A worksheet is included with those questions to help you to tally the time you spent doing those activities.

### How to Complete the Survey

- **Complete the survey quickly and easily online using a computer or mobile device.** **The online survey will open on May 5 and close on May 31, 2022.** The online survey will show you only the questions that you need to answer. Please read the survey and directions included in your packet before starting the online survey. You will need to have some details about your activities handy when completing the survey. The survey link is on the printed survey in your packet.
- **Complete the survey on paper.** You can also complete the survey on paper and mail or fax it to the Sherlock Center by **May 27, 2022.** Return the completed survey using the postage-paid business reply envelope included in your packet. The fax number and mailing address are listed on the last page of the survey.

## Remember, help is available!

See the flyer in your packet for information on who to contact for help to complete the survey or to answer your questions or call the Sherlock Center at 401-456-8072 (Spanish: 401-456-2765; TTY via RI Relay:711) and we will connect you to the right person.

Name: \_\_\_\_\_  
Survey ID: \_\_\_\_\_

Person Completing: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2022 Annual DD Employment and Day Activity Outcomes Survey**  
Online Survey Link: <https://bit.ly/sdsmay2022>

Please answer all questions on this page.

1. What best describes where you live:  
 My own home/apartment     Family home/apartment  
 Shared Living Provider, list provider name: \_\_\_\_\_
2. Do you get support from an organization to help with your job or community activities?  
 No     Yes, list organization: \_\_\_\_\_
3. Between **February 1 – April 30, 2022**, did you receive information to learn how wages affect your Social Security and other benefits (e.g. SSI, SSDI, or health insurance)?  
Put an **X** next to all that apply.  

<input type="checkbox"/> No information received	<input type="checkbox"/> Visited the Social Security Administration website
<input type="checkbox"/> Provided written materials	<input type="checkbox"/> Spoke with a Social Security Administration Representative
<input type="checkbox"/> Attended Work Incentive information session	<input type="checkbox"/> Called the Ticket to Work Helpline
<input type="checkbox"/> Attended an individual counseling session with a Certified Work Incentives Benefits Counselor (CWIC)	<input type="checkbox"/> Written Benefits Plan received from a CWIC
	<input type="checkbox"/> Written Benefits Plan in process by a CWIC
4. Between **February 1 – April 30, 2022**, what best describes your activity with the Office of Rehabilitation Services (ORS)?  

<input type="checkbox"/> No activity with ORS	<input type="checkbox"/> I have an open case (new or ongoing)
<input type="checkbox"/> I applied for services or have an application pending	<input type="checkbox"/> My case was closed-Success
	<input type="checkbox"/> My case was closed-Other Reason
5. Between **February 1 to April 30, 2022**, which of the following activities did you do?  
Place an **X** next to all that apply.  
 I participated in activities to help me to develop job skills or to find, choose, get or keep a job **(Complete the Supported Employment section starting on page 2.)**  
 I worked at a job paid by the employer. **(Complete the Job on Employer Payroll section starting on page 4.)**  
 I worked at a Self-Employed job. **(Complete the Self-Employed section starting on page 6.)**  
 I participated in social, recreational, educational or other unpaid activities taking place at a community or public place. **(Complete the Community Activity section starting on page 7.)**  
 None of the above – If none, what was the primary reason? Check one.  
 Pandemic     Health Issue     Lack of supports     Other: \_\_\_\_\_

**Next, complete the section for each activity marked with an X in Question 5.**  
**If you selected "None of the above" no additional questions are required. Thank you!**

## Supported Employment

Answer these questions if you participated in activities to develop job skills or to find, choose, get or keep a job between February 1 – April 30, 2022.

6. How long have you participated in activities to develop job skills or to find, choose, get or keep a job?

less than 1 month  
 1 month or less than 3 months  
 3 months or less than 6 months  
 6 months or less than 12 months  
 1 year or more

7. Which of the following supported employment activities did you do between **February 1 and April 30**? Put an **X** next to all that apply.

I participated in an Employment-focused, person-centered planning meeting  
 I created a Community Map to help me learn about businesses in my community  
 I attended an informational interview, job shadow, or tour with an employer  
 I completed a job trial, situational assessment, or internship with an employer  
 I attended a Job club/class (job search or job retention related)  
 I created a written resume  
 I created a visual resume (pictures or video)  
 I applied for 1 or more jobs online or in-person  
 I attended 1 or more job interview/s with an employer  
 None of the above

8. How many short-term (lasting less than 30 days) vocational experiences did you complete between **February 1 – April 30**?

*Examples of short-term experiences include a mock interview, job shadow, job trial or brief situational assessment each lasting less than 30 days. Count each experience only once even if the experience took place over multiple days (e.g. A job trial completed over 3 days = 1 experience)*

**Number of short-term experiences:** \_\_\_\_\_

9. How many long-term (lasting 30 days or more) vocational experiences did you complete between **February 1 to April 30**?

*Examples of long-term experiences include a job trial, situational assessment, or internship lasting more than 30 days. (e.g. An internship completed over 2 months = 1 experience)*

**Number of long-term experiences:** \_\_\_\_\_

10. How many businesses were contacted on your behalf to develop a vocational experience or job opportunity between **February 1 to April 30**?

*Count each business only once even if contacted multiple times.*

**Number of businesses contacted:** \_\_\_\_\_

11. If someone helps you with your supported employment activities, how was that help provided between **February 1 – April 30**?

In-Person Only  
 Remote Only (video, email, phone call)  
 Combination of in-person and remote  
 No supports provided

**Questions 12 – 14 are asking for information on your supported employment activities for a two-week period.**

12. In the Supported Employment Worksheet, enter the amount of time you spent in the activities listed below between **April 10 – April 23**. Enter zero if no hours were spent doing an activity.

**Supported Employment Worksheet:**

*If completing the survey online, only the **Total Time** for each activity is entered.*

	<b>Week 1 April 10 -16</b>	<b>Week 2 April 17-23</b>	<b>Total Time (Week 1 + Week 2)</b>
<b>Example</b>	<b>1 hour</b>	<b>30 minutes</b>	<b>1.5 hours</b>
<b>Career Planning</b> <i>Examples: exploring job interests, practice interviews, learning how to complete an application, planning for job supports, exploring a job change or advancement in current job.</i>			
<b>Post-secondary education or vocational training to support your employment goal</b> <i>Examples: attending a culinary program, taking a college course</i>			
<b>Short-term vocational experiences</b> <i>Examples: mock interview, job shadowing, job trial</i>			
<b>Long-term vocational experiences</b> <i>Examples: job trial, situational assessment, internship</i>			
<b>Job Search by me or with me</b> <i>Examples: following up on job leads, applying for a job, meeting with an employer by myself or with support</i>			
<b>Job Search on my behalf</b> <i>Examples: follow up on job leads, contact with employers by support staff or others</i>			
<b>Job Coaching</b> <b>Examples:</b> <i>help to learn or do job tasks or other types of help from support staff when working (e.g. personal care, medical support)</i>			

13. If you entered no hours of supported employment activity between **April 10 – April 23**, what was the primary reason?

- Pandemic       Planned Time Off (e.g., vacation)       Other: \_\_\_\_\_  
 Health Issue       Lack of Supports

14. If you entered hours of supported employment activity between **April 10 – April 23**, where did those activities take place? Put an **X** next to all that apply.

- netWorkRI /Onestop Career Center/ DLT       Public Venue (e.g. library, coffee shop)       Business / Employer  
 DD Provider or other Organization (e.g., Compass)       School / Training Facility       Home / Residence

## Job on Employer Payroll

Answer these questions if you worked at a job hired on the employer's payroll between February 1–April 30, 2022.

15. Did you **START** a new individual job between **February 1 and April 30**?

Yes  No

**If yes**, how was this new job obtained?

- I was hired into an existing job  
 I was hired into a customized job (created for me)

16. Did you **END** a job between **February 1 and April 30**?

Yes  No

**If yes, what was the** primary reason that the job ended?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Hired into a new job                  | <input type="checkbox"/> Lack of available job supports / general          | <input type="checkbox"/> Change or loss of benefits - medical |
| <input type="checkbox"/> Chose to leave job / not a match      | <input type="checkbox"/> Lack of available job supports / pandemic related | <input type="checkbox"/> Individual moved/changed address     |
| <input type="checkbox"/> Chose to leave job / pandemic related | <input type="checkbox"/> Lack of transportation to job                     | <input type="checkbox"/> Health issues                        |
| <input type="checkbox"/> Laid off / general                    | <input type="checkbox"/> Change or loss of benefits - financial            | <input type="checkbox"/> Other                                |
| <input type="checkbox"/> Laid off / pandemic related           |  |   |
| <input type="checkbox"/> Employer Closed / Relocated           |  |   |

17. **If yes**, how long were you employed at the job that ended?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> less than 1 month           | <input type="checkbox"/> 6 mos. or less than 12 mos. | <input type="checkbox"/> 5 yrs or less than 10 yrs |
| <input type="checkbox"/> 1 month or more than 3 mos. | <input type="checkbox"/> 1 yr or less than 2 yrs     | <input type="checkbox"/> 10 yrs or more            |
| <input type="checkbox"/> 3 mos. or less than 6 mos.  | <input type="checkbox"/> 2 yrs or less than 5 yrs    |  |

18. Were you employed at a job on the employer's payroll between **April 10 – April 30**?

Yes  No

**If no, stop here and go to the next section.**

**If yes, answer questions 19 – 31.**

*Answer these questions even if you did not work any hours during the two-week period (e.g. on vacation, out sick, etc.). If you worked more than one job, pick one job to answer these questions.*

19. What is the title of your job? \_\_\_\_\_

*Select a job title from APPENDIX B that most closely matches what you do at work or write in a title.*

20. What is the employer type for your job? **Check one.**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> For-Profit Business | <input type="checkbox"/> Community DD Agency (hired as staff) | <input type="checkbox"/> Government Agency – Federal/State/City/Town |
| <input type="checkbox"/> Non-Profit Business |   |  |

21. What is the industry for your individual job? \_\_\_\_\_

*The industry is the primary purpose of the company where you work. Select an industry from APPENDIX C. If unsure, provide the name of your employer.*

22. How often do you receive support while working at your job? **Check one.**

Examples: help to learn or do your job, person care, medical support.

- None                       Daily (some)                       Monthly (at least 1x/mo)  
 Daily (100% of the time)     Weekly (at least 1x/wk)

23. How often do you receive support when not working to help you to keep your job?

Examples of support: talking with staff to resolve problems, scheduling rides, reporting earnings

- None                       Daily (some)                       Monthly (at least 1x/mo)  
 Daily (100% of the time)     Weekly (at least 1x/wk)

24. How is job support typically provided?

- In-Person Only                       Combination of in-person and remote  
 Remote Only (video, phone, email)     No support provided

25. How is employer consultation provided by your staff to help you to keep your job?

- None                       In-Person                       Remote (video, phone, email)

26. How do you typically get to your job?

- On my own (drives car, walks, bikes)     On Demand Service (i.e., Taxi, Uber, Lyft)     Family member, relative, friend, neighbor, etc.  
 Public bus (RIPTA)     Private ambulance     Co-worker/Carpool  
 RIDE bus (ADA PARA Transit)     Agency/Staff provided     NA (works at home)

27. How long have you worked at your job?

- less than 1 month                       6 mos. or less than 12 mos.     5 yrs or less than 10 yrs  
 1 month or more than 3 mos.     1 yr or less than 2 yrs     10 yrs or more  
 3 mos. or less than 6 mos.     2 yrs or less than 5 yrs

28. Which of the following employer benefits do you receive? Put an **X** next to all that apply.

- Employer Offered Health Insurance     Personal Days                       Retirement Plan  
 Sick Leave                       Vacation Days                       No benefits offered

29. What is your hourly WAGE for your job? \_\_\_\_\_

**Minimum wage is \$12.25.**

30. In the Employment Worksheet, enter the hours you worked at your job between **April 10 – April 23.**

**Employment Worksheet:** *If completing the survey online, only the **Total Hours** are entered.*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Hours
<b>Example</b>		4		2.5				6.5
Week of April 10 - 16								
Week of April 17 - 23								
<b>TOTAL HOURS</b>								

31. If you had no worked hours between **April 10 – April 23**, what was the primary reason?

- Furlough (employed but no hours assigned)       Planned Time Off (vacation or personal leave)       Lack of Job Supports  
 Personal Leave - Pandemic       Sick Leave       Other

### Self-Employed

Answer these questions if you were self-employed between February 1 – April 30, 2022.

32. What is the title of your self-employed job? \_\_\_\_\_  
*Select a job title from APPENDIX B that most closely matches what you do at work or write in a title.*

33. How long have you been self-employed?

- less than 1 month       6 mos. or less than 12 mos.       5 yrs or less than 10 yrs  
 1 month or more than 3 mos.       1 yr or less than 2 yrs       10 yrs or more  
 3 mos. or less than 6 mos.       2 yrs or less than 5 yrs

34. How often do you receive support while working at your self-employed job?

Examples of support:

- None       Daily (some)       Monthly (at least 1x/mos)  
 Daily (100% of the time)       Weekly (at least 1x/wk)

35. How is support typically provided?

- In-Person Only       Combination of in-person and remote  
 Remote Only (video, phone, email)       No support provided

36. What resources did you use to support your self-employed job between **February 1 - April 30**?

Put an **X** next to all that apply.

- None       Approved SSA PASS Plan  
 Attended self-employment course or training (e.g., DD Council, SBA class).       Funding from ORS for self-employment  
 Received Support from a business association/group (e.g., SCORE, SBA, Social Enterprise Greenhouse, Chamber of Commerce)       Other: \_\_\_\_\_

37. What is your estimated income for a two-week period (gross income)? \_\_\_\_\_

**Use 2-week actual income OR 2-week average for the 3 months.**

38. In the Self-Employed Hours Worksheet enter the number of HOURS you worked at your self-employed job between **April 10 – April 23**?

**Self-Employed Worksheet:** *If completing the survey online, only the **Total Hours** are entered.*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	<b>Weekly Total</b>
<b>Example</b>	<b>2</b>		<b>2</b>		<b>3</b>			<b>7</b>
Week of April 10 - 16								
Week of April 17 - 23								
<b>TOTAL HOURS</b>								

39. If you worked no hours at your self-employed job from **April 10 – April 23**, what was the primary reason?

- Personal Leave – Pandemic      Sick Leave/Health Issues      Other  
 Planned Time Off (vacation or personal leave)      Lack of Job Supports

### Community Activity

Answer these questions if you participated in social, recreational, educational or other unpaid activities in a community or public place between February 1 – April 30.

40. In the Community Activity Worksheet, enter the number of hours that you participated in each of the listed activities between **April 10 – April 23**. Include activities taking place in the evening or on the weekends if the activity is part of your Self-Direction Plan. *Do not include activities taking place at home.*

**Community Activity Worksheet:**

*If completing the survey online, only the **Total Time** for each activity is entered.*

	<b>Week 1 April 10 -16</b>	<b>Week 2 April 17-23</b>	<b>Total Time (Week 1 + Week 2)</b>
<b>Example</b>	<b>1 hour</b>	<b>30 minutes</b>	<b>1.5 hours</b>
Art, Leisure, Recreation			
Health and Fitness			
Adult Education or Training (not work related)			
Activities to build employment skills (e.g., interviewing skills, how to fill out an application)			
Activities of Daily Living (e.g. grocery shopping, banking)			
Volunteering			
Other			



41. If you participated in no hours of community-based activity from **April 10 – April 23**, what was the primary reason?

- Pandemic  
 Planned Time Off/Away  
(e.g., vacation)
- Sick Leave / Health Issues  
 Lack of Supports
- Other

42. If you entered hours of community activity between **April 10 – April 23**, where did those activities take place? Put an **X** next to all that apply.

- Public Venue  
 Member-based Organization
- School / Training Facility  
 Business / Employer
- Senior Center / Facility  
 Virtual (with a community-based organization)

43. How is support typically provided for your community activities?

- In-Person Only  
 Remote Only (video, phone, email)
- Combination of in-person and remote  
 No Support Provided

44. How long have you participated in community activities funded by self-direction?

- less than 3 mos.  
 3 mos. or less than 6 mos.  
 6 mos. or less than 12 mos.
- 1 yr or less than 3 yrs  
 3 yrs or less than 5 yrs  
 5 yrs or less than 10 yrs
- 10 yrs or less than 15 yrs  
 15 yrs or more

**You have come to the end of the survey.  
Thank you for your participation!**

**ENTER OR RETURN YOUR SURVEY BY MAY 31, 2022**

**Online Survey Link:** <https://bit.ly/sdsmay2022>



To complete your survey online, use the link above or scan the QR code. The link is also posted to the Sherlock Center's website at <http://www.rioutcomesurveys.info/>. The Online survey will open on May 5 and will close on May 31.

**By Mail or Fax**

Return paper copies of your completed survey to the Sherlock Center using the business reply envelope provided with your packet **OR** by fax or mail using the information below. Please mail by **Friday, May 27** to allow time to meet the May 31 deadline.

**Fax to:** 401-456-8150

**Mail to:**

Sherlock Center RI College  
600 Mt. Pleasant Avenue  
Providence, RI 02908  
Attn: Elaine Sollecito

## APPENDIX A: ACTIVITY DEFINITIONS

**Supported Employment Services: Services or Activities** to choose, get or keep a job on an employer's payroll or self-employment. Includes activities such as employment/ career planning, exploring job task and environment likes and dislikes and places of interest, community mapping for employment, attending a work skills training, short- and long-term vocational experiences (informational interview, job shadow, tour of business, internship or onsite assessment, Business outreach planning, job search/interviewing, as well, as on or off-site job supports. For some, they may participate remotely from their home in activities offered by Vocational Services Staff, Career counseling, use of web-based assessments or tools, an online course/training, etc.

**Individual Employment:** Employed at a community-based, individual job, hired onto the employer's payroll with or without job supports. If an individual works for a DD agency, is eligible for the same benefits and privileges as other agency employees and is paid 100% of their wages by the DD agency, this is considered Individual Employment.

**Self Employed:** Refers to small business ownership that is controlled or owned by the individual or in which the individual is considered to be a private contractor AND guided by a business plan; 100% of the business income goes to the individual/co-owners, and \$400 in annual earnings is expected. The individual reports earnings to SSA and files taxes if income guidelines are met. Self-employment would not include a business that is owned or operated by an organization or provider or an individual's hobby, a chore, or a favor that results in receipt of payment.

**Provider-Paid Individual Employment:** Employed at a community-based, individual job paid by the provider agency or provider subcontractor. Provider is defined broadly to include DD provider agencies, as well as businesses with a mission to employ workers with disabilities (i.e., NISH, Ability One, Cookie Place, an agency-owned-business, affirmative business, etc.), and/or when the employer receives wage reimbursement or a subsidy from the provider agency.

**Provider-Paid Group Employment:** Employed at a community-based job with two or more individuals with disabilities (enclave, work crew, etc.) paid by a provider agency or provider subcontractor. Provider is defined broadly to include DD provider agencies, as well as businesses with a mission to employ workers with disabilities (i.e., NISH, Ability One, Cookie Place, an agency-owned-business, affirmative business), and/or when the employer receives wage reimbursement or a subsidy from the provider agency.

**Community-based Non-Work Activity:** Non-work services or activities that take place in a community setting; may include activities such as arts, leisure and recreation, fitness, education, training, soft skills related to employment and/or vocational awareness, ADL skills, and volunteering. For some, they may participate remotely from their home in activities offered by a community organization ex Library book club; yoga class, etc.

**Facility-based Non-Work Activity with a DDD Provider:** Non-work services or activities that take place in a licensed DDD provider facility/setting. This category often occurs in facilities referred to Day Activity or Day Habilitation programs or a group home. For some, they may participate remotely from their home and in activities facilitated by an agency Facility-Based Non-Work Day Program.

**Program for Elderly Persons Non-Work Activity:** Non-work services or activities within a program specifically for elderly persons (i.e., provider-operated senior program, senior center, adult daycare).

## APPENDIX B: JOB TITLE LIST

<p><b>Accommodation and Food Services</b></p> <ul style="list-style-type: none"> <li>• Baggage Porter and Bellhop</li> <li>• Cooks/Chef/Baker</li> <li>• Dining Room and Cafeteria Attendant</li> <li>• Dishwasher</li> <li>• Food Preparation and/or Serving Worker/ Including Fast Food</li> <li>• Host/Hostess</li> <li>• Waiter and Waitress/ non-food prep</li> </ul> <p><b>Administrative &amp; Support</b></p> <ul style="list-style-type: none"> <li>• Data Entry Keyer</li> <li>• Library Assistant Clerical</li> <li>• Mail Clerk Handler</li> <li>• Office and Administrative Support-All types /clerk/ receptionist, etc.</li> <li>• Office Machine Operator</li> </ul> <p><b>Agriculture, Forestry, Fishing and Hunting</b></p> <ul style="list-style-type: none"> <li>• Floral designer/Assistant</li> <li>• Landscaping and Grounds keeping Worker</li> <li>• Nursery Worker (greenhouse/ retail)</li> <li>• Laborer/Farm</li> </ul> <p><b>Arts, Entertainment, and Recreation</b></p> <ul style="list-style-type: none"> <li>• Amusement and Recreation Attendant</li> <li>• Artist – Crafts</li> <li>• Artist – fine arts, multimedia, graphic design</li> <li>• Assistant Coach Athletics</li> <li>• Fitness Instructor or Assistant</li> <li>• Model - All types</li> <li>• Musician/Entertainer/DJ - All types</li> <li>• Pin Setter bowling</li> <li>• Photographer</li> <li>• Tour Guide</li> <li>• Usher, Lobby Attendant &amp; Ticket Taker</li> </ul>	<p><b>Construction/Trade</b></p> <ul style="list-style-type: none"> <li>• All Trades Helper Assistant (painting, welding, masonry, electrical, etc.)</li> <li>• Construction Carpentry</li> <li>• Construction Worker and Laborer</li> </ul> <p><b>Educational Services</b></p> <ul style="list-style-type: none"> <li>• Teacher Assistant</li> <li>• Teacher Education - all types</li> <li>• Teacher/ Instructor/ self-improvement</li> </ul> <p><b>Health Care and Social Assistance</b></p> <ul style="list-style-type: none"> <li>• Direct Support Professional</li> <li>• Home Health Aide</li> <li>• Peer Support Professional</li> <li>• Personal Care Attendant</li> </ul> <p><b>Manufacturing</b></p> <ul style="list-style-type: none"> <li>• Order filler/ wholesale retail</li> <li>• Production/ Packager Hand assembly</li> <li>• Vending Machine/ Box Servicer</li> <li>• Furniture Finishing/Assembly/Caning</li> <li>• Polisher of Metal</li> </ul> <p><b>Management of Companies and Enterprises</b></p> <ul style="list-style-type: none"> <li>• Supervisor, Director, Management</li> </ul> <p><b>Retail Trade</b></p> <ul style="list-style-type: none"> <li>• Antique dealer</li> <li>• Automotive Technician-repair, oil change, exhaust, tire repairer</li> <li>• Bagger and/or Carriage Retrieval</li> <li>• Cashier - All industries</li> <li>• Counter &amp; Rental Clerk-non food</li> <li>• Sales Person All types /and Door to Door</li> <li>• Stock Clerks Sales Floor/ Stockroom</li> <li>• Greeter - All types</li> </ul>	<p><b>Professional, Technical, Science</b></p> <ul style="list-style-type: none"> <li>• Writer/Author</li> <li>• Billing Cost and Rate Clerks</li> <li>• Technology Support</li> <li>• Social Media Specialist</li> </ul> <p><b>Transportation and Warehousing</b></p> <ul style="list-style-type: none"> <li>• Bus Monitor Aide</li> <li>• Couriers &amp; Messenger</li> <li>• Driver Delivery Service</li> <li>• Engine &amp; Other Machine Assembly</li> <li>• Laborer, freight/ stock and material mover</li> </ul> <p><b>Waste Management and Remediation Services</b></p> <ul style="list-style-type: none"> <li>• Janitor/ Cleaner/Housekeeping</li> <li>• Maintenance / Repair Worker</li> <li>• Trash/Refuse and Recyclable Material Collector</li> </ul> <p><b>Other Services</b></p> <ul style="list-style-type: none"> <li>• Activity Aide - Recreation Worker</li> <li>• Animal Caretaker</li> <li>• Animal Groomer</li> <li>• Automotive Cleaner of Vehicles &amp; Equipment</li> <li>• Child Care Worker-non-school</li> <li>• Cosmetology/Hairstylist Assistant</li> <li>• Delivery - All Types/ coffee/ newspaper/etc.</li> <li>• Laundry and/or Dry Cleaning Worker</li> <li>• Online Merchant</li> <li>• Tailors, Dressmakers, and Custom Sewer</li> <li>• Parking Lot Attendant/Valet</li> <li>• Attendant- Coat or locker room</li> <li>• Demonstrator &amp; Product Promoter</li> </ul>
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## APPENDIX C: INDUSTRY DEFINITIONS

### **NAISC Codes (North American Industry Classification System)**

The North America Industry Classification System (NAISC) is an industry classification system that groups establishments into industries based on the activities in which they are primarily engaged.

Resource RI DLT LMI Publication <http://www.dlt.ri.gov/lmi/pdf/naics.pdf>

**Accommodation and Food Services** – This sector is composed of establishments providing customers with lodging and/or preparing meals, snacks, and beverages for immediate consumption. Included are hotels, RV parks and recreational camps, and restaurants.

**Administrative and Support and Waste Management and Remediation Services** – Comprises businesses that perform routine support activities for the day-to-day operations of other organizations. These support services, performed on a contract or fee basis, include: office administration, hiring and placing of personnel, document preparation and similar clerical services, solicitation, telemarketing, collection, security and surveillance services, cleaning, and waste disposal services.

**Agriculture, Forestry, Fishing and Hunting** – Establishments in this sector are described as farms, ranches, dairies, greenhouses, nurseries, orchards, or hatcheries. The sector distinguishes two basic activities: agricultural production and agricultural support activities.

**Arts, Entertainment, and Recreation** – Consists of businesses that operate facilities or provide services to meet various cultural, entertainment, and recreational interests of their patrons. Included are establishments involved in producing, promoting, or participating in live performances, events, or exhibits intended for public viewing; establishments that preserve and exhibit objects and sites of historical, cultural, or educational interest; and establishments that operate facilities or provide services that enable patrons to participate in recreational activities, amusements, hobbies, and leisure time activities. Services NOT included in this sector are resort and casino hotels and restaurants with nightclubs.

**Construction** – Includes establishments primarily engaged in the construction of residential, commercial, and industrial buildings or engineering projects (e.g., highways and utility systems). Construction work done includes new work, additions, alterations, or maintenance and repairs. Also included are establishments engaged in the demolition or wrecking of buildings and other structures, the clearing of building sites, and the sale of materials from demolished structures. Blasting, test drilling, land filling, leveling, earthmoving, excavating, land drainage, and other land preparation are also included.

**Educational Services** – Includes establishments that provide instruction and training in a wide variety of subjects by teachers who explain, tell, demonstrate, supervise, and direct learning. Schools, colleges, universities, training centers, fine arts schools, and sports and recreation instruction are included in Educational Services.

**Finance and Insurance** – The three principal types of activities are: raising funds by taking deposits or issuing securities - thereby incurring liabilities; pooling risks by underwriting insurance and annuities; providing specialized services facilitating and supporting financial intermediation, insurance, and employee benefit programs.

**Information** – Newspapers, book and software publishers, motion picture and sound recording industries, telecommunications, data processing services, and libraries.

**Health Care and Social Assistance** – Offices of physicians, dentists, and other health practitioners, hospitals, medical and diagnostic laboratories, nursing homes, assisted living facilities, mental health and substance abuse facilities, individual and family services, and childcare centers are included.

**Management of Companies and Enterprises** – Examples of establishments that administer, oversee, and manage other establishments of the company or enterprise include centralized administrative offices (human resources), corporate offices, district and regional offices, and head offices.

**Manufacturing** – Establishments in this sector are often described as plants, factories, or mills. These establishments generally use power-driven machines and material-handling equipment. This sector may

also include establishments that transform materials or substances into new products by hand or in the worker's home, and those engaged in selling products made on the premises to the general public. This includes bakeries, candy stores, and custom tailors.

**Mining** – Includes establishments that extract naturally occurring mineral solids, such as coal and ores; liquid minerals, such as crude petroleum; and gases, such as natural gas. The term mining includes quarrying, well operations, and beneficiating, or other preparation customarily performed at the mine site or as part of the mining activity.

**Other Services (except Public Administration)** – Comprises establishments engaged in providing services not provided for elsewhere in the NAICS classification system. Included are establishments engaged in equipment and machinery repairing, promoting or administering religious activities, grant-making, advocacy, providing dry-cleaning and laundry services, personal care services, death care services, pet care services, photofinishing services, temporary parking services, dating services, and domestic help, such as maids, butlers, and nannies.

**Public Administration** – Consists of federal, state, and local government agencies that administer, oversee, and manage public programs and have executive, legislative, or judicial authority over other institutions within a given area.

**Professional, Scientific, and Technical Services** – Legal advice and representation; accounting, bookkeeping, and payroll services; architectural, engineering, and specialized design services; computer services, consulting services, research services, advertising services, photographic services, payroll processing services, translation and interpretation services; veterinary services, and other professional, scientific, and technical services.

**Real Estate and Rental and Leasing** – Includes establishments primarily engaged in renting, leasing, or otherwise allowing the use of tangible or intangible assets. Tangible assets include real estate and equipment (without operator); intangible assets include patents and trademarks. Also included are establishments involved in managing, selling, buying, appraising real estate for others, automobile rental and leasing, and video tape, and disc rental.

**Retail Trade** – Sell merchandise in small quantities to the general public. Office supply stores, building materials dealers, plumbing and electrical supply stores, gasoline service stations, automotive dealers, and mobile home dealers are all classified as store retailers. Stores that provide after-sales services such as repair and installation are generally considered retail. Non-store retailers also serve the general public through "infomercials," mail-order, and electronic catalogs, door-to-door solicitation, in-home demonstration, portable carts, and vending machines.

**Transportation and Warehousing** – Comprises industries that provide transportation of passengers and cargo, scenic and sightseeing transportation, transportation support activities, and warehousing and storage for goods. Transportation may be provided by air, rail, road, water, or pipeline.

**Utilities** – Comprises establishments engaged in the provision of electric power, natural gas, steam supply, water supply and sewage removal.

**Wholesale Trade** – Wholesalers are organized to sell or arrange the purchase or sale of (a) goods for resale (i.e., goods sold to other wholesalers or retailers), (b) capital or durable non-consumer goods, and (c) raw and intermediate materials and supplies used in production. This sector comprises two main types of wholesalers: merchant wholesalers that sell goods on their own account and business to business electronic markets, agents, and brokers that arrange sales and purchases for others generally for a commission or fee.

## APPENDIX D: PROVIDER LIST

PROVIDER LIST	
<p><b>SELF-DIRECTED SUPPORTS</b> (through Options, Works for Me, My Choice, Perspectives or proPartnerships)</p> <p>ACCESSPOINT RI</p> <p>ACTION BASED ENTERPRISES INC</p> <p>BLACKSTONE VALLEY ARC</p> <p>AVATAR</p> <p>BECKET FAMILY OF SERVICES (LIFE CONNECTIONS)</p> <p>BHDDH</p> <p>COVE CENTER INC</p> <p>COMMUNITY LIVING OF RI</p> <p>COMMUNITY RESIDENCES OF RI</p> <p>CORLISS INSTITUTE INC</p> <p>COVENTRY TOWN OF PROJECT FRIENDS</p> <p>EASTER SEALS OF RI</p> <p>FOGARTY CENTER</p> <p>FRANK OLEAN CENTER INC</p> <p>GATEWAYS TO CHANGE INC</p> <p>GOODWILL INDUSTRIES OF RI</p> <p>J ARTHUR TRUDEAU MEMORIAL CTR</p>	<p>JAMES L MAHER CENTER</p> <p>JUSTICE RESOURCE INSTITUTE</p> <p>KALEIDOSCOPE INC</p> <p>LIVING IN FULFILLING ENVIRONMENT</p> <p>LIVING INNOVATIONS</p> <p>LOOKING UPWARDS INC</p> <p>OPPORTUNITIES UNLIMITED</p> <p>PERSPECTIVES CORPORATION</p> <p>PROABILITY ARCNCB</p> <p>RE FOCUS INC</p> <p>RICLAS</p> <p>SEVEN HILLS RI</p> <p>SPURWINK RI</p> <p>UCP OF RHODE ISLAND</p> <p>WEST BAY RI (West Bay Residential)</p> <p>WHITMARSH CORPORATION</p> <p>WORK INC</p> <p>WORK OPPORTUNITIES UNLIMITED</p>

## APPENDIX E: CWIC LIST

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