Annual Performance Outcome Report

January 23 and 25, 2018
Introduction
Introduction

Objectives

After completing this training, you should be able to:

1. Recognize your responsibilities regarding the Annual Performance Outcome Report (APOR)

2. Accurately and completely answer each question on the report before submitting it

3. Complete the questionnaire using SurveyMonkey

4. Complete the Security Awareness Training
Overview
Overview

APOR Definition

Annual Performance Outcome Report (APOR): The APOR is a report that compiles, on an annual basis, information provided by Employment Networks (EN) on the outcomes achieved by the EN with respect to services the EN offers to Social Security beneficiaries under the Ticket program.
Overview

Ticket Program Agreement (TPA) Requirement

- Ticket Program Agreement (TPA) Part III Section 8(B):
  - “The EN shall provide an APOR to the TPM on an annual basis, in a format prescribed by SSA.”
  - “The APOR shall provide information on outcomes achieved by the EN with respect to services offered by the EN to beneficiaries, as well as information relating to TPA administration.”
Overview

APOR Framework

- Timeframe for completion: January 26, 2018 – February 28, 2018 (34 days)
- One submission per Employment Network (EN)
- TPM will send reminders to ENs that have not responded each Monday until the APOR deadline.
- Failure to complete your agency’s APOR in a timely manner will constitute a violation of your EN's TPA and could result in SSA limiting your agency’s ability to assign Tickets and receive payments.
Survey Link Email

Annual Performance Outcome Report (APOR)

Click Begin Survey to complete the Annual Performance Outcome Report (APOR). Your compelte APOR must be submitted by February 28. If you have questions about the APOR, please email ssaenapor@yourtickettowork.ssa.gov

Begin Survey

Please do not forward this email as its survey link is unique to you.
Unsubscribe from this list

Powered by SurveyMonkey
Survey Instructions

Annual Performance Outcome Report (APOR) 2018

APOR Instructions

The Social Security Administration requires all Employment Networks (EN) to complete the Annual Performance Outcome Report (APOR). Please review posted resources at yourtickettowork.ssa.gov before beginning the APOR. A copy of the APOR questions is available to help you gather information and prepare responses in advance. Please follow these instructions closely to ensure proper receipt of your responses.

1. Review the resources for your assistance at yourtickettowork.ssa.gov website.

2. Review the 40 APOR questions. It is highly recommended that you review the APOR questions posted to the yourtickettowork.ssa.gov website prior to completing the actual APOR.

3. Prepare your responses.Preparing your responses after your review of the APOR questions and prior to entering the actual APOR questionnaire will allow you to research and gather the data needed to easily answer the questions on the APOR.

4. Complete the APOR. Once you have prepared your responses, enter the APOR questionnaire as provided by the Ticket Program Manager via SurveyMonkey and record your responses.

5. Submit your responses. Each EN is allowed to submit one complete response. Use the Frequently Asked Questions to assist you as you complete the APOR.

If you have questions, email SSAENAPOR@yourtickettowork.ssa.gov with the subject line “APOR assistance.”
APOR Questions
APOR Questions

Outline

- The APOR contains 40 questions
- Questions fall under four categories:
  - General Questions
  - Staffing Questions
  - Ticket Client-Related Questions
  - EN Service-Related Questions
There are 17 General Questions about your EN covering topics such as:

- Business model
- Liability insurance
- Suitability
- System for Award Management (SAM) registration
APOR Questions

Staffing Questions

- There are 8 Staffing Questions covering topics such as:
  - Number of staff
  - Staff experience
  - Benefits advisors
Ticket Client-Related Questions

- There are 5 Ticket Client-Related questions covering topics such as:
  - Time between Ticket assignment and employment
  - Number of Ticketholders currently working
  - Ticketholder education and training
There are 10 EN Service-Related questions asking whether your EN has resources available for populations such as:

- Youth in Transition
- Veterans
- Individuals with physical, hearing, mental, or cognitive impairments
Completing the Survey

- Click **Done** to submit the APOR to TPM
- Prior to hitting done, please print each page for your record
- The survey is not completed until you click **Done** on this screen
Conclusion

Completing Security Awareness Training

- Beginning in 2018, Security Awareness Training will be completed in conjunction with the APOR.
- All EN and VR staff will be required to review, sign and submit the SSA-222 form by Wednesday, February 28, 2018.
- Completed forms and questions should be submitted to ENService@ssa.gov.
Conclusion

Online APOR Resources

- Go to Yourtickettowork.ssa.gov
- Choose Information Center from the top menu
- Choose Resource Documents on the left hand side of the screen
- The following APOR related documents are located under the Program Resources heading:
  - A copy of the APOR questions
  - APOR Frequently Asked Questions
  - This APOR PowerPoint
Summary

You should now be able to:

- Recognize your responsibilities regarding the Annual Performance Outcome Report (APOR)
- Accurately and completely answer each question on the report before submitting it
- Complete the questionnaire using SurveyMonkey
- Complete the Security Awareness Training
Questions?