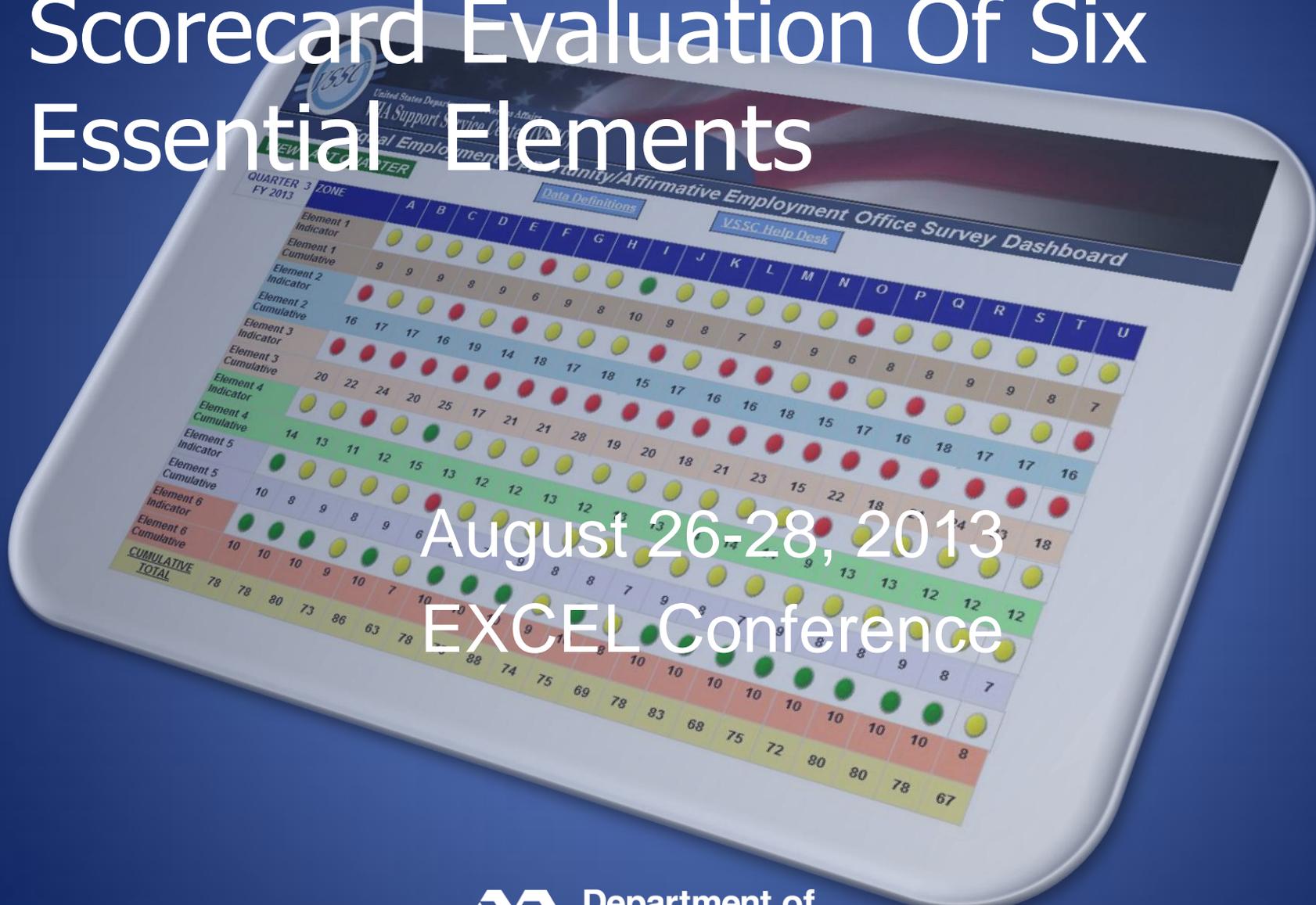


TOP MODEL EEO: Dashboard Scorecard Evaluation Of Six Essential Elements



August 26-28, 2013
EXCEL Conference

What is the Survey?

- Scorecard
 - Assessment at a glance
 - Quarterly Update
 - Comprehensive EEO Program



METRICS

Element 1: Demonstrated Commitment from Leadership

Name	Metric	Score
Policies	EEO Policies are updated and available for employees.	5
Training	Supervisors and managers receive training on EEO responsibilities	5
Total	Cumulative score for Element 1	10

Element 2: Integration of EEO into the Agency's Strategic Mission

Name	Metric	Score
Medical Center Director Briefing	The EEO Status Report (MD-715) information was presented to senior leadership, manager and supervisor via the Medical Center Director or EEO Manager annually.	5
Key Stakeholders	EEO collaborated with Human Resources, Education, Workforce Planner, Union Officials, etc. on employment related issues.	5
Pre-decisional	EEO Manager actively involved in human capital management decisions (i.e. succession planning, reasonable accommodation, employee development, resource committee, employee satisfaction, etc.).	5
SEP Required	Special Emphasis Programs (Federal Women Program, People with disabilities Program, Hispanic Employment Program, etc) are staffed with Program Managers.	5
Total	Cumulative score for Element 2	20



METRICS

Element 3: Management and Program Accountability

Name	Metric	Score
EEO/HR	Human Resource and EEO meet to partner on preventing all forms of discrimination.	5
EEO Performance Measures for Managers and Supervisors	EEO performance measures are in managers and supervisors performance plans.	5
EEO Plan	Stakeholders are providing input into EEO plans.	5
Recruit TD	Steps are being taken towards meeting the organizational goal of 2% hiring for targeted disabilities.	5
Recruit Less than expected participation	Strategies are implemented to identify, recruit, and hire individuals with lower than expected participation rate on the local EEO Status Report.	5
Recruit Vet	Strategies have been implemented to increase Veterans hiring rate.	5
VANDI	Steps are taken to convert students and interns into permanent employees.	5
Total	Cumulative score for Element 3	35



METRICS

Element 4: Proactive Prevention of Unlawful Discrimination

The ADR Tracker was used to determine the rating in Element 4. In cases, where the facility did not meet the measure on the ADR scorecard, conflict resolution strategies from the survey were the determining factors for the element.

Name	Metric	Score
Offer Rate	Mediation offer rate is 80% or higher	5
Participation	Strategies to increase the mediation participation rate have been identified and implemented. (Organizational goals is 58%)	5
Resolution	Strategies to increase the resolution rate have been identified and implemented.	5
Total	Cumulative score for Element 4	15



METRICS

Element 5: Efficiency

Name	Metric	Score
Trends	The EEO Manager identify trends and develop strategies to address potential perceptions of discrimination.	5
Proactive	Strategies are developed and implemented to ensure proactive conflict management. (Organizational goal is the resolution of 50% of informal complaints),	5
Total	Cumulative score for Element 5	10

Element 6: Responsiveness and Legal Compliance

Name	Metric	Score
EEO Business	The EEO Manager work with key stakeholders such as: Human Resources, Union officials, Special Emphasis Managers, Office of Resolution Management, and Management to ensure compliance Title VII and Rehabilitation Act, EEO laws, and directives.	5
Compliance	EEO Manager provide appropriate documentation timely.	5
Total	Cumulative score for Element 6	10



Let's Take A Survey

3rd Qtr EEO AET survey – your link to the survey is:

<http://survey.htm.va.gov/Perseus/se.ashx?s=2EA0F67955DDDF50108D00D90AD9FA1EF02>





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EEO AET FY13Q3

Welcome to the EEO Affirmative Employment Team Questionnaire. There are five elements to this questionnaire, and it should take approximately 15 to 20 minutes to complete. Please keep your responses brief, as only 255 characters are allowed in most cases.

NOTE: Questions marked with an **asterisk *** are **"required"** - you must complete the question before continuing.

For questions about the survey content, please contact Ricky Rowe (Ricky.Rowe@va.gov) for VISNs 1-6 and 10; Kara Merendo (Kara.Merendo@va.gov) for VISNs 7-9, 11-12, 15 and 23 and Roberto Rojo (Roberto.Rojo@va.gov) for VISNs 16-22.

Select the time period this questionnaire covers*

Covers

EEO/AET - Please select your VISN and Station Number*

VISN

Station Number



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EEO AET FY13Q3

Element One - Demonstrated Commitment

Which Policies Need Updating? (select all that apply; if all policies are up-to-date, select "None")*

- Limited English Proficiency
- Reasonable Accommodation
- Alternative Dispute Resolution
- Prevention of Workplace Harassment to Include Sexual Harassment
- EEO Policy
- Secretary's EEO, Diversity, and No FEAR Policy Statement posted
- None

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EEO AET FY13Q3

When do you plan to update the policy?

Estimated Date Policy to be Updated

Alternative Dispute Resolution (Click here to choose) ▾

(Click here to choose)

0 - 3 months

4 - 6 months

7 - 9 months

10 - 12 months

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Contact the [VHA HTM Survey Help Desk](#) for technical questions about the survey web site.



EEO AET FY13Q3

Select location(s) where EEO policies are posted (select all that apply):

- Near Canteen area
- EEO Office
- Break room in service areas
- Close to facility entrance
- Internet
- Internet only
- Not posted anywhere

Link to EEO website is listed on the Medical Center's website.*

- Yes
- Currently working to develop content
- Submitting request
- Request pending final approval
- Approval notice states will be activated this quarter
- Never considered it

All employees are informed of EEO policies.*

- Yes
- No

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EEO AET FY13Q3

Managers and supervisors receive refresher training on EEO matters.*

- EEO principles in developing a diverse workforce
- Anti-harassment (which includes the prevention of sexual harassment)
- Prevention of reprisal
- Reasonable Accommodation
- EEO complaint process
- ADR
- Mentoring and Coaching
- Special Hiring Authorities
- Diversity Management
- Other
- None

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EEO AET FY13Q3

Element Two - Making EEO an Integral Part of the Agency's Strategic Mission

Medical Center Director issues an annual briefing on the EEO Program.*

- Yes
- No

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EEO AET FY13Q3

Provide the date of the annual briefing.

Briefing Date

Calendar widget showing August 2013. The date 15 is highlighted.

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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the survey web site.



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EEO AET FY13Q3

EEO Manager actively participated in pre-decisional employment committees (Select all that apply).*

- Workforce Planning
- Education and Training
- Resource Committee
- Award Committee
- Other
- No participation during this quarter

Required EEO Special Emphasis Program Managers (please enter the **name** of each program manager)*:

Asian American/Pacific Islander Employment Program Manager name	<input type="text" value="Lee Mouse"/>
Black Employment Program Manager name	<input type="text" value="Donald Duck"/>
Federal Women's Program Manager name	<input type="text" value="Harry Potter"/>
Hispanic Employment Program Manager name	<input type="text" value="Beth Small"/>
Native American Employment Program Manager name	<input type="text"/>
People with Disabilities Program Manager name	<input type="text"/>
Lesbian, Gay, Bisexual, and Transgender Program Manager name	<input type="text"/>

Additional staffed EEO Special Emphasis Program include (please enter the **name** of each program manager, where applicable)

Selective Placement Coordinator name	<input type="text"/>
Local Reasonable Accommodation Coordinator name	<input type="text"/>



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EEO AET FY13Q3

EEO Manager actively participated in pre-decisional employment committees (Select all that apply).*

- Workforce Planning
- Education and Training
- Resource Committee
- Award Committee
- Other
- No participation during this quarter

Please answer question People with Disabilities Program Manager name before continuing.

Required EEO Special Emphasis Program Managers (please enter the **name** of each program manager)*:

Asian American/Pacific Islander Employment Program Manager name	<input type="text" value="Lee Mouse"/>
Black Employment Program Manager name	<input type="text" value="Donald Duck"/>
Federal Women's Program Manager name	<input type="text" value="Harry Potter"/>
Hispanic Employment Program Manager name	<input type="text" value="Beth Small"/>
Native American Employment Program Manager name	<input type="text"/>
People with Disabilities Program Manager name	<input type="text"/>
Lesbian, Gay, Bisexual, and Transgender Program Manager name	<input type="text"/>

Additional staffed EEO Special Emphasis Program include (please enter the **name** of each program manager, where applicable)

Selective Placement Coordinator name

Local Reasonable Accommodation Coordinator name



Department of Veterans Affairs
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EEO AET FY13Q3

Hiring of individuals with targeted disabilities: What is the percentage of individuals with targeted disabilities at your facility?

- 1.25 - 1.49
- 1.5 - 1.74
- 1.75 - 2.0
- Above 2.0

Indicate strategies implemented to hire individuals with targeted disabilities:*

- Conducted training workshop for managers and supervisors on hiring people with targeted disabilities.
- Collaborated with Vocational Rehabilitation Services
- Established an affiliation with college/university that focuses on people with disabilities
- Created training and development plans for individuals with targeted
- Update self-identify of current employeesutilizing form OPM SF-256
- No activity during this quarter



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EEO AET FY13Q3

What is the plan to increase trend reviews and discuss with all management officials?

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EEO AET FY13Q3

Please answer question IncreaseTrendReviews before continuing.

What is the plan to increase trend reviews and discuss with all management officials?

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EEO AET FY13Q3

The EEO Office consists of (Do not include an intern as a staff member):*

- EEO Manager only
- EEO Manager and 1 additional staff member
- EEO Manager and 2 additional staff members

The Grade of the EEO Manager is:*

- 9
- 11
- 12
- 13
- 14
- Targeted Position (list targeted grade i.e. 9/11)

Complexity Level of the Medical Center is:*

- 1
- 2
- 3

Number of Employees:*

- 1-500
- 501-1000
- 1001-1500



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EEO AET FY13Q3

Thank you very much for your time and participation!

Before you press the Submit button, please read the instructions below on e-mailing your responses. You will not be able to return to your responses once you close your browser, so please ensure you e-mail your response to yourself prior to closing your browser.

To e-mail your response: Press the submit button - you will be taken to a page that displays each of your responses. In the upper right hand corner of the page (under the EEO Logo) is a link to e-mail your response, as shown below:



[E-mail this Report](#)

Click on the "I CERTIFY" button below and then click on the "Submit" button.

I certify that the above answers are true and correct to the best of my knowledge.*

I CERTIFY

Do You Have a Model Program?



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QUARTER 3 FY 2013	ZONE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
	Element 1 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 1 Cumulative	9	9	9	8	9	6	9	8	10	9	8	7	9	9	6	8	8	9	9	8	7	
	Element 2 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 2 Cumulative	16	17	17	16	19	14	18	17	18	15	17	16	16	18	15	17	16	18	17	17	16	
	Element 3 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 3 Cumulative	20	22	24	20	25	17	21	21	28	19	20	18	21	23	15	22	18	21	24	23	18	
	Element 4 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 4 Cumulative	14	13	11	12	15	13	12	12	13	12	13	13	14	14	9	13	13	12	12	12		
	Element 5 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 5 Cumulative	10	8	9	8	9	6	8	7	9	8	8	7	9	8	7	9	8	8	9	8	7	
	Element 6 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 6 Cumulative	10	10	10	9	10	7	10	10	10	9	10	8	10	10	10	10	10	10	10	10	10	8
	CUMULATIVE TOTAL	78	78	80	73	86	63	78	76	88	74	75	69	78	83	68	75	72	80	80	78	67	



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QUARTER 3 FY 2013	ZONE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
ELEMENT 1:	Element 1 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 1 Cumulative	9	9	9	8	9	6	9	8	10	9	8	7	9	9	6	8	8	9	9	8	7
	Policies	4.6	5	5	4.1	5	3.1	5	5	5	4.8	4.1	3.8	5	5	4.7	4.7	4.8	5	4.8	4.4	3.5
	Training	4.2	4.3	4.1	4.1	4.2	3.4	4.1	3.5	4.7	4.2	3.6	2.9	3.6	4.1	1.7	3.6	3.2	4.1	4.3	3.9	3.1
	Element 2 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 2 Cumulative	16	17	17	16	19	14	18	17	18	15	17	16	16	18	15	17	16	18	17	17	16
	Element 3 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 3 Cumulative	20	22	24	20	25	17	21	21	28	19	20	18	21	23	15	22	18	21	24	23	18
	Element 4 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 4 Cumulative	14	13	11	12	15	13	12	12	13	12	13	13	14	14	9	13	13	12	12	12	12
Element 5 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Element 5 Cumulative	10	8	9	8	9	6	8	7	9	8	8	7	9	8	7	9	8	8	9	8	7	
Element 6 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Element 6 Cumulative	10	10	10	9	10	7	10	10	10	9	10	8	10	10	10	10	10	10	10	10	8	
CUMULATIVE TOTAL	78	78	80	73	86	63	78	76	88	74	75	69	78	83	68	75	72	80	80	78	67	



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QUARTER 3 FY 2013	ZONE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
	Element 1 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 1 Cumulative	9	9	9	8	9	6	9	8	10	9	8	7	9	9	6	8	8	9	9	8	7	
	Element 2 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 2 Cumulative	16	17	17	19	14	18	17	18	15	17	16	16	18	15	17	16	18	17	17	16		
ELEMENT 3:	Element 3 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 3 Cumulative	20	22	24	20	25	17	21	21	28	19	20	18	21	23	15	22	18	21	24	23	18	
	EEO/HR	3	3	4.6	3.7	4.3	3	3.5	3	4.7	3.4	3	3.1	1.4	4.4	2.5	3.3	2.3	3.2	4.3	4.6	3	
	EEO PM for Man/Sup	5	5	5	4.5	5	3.2	5	4.3	5	5	5	4.3	5	4.4	5	5	5	5	4.2	5	4	
	EEO Plan	2.5	3.6	3.6	3.2	3.5	3.6	3.8	3.2	4.5	2.1	3	3.1	2.9	3.7	1.9	4.3	2.3	3.5	4.3	4.2	2.4	
	Recruit TD	3	3.2	3.6	2.9	3.6	2.2	2.6	3.4	4.3	3.4	2.8	2.3	3.3	3.6	1.5	3.3	2.3	3	3.2	3.4	2.7	
	Recruit Minority	2.7	2.8	3.4	2.5	3.5	2.1	2.5	2.9	4.2	2.8	2.6	2.3	3.7	2.8	1.5	2.8	2.8	2.9	3.2	2.7	2.5	
	Recruit Vet	3.4	3.4	3.6	2.9	3.6	1.9	3.2	3.5	4.5	2	2.6	2.7	3.8	3.2	2.7	3	2.5	3.4	4.2	2.2	3.1	
	VANDI	0.4	0.5	0.7	0.4	1.2	0.6	0.4	0.8	0.7	0.6	0.8	0.6	0.6	0.7	0.2	0.6	0.6	0.5	0.8	0.6	0.2	
Element 4 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Element 4 Cumulative	14	13	11	12	15	13	12	12	13	12	13	13	14	14	14	9	13	13	12	12	12		
Element 5 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Element 5 Cumulative	10	8	9	8	9	6	8	7	9	8	8	7	9	8	7	9	8	8	9	8	7		

Target
Score = 35



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QUARTER 3 FY 2013	UNIT	5T0	5K4	5P1	6D4	6Q9	6Y8	7L5	ZONE B
	Element 1 Indicator								
	Element 1 Cumulative	10	9	8	8	9	8	6	8
	Element 2 Indicator								
	Element 2 Cumulative	18	17	16	16	16	19	16	17
	Element 3 Indicator								
	Element 3 Cumulative	30	16	21	24	22	22	20	22
	Element 4 Indicator								
	Element 4 Cumulative	12	9	15	12	9	15	12	9
	Element 5 Indicator								
	Element 5 Cumulative	10	8	8	9	10	9	8	9
	Element 6 Indicator								
	Element 6 Cumulative	10	10	9	10	10	10	10	10
	CUMULATIVE TOTAL	88	70	76	80	75	84	73	75



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QUARTER 3 FY 2013	UNIT	5T0	5K4	5P9	6D4	6Q9	6Y8	7L6	ZONE B
	Element 1 Indicator								
	Element 1 Cumulative	10	9	8	8	9	8	6	8
ELEMENT 2:	Element 2 Indicator								
	Element 2 Cumulative	18	17	16	16	16	19	16	17
	MCD Briefing	5	5	5	5	5	5	5	5
	Key Stakeholders	5	5	5	5	5	5	5	5
	Pre-decisional	3	4	3	1	3	4	3	3
	SEP Required	5	3	3	5	3	5	3	3.8
	Element 3 Indicator								
Element 3 Cumulative	30	16	21	24	22	22	20	22	
Element 4 Indicator									
Element 4 Cumulative	12	9	15	12	9	15	12	9	
Element 5 Indicator									
Element 5 Cumulative	10	8	8	9	10	9	8	9	
Element 6 Indicator									
Element 6 Cumulative	10	10	9	10	10	10	10	10	
	CUMULATIVE TOTAL	88	70	76	80	75	84	73	75



United States Department of Veterans Affairs
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QUARTER 2 FY 2013	ZONE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
	Element 1 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 1 Cumulative	8	7	8	8	9	8	9	9	9	9	7	8	8	8	7	9	8	9	9	7	9	
	Element 2 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 2 Cumulative	15	15	16	17	18	17	17	17	16	13	13	17	16	17	17	18	17	17	16	14	17	
	Element 3 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 3 Cumulative	20	16	21	19	22	20	21	20	22	18	15	17	19	19	18	22	15	17	19	18	20	
	Element 4 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 4 Cumulative	13	12	11	12	14	13	12	12	12	13	12	13	14	14	14	12	14	14	11	12	11	
	Element 5 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 5 Cumulative	8	8	8	8	9	8	8	8	7	9	7	9	8	8	7	8	8	8	9	7	8	
	Element 6 Indicator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Element 6 Cumulative	10	8	9	10	9	10	10	9	8	10	8	9	10	10	10	10	10	9	9	8	10	
	CUMULATIVE TOTAL	74	66	73	74	81	76	77	75	74	72	62	73	75	76	73	79	72	74	73	66	75	

Look to the Future

- Peer Reviews
 - Enhance program through collaborative efforts
 - Examine progression of program
 - Provide recommendations
- Review & Revise (R&R) Chats
 - Opportunity to share ideas
 - Network with other sites



TOP MODEL EEO: Questions?



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