



Rhode Island Department of Human Services

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Office of the Director

Kimberly Merolla-Brito

July 19, 2024

The Honorable Marvin L. Abney
Chairman, House Committee on Finance
State House
82 Smith Street
Providence, RI 02903

RE: DHS Staffing and Operations Report

Dear Chairman Abney:

Please accept the attached report as the State's most recent update on staffing and operations for the reporting period of May 18, 2024, to July 17, 2024, as formally requested in Article 1 of the enacted SFY24 budget to show progress in recruiting and retaining staff at the RI Department of Human Services (DHS). As detailed in the budget, this report will provide an update every 60 days beginning August 1, 2022, and will cover the following topics:

- Newly filled and vacant positions by title, including lateral transfers
- Civil service information including number of eligible and available candidates as well as plans for future testing and the anticipated number of eligible and available candidates from future testing
- Current average caseload backlog
- Call Center average wait time
- Other Call Center statistics and insights

In following the same methodology as previous staffing and operations reports, we are continuing to use payroll data as the basis of FTE counts to provide a more accurate, consistent, and reliable measure of staffing levels.

Thank you for your continued advocacy on behalf of those we serve, your interest in DHS staffing improvements, and the progress made to address outstanding issues. Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Merolla-Brito".

Kimberly Merolla-Brito
Director
RI Department of Human Services

CC: Sharon Reynolds Ferland, House Fiscal Advisor
Christopher O'Brien, Committee Clerk, House Committee on Finance



Staffing and Operations Report

July 21, 2024

The DHS team takes its charge seriously in promoting health, nurturing quality of life and providing stability to Rhode Island residents in need. This report provides an update on our efforts and progress to date.

KEY HIGHLIGHTS

FOR DATA FROM May 18 THROUGH July 17

This section reflects progress made in hiring and retaining staff at DHS, which filled a cumulative total of 419 positions between January 2022 – December 2023. Reporting data reflects a 60-day window, with subsequent reports capturing data where the previous report concludes. Highlights for the Staffing and Operations Report dated July 21, 2024, include:

Total vacancies cited in ‘DOA Leave Report’ between May 18-July 17, 2024-----	64*
Total NET difference of filled positions for May 18-July 17, 2024-----	+16†
Total HIRING ACTIVITY for May 18-July 17, 2024-----	48††
Total REMAINING POSITIONS to be FILLED at DHS -----	87
Total POSITIONS IN RECRUITMENT PROCESS (defined in report) at DHS -----	80
Total PHE Positions FILLED -----	50 of 60 ‡

*The Leave Report refers to a report from the DOA that lists all employees who left DHS (includes staff from OCSS, OHA, ORS and VETS; DHS uses filters to remove VETS and OHA departures) during the reporting period. It is not intended to be compared with other stats/data points DHS uses in this report.

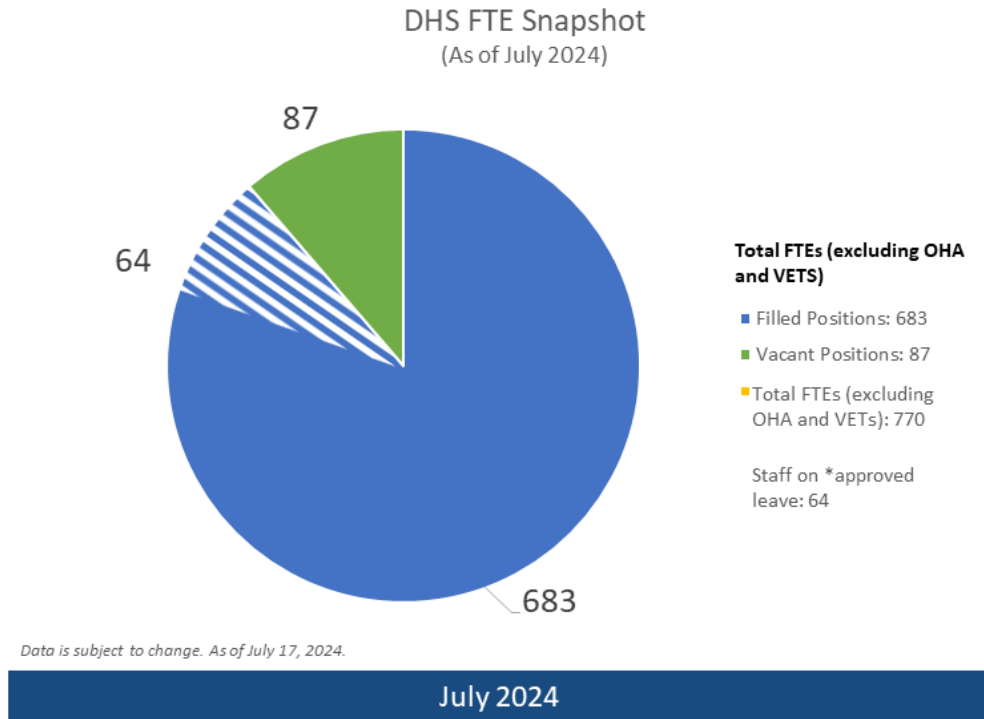
† Initial August 2022 reports used a hybrid tracker that introduced irreconcilable data from payroll and HR.

†† Total hiring activity includes all lateral, promotional, and new hires at DHS (includes OCSS and ORS) for the reporting period

‡ Total PHE positions will be excluded for future reports. See Page 7 for more details.

Newly Filled and Vacant Positions

DHS continues to prioritize the hiring of critical customer facing positions. From January through December 2023, DHS filled 224 positions through a combination of promotional opportunities, lateral transfers, and new hires. The cumulative hiring activity beginning January 1 and through July 17, 2024 is 122 positions.



Data is subject to change. As of July 17, 2024, there were 64 staff approved leave. Additional information regarding staff on leave is available on page 7.

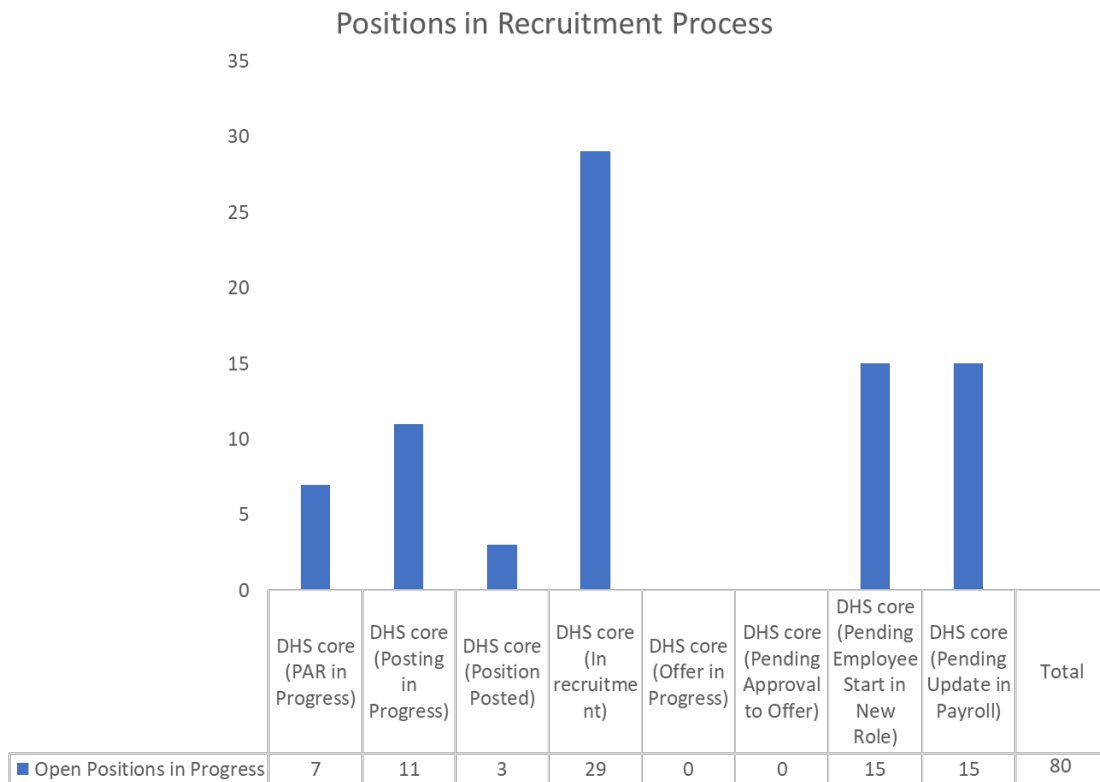
For the reporting period between May 18, 2024, and July 17, 2024, **DHS filled 16 positions**. Using the payroll data closest to the reporting period for this report, you can find a snapshot of the FTE count at DHS, which will fluctuate from each payroll period as new staff join; are promoted; retire from state service; accept opportunities elsewhere or otherwise leave state service. Payroll data only counts individuals who have received a paycheck and/or are on leave. At the time of this reporting, seven positions have been filled with candidates who have started in their new role and have not yet been updated in payroll.

Using payroll data as the basis of FTE counts at DHS, the bullet points below show the progress made on filling positions:

- Amended FTE count for August 1, 2022 report: 635
- Amended FTE count for September 30, 2022 report: 639
- FTE count for November 29, 2022 report: 656
- FTE count for January 28, 2023 report: 659
- FTE count for March 29, 2023 report: 656
- FTE count for May 28, 2023 report: 668

- FTE count for July 27, 2023 report: 663 (666 filled, but counts 3 FTEs that had not yet transferred)
- FTE count for September 25, 2023 report: 667
- FTE count for November 24, 2023 report: 671
- FTE count for January 23, 2024: 681
- FTE count for March 23, 2024: 680
- FTE count for May 22, 2024: 667
- FTE count for July 21, 2024: 683

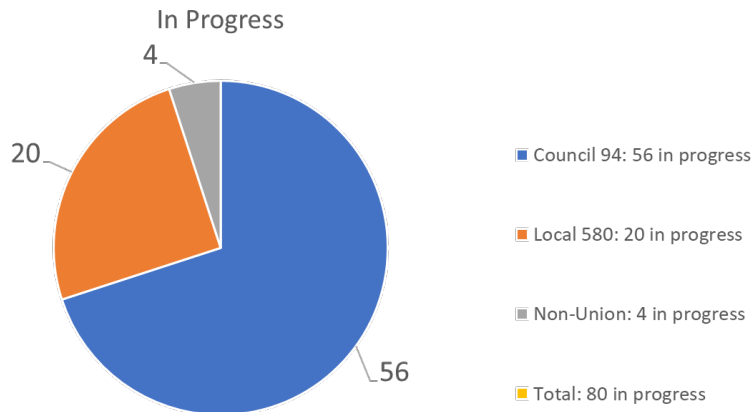
Of the total 770 DHS FTEs (only includes DHS core, OCSS, and ORS), 80 of 87 vacant positions -- or approximately 92 percent -- of those positions are in the process of being filled as of **June 30, 2024** (payroll issued on 7/5/24). Please refer to the chart below for the status of these positions in the recruitment process.



*Recruitment and hiring activities change daily. Data is subject to change and may not reflect the latest status. *Additional categories are further explained in Appendix A.*

-see next page-

Positions in Recruitment by Union Affiliation



The recruitment process is multifaceted for both union and non-union positions. It is intended to help ensure qualified candidates are hired to perform critical functions for DHS. It can take several weeks to several months until a position is filled and a pending start date is confirmed by a candidate. The remaining vacant positions—not currently in the recruitment process—will be reflected in subsequent reports in tandem with payroll reporting of which seven candidates are currently pending an update in payroll.

For consistency, please refer to the appendix section at the bottom of the report for definitions on terms from DHS and DOA.

Hiring Activity (May 18-July 17)

New hiring activity for the reporting period between May 18, 2024, and July 17, 2024, is comprised of back-office and customer-facing positions. For this reporting period, DHS hired **48** employees through a combination of net new, lateral, and promotional opportunities. Please note DHS and DOA will continue to work together to align hiring/staffing discrepancies reported. Position titles and the types of hire are outlined below:

	Lateral	Promotional	New Hires
Assistant Administrator Family and Children’s Services	0	1	0
Customer Service Aide	0	0	6
Eligibility Technician I	3	3	21
Eligibility Technician III	1	4	0
Human Services Policy and Systems Specialist	0	1	0
Senior Human Services Business Officer	0	0	1
Social Caseworker	0	2	3
Supervising Eligibility Technician	1	1	0
Total*	5	12	31

**Positions listed in ‘Hiring Activity’ are filled but may not be reflected in the FTE count above since not all have received their first paycheck at time of reporting. Additionally, since this chart also includes those with only start dates, these positions will be reflected in the ‘FTE impact’ chart for subsequent staffing reports after a first paycheck is received.*

FTE Impact from Hiring Activity

Hiring fluctuates on a daily basis as employees join DHS, receive promotions, are transferred, or otherwise leave state service. The chart below focuses on the status of job classifications impacted by ongoing hiring activity, using payroll issued from July 5, 2024 (data through June 28), as a basis for changes from the previous report.

TITLE	May 22, 2024	July 21, 2024	Change +/-
Assistant Administrator, Financial Management	2	1	-1
Child Support Enforcement Agent I	16	17	+1
Customer Service Aide (DHS)	30	36	+6
Customer Support Specialist I (DHS)	9	8	-1
Eligibility Technician I (DHS)	139	143	+4
Eligibility Technician II (DHS – Call Center)	18	17	-1
Eligibility Technician II (DHS – Lobby)	39	37	-2
Eligibility Technician III	14	18	+4
Employment and Career Advisor	16	15	-1
Human Services Business Officer	4	5	+1
Human Services Policy and Systems Specialist	8	9	+1
Junior Human Services Policy and Systems Specialist	0	1	+1
Quality Control Reviewer	11	10	-1
Senior Human Services Policy and Systems Specialist	7	8	+1
Senior Word Processing Typist	5	4	-1
Social Case Worker	33	36	+3
Supervising Eligibility Technician	22	23	+1
Vocational Rehabilitation Counselor I	11	12	+1
		Total net aggregate:	+16

**All data is preliminary and subject to change. The total accounts for new staff (marked as +) in direct relation to new departures (-) resulting in an aggregate tabulation of new hires at DHS – not to be compared with 'hiring activity' since those include employees with start dates not yet on payroll. Please note, internal promotional opportunities may take more than one pay period to appear in their new job title.*

Recent Departures/New Vacancies Resulting

From May 18, 2024, through July 17, 2024, the Department of Administration's Leave Report indicated there were 7 departures and/or vacancies at DHS core (includes ORS and OCSS, excludes RIVETS and OHA). As the keeper of record for hiring across state agencies, DOA records show departures and new vacancies for the following positions:

- 1 Chief Medical Care Specialist
- 2 Customer Service Aides
- 1 Eligibility Technician II
- 1 Eligibility technician I

- 1 Interpreter
- 1 Supervising Eligibility Technician

Please note the Leave Report provided by DOA **may not align with other data points in this report** because it is not connected to payroll, which serves as a basis of the DHS Staffing and Operations Report. Additionally, the different HR/payroll systems used by the state have delays due to legacy tracking methods that have not been updated. Importantly, certain positions, such as Eligibility Technician II and Eligibility Technician III, are only available as promotional opportunities that also create a new vacancy and the hiring process it entails.

Staff on Leave Snapshot

For the current report dated July 21, 2024, DHS has 683 employees on payroll, of which approximately 64 staff members are currently on continuous or intermittent medical leave based on data provided by DOA.

These positions are filled and active on the payroll but represent a portion of the workforce who are out of the office either all or part of the time and not currently contributing to the day-to-day operations of the agency. Approved staff leaves reduce the agency’s actual workforce since there are fewer employees performing duties than the FTE count may suggest. All cases of positions filled and on medical leave are managed by DOA’s Disability Management Unit (DMU). In coordination with DMU, the State has launched a light duty pilot to support Call Center operations which will enable employees on medical leaves to return to work in a temporary transitional assignment. Participation in the pilot is not a requirement but will be offered as an opportunity for interested staff.

Below, please find the latest snapshot of current staff on medical leave. Please note these numbers fluctuate every pay period as staff return and other leaves are approved or pending approval.

Staff on Family Medical Leave Act (FMLA/PIL Leave)	22
Staff on Intermittent FMLA Leave	30
Staff on Maternity/Paternity Leave	1
Staff on Worker’s Compensation Leave	5
Staff on Military Leave	0
Light Duty	0
Pending Cases/Under Review*	6
Total:	64

**Cases pending or under review refers to staff whose cases and related medical documentation are under review by DOA’s Disability Management Unit.*

PHE Staffing

With Medicaid Redeterminations complete and annual renewals being actively incorporated into the regular workflow, PHE staff reporting will be retired in future reports. PHE staff hired during RTNO were counted towards the total FTE count, with the intention to retain this workforce to improve operational efficiency. Please find the last PHE staffing update below:

At the time of this report, 40 of 49 **PHE Eligibility Technician I positions are filled**. Similar to overall hiring efforts across DHS, these figures represent a moment in time as staff members’ circumstances change or they leave after the six-month probationary period. Currently, there are nine PHE related Eligibility Technician I vacancies in active recruitment. These are positions that are following Civil Service merit law rules. When these positions are filled,

they will join the DHS back office teams and follow the traditional onboarding process for competency building of core programs knowledge.

Independent of PHE staffing at DHS, DOA awarded a contract to Deloitte in May 2023 for data processing support so that DHS Eligibility Technicians can focus on Medicaid redeterminations. Surge support as part of the ramp down planning concluded April 30, with DHS resuming full responsibility for processing the total Medicaid caseload. Staff positions reported below remain as permanent FTEs at DHS and represent part of the workforce engaged in the Medicaid hierarchy determinations.

Position Titles	Status
Eligibility Technician Is	40 of 49 filled
ET II Call Center	4 of 4 filled
ET III (DHS)	1 of 1 filled
Supervising Eligibility Technician	5 of 6
*TOTAL	50 of 60 filled

Civil Service Information

DOA HR is responsible for administering Civil Service Examinations, in addition to their responsibility to certify and rank the list of qualified candidate names. Qualified names are provided to DHS, per Merit System law (RI General Laws § 36-4-26). DHS works closely with DOA-HR to fill critical positions as each agency performs a crucial function in moving qualified candidates through the completion of the onboarding process. Importantly, legislation passed in the 2024 session will streamline the hiring process, enabling DHS and DOA to increase the cadence of exams to once quarterly. It also revised merit system law to allow for greater flexibility in contacting qualified candidates more efficiently.

DOA-HR completed the most recent Eligibility Technician I test administration on January 19, 2024, with 152 candidates participating in testing and 120 passing the test. The new ET-I list was signed on February 14, 2024:

- This new Eligibility Technician I Civil Service list comprised of 120 passing candidates is currently enabled for DHS Eligibility Technician I hiring.
- An additional recruitment was conducted for Eligibility Technician I with an application period from June 2, 2024, to June 28, 2024. There are 184 candidates. Joint DOA-HR and DHS screening of candidates for minimum qualifications is being conducted in July in anticipation of an exam early Fall.

The current Social Caseworker (SCW) Civil Service list, consisting of 75 passing candidates established in October 2023, is actively being utilized for DHS interviewing and onboarding. DHS will continue to work with DOA to ensure efficient hiring of social caseworker positions, and monitoring of limited period status available candidates.

- An additional recruitment was conducted for the SCW with an application period from June 2, 2024, to June 28, 2024. There are 182 candidates. Joint DOA-HR and DHS screening of candidates for minimum qualifications is being conducted in July in anticipation of an exam early Fall.

See Appendix C at the end of the report.

Current Caseload Backlog* Snapshot

For the Staffing and Operations Report dated July 21, 2024, the official backlog of overdue applications awaiting state action is 1,436. This number represents actual cases being worked by Eligibility Technicians across regional offices. The overdue pending applications awaiting state action remained stable from the May 22, 2024, report, slightly increasing from 1,284 in May 2024 to 1,436 in July 2024. With the completion of Medicaid Redeterminations, DHS expects to see some variances to pending applications as yearly renewals are incorporated into the regular workflow.

DHS has been able to more effectively manage caseload backlogs in several ways, including targeting pending applications that needed to be archived; newly onboarded staff gaining more policy knowledge and case processing skills; working with IT vendors to analyze overdue undetermined medical cases and prioritizing the closure, purging, and merging of duplicate cases; targeting incomplete applications submitted via the Customer Portal; the introduction of scanning centers, and the success seen from the pilot Processing Wednesdays initiative (*please refer to the Processing Wednesdays analysis below for more information*).

Importantly, DHS’s operational adjustments and initiatives contributed to consistent and gradual improvements to overdue pending applications awaiting state action when compared to 2023.

		Reporting as of July 11, 2024.
		Overdue Awaiting State Action
Program Name	State	
SNAP Expedited	31	<i>*This is an estimate as of July 11, 2024, for RI Works and is subject to change. An estimate is necessary after a system enhancement to the system used for gathering RIW related caseload data started pulling incorrect data and is now manually retrieved. The technical discrepancy has no impact on the customer experience and a fix is expected at a later time.</i>
SNAP Non-Expedited	66	
CCAP	30	
GPA Burial	3	
SSP	0	
GPA	3	
*RIW	25	
Undetermined Medical	773	
Medicaid-MAGI	44	
Medicare Premium Payments	69	
Medicaid Complex	295	
LTSS	97	
Grand total	1,436	

Processing Wednesdays

On February 8, 2023, DHS launched a pilot initiative called Processing Wednesdays. With the goal of improving operational efficiency and customer service, the strategy shifts Call Center staff to prioritize case processing one day a week, deemed crucial for addressing any backlogs.

As of July 17, 2024, DHS continues to see an increase in the number of tasks completed, with variances due to the number of available staff and details of the assignment, that is greater than the average of 101 tasks completed

pre- Processing Wednesdays. While this only examines the tasks completed, Processing Wednesdays has helped reduce the backlog, while also eliminating the need for customers to seek additional support services either by phone or in-person.

Beginning Week	Tasks Per Worker	# of Staff	Total Tasks Completed
June 2	21	24	530
June 9	11	26	299
June 23	15	22	327
June 30	11	20	223
July 7	13	27	364

This chart related to Processing Wednesdays has been updated for ease of readability.

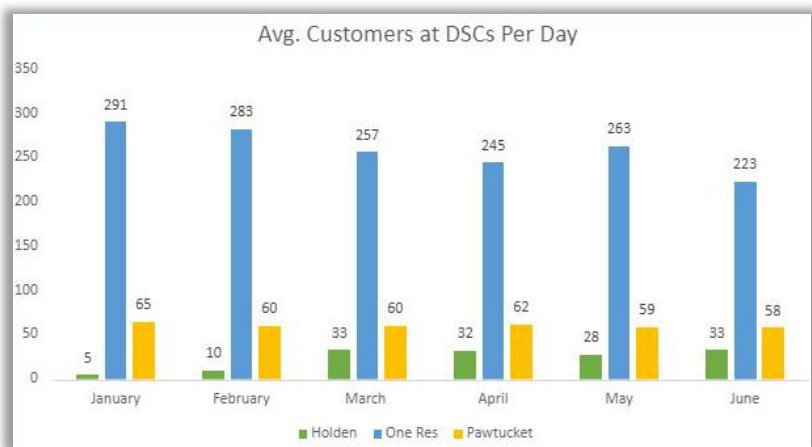
Document Scanning Centers

The latest data on Document Scanning Centers (DSC) indicate that on average **314** customers were helped per day during June 2024, which is expediting the in-person process for thousands of customers every month. Customers using the Document Scanning Center may scan multiple documents during a visit. The total number of customers helped is an aggregate tally across all available DSCs, with July tallies only available at the end of the month.

DHS first introduced a DSC in January 2023 to improve the operational flow for customers visiting the 1 Reservoir Avenue office in Providence. The initiative has helped improve the customer experience by expediting the lobby wait times for both individuals only needing to scan documents and individuals waiting to meet with an eligibility technician, social caseworker, or economic career advisor.

Generally, customers scanning documents spend less than 20 minutes at a DSC, which has seen exceptional growth since its introduction. Importantly, customers are able to scan documents at any regional office, but certain offices see a higher than usual need for document scanning only, necessitating a need for this dedicated resource – helping improve lobby wait times, processing of applications, operational efficiency, and the customer experience.

Most recently, DHS launched a multi-lingual, mini-campaign to promote all of the document scanning centers currently available to customers. Through this effort, DHS aims to increase the use of its scanning center at 125 Holden Street in Providence and 249 Roosevelt Avenue in Pawtucket.



Caseload Processing Averages

As the agency charged with administering health and human service public benefits, DHS must process applications that follow the federal government’s mandatory timeliness standard. While most programs have a mandatory 30-day threshold – the amount of time DHS has to process an application before it is considered overdue – there are programs with longer deadlines for processing before it is considered overdue.

Refer to the chart on the right to see the mandatory timeliness standard per program. While the majority of cases per program are processed in a timely manner, a select number of cases awaiting customer or state action that become overdue may see a delay in authorization of benefits that is not reflective of the overall customer experience.

Program	Overdue Threshold for Applications	Avg. Number of Days from Applications Received to Authorized
Expedited SNAP	7 Days	7
Non-Expedited SNAP	30 Days	18
Cash Assistance (RIW/GPA)	30 Days	17
Medicaid MAGI	30 Days	24
Complex Medical	45 Days	31
Long Term Care (LTSS)	90 Days	64

See Appendix D at the end of the report for additional context.

NEW Hire FTE Impact on Pending Applications

The Department currently has 27 Eligibility Technician positions needing supervisory approval (ETSAs), who are collectively processing over 535 cases per week. All ETSAs have completed new hire training and have begun either SNAP or MAGI training. With direct coaching, training, and support, ETSAs build their case completion month over month until their final assessment at six months. Importantly, since assessments are done in six months, ETSAs may be represented in multiple reports alongside new staff who are beginning their training.

# of ETSAs	Assigned to:	Outcomes
6	Call Center onboarding (MAGI/ SNAP training, partial-day answering calls) ***4 newly hired not currently in production	Each assigned group is averaging, per week, approximately: SNAP: 345 cases Medical: 150 cases Call Center Calls : 40
6	Medical (applications, recertifications, LTSS)	
15	SNAP applications, recertifications, or interim reviews ** 3 newly hired not active in production	

Call Center

For the period between **May 18, 2024, through July 17, 2024**, the average wait time to speak to DHS staff was approximately **40 minutes**, the lowest average time in the last 12 months. DHS recognizes this average wait time remains longer than it should be and has implemented call back functionality to reduce the time customers spend waiting on the phone. The average wait time encompasses all calls (those opting for a call back and those that wait in queue) that are transferred and connected with a DHS worker.

In the charts below, data on monthly average call wait time by program queue is provided. Wait times by queue can vary greatly due to various factors including, but not limited to high call volume, the availability of eligibility

technicians or supervisors, and the type of action needed. DHS understands average call wait times, especially for queues such as SNAP, remain elevated and the agency remains vigilant in identifying strategic opportunities to improve the customer experience.

Through strategic planning and technology resources, DHS anticipates continued progress in addressing wait times and improving customer satisfaction. Importantly, the availability of call-back functionality changes on a daily basis due to staff availability and call volume. In order to reach all those in the queue by the end of the day, DHS makes it available strategically in the morning until capacity is reached.

To help address current limitations with the resources available, DHS is actively exploring alternative solutions to improve support for customers seeking assistance. Among the Call Center strategies to address the volume of calls, DHS was approved for 10 new Call Center FTEs in the Governor’s Enacted FY2025 budget. The agency is also working closely with the DOA and ETSS to explore new call center technologies to lower call wait times, increase worker efficiency, and improve the overall customer experience. Enhancements to the IVR were deployed in early July, which increased the self-service options available. In addition to SNAP and Medicaid, callers are now able to access information on their RIW, CCAP, and GPA cases. Furthermore, DHS has received approval from the USDA Food and Nutrition Services (FNS) for its submission of a SNAP Demonstration Waiver Request, which will enable the agency to evaluate an on-demand telephone model for initial applications and recertifications instead of the current model of scheduling appointments. DHS will be piloting phases of its demonstration waiver authority over next six months.

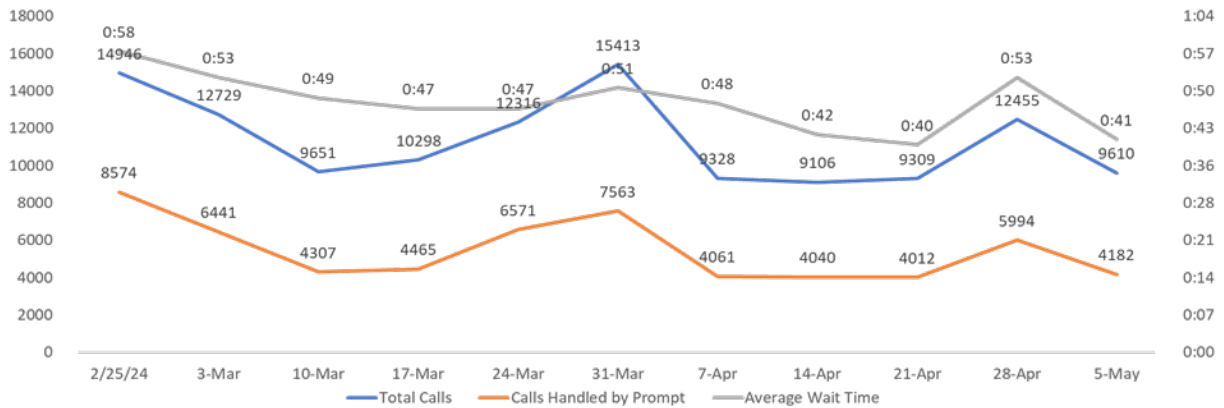
Average Monthly Wait Times by Queue

	June		July	
	Callbacks	DHS Agent	Callbacks	DHS Agent
SNAP Interviews/Intakes	00:19:40	02:26:52	00:24:13	02:09:29
SNAP	00:16:45	01:45:55	00:14:29	01:24:14
RIW	00:17:11	02:03:11	00:18:01	02:13:03
Child Care	00:15:43	01:48:58	00:17:18	01:56:15
Medical	00:15:15	01:05:50	00:16:02	00:47:01
Specialty	00:10:09	00:21:53	00:16:23	00:31:36
SSP		00:12:52	00:13:20	00:20:52
LTSS	00:08:10	00:15:53	00:07:50	00:13:28
ECA Transfer	00:10:40	00:16:11	00:12:10	00:11:57
Tech Help	00:10:00	00:16:43	00:06:47	00:09:20
GPA	00:07:48	00:08:11	00:07:52	00:11:59
Complex_Medicaid_Tran..	00:13:32	00:11:23	00:09:42	00:06:03
Triage				00:04:32
TEST_Pro_Dialer_SNAP_..		00:00:01		00:00:08
Grand Total	00:16:04	01:03:56	00:15:20	00:43:54

The chart demonstrates the impact of call backs in lowering wait times for customers who opt for callbacks, per program.

During this time, there were approximately 45 staff members supporting the Call Center. Five Eligibility Technician I positions were hired during the reporting period, as well as one Eligibility Technician III. The 10 new positions approved in the FY25 budget are in various stages of recruitment and hiring. Current Eligibility Technician staffing

levels support up to an average of 16 calls per day for each Eligibility Technician, with a handle time of approximately 24 minutes. Several factors contribute to the average number of handled calls per day, including, but not limited to the availability of staff, the process for filling positions, and general interest in Call Center positions. The handle time includes both the time spent on the phone with the customer as well as time spent taking action on the customer’s account in RIBridges.



The Call Center typically sees a pattern of high call volume toward the beginning and end of each month. Since call volume may vary from day-to-day, DHS on occasion publishes a website notification to announce high call volume days and any changes to operational hours for the day.

Impact of NEW FTEs to Call Center Activity

As the agency continues to make progress in filling critical positions overall, DHS has maintained and addressed incoming calls to the Call Center. Call back functionality across all programs has been an instrumental tool in lowering overall wait times with data indicating callers who opted for call backs averaged approximately 16 minutes waiting on the phone.

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Appendix A.

DOA Positions in Recruitment Definitions

Personnel Action Request (PAR) – The Personnel Action Request (PAR) is the requisition that begins the process of filling a position. It is entered by a designated individual at the agency level and goes through several levels of approval. The specific approval process for DHS PARs includes DHS (CFO and Director), EOHHS, HR, Budget Analyst and Budget Management. Once all approvals are in place, HR and DHS work together to finalize the posting and the recruitment begins.

PAR in Progress – The term ‘PAR in Process’ refers to PARs that have been entered into the system by DHS but have not yet completed the approval process.

Posting in Progress – Once the PAR is approved, the position is prepared to be posted on apply.ri.gov. DOA/HR confers with DHS to determine when the position should be posted and as a result of such discussion, HR prepares a draft posting for DHS approval. Once DHS finalizes and approves the posting, it is returned to DOA/HR for posting.

Position Posted – The position is posted on apply.ri.gov for the required 10 calendar days.

Pending Candidate Referral – After the posting closes, DOA/HR reviews applicant information to determine who is eligible based on Collective Bargaining Agreements (if applicable for the position). If the position is a non-union position, all applicants are referred to DHS.

In Recruitment – The posting has closed and candidates are referred to DHS. During this time, the DHS is reviewing candidates' qualifications/screening to determine if they meet minimum qualifications. At this time in the process, interviews are conducted if appropriate.

Candidate Recommended for Hire/Pending Approval to Offer – The top candidate has been recommended by the DHS for hire in the Automated Applicant Tracking System (NeoGov). DOA/HR reviews and approves the hire recommendation and notifies DHS, which then makes a job offer to the candidate.

Candidate Accepted, Pending Start Date – The candidate has accepted the position and DHS is waiting on confirmation of when the employee will begin in their new role.

Pending Employee Start in New Role – Refers to employees who have started in their new role from the pay period used in the report to current date but would not have been included in a full pay period as of yet. This category also refers to individuals who have accepted a role and have a start date in the future.

Pending Update in Payroll – Refers to DHS and DOA payroll working to address discrepancies with regards to positions hired.

Filled – The candidate has accepted the position and has a confirmed start date for when they will move into the new role or join DHS.

Appendix B.

DHS Hiring Terminology

Lateral Transfer – A lateral hire is an employee moving to a new home office location within the same job classification title. For example, an Eligibility Technician I moving from a home office of Warwick to Middletown.

Promotional Opportunity – A promotional opportunity is then an existing DHS employee accepts a different position opening from within DHS.

When an existing DHS employee takes another position opening with DHS, the employee is promoted into their new role resulting in a new vacancy. For example, a Supervising Eligibility Technician is

promoted into a vacant Senior Casework Supervisor position. While adhering to any collective bargaining agreements, DHS promotes the internal employee and now needs to recruit for the vacant Supervising Eligibility Technician. **Please note:** *DOA considers a promotional opportunity to include the above but also includes when an employee from another state agency joins DHS and fills a vacant position, which increases DHS' workforce.*

New Hire – A new hire is a completed hire resulting in an increase to DHS workforce. This person is new to DHS (either from another state agency or new to state) and fills a vacancy at DHS not resulting in another vacancy to be filled. **Please note:** *DOA considers new hires as those new to state service.*

Appendix C.

DOA Civil Service HR Definitions

'Active' Candidates – Refers to candidates who have passed the civil service examination with a score of 70 or more and appear in rank order of performance on this list.

'Certified' Candidates – Refers to candidates who have been reached on the list, based on their score/rank, and are eligible to be interviewed and considered for appointment by the Department's interview team.

'Available' Candidates – Refers to candidates on the list, who during exam administration, select "Regional Location" and "Position Type" preferences. These selections will influence their availability when "certified/reached" for Departmental interview.

Appendix D.

Caseload Key Terminology

Not Overdue—Refers to applications that are within the mandatory timeliness standard set by the federal government. Each program has its own timeliness standard before it is considered overdue.

Overdue—Refers to applications not yet processed and past the mandatory timeliness standard. Even if an overdue application is completed a single day later, it is tracked as overdue by the agency.