Comprehensive List of APOR Data Elements

This table provides a comprehensive list of the data elements in the original version and proposed revised version of the Annual Performance Outcome Report (APOR) and details the change, if any, by field.

APOR – Original Version			APOR – Revised Version			Revision Notes
Q#	**Question**	**Response Options**	**Q#**	**Question**	**Response Options**	
Title	Annual Performance Outcome Report	N/A	Title	Annual Performance Outcome Report	N/A	*No change.*
Instructions	Below are the questions included on the Annual Performance Outcome Report (APOR) for the January 1, 2021 – December 31, 2021 reporting period. You must complete the APOR in one sitting. Reviewing the questions prior to beginning the questionnaire will allow you to research and prepare your answers as needed. If you have questions about the APOR, email SSAENAPOR@yourtickettowork.ssa.gov. Please note, this document IS NOT the APOR questionnaire that you must return to the Social Security Administration's Ticket Program Manager for the Ticket to Work Program. Your EN's Program Contact will receive the link to complete the APOR via email on January 31, 2022. Note: The 2022 APOR only collects data for ENs active as of January 1, 2021. You must complete an APOR for each DUNS your EN had an approved business model for as of January 1, 2021. Your EN is not required to complete a separate APOR for any business models acquired in 2021.	N/A	Instructions	The Social Security Administration (SSA) requires all Employment Networks (ENs)—except those with award dates in 20XX or 20XX—to complete the Annual Performance Outcome Report (APOR). Please carefully review the instructions below to ensure proper completion and submission of your APOR for the reporting period of January 1, 20XX through December 31, 20XX. 1. Visit the yourtickettowork.ssa.gov website to review the posted APOR resources. 2. Review each of the 20 APOR questions carefully. Gather all necessary data and information to provide accurate and complete responses. 3. Enter your responses in the fields provided. Please answer each question thoroughly and accurately. 4. Submit your APOR. Each EN may submit only one APOR response. Ensure all information is complete and accurate before submitting. If you have questions, email ENAPOR@ssa.gov.	N/A	Instruction revision – Revised for clarity and to reflect the updated contact information.
1	Please provide your Employment Network (EN) Data Universal Numbering System (DUNS) number.	[nine-digit numeric response]	1	Please provide your Employment Network (EN) Provider Identification (PID) number.	[nine-digit numeric response]	Question revision – Revised to reflect the phase out of the DUNS and the transition to the PID.
2	Please provide the following information concerning the individual completing the APOR for your EN:	[Open response]	2	Please provide the following information concerning the individual completing the APOR for your EN:	[Open response]	*No change.*
3	What is your Social Security approved Ticket to Work Business Model?	Traditional EN; Consumer Directed Services EN; Employer EN; Administrative EN	3	What is your Social Security approved Ticket to Work Business Model?	Traditional EN; Administrative EN	Question response option revision – Revised to reflect the elimination of the Consumer Directed Services (CDS) and Employer EN business model.

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4	How many Tickets were assigned to your EN as of December 31, 2021?	[Open response]				Existing question removed – Eliminated request as information can be obtained from the Ticket Portal.
5	If your EN operates as an Administrative EN, how many EN Affiliates do you contract with to provide services under this EN?	[Open numeric response]	3.a	Please specify how many provider affiliates you have:	[Open numeric response]	Question revision – Revised to expand the 'Administrative EN' response option in Q3 to request the number of provider affiliates for each Administrative EN. This eliminates the need for a separate question and ensures that only Administrative ENs are prompted to answer the question.
6	Is your EN an approved State Vocational Rehabilitation Agency vendor?	Yes; No	4	Is your EN an approved State Vocational Rehabilitation Agency (SVRA) vendor?	Yes; No	*Question numbering change only – no change to question or response options.*
7	How many office locations does your EN currently have?	[Open response]				Existing question removed – Eliminated request as information can be obtained from the Ticket Portal.
8	Does your EN conduct business out of a home office(s)?	Yes; No				Existing question removed – Eliminated request as information is now obtained during annual reviews.
9	If you responded "yes" to the previous question, has Social Security approved the home office location(s)?	Yes; No				Existing question removed – Eliminated request as information is now obtained during annual reviews.
			5	Do the formal written or informal Partnership Plus agreement(s) your EN currently have in place actively generate referrals?	Yes, the agreement(s) generate referrals and most result in Ticket assignment; Yes, the agreement(s) generate referrals, but few result in Ticket assignment; No, the agreement(s) generate very few or no referrals; N/A, no established formal or informal Partnership Plus agreement	New question added – Added to understand the effectiveness of the Partnership Plus service delivery model.

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			6	Which of the following activities has your EN engaged in with employers or employment-support organizations that have led to employment for your Ticketholders? (Select all that apply)	Organized or participated in job fairs; Hosted or attended training workshops; Established partnerships with employers or employment-support organizations; Participated in collaborative outreach or networking events; No collaboration or engagement with employers or employment-support organizations; Other (please specify)	New question added – Added to understand what outreach efforts ENs are participating in to facilitate job placements.
10	How do you prefer to list the way your EN provides services to Ticketholders in the "Find Help" tool on www.choosework.ssa.gov?	Virtual; In-person; Both	7	How do you prefer to list the way your EN provides services to Ticketholders in the "Find Help" tool on www.choosework.ssa.gov?	Virtual; In-person; Both	*Question numbering change only – no change to question or response options.*
11	Do you have a written Partnership Plus agreement with your local State Vocational Rehabilitation Agency?	Yes; No				Existing question removed – Eliminated request as information is now obtained during annual reviews.
12	If you answered "yes" to the question above, during the lifetime of the agreement how many assignments are or have been a direct result of the agreement?	[Open response]				Existing question removed – Eliminated request as information is now obtained during annual reviews.
13	Is your System for Award Management (SAM) registration current?	Yes; No				Existing question removed – Eliminated request as information can be obtained from internal systems.
14	Do you use autodialing/robocalling to contact Ticketholders?	Yes; No				Existing question removed – Eliminated request as autodialing/robocalling is no longer an acceptable communication medium for individualized contact with Ticketholders.
15	Is your EN owned by (or, if there are multiple owners, is the person who owns the largest percentage of your EN)? Check all that apply.	a woman; a racial minority; a Veteran; a person with a disability as defined by the ADA; Eligible for the SBA's HUBZone program; unknown				Existing question removed – Eliminated request for minority status data to comply with recent Executive Orders regarding the collection of sex, race, and ethnicity data.

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16	Is your Signatory Authority: Check all that apply	a woman; a racial minority; a Veteran; a person with a disability as defined by the ADA; unknown				Existing question removed – Eliminated request for minority status data to comply with recent Executive Orders regarding the collection of sex, race, and ethnicity data.
17	Is your Program Coordinator: Check all that apply	a woman; a racial minority; a Veteran; a person with a disability as defined by the ADA; unknown				Existing question removed – Eliminated request for minority status data to comply with recent Executive Orders regarding the collection of sex, race, and ethnicity data.
18	Do you have an SSA approved Certified Benefits Counselor on staff?	Yes; No				Existing question removed – Eliminated request as information is now obtained during annual reviews.
19	If you answered "Yes" to the question above, what are the names of the staff at your organization that are an SSA approved Certified Benefits Counselor?	[Open response]				Existing question removed – Eliminated request as information is now obtained during annual reviews.
20	If your organization has more than five SSA approved Certified Benefits Counselors, please upload an Excel document with their Names in Column A, Positions in Column B, and Training Type in Column C.	[File upload]				Existing question removed – Eliminated request as information is now obtained during annual reviews.
21	Please upload all SSA approved Certified Benefits Counselor certifications as either a single PDF or a single zip file.	[File upload]				Existing question removed – Eliminated request as information is now obtained during annual reviews.
22	Have you obtained suitability clearances for all employees working under the TPA who access or handle Personally Identifiable Information (PII), including volunteers and interns?	Yes; No	8	Have all employees (including volunteers and interns) working under the TPA who access or handle Personally Identifiable Information (PII) obtained a favorable suitability determination?	Yes; No	Question revision – Revised to clarify that the requirement is for employees to receive a "favorable" suitability determination.
23	Have you notified SSA of any employees who previously received a suitability clearance who are no longer working under the TPA?	Yes; No	9	Within the past year have you notified SSA of any employees (including volunteers and interns) who received a favorable suitability determination and are no longer working under the TPA?	Yes; No; N/A, no staff changes	Question and response options revision – Revised to clarify that, for the purpose of this question, volunteers and interns are considered employees and to clarify that the question is asking about staff changes within the past year.

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			10	What is the average length of time between initial one-on-one discussion with a beneficiary to discuss the program and Ticket assignment?	[Enter the number of days between discussion and assignment]; N/A, no Ticket assignments during the reporting period	New question added – Added to understand the average time between initial contact and Ticket assignment.
			11	How many Ticketholders assigned to your EN obtained employment during the reporting period?	[Enter the number of employed Ticketholders]; N/A, no Ticketholders obtained employment	New question added – Added to understand how many Ticketholders the EN assisted in obtaining employment.
			12	How many Ticketholders assigned to your EN retained employment for at least 6 months during the reporting period?	[Enter the number of Ticketholders employed for at least 6 months]; N/A, no Ticketholders retained employment for at least 6 months	New question added – Added to understand how many Ticketholders the EN assisted in maintaining employment.
			13	How many Ticketholders received benefits counseling from your EN during the reporting period?	[Enter the number of Ticketholders who received benefits counseling from your EN]; N/A, no certified benefits counselor on staff	New question added – Added to understand how many Ticketholders are receiving benefits counseling from ENs.
24	How many years of experience does your EN have serving Youth in Transition clients?	0; Less than 1; 1-2; 2-3; 3+	14	Which of the following populations does your EN or provider affiliates have experience serving? (Select all that apply)	Youth in Transition (individuals between the ages of 14 and 25); Veterans; Clients with physical impairments; Clients with hearing impairments; Clients with visual impairments; Clients with cognitive impairments (e.g., TBI, autism, intellectual disabilities, learning disabilities such as dyslexia and ADD); Clients with psychiatric disorders or mental behavioral impairments (e.g., anxiety, bipolar disorder, depression, schizophrenia)	Question and response options revision – Revised to become one question as specific years of experience for each population is not offering any meaning data.
25	How many years of experience does your EN have serving Veterans?	0; Less than 1; 1-2; 2-3; 3+				
26	How many years of experience does your EN have serving clients with physical impairments?	0; Less than 1; 1-2; 2-3; 3+				
27	How many years of experience does your EN have serving clients with hearing impairments?	0; Less than 1; 1-2; 2-3; 3+				
28	How many years of experience does your EN have serving clients with visual impairments?	0; Less than 1; 1-2; 2-3; 3+				
29	How many years of experience does your EN have serving clients with cognitive impairments?	0; Less than 1; 1-2; 2-3; 3+				
30	How many years of experience does your EN have serving with psychiatric disorders or mental behavioral impairments?	0; Less than 1; 1-2; 2-3; 3+				

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31	How many years of experience does your EN have serving clients pursuing self-employment?	0; Less than 1; 1-2; 2-3; 3+	15	Does your EN or provider affiliates have experience serving clients pursuing self-employment?	Yes; No	Question and response options revision – Revised as specific years of experience is not offering any meaning data.
			16	How many individuals whose Ticket is assigned to your EN are employed by your EN or its provider affiliates?	[Enter the number of Ticketholders]; N/A, no Ticketholders employed by the EN or its provider affiliates	New question added – Request added to identify number of Ticketholders hired by ENs or their provider affiliates.
32	Does your EN explain Timely Progress Review (TPR) expectations to your Ticket clients?	Yes; No	17	Does your EN explain SSA's Timely Progress Review (TPR) expectations to Ticketholders?	Yes; No	Question revision – Revised to clarify that the question is asking if the EN explains TPRs to Ticketholders in general, instead of exclusively their Ticket clients.
			18	Does your EN explain the TPR re-entry process to reinstate medical Continuing Disability Review (CDR) protection to Ticketholders who have had a past TPR failure?	Yes; No	New question added – Added to determine if ENs explain the TPR re-entry process to applicable Ticketholders.
33	Does your EN offer a special language service (including Braille, American Sign Language, materials and services in languages other than English)?	Yes; No	19	Does your EN offer alternative formats or special language services? (Select all that apply)	Braille or large print materials; Staff fluent in sign language (specify below); Sign language interpreter services available upon request; Staff fluent in languages other than English (specify below); Interpreter services available for languages other than English upon request; Materials in formats or languages other than English (specify below); None of the above; [Please specify language(s)]	Question revision – Revised to become one question and better understand the alternative formats or special language services offered.
34	If you answered "Yes" to the question above, what specifically, does your EN offer?	Braille; American Sign Language; Materials and services in languages other than English (please specify)				

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35	What services does your EN or provider affiliates offer to your Ticketholders?	Career planning/counseling; Job accommodations; Job coaching/training/development; Job search/job placement; Ongoing employment support/job retention; Resume writing; Transportation; Training; Wage reporting; Other (please specify)	20	What services does your EN or provider affiliates offer Ticketholders?	Career planning; Job accommodations; Job coaching/training; Job placement assistance (e.g., interview preparation and filling out applications); Direct job placement; Ongoing employment support/job retention; Resume writing; Transportation; Direct employment (i.e., hiring beneficiary to work for an EN); Guidance on how to report wages; Other (please specify)	Question and response options revision – Revised to match the services outlined on the Choosework website which is populated based on the APOR responses.
			PRA	Privacy Act Statement	N/A	Added Privacy Act information.
			PRA	Paperwork Reduction Statement	N/A	Added Paperwork Reduction information.