

Online Disability Survey Q&A's

Question:

Now that the paper disability survey form was eliminated, what is the new process?

Answer:

The State Personnel Board announced, in a Policy Memorandum "Pinkie" dated, September 29, 2011, the elimination of the paper disability form. Upon request made to CalHR's Office of Civil Rights through the civilrights@calhr.ca.gov email box, departments are provided with a unique department survey link to the online disability survey system where employees can self-identify a disability.

Question:

Will CalHR still process the paper survey forms?

Answer:

No. Departments were reminded via memorandum sent to Personnel Officers, dated December 13, 2012 from Julie Chapman that the Paper Disability Survey process was eliminated the year prior.

Question:

Will my department's unique survey link change?

Answer:

Department's unique links are not anticipated to change; therefore department's should maintain the link for future use.

Question:

Why are the last four digits of my social security number needed to take the Disability Survey?

Answer:

The last four digits of the social security number is needed as this is the only way to match the data to the employee. The State Controller's Office use employee's social security numbers for employment history. Until which time this changes, the last four digits of the social security is needed. Prior to 2009, the entire social security number was required on the paper disability survey form.

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Question:

How is this data used?

Answer:

The data is used to provide a profile of the department's workforce, refer to the Statewide report 5102 and/or your departmental report 5102 on CalHR's civil rights webpage, under the heading "Reports".

<http://www.calhr.ca.gov/state-hr-professionals/Pages/civil-rights.aspx>

Question:

How can I find out how many employees participated in the disability survey?

Answer:

Email CalHR's Office of Civil Rights at civilrights@calhr.ca.gov and provide the beginning and ending dates of your department's survey campaign and you'll be provided with the results. Additionally, comparing your department's report 5102 quarterly reports will also reveal any statistical changes.

Question:

Why can't I identify more than one disability?

Answer:

CalHR doesn't collect any additional data unless it will serve a purpose and at this time, this information is not used.

Question:

How can employees who don't use a computer in their day-to-day activities take the survey?

Answer:

The online survey system is available 24 hours a day, 7 days a week—the survey can be taken from any computer.

Other options include, but are not limited to:

- Marketing the online survey and setting up a workstation where employees can stop in and take the survey for a period of time, 1 day, 2 days etc.
- Reaching out to other departments to identify other creative methods that have been implemented.

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Question:

What is the cutoff date for survey data to be included in the quarterly reports and/or the annual 5102 report?

Answer:

Employees can take the survey the last day of the preceding month that the report is generated. For example, the annual 5102 report is generated in January for the previous calendar year. Therefore, employees have until December 31 to take the survey for the data to be included in the annual report for the prior year.

Question:

Does a new employee need to be keyed into the State Controller's system before he/she can take the disability survey?

Answer:

No. CalHR will circle back for 90 days to match the disability data to the employee history file.

Question:

May retired annuitants take the disability survey?

Answer:

Retired annuitants can take the survey; however, their data will not be reflected in any reports.

Question:

What security measures is CalHR using to protect my disability data?

Answer:

CalHR uses security features that are functions of the MOVEit DMZ software. MOVEit® DMZ Enterprise is a secure file transfer server. It is a vital component of the MOVEit® family of secure file processing, storage, and transfer products developed by Ipswitch, Inc. These products provide comprehensive, integrated, standards-based solutions for secure handling of sensitive information, including financial files, medical records, legal documents, and personal data.

For additional security information, refer to the *Online Manual* at the following web address: <https://ftp.dpa.ca.gov/>; click on the *General Information* menu option, then the *Security* menu option. Happy reading!