Insight

> Don't get blindsided by the data you can't see.

> Let Optis illuminate your people data.

From Archie's Desk

Greetings!

We've had a busy year so far at Optis! You may have heard about the new solution we recently launched within our Optis Insights product line, Claim View. After witnessing large employers go through the nuisance of having to refer to multiple data sources to gain information about a claim, we decided to create a solution that would centralize all of that data into an accessible interface. With Claim View, teams have the ability to view comprehensive claim information in one place, take notes, and schedule tasks around the claim to proactively manage the return to work process. Additionally, Claim View provides a data enviornment where organizations won't lose data if they transition vendors. Read more about Claim View on page five.

We are eagerly anticipating the 2015 Annual DMEC Conference this year in San Francisco. We are honored to partner with Mark Huggins, Chevron Corporation's Disability Management Team Lead to discuss Chevron's most recent initiatives in their disability management program, best practices in absence management, and how they can translate to your organization. We'll also be in the exhibit hall, so please stop by and say hello!

In this issue of Optis Insights, we've focused on providing resources for Human Resource professionals. Included you'll find two of our most recent eBooks, one is focused around managing employee accommodations, the other is centered around how to better manage your people data. We've also included a few of the most recent leave updates that went into effect, or are scheduled to go into effect, this month.

We love collaborating with our customers and partners, please email insight@optis.com with any questions, requests, or suggested articles for the next edition of Optis Insights. We are also always looking for guest bloggers on the Optis blog, so please reach out if you are interested in sharing your knowledge and ideas with the Optis audience.

Thank you for your continued support and enjoy the latest newsletter from Optis.

Warm regards,

Archie Anderson | President and CEO

SEVEN STEPS
TO SAFE SWIMMING IN THE DANGEROUS WATERS OF
ADA ACCOMMODATION COMPLIANCE

# Best Practices in Centralizing Your Employee Accommodations Process

Rene Gates, MBA, PMP, CSM, Executive Vice President, Optis

Section 503 of the Rehabilitation Act of 1973 mandates that federal contractors do not discriminate against individuals with disabilities and that they make a concerted effort to hire these individuals.

In addition to this clause, the regulations contain specific data collection requirements that contractors must follow in their recruiting process. Specifically, they are required to examine the number of applicants with disabilities that apply for their open positions, and the number of applicants with disabilities that were hired. According to the DOL, this data must be collected on an annual basis and retained for three years to identify trends, with the goal of 7% utilization for employing individuals with qualifying disabilities.[1]

Aside from collecting recruiting data in the federal contractor space, we know that employers with 15 or more employees are covered under the Americans with Disabilities Act (ADA.) What other data elements should disability managers be collecting and documenting if an employee with a disability requests an accommodation or a job applicant self-identifies? Contractors must invite self-identification at multiple points in the process, and employees must be invited every five years at a minimum.

First, let me emphasize the number one best practice in the interactive accommodation process is communication and evaluating each accommodation request on a case-by-case basis. What may work for one individual might not work for another, even if the disabilities are the same and the employees have similar positions.
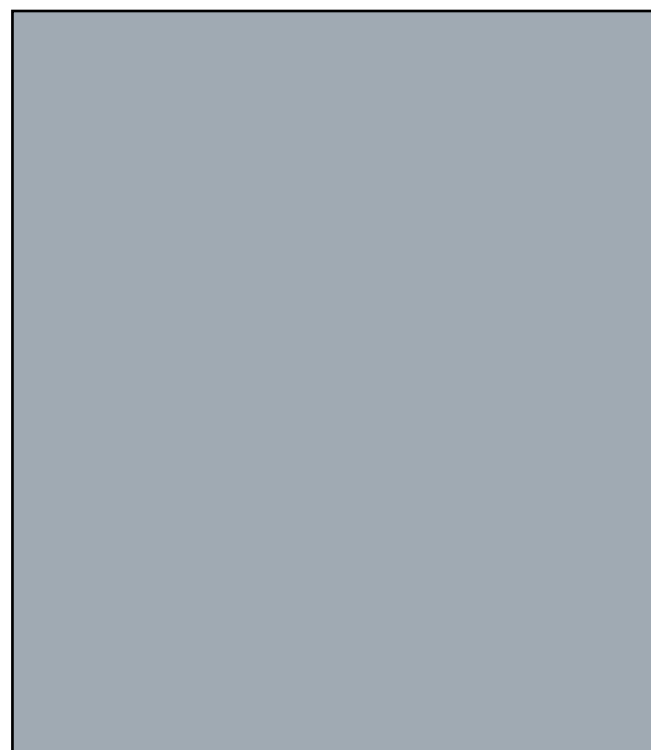
This article was previously featured in DMEC's @Work magazine.

Ensure these functions are clearly stated in each job description. Having this information documented before an accommodation is requested will streamline the process so that more emphasis can be placed on assessing each employee's unique abilities, rather than marking check-boxes on a list.

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Announcing Claim View!

We are pleased to announce we have recently launched a new solution under the Optis Insights product umbrella, Claim View.

Getting a complete picture of your claims data may feel like an insurmountable challenge. Claims are frequently managed in siloed departments and with multiple vendors. It can be difficult to integrate different types of data in a central location. Never mind accessing and managing that data in real time.

Claim View allows you to integrate all of your disparate claims data into one location and get real-time access and management capability. Claim View transforms your wealth of claims data into meaningful, useful information that is understandable and actionable. The end result: a more efficient process than ever for claims management and your return-to-work process.

Read the full press release *here*.

FEATURES & FUNCTIONALITY

When Your Return to Work Process is Reminiscent of Herding Cats

BLOGGING 4 JOBS

Check out Optis Executive Vice President, Rene Gates' blog post featured on the Blogging4Jobs online community and gain a few pointers on what to do when your return to work process is unraveling.

Mark Your Calendar!

DMEC 20th Annual Conference:

Aug 2-5, San Francisco

Please join us at the DMEC Conference for, "Elevating Disability Management: How Chevron Leverages Integrated Data to Manage Absence."

Have you been wondering how to elevate your absence management efforts? Hear how Chevron's Disability Management Program assembles actionable information with a variety of modern tools. For the past 10 years, the disability management group at Chevron has been proactively managing absence by gaining insights from data and using that knowledge to drive business decisions. These decisions have resulted in millions in savings, opened internal communication pathways, and established a model total absence management program.

This session will look at Chevron's most recent initiatives, along with best practices in employee absence management and how they can translate to your organization for increased program effectiveness and productivity, as well as lower disability durations.

Speakers:

Mark Huggins, Team Lead, Disability Management, Chevron Corporation

David Spring, MS, Business Analyst, Optis

Illuminate Your People Data

Transforming Your People Data into a Steady Stream of Business Intelligence

The volume of data in the world is growing exponentially; the digital universe is forecast to expand tenfold between 2013 and 2020, and double again less than two years after that.

For your organization, much of that data is all about your people - data related to time and attendance, absence and leave management, disability accommodations, and more.

Download our e-book, *"Turn Your Tsunami of People Data into a Steady Stream of Business Intelligence"* to learn how to more effectively manage your disparate people data for making better business decisions.