

Actively promote employer partnerships with individuals with disabilities and employers.	Attend inter-agency meetings Project Transition and Mayor's Alliance meetings and other meetings as related to SE.	Elaine Gage/Jim Vidrine	Ongoing each month	Elaine Gage coordinates transition activities in Lee and Hendry Counties with school systems etc... and attends monthly transition meetings. Stefanie Quill from APD Office attended the Florida Summit on Transition in Orlando in April 2006 and Clara Goode will coordinate Collier County transition activities. Elaine Gage attends the Mayor's Alliance monthly to discuss employment issues and to recognize employer that hire persons with disabilities.
Meet with ADT Providers discuss importance of supported employment	Meet with ADT providers to share SE Plan and goals.	Jim Vidrine	9/4/2006 and on-going	Jim Akin had met with Area 8 ADT providers and continues to follow up regarding the Supported Employment 5 year plan and meeting its goals. Clarification/technical assistance is provided on as need basis to all med-waiver providers and waiver support coordinators.
Develop and implement plans for all people identified through ICG	Develop a comprehensive list of all individuals wishing to work and status of referral for employment services.	Jim Vidrine	Ongoing	A data collection instrument has been designed and is currently being used to gather information on quality indicators stated in the Area 8, 5 year plan. These include employment type, integration, wages, hours worked, etc. ADT providers have been asked to submit data relating to those individuals who have gained employment. The WSCs will continue to develop and implement support plans for all individuals identified through ICG.
Inform SE providers of available training, resources, and funding	Send e-mails and correspondence regarding available opportunities to providers.	Jim Vidrine	Ongoing	All information sent by APD Central Office, DOE, VR, and other supported employment sources is forwarded to WSC's and providers as it is received. Jim Vidrine will SE updates to providers at the quarterly all provider meetings when possible.

2. Data Driven Management				
Action Steps	Tasks	Person Responsible	When	Status
Identify individuals currently enrolled in ADT programs and maintain data on these individuals.	Send letter to ADT providers requesting data regarding individuals in ADT programs and develop comprehensive list of those individuals wishing to work.	Jim Vidrine	07/04/06 and on-going	A data collection instrument has been designed and is currently being used to gather information on quality indicators stated in the Area 8 5 year plan. These include employment type, integration, wages, hours worked, etc. ADT providers have been asked to submit data relating to those individuals who have gained employment.
Identify individuals receiving community based supports through any other supports that are paid...i.e., VR, DOE or other natural supports.	Contact group involved via letter, phone, etc. requesting data.	Jim Vidrine	08/04/2006 and on-going	Letters were mailed to all people who indicated they desired employment. WSCs submitted the most up-to-date information regarding VR referrals. WSCs continue to submit a list of those individuals that have been submitted to VR for services.
Calculate the actual number of individuals currently in ADTs required to achieve the five year goal of employment for 25% of individuals currently in ADT programs.	Analyze monthly data for compliance toward annual goal of employment of 25% of individuals currently in ADT programs.	Jim Vidrine	06/04/2006 and on-going	The bi-annual DVR/Quality Indicators Report and the bi-monthly ADT/Have a Job reports captures all this information. Data is collected on a bi-monthly basis to determine how many consumers have gained employment and those that continue with ADT services or both.
Notify sources to collect data, provide instructions for data collection, and have them report data monthly.	Tracking tool provided by program office will be sent out letters to providers and WSCs.	Jim Vidrine	On-going	The bi-annual DVR/Quality Indicators Report and the bi-monthly ADT/Have a Job reports captures all this information. Data is collected on a bi-monthly basis to determine how many consumers have gained employment and those that continue with ADT services or both.

Implement a system to compile data as instructed by APD program office.	Tracking tool provided by APD program office will be used to analyze data received from Se providers.	Jim Vidrine	On-going	The bi-annual IDVR / Quality Indicators Report and the bi-monthly ADT / Have a Job reports captures all this information. Data is collected on a bi-monthly basis to determine how many consumers have gained employment and those that continue with ADT services or both.
Provide technical assistance to WSC's and other service providers to address needs of individuals identified on the ICG	Discuss at monthly WSC meeting	Jim Vidrine	On-going	Jim Vidrine attends monthly WSC meetings and provides technical assistance and SE update to WSC's as necessary.

3. Collaboration				
Action Steps	Tasks	Responsible Person	When	Status
Meet with supported employment providers to provide training and to address common concerns and issues. Include other partners as needed (VR,DOE,SSA)	Provide updates on SEPlan and training on the role of other agencies and their services. Address common issues of providers.	Jim Vidrine	Quarterly to begin 09/04	Jim Akin and Marsha Vollmar met with VR Administrator and supervisors to improve the process of referrals and follow through. Technical assistance is provided to both the WSC's and SE providers related to seeking and maintaining employment. Jim Vidrine to continue to meet with VR Supervisors.
Attend interagency meetings that promote integrated employment and encourage work group participation.	Share SE initiative and updates with Project Transition and Mayor's Alliance.	Elaine Gage/Jim Vidrine	Monthly to begin 07/04	Elaine coordinates all transition activities with school systems etc.... And attends monthly transition meetings as transition liaison. Elaine Gage attend the Mayor's Alliance monthly to discuss employment issues and to recognize employers that hire persons with disabilities.
Discuss initiative with advocacy groups and family members - Family Care Council, Local Advocacy Council, and Mayor's Alliance.	Discuss five year initiative with Family Care Council, Local Advocacy Council, and Mayor's Alliance to get their input and ideas.	Elaine Gage/Jim Vidrine	Monthly to begin 08/04	Elaine Gage coordinates all transition activities with school system etc... and attends monthly transition meetings. Elaine Gage attends the Mayor's Alliance monthly to discuss employment issues and to recognize employers that hire persons with disabilities. Jim Akin made presentation to Family Care Council in March, 2005. Jim Akin made a presentation to the Mayor's Alliance in October, 2005. Jim Akin made presentation to the Local Advocacy Council in March, 2005.
Encourage membership in APSE. Share information regarding benefits of member organization.	Disseminate information on APSE via e-mail and correspondence regarding training opportunities and services provided by APSE>	Jim Vidrine	On-going	Jim Vidrine will continue to communicate with WSCs, SE providers, and other interested parties about APSE membership. This has also been discussed at the FCC, LAC, Mayor's Alliance and provider fairs.

4. Training and Technical Assistance				
Action Steps	Tasks	Person Responsible	When	Status
Inform all stakeholders as to available training.	Identify regional and national conferences regarding supportive employment in the quarterly district training calendar. e.g. Various web sites paratners etc.	Jim Vidrine	On-going	All web-based information/training opportunities are emailed to WSCs, SE providers, and stakeholders oon an as receivedd basis. Available training will be listed in the Area 8 APD Quarterly Training Schedule.
Provide access to SE reqource material	Establish a library to provie training and information materials on Se by using publications from the Florida DDd Counsel, VR/DOE, Social Security and other appropriate resources.	Jim Vidrine	completed 01/05 - continues to update	Jim Akin has established a resource library in the Area 8 Office at 2295 Vicctoria Avenue, Forot Myers, Florida to include but not limited to: APSe, Employment Resources, Florida Freedom Initiative, US Dept. of Labor updates, Abble Trust, Ticket to work, DD Council updates, Housing, Consortium foor Citizens with Diabilities, Area VIII 5 year initiatiave, employment profile forms, transition info, and much more.
District will identify trainer fof pre-service and in-service SE training by using curriculum provided by APD program office and certified trainers.	District will provide in-service SE training.	Jim Vidrine	completed 12/05	Peter Taylor had been designated at Area 8 APD trainer for per-servicce and in-service SE traing by using guidelines provided by PDDS. Training is outlined in the Area 8 quality Training Schedule. Additional Certified SE Trainers are now available in Area 8. Robert Steinhauer within the Area 8 Program Office is currently working on becoming certified to be a SE trainer.
Inform all Se providders that web-basedd SE training will be available using Tall urriculum.	Inform Se providers and potential SE providers of training	Jim Vidrine	12/04/06 and on-going	All web-based information is emailed to WSCs, SE providers and stakeholders on an as received basis.

Secure training on SSA work incentive	Provide training to SE specialist, WSCs, ADT staff and other service providers.	Jim Vidrine	Completed August 2005	Staff from Social Security Administration provided a training to all LSE stake holders regarding SSA, SSI, Ticket to Work, social security disability insurance, supplemental income programs and other related fields. Updates and additional information is available in the district APD/SE resource library.
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5.Communications				
Action Steps	Task	Responsible Person	When	Status
Inform all stakeholders as to available training	Distribute all E-Bulletins and other means of updates specific to employment issues and forward as appropriate.	Jim Vidrine	On-going	Clarification is provided on an as needed basis and technical assistance is available to all med waiver providers. Jim Vidrine participates on a bi-monthly supported employment calls and shares information with WSCs, supported employment providers, and ADT providers.
	Distribute policy clarifications to SE providers and other stakeholders.	Jim vidrine	As information received	Clarification is provided on an as needed basis and technical assistance available to all med waiver providers. Jim Vidrine participates on bi-monthly supported employment calls and shares information with WSCs, supported employment providers, and ADT providers.
	Disseminate information relevant to SE at monthly support coordination meetings.	Jim Vidrine	on-going at monthly WSC meetings	Monthly updates are provided to the WSCs and on an as needed basis and technical assistance is available to all med waiver providers. Jim Vidrine participates on bi-monthly supported employment calls and shares information with WSCs, supported employment providers, and ADT providers. Jim Vidrine will attend the all provider meeting held quarterly and inform all stakeholders of available training.
Promote supported employment for persons with disabilities through local advocacy groups.	Provide information and updates on supported employment to Family Care Council and Local Advocacy Council by attending monthly meetings as scheduled.	Elaine Gage/Jim Vidrine	on-going at monthly meetings	Elaine Gage coordinates transition activities with school systems. Dalila Borrego and Jose Delvalle along with Elaine Gage attend monthly transition meetings. Elaine Gage attend the Mayor's Alliance monthly to discuss employment issues and to recognize employers that hire persons with disabilities. Jim Akin made presentation to Family Care Council in March, 2005. Jim Akin made a presentation to the Mayor's Alliance in October, 2005.

<p>Discuss five-year SE initiative with families, consumers, WSCs, providers, and DD staff.</p>	<p>Place on agenda of various meetings</p>	<p>Elaine Gage/Jim Vidrine</p>	<p>On-going</p>	<p>Elaine Gage coordiantes all transition activities with school systems etc...and attends monthly transiton meetings. Elaine Gage attend the Mayor's Alliance monthly to discuss employment issues and to recognize employers that hire persons with disabilities. Jim Akin made presentation to Family Care Council in March, 2005. Jim Akin made a presentation to the Mayor's Alliance in October, 2005.</p>
<p>Identify areas of concern in the work environment.</p>	<p>Work wiwth consumers to identify area of concern by using WSCs and Se coaches to identify problems and work collaboratively to help implement solutions.</p>	<p>Jim Vidrine</p>	<p>By year currently developin g a needs assessme nt</p>	<p>Jim Akin was developing a needs assessment working with ADTproviders, FCC members, WSCs, parents, Mayors Alliance, schoool systems to identify barriers to employment. Meet with ADT providers to brainstoorm ideas using employment as an option to ADT. Met with ADT providers to discuss effective ways to change their current services too consumers to include employment skills.</p>
<p>Provide information to stakeholders on SSA work incentives, e.g., red book, SSA pamphlets and brochures.</p>	<p>Discuss at WSC monthly meeting and schedule a training session with the office of social security. Also, establish resource library that will be available for everyone.</p>	<p>Jim Vidrine</p>	<p>Ongoing</p>	<p>Staff from Social Security Administration provided a traiing to all SE stakeholders regarding SSA, SSI, Ticket to Work, Social ISecurity Disability, Insurance, Supplemental Income Programs and other related fields. A rsource library has been established in the local Area 8 APd office with current updated information.</p>

6. Funding				
Action Steps	Tasks	Responsible Person	When	Status
Track District expenditures for SE, HCBS Waiver, Supported Living Waiver, General Revenue	Analyze monthly expenditures	Karen Hartlieb	On-going	On-going - Karen Hartlieb, OMC II continues to analyze and track all expenditures.
Explore alternative means of funding.	Maximize IFS funding as directed by Tallahassee	Karen Hartlieb	On-going	On-going - Karen Hartlieb, OMC II continues to analyze and track all expenditures.
	Work with Good will to implement the "Ticket to Work" in the district.	Elaine Gage	September 30, 2005	Completed September 2005

7. Building Systems Capacity				
Acton Steps	Tasks	Responsible Person	When	Status
Insure continuity for consumers from Phase I to Phase II	WSC will work collaboratively with consumer and VR to insure smooth transition	WSCs, Jim Vidrine, Marsha Vollmar	As indicated	On-going ... WSCs will continue to work closely with DVR staff and consumer to ensure a smooth transition on a timely basis. On-going - Jim Vidrine will continue to meet with VR supervisors quarterly to ensure increased collaboration and communication between local DVR and APD, identify any barriers, and discuss the implementation of the 5 year initiative.
Identify potential SE providers	Meet with providers of non-facility based services to encourage them to become SE providers.	Jim Vidrine	Begin Sept. 30, 2004 and on-going	As of January 15, 2005 - 3 new supported employment providers have been enrolled. Two (2) new providers are in the process at PDDS and one is seriously thinking about becoming a provider. Family Care Council and the Mayor's Alliance are working cooperatively with APD to encourage new providers. Meeting with current ADT providers to determine their interest in expanding services to include supported employment. Discuss initiative at monthly support coordination meetings to seek other providers to expand their services to include supported employment. Jim Vidrine will inform providers at quarterly "all providers" meeting that we need more supported employment providers.

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