

AREA NINE - Agency for Persons with Disabilities Five Year Employment Initiative

Goal: Enable at least 50% of adults, aged 18-55; receiving DDP funded services to achieve Integrated Employment by 01/01/2009

- 1 Mission, Vision & Values
- 2 Data Driven Management
- 3 Collaboration
- 4 Training and Technical Assistance
- 5 Communications
- 6 Consumer Information, Communications and Feedback
- 7 Funding
- 8 Building Systems Capacity

1.- MISISON, GOALS & VALUES

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (01/01-6/30/06)	Status (1-Jan-07 - 30-Jun-07)
Share priority of statewide Supported Employment (SE) Initiative with key stakeholders, APD staff, Supported Employment (SE) and supported living (SL) coaches, support coordinators, families, guardians, Area SL Coordinator, Area 9 Steering Committee and Family Care Council (FCC).	Gerry Driscoll, Adonisia Brathwaite, Subhash Vyas, Michael Kiser, Joyce Burch	1-Jun-04, Ongoing Thereafter	Area 9 Employment Initiative updates, information/data requests for either provider's and or participant's status/goals are continuing to be shared via emails to; key stakeholders, service providers, support coordinators, and APD staff. These results and or information updates are also discussed during monthly provider, FCC, support coordinator, Area 9 Steering Committee meetings and APD staff meetings.	Area 09 hired an Employment Coordinator M. Kiser(MIG position) who has met with Stakeholders including: Supported Employment providers, Palm Beach County School Board, Area Provider Council and Waiver support Coordinator's. In addition the SE Coordinator meets on a monthly basis with SE coaches at the area office and provides training, and discussions on best practices and current trends.	Area 09 SE coordinator and SE Liaison and other Area 09 office staff continued to meet with stakeholders to promote APD's statewide SE initiative in form of meetings, presentation in forums such as professional placement group, Provider meetings (local Interagency Council meeting which includes provider agencies, V.R. and the Palm Beach County School Board), Area 09 steering committee, Trainings, BLN meetings, Family Care Council meetings (3rd Monday each month), P.B.C. Transportation Disadvantaged Local Coordinating Board, The Palm Tran Service Board Paratransit Subcommittee etc. All MW providers during a one on one technical assistance meeting at the signing of their Medicaid Waiver Services Agreement or a renewal, received orientation on the SE Initiative among the other APD programs. Employment Coordinator Michael continued to meet with Stake-holders including: supported employment providers, Palm Beach County School Board, Area Provider Council and Waiver support Coordinators.
Communicate Supported Employment updates, directives and assignments/projects received from Central Office to all of the above Via email, conference calls,monthly meetings with SE coaches, trainings/conferences and correspondence.	Gerry Driscoll, Adonisia Brathwaite, Subhash Vyas, Michael Kiser, Joyce Burch, Frank Houston	1-Jun-04, Ongoing Thereafter	Area QM staff continue providing notices, updates, communications, directives and or requests for information/data via emails regarding the Employment Initiative to all previously identified interested parties. Information received is distributed via emails (minimally daily or as any information is received).	Area 09 staff continued to provide updated information to all interested parties via email, monthly provider meetings, Family Care Council, WSC monthly meeting, and through participation in various community events with a vested interest in those we serve. Employment Coordinator is participating in bi-weekly MIG conference call and providing updates to Area 09 staff and providers.	Area 09 staff continued to provide updated information to all interested parties via email, monthly provider meetings, Professional Placement Meetings, Contract Negotiation Meetings, Family Care Council, WSC monthly meeting, and through participation in various community events to promote APD's statewide Employment Initiative. Employmeny Coordinator participated in MIG conference calls, SE Training, BLN meetings and updated Area 09 APD Staff and providers of SE services. Continuous updates are presented during monthly or weekly APD Area staff, Support Coordinator, Support Groups, FCC, Area 9 Steering Committee and provider meetings, and most recently in the form of breakout sessions on ADT to Work presentations at the Area Symposium held at the Kravis Center on 17-May-07.
Participate in Area Specific Training to provide an interagency overview for Area 9's Supported Employment Five Year Initiative and area specific goals.	Subhash Vyas	23-Aug-04	Overview of SE Initiative will continue to be provided on a quarterly basis to all new support coordinators, APD and DVR staff and all other interested stakeholders and service providers.	Overview of SE initiative was provided quarterly. Ways to increase participation were explored.	Supported Employment initiative is consistently reviewed during Area Specific, Core Assurance, and Employment Trainings. Supported Employment service is also discussed during monthly provider orientation meetings. The next SE Training is scheduled on 9-Nov-07 when VR and Community Work Incentives Coordinator (CWIC) will join APD.

1.- MISISON, GOALS & VALUES

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (01/01-6/30/06)	Status (1-Jan-07 - 30-Jun-07)
Attend Area Family Care Council meetings and provide status of the SE Initiative, Supported Employment updates, successes area specific issues, potential barriers, concerns and possible recommendations for improvement.	Gerry Driscoll	1-Jun-04, Ongoing Thereafter	Continue to participate and provide status and updates of the SE Initiative at all Area 9 FCC monthly meetings. FCC will be co-sponsoring the Area's DD Awareness and Celebrate Employment Fair to be held March 26, 2006.	The Family Care Council continues to support the Supported Employment initiative. Event scheduled for March 26, 2006 could not be held due to the inability to acquire event insurance. Local FCC developed a video highlighting SE/SL programs and are distributing videos to area stakeholders to educate and inform and generate interest in both programs.	Family Care Council developed a Video on SE and SL which was presented in family Café to educate consumers and families on SE services. Video was shared with APD Central Office during June 2007 Family CAFÉ. Local FCC (Mary Ellen Jones) is searching for funding to have this Videos are replicated and distributed to area stake-holders.
Participate in a collaborative consortium of Supported Employment providers to provide technical assistance, address common concerns, issues and share best practices. Include other partners as needed (FCC, VR, DOE, SSA).	Gerry Driscoll, Michael Kiser, Subhash Vyas	1-Aug-04, Quaterly Thereafter	Area APD staff continue to participate in the Palm Beach Professional Support Service Network's quarterly meetings.	The Area 09 APD will work toward having the Professional Support Service Network re-established. Employment Coordinator provided technical assistance and outreach to Area 09 Supported Employment providers. V.R committed to hold round table meetings to address and improve continuity of services. Area 09 staff continue to participate in the local Interagency Council meeting which includes provider agencies, V.R. and the Palm Beach County School District.	Professional Support Service Network regrouped as Professional Placement Network. Participation was expanded to include Providers, VR, School District ESE staff, and other community partners. Area 09 APD staff, including Administrator Gerry Driscoll addressed the group on Employment topics such as Breaking Down Barriers, Self Determination, Update on Business Leadership Network (BLN), updates on current status of APD Programs and Initiatives. At 26-Jan-07 PPN meeting Vocational Rehabilitation presented the group with an Overview of program priorities, application process and ways to expedite services. The ARC - a local lead agency for Supported, Competitive Integrated Employment Training Project (SCIETT)/USF, discussed SE. David Guido/USF presented an overview on the Training and Technical Assistance needs of PBC. In the 13-Apr-2007 PPN meeting Iris Neil-Program Planner with the PB School District discussed Employment Initiatives, Targeted ESE Objectives, and Transition preparation of ESE students; she also gave information for the STARS conference. VR staff did presentation for the APD and Waiver Support Coordinators durin
Attend monthly provider Interagency Council for Persons with Disabilities meetings and provide Supported Employment updates, policies, and clarifications, share successes and failures or specific area recommendations, and encourage movement of individuals into integrated employment.	Gerry Driscoll, Subhash Vyas, Michael Kiser	Beginning June 2004, and as scheduled	Continue to participate in all monthly provider Interagency Council for Persons with Disabilities meetings in an effort to provide current updates and status of SE Initiative. DOE and DVR participate.	Ongoing.	Ongoing.

1.- MISISON, GOALS & VALUES

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (01/01-6/30/06)	Status (1-Jan-07 - 30-Jun-07)
Inform Supported Employment providers of available training, resources, and funding; Via email, District Training Calendar, and special announcements.	Adonisia Brathwaite, Subhash Vyas, Michael Kiser, Joyce Burch	1-Jun-04, and Ongoing Thereafter	Area Quality Management staff continuously provide all notices, communications, information/directives and training announcements, Training Resource Network and Nova University Announcements, and District Training Calendar to all providers including Supported Employment providers. This information is delivered via emails (daily and as received).	Area 09 staff continued to share available trainings offered by all entities. Area 09 training Catalog included a new training titled: Supported Employment-Breaking down Barriers.	Area 09 staff continued to share available trainings offered by all entities.
Schedule district staff to receive updated Train the Trainer Pre-Service and annual In-Service Supported Employment Training.	Michael Kiser	1-Aug-04	Area staff member, Michael Kiser has attended the Train the Trainer training and completed the on-line test, and is now providing training to area nine SE providers.	Employment Coordinator is now trained on providing the Supported Employment pre-service, in addition to on-going SE training in A9.	Employment Coordinator is now trained on providing the Supported Employment pre-service, in addition to on-going SE training in A9.
Attend District Supported Employment Network meeting to kick off the Five Year Employment Initiative. Provide updates, policies and clarifications, share specific District and provider issues, concerns and recommendations.	Subhash Vyas	Beginning September 2004, Quarterly Thereafter	Area APD staff Subhash Vyas continue to participate in the Palm Beach Professional Support Service Network's quarterly meetings for the purpose of networking and providing updates/status for the SE Initiative.	Area 09 Employment Coordinator will work to re-establish the Professional Support Service Network.	Subhash Vyas continues to attend Professional Placement Network (PPN) and leads the discussion of various SE options available to people we serve.
Increase availability of Supported Employment Coaches by enrolling newly qualified applicants and from current providers of Supported Living and Non Residential Supports and Services.	Adonisia Brathwaite, Subhash Vyas, Claurette DeVallon	1-Jul-04, Ongoing Thereafter	Recruiting, informational and training sessions are provided monthly by MW Enrollment Specialist and Quality Management staff for potential applicants. Upon signing of MW Services Agreement all newly enrolled providers are invited to present an overview of their particular service delivery during the monthly support coordinators Social Services meeting.		Area 09 continued to recruit Supported Employment providers via our Reaching Out Together- New provider enrollment/orientation held monthly. Two (2) new SE providers have been enrolled in the period of Jan- June 2007, and our SE liaison for the area office provides T/A as needed. Two (2) Area 09 SE provider has also become Vocational Rehabilitation Providers.

2.- DATA DRIVEN MNGT

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (1-Jan-06 - 30-Jun-06)	Status (1-Jan-07 - 30-Jun-07)
Receive ICG data from Central office and share with support coordinators to verify and report status of individuals identified desiring employment and also include individuals who have not been previously identified to district office.	Adonisia Brathwaite, Joyce Burch, Natasha Reeder	1-Sep-04, Ongoing Thereafter	Support coordinators are continuing to be advised to review ICG data and update accordingly. Upon receiving additional data from support coordinators, QM staff has updated data reporting forms received from Central Office reflecting all individuals currently receiving SE services.	Area 09 participated in ICG Train the Trainer and have scheduled training for APD support Coordinators and Waiver support Coordinators during the next quarter.	Ongoing. Area 09 continued to work to enhance reliability of the data collected.
Maintain and provide data at various meetings for establishing district specific objectives and potential planning.	Adonisia Brathwaite, Gerry Driscoll, Subhash Vyas, Joyce Burch, Natasha Reeder	1-Feb-05, Ongoing Thereafter	All support coordinators are continuing to be advised to review ICG data and update accordingly. Upon receiving additional data from all support coordinators, QM staff has updated data reporting forms received from Central Office reflecting all individuals currently receiving SE Services.	Data continued to be updated monthly. Area 09 office worked to improve the data collection process with new procedures scheduled to be implemented for the July 2006 SETS report. Individuals who are competitively employed and not receiving supported employment services will be included in SETS.	Ongoing
Receive data from Central Office identifying individuals currently enrolled in adult day training programs to establish district's Five Year goal.	Adonisia Brathwaite, Gerry Driscoll, Subhash Vyas, Joyce Burch	1-Jul-04	Data received from Central Office. Area 9's Five Year Goal was established.	Ongoing	Ongoing
Calculate the actual number of individuals transitioning from adult day training to employment.	Adonisia Brathwaite, Michael Kiser, Joyce Burch, Subhash Vyas	1-Sep-04, Ongoing Monthly Thereafter	Data received from Central Office. Area 9's Annual Target Goal s established in an effort to meet the Five Year Goal. Data forwarded to Central Office for calculations.	Data is updated monthly in SETS. Employment Coordinator is now assisting in improving the data collection processes in the Area.	Ongoing
Supply Supported Employment Data Forms from Central Office to providers for use in recording and reporting the following data: Number of individuals 18-55 who achieve employment; Number of individuals transitioning from adult day training to employment.	Subhash Vyas, Joyce Burch	1-Sep-04	Web Base Program has been developed and is currently being tested in Area 2.	SETS Program is in place with data updated as information is received.	SETS Program is in place with data updated as information is received.

2.- DATA DRIVEN MNGT

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (1-Jan-06 - 30-Jun-06)	Status (1-Jan-07 - 30-Jun-07)
Supply adult day training providers forms and instructions to collect data and have them report data monthly.	Subhash Vyas	1-Sep-04	Pending from Central Office		Information available thru SETS, in addition to information provided by Support Coordinators and ADT's directly.
Area will develop and maintain a system to compile the data.	Subhash Vyas, Joyce Burch, Jaime Sanchez	1-Sep-04	Area procedure will be developed and implemented upon receiving implementation instructions for the Web Base Program.	Data is collected monthly from the Area Supported Employment providers. Procedures implemented to collect updated data from Waiver Support Coordinators and APD Support Coordinators.	Complete; SE Providers send in Monthly Report.
Collect and analyze data and funding shifts from adult day training to supported employment monthly.	Joyce Burch, Subhash Vyas	1-Sep-04	Pending instructions received from Central Office.	Pending instructions received from Central Office.	Pending instructions received from Central Office.
Acquire Supported Employment Data Forms from Central Office designed to be used by providers to record and report the following data information on employment: Employment Setting, Numbers of Work Hours per Week, Hourly Wages, Type of Job, Benefits, Job Retention, Employer and Co-worker Relationships, and Employee Satisfaction.	Subhash Vyas, Joyce Burch	1-Sep-04	Web Base Program has been developed and is currently being tested in Area 2.		Web Based Program has been implemented, and information on each consumer receiving SE has been entered into SETS and is updated when needed.

3.- COLLABORATION

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (1-Jan-06 - 30-Jun-06)
Participate in a collaborative consortium of supported employment providers to provide technical assistance and address common concerns, policies and clarifications, discuss issues and share best practices. Include other partners as needed (FCC, VR, DOE, SSA, advocates, parents, family members and support coordinators).	Adonisia Brathwaite, Subhash Vyas, Michael Kiser	1-Aug-04, Quarterly Thereafter	Area APD staff continue to participate in the Palm Beach Professional Support Service Network's quarterly meetings.	Quarterly meetings not held during the reporting period. Area 09. Employment Coordinator and Employment Liaison will work in the next quarter to re-establish the Professional Support Service Network.
Attend monthly Provider Interagency Council for Persons with Disabilities meeting to continue sharing supported employment updates, policies and clarifications, share successes, failures, specific area recommendations and status of Five Year Employment Initiative Plan.	Gerry Driscoll, Subhash Vyas	Beginning June 2004, and as Scheduled Thereafter	Continue to participate in all monthly provider Interagency Council for Persons with Disabilities meetings in an effort to provide current updates and status of SE Initiative. DOE and DVR participate.	Continued participation in monthly provider Interagency Council for Persons with Disabilities.
Attend Area Family Care Council meetings and provide status of the SE Initiative, supported employment updates, successes, failures, area specific issues, barriers/concerns, and recommendations for improvement.	Gerry Driscoll	1-Jun-04, Ongoing Thereafter	Continue to participate and provide status and updates of the SE Initiative at all Area 9 FCC monthly meetings. FCC will be co-sponsoring the Area's DD Awareness and Celebrate Employment Fair to be held 26-Mar-06.	Area DD Awareness Celebration could not be held due to the inability to obtain event insurance. FCC continues to be updated on the initiative.
Establish a Community Support Group to identify potential employment opportunities, potential problems and solutions. Include community business partners, VR/DOE, and PBC Palm Tran representative.	Michael Kiser, Subhash Vyas, Joyce Burch	1-Sep-04, Quarterly Thereafter	Area APD staff continue to participate in the Palm Beach Professional Support Service Network's quarterly meetings for the purpose of networking and providing updates/status for the SE Initiative.	Area 09 staff worked to re-establish the Professional Support Service Network.

3.- COLLABORATION

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (1-Jan-06 - 30-Jun-06)
Participate in Palm Beach County's School Transition Workshop (STARS) includes participation from community provider agencies, DOE, VR, APD, ADM, CMS, SSA, advocates, parents, family members, guardians, and individuals with developmental disabilities desiring employment.	Gerry Driscoll, Adonisia Brathwaite, Subhash Vyas, Bill Shea, John Berry	30-Oct-04	Currently in the planning stages.	APD staff were active participants in the S.T.A.R.S. conference held in 2007 and providing four workshops related to the employment initiative.
Explore and establish additional funding sources for employment opportunities and provide instructions for access.	Gerry Driscoll, Subhash Vyas, Michael Kiser, Jaime Sanchez	1-Jan-05, Ongoing Thereafter	Currently a variety of funding sources are available (HCBS, FSLW, IFS through Standard Contracts in which 4 have been executed for FY 05/06; and VR). In addition, Gulfstream Goodwill Industries Inc. has obtained funding for either Phase 1 or 2 for 20 individuals ongoing. Most recently, Gulfstream Goodwill Industries has submitted a proposal in response to Fla. DD Council's RFP for Career Preparation and Work-Based Learning for Transitioning students. APD office has submitted a letter supporting Gulfstream Goodwill Industries.	APD offered supported employment funding to individual on the waitlist for waiver services and coordinated these efforts with VR and the Palm Beach county School Board.

3.- COLLABORATION

Status (1-Jan-07 - 30-Jun-07)
Professional Placement Network (PPN} is now reestablished. A majority of A9 ADT providers are also SE providers, which facilitates the movement of targeted individuals from ADT to Work.
Continued participation in Interagency Council for Persons with Disabilities meetings as scheduled.
Area Admin participated in area Family Care Council.
PPN is now reestablished. A majority of A9 ADT providers are also SE providers.

3.- COLLABORATION

Status (1-Jan-07 - 30-Jun-07)
Area 09 APD is committed to actively conference and related activities as they are scheduled. Participated with PB School District's STARS.
Currently a variety of funding sources are available (HCBS, FSLW, IFS through Standard Contracts in which 4 have been executed for FY 06/07 which will continue in the next Fiscal Year. and VR). Additionally The PBC ARC and The Palm Beach Hab. Center rendered SE services with the ABLE TRUST Grant Money. Also with the Direct appropriation funding the Jewish Assn. of Residential care (JARC) placed 21 individuals in employment. Most of these were APD clients.

4.- TRAINING & TECHNICAL ASST.

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (1-Jan-06 - 30-Jun-06)	Status (1-Jan-07 - 30-Jun-07)
Notify supported employment providers of available training opportunities, conferences, technical assistance and approved computer-based training via email, District Training Calendar, and special announcements.	Adonisia Brathwaite, Subhash Vyas, Joyce Burch, Gertrude Sanchez	1-Jun-04, As information is Received, Ongoing Thereafter	Area Quality Management staff continuously provide all notices, communications, information/directives/training announcements, Training Resource Network and Nova University Announcements, and District Training Calendar to all providers including supported employment providers. This information is delivered via emails (daily and as received) by 19-Jan-07.	Employment Coordinator has met with supported employment providers, waiver support coordinators, APD support coordinators to offer technical assistance and support. Employment Coordinator has initiated a new training is support of the employment initiative. APD staff continues to share training opportunities with all parties via email.	Employment Coordinator conducted a quarterly SE Training(Breaking down the barriers) for the Area 09 SE Providers and their staff. WSCs, ADT, and other providers are encouraged to attend. SE liaison keeps all stake-holders of all available training opportunities, conferences, and special announcements via email.
Schedule district staff to receive updated Train the Trainer Pre-Service and annual In-Service Supported Employment Training.	Subhash Vyas, Michael Kiser	1-Aug-04	Area staff member has attended the Train the Trainer who will soon complete the on-line test.	Employment Coordinator is scheduled to receive the Train the Trainer in the next quarter.	Mike Kiser has extensively worked on training programs offered by Wilson Resources. Subhash experienced a problem in registering to take train the trainer; he will complete the training when it is next available. Mike and Subhash are currently participating in the 10 days Benefit Planning Training conducted by Sharon Brent. Area 09 providers ARC, Palm Beach Hab Center, and Goodwill have successfully completed Train the Trainer SE training.
District will provide approved Pre-Service Training to Supported Employment service providers.	Joyce Burch, Subhash Vyas	1-Apr-05	Area staff member has attended the Train the Trainer who will soon complete the on-line test.	Three Area 09 providers received the Train the Trainer supported employment training.	Three Area 09 providers have received the Train the Trainer supported employment training as well as the Chair of the Family Care Council.
Host a "Fair" for individuals receiving either or both supported living and employment services are focusing on identifying, promoting, and accessing community supports. Speakers shall include but not limited to representatives from PBC Sheriff's	Joyce Burch	9-Oct-04, Rescheduled: 19-Mar-05, 26-Mar-06	FCC will be co-sponsoring the Area's DD Awareness and Celebrate Employment Fair to be held March 26, 2006.	Employment fair could not be held due to the inability to acquire event insurance.	To be Determined

4.- TRAINING & TECHNICAL ASST.

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (1-Jan-06 - 30-Jun-06)	Status (1-Jan-07 - 30-Jun-07)
Office, SSA, Voter Registration, Local Fire Department, Employment Agency, and APD Nurse/Medical Consultant.					
Coordinate with local SSA to provide training (work incentives, benefits, dos and don'ts) for SE Coaches, support coordinators, SL coaches, ADT staff, other service providers and other interested parties.	Subhash Vyas Joyce Burch, Family Care Council, Goodwill Industries	1-Sep-04, Rescheduled: Ongoing Thereafter	"Benefits Consultant" from a local agency has been conducting quarterly training and technical assistance for all interested persons, families, support coordinators and APD staff. This training is announced in APD's Quarterly Training Calendar and Social Services meetings.	Benefits Consultant from Goodwill Industries continued to be available to provide the quarterly training as well as on an individual basis to consumers.	Subhash Vyas and Mike Kiser are currently receiving the Benefit Planning Training. At completion both will be able offer training and TA to area 09 SE providers.
Participate in all supported employment related conference calls; attend state and or district specific meetings and training.	Adonisia Brathwaite, Subhash Vyas, Michael Kiser, Joyce Burch	As scheduled	Area Quality Management staff participate in all Supported Employment related calls as scheduled by Central Office. Further, information obtained is related to all parties and staff involved in the SE Initiative via emails.	Staff continued to participate in all supported employment related conference calls. Three APD participated in the FFI training held in Tampa.	Staff continued to participate in all supported employment related conference calls.

5.- COMMUNICATIONS

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (1-Jan-06 - 30-Jun-06)	Status (1-Jan-07 - 30-Jun-07)
Present and share updates, policies, clarifications, results, and solicit recommendations on Area 9's Five Year Employment Initiative Plan during various meetings such as: APD Provider's, APD staff, Waiver Support Coordinators, Family Care Council, Local Review Committee, and others as scheduled.	Gerry Driscoll, Adonisia Brathwaite, Subhash Vyas, Michael Kiser, Frank Houston, Joyce Burch, Natasha Reeder	1-Jun-04, As scheduled, Ongoing Thereafter	Area Quality Management staff provide all notices, communications, information/directive/emails regarding the SE Initiative and updates with all key stakeholders, service providers, APD staff, Family Care Council and support coordinators via emails (daily and as received). The SE Initiative will continue to be an ongoing scheduled agenda item at all monthly Area 9 support coordinator, provider, support group meetings, Area 9 Steering Committee and weekly APD staff meetings.	All notices, communications and directives were forwarded to all parties involved in the five year initiative and shared at various meetings during the period. Employment Initiative activities were discussed in all Area 09 meetings and trainings, continually reminding participants of the initiative status and its intended objectives.	Area 09 office continued to forward all notices, communications and directives all parties involved in the five year SE initiative and shared at various meetings during the period. Employment Initiative activities were discussed in all Area 09 meetings and trainings, continually reminding participants of the initiative status and its intended objectives.
Communicate Supported Employment updates, policies and clarifications, directives and assignments received from Central Office to all of the above via; email, conference calls, and correspondences.	Gerry Driscoll, Adonisia Brathwaite, Subhash Vyas, Michael Kiser, Frank Houston, Joyce Burch, Natasha Reeder	1-Jun-04, As scheduled, Ongoing Thereafter	Area Quality Management staff continue providing all notices, communications, information/directive/emails regarding the SE Initiative and updates to all key stakeholders, service providers, APD staff, Family Care Council, support coordinators via emails (daily and as received). The SE Initiative will continue to be an ongoing scheduled agenda item for all of the above monthly meetings.	Area 09 staff continue providing all notices, communications, training information/directive/emails regarding the SE Initiative and updates to all key stakeholders, service providers, APD staff, Family Care Council, support coordinators via emails (as received). The SE Initiative will continue to be an ongoing scheduled agenda item for all of the above monthly meetings.	Area 09 staff continue providing all notices, communications, training information/directive/emails regarding the SE Initiative and updates to all key stakeholders, service providers, APD staff, Family Care Council, support coordinators via emails (as received). The SE Initiative will continue to be an ongoing scheduled agenda item for all of the above monthly meetings.
Participate in all Supported Employment related conference calls; attend state, district or provider specific meetings and training.	Adonisia Brathwaite, Subhash Vyas, Joyce Burch, Michael Kiser	As scheduled	Area Quality Management staff participate in all Supported Employment related calls as scheduled by Central Office. Further, information obtained is relayed to all parties and staff involved in the SE Initiative via emails and/or meetings.	SE Liasion and SE Coordinator participated in Supported Employment related calls as scheduled by the Central Office. Pertinent information obtained shared with all parties and Area 09 staff involved with the employment initiative.	SE Liasion and SE Coordinator participated in Supported Employment related calls as scheduled by the Central Office. Pertinent information obtained shared with all parties and Area 09 staff involved with the employment initiative.

5.- COMMUNICATIONS

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (1-Jan-06 - 30-Jun-06)	Status (1-Jan-07 - 30-Jun-07)
Provide Supported Employment updates, share successes and failures, and discuss methods to improve the Area 09 APD's Five Year Employment Initiative Plan at monthly Social Services (support coordination) meetings.	Gerry Driscoll, Adonisia Brathwaite, Joyce Burch, Subhash Vyas, Natasha Reeder	1-Jul-04, Ongoing Thereafter	APD QM staff continues to share updates pertaining to all activities, special projects, and request for data relative to the "Employment Initiative" to all support coordinators via emails and during the monthly Social Services meetings. Monthly meetings throughout this quarter were held 12-Jul, 9-Aug, 13-Sep, 11-Oct, 8-Nov, and 13-Dec-05.	Area staff continued to share updates pertaining to all activities, special projects, and request for data relative to the "Employment Initiative" to all support coordinators via emails and during the monthly Social Services meetings.	Area staff continued to share updates pertaining to all activities, special projects, and request for data relative to the "Employment Initiative" to all support coordinators via emails and during the monthly Social Services meetings. Guest presenters i.e. David Guido of USF, Benefit Planners, VR staff are invited to discuss employment for persons with disabilities.
Distribute information on Supported Employment to supported living, non-residential supports and services, adult day training, and community residential habilitation providers with information explaining how their services interface with Supported Employment.	Subhash Vyas, Joyce Burch, Anna Glowala, Claurette DeVallon	1-Sep-04, Ongoing Thereafter	Recruiting, informational and training sessions are provided monthly by MW Enrollment Specialist and Quality Management staff for potential applicants. Upon signing of MW Services Agreement all newly enrolled providers are invited to present an overview of their particular service delivery during the monthly support coordinators Social Services meeting.	Recruiting, informational and training sessions are provided monthly by MW Enrollment Analyst and Quality Management staff for potential applicants. Upon signing of MW Services Agreement all newly enrolled providers are invited to present an overview of their particular service delivery during the monthly support coordinators Social Services meeting.	Recruiting, informational and training sessions are provided monthly by MW Enrollment Analyst and Area 09 staff for potential applicants. Upon signing of MW Services Agreement all newly enrolled providers are invited to present an overview of their particular service delivery during the monthly support coordinators Social Services meeting. A Technical Assistance meeting is held for all new providers and those who sign a renewal of their MW Services Agreement. Employment Initiative is reviewed during these sessions. Supported Living Coaches and Group Home providers are encouraged to orient people we serve to learn more about competitive employment and its potential as a vehicle to independence.
Publicize success stories.	Subhash Vyas, Adonisia Brathwaite, SE Providers, Support Coordinators	1-Aug-04, Ongoing Thereafter	A number of employment success stories for individuals in Area 9 individuals have been publicized through the local newspaper, provider agency newsletters and the FCC's "Celebrate Employment" publication. Area office is continuing to request provider agencies, advocates and support coordinators to submit letters.	Area Supported Employment providers continued to publicize success stories through their organization news letters.	Individuals receiving Supported Employment services were presenters at the Area 09 Quality Symposium held at the Kravis Center, WPB, on 17-May-07.

5.- COMMUNICATIONS

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (1-Jan-06 - 30-Jun-06)	Status (1-Jan-07 - 30-Jun-07)
Highlight and recognize successful providers, programs and supports. Announcements made through various meetings, email and correspondences.	Gerry Driscoll, Adonisia Braithwaite, Subhash Vyas	7/1/2004, Ongoing Thereafter	Area APD staff continue to participate in the Palm Beach Professional Support Service Network's quarterly meetings.	Employment coordinator has been working to re-establish the Professional Support Service Network.	Area Administrator and Area 09 staff meets and visits to complement providers of employment services. Area Office supports community based agencies when they seek funding from other sources. Area APD staff attends provider events to encourage providers and people we serve.
Provide Supported Employment information, updates and stories at Family Care Council meetings.	Gerry Driscoll	1-Jun-04, Ongoing Thereafter	Continue to participate and provide status and updates of the SE Initiative at all Area 9 FCC monthly meetings. FCC will be co-sponsoring the Area's DD Awareness and Celebrate Employment Fair to be held March 26, 2006.	Area staff continued to participate in the monthly FCC meeting. FCC members are working actively on the Supported Employment initiative.	Area staff continued to participate in the monthly FCC meeting. FCC members are working actively on the Supported Employment initiative.
Provide information to all concerned parties on SSA work incentives, e.g., red book, SSA pamphlets and brochures.	Joyce Burch, Support Coordinators	9-Oct-04, Rescheduled: 19-Mar-05, Ongoing Thereafter	"Benefits Consultant" from a local agency has been conducting quarterly training and technical assistance for all interested persons, families, support coordinators and APD staff. This training is announced in APD's Quarterly Training Calendar and Social Services meetings.	"Benefits Consultant" from a local agency has been conducting quarterly training and technical assistance for all interested persons, families, support coordinators and APD staff. This training is announced in APD's Quarterly Training Calendar and Social Services meetings.	Supported Employment initiative is consistently reviewed during Area Specific, Core Assurance, and Employment Trainings. Supported Employment service is also discussed during monthly provider orientation meetings. The next SE Training is scheduled on 9-Nov-07 when VR and Community Work Incentives Coordinator (CWIC) will join APD.

7.- FUNDING SOURCES

Action Steps	Accountability	When	Status (1-Jul-05 - 31-Dec-05)	Status (1-Jan-06 - 30-Jun-06)
Explore and establish additional funding sources for employment opportunities.	Gerry Driscoll, Adonisia Brathwaite, Subhash Vyas, Michael Kiser, Jaime Sanchez	1-Jan-05, Ongoing Thereafter	Currently a variety of funding sources are available (HCBS, FSLW, IFS through Standard Contracts in which 4 have been executed for FY 05/06; and VR). In addition, Gulfstream Goodwill Industries Inc. has obtained funding for either Phase 1 or 2 for 20 individuals ongoing. Most recently, Gulfstream Goodwill Industries has submitted a proposal in response to Fla. DD Council's RFP for Career Preparation and Work-Based Learning for Transitioning students. APD office has submitted a letter supporting Gulfstream Goodwill Industries.	Currently a variety of funding sources are available (HCBS, FSLW, IFS through Standard Contracts in which 4 have been executed for FY 05/06; and VR). Contract for fiscal year 06/07 are executed. In addition two community agencies, The ARC of P.B. County, and Palm Beach Habilitation Center are rendering Supported Employment services using the Able Trust grant money. Also with the direct appropriation funding the Jewish Association of Residential Care (JARC) placed 21 individuals in employment, most of these were APD clients.

