

Action Plan
Employment Outcomes Initiative

District 15 Priority: Develop a system to track the status of performance toward the five-year goal of competitive employment

Goal: To enable at least 50% of adults, aged 18-55, receiving APD funded day activity services to achieve integrated employment by 1/1/09.

1. Mission, Vision and Values

Action Steps	Accountability	Resources	Status for 070105 - 123105	Status for 010107 - 063007	Status for 070107 - 123107
<u>Collaboration and Communication</u>					
Inform the Waiver support coordinators, the Department of Vocational Rehabilitation, School Systems, District 15 supported employment (SE) and Adult Day Training (ADT) providers and Family Care Council on the APD five year supported employment initiative and philosophy.	Steve Stoltz, Ron Delevan and Sheila Wilson from Area APD Program Office	APD power point presentation	First meeting with WSCs and providers held 5/26/04 and updates are given at each monthly Support Coordinator's District meeting. New stats were announced for Area 15 goal. 070105 - 123105 We continue to update APD staff, VR staff, WSCs, ADTs other service providers, stakeholders and our FCC on our goals and progress relating to our five year plan.	VR has attended Area 15 WSC meeting to further clarify the roles and responsibilities to assist consumers to find jobs.	
Encourage all the above mentioned organizations to participate in on-going inter-agency work groups.	Steve Stoltz, Ron Delevan and Sheila Wilson from Area APD Program Office	Space offered by VR	Second meeting was held on 7/16/04 with WSCs, providers and VR. Have met again with Tri-County TEC and are setting up a VR meeting in the near future.	As stated earlier.	
Meet quarterly with VR, SE and ADT providers, FCC and WSCs to discuss plan and work on strategies.	Steve Stoltz, Ron Delevan and Sheila Wilson from Area APD Program Office	APD power point presentation	VR has not been interested in meeting until recently. We're in the process of setting up our next meeting with all the mentioned players.		
Meet monthly with support coordinators at regular monthly meeting to update them on progress made on five year initiative.	Steve Stoltz, Ron Delevan and Sheila Wilson from Area APD Program Office	APD power point presentation	SE has been put on the monthly meeting agenda. Minutes of our meetings are being forwarded to Kerry Schoolfield. VR Representatives attended our last meeting in November.		

**Action Plan
Employment Outcomes Initiative**

Organize a Provider Fair so that consumers and families can meet the different organizations and learn about the SE initiative.	District staff, VR, WSCs, providers, school system, FCC	adequate meeting space, food, AV equipment	School system held job fair this year and the Area 15 office was in attendance. We will team up with the school system next year through our interagency transition council to reach out to parents and try again to organize an employment information night. This will be an on-going effort. We are also organizing a Provider Fair to be held on January 18, 2006.
Establish an on-going relationship with the local School District's Interagency Transition Council.	Sheila Wilson, School System and other stakeholders		APD / DD District Office has been a partner on the transition Council for many years. Area 15 Provider Fair was scheduled for January 12, 2007 but was cancelled due to poor response from the provider population. It has been rescheduled for October 26, 2007 at the Indian River Community College. Steve Stoltz retired on January 26, 2007.
Become involved with the Business Leadership Network	Steve Stoltz	APD Headquarters	We are working on this with the help of Helping People Succeed, Inc. They haven't been able to hook up with the right people as yet but the latest info out on the internet should help. There has been a lapse in communication and forward movement with this aspect due to Mr.Stoltz's retirement. However, progress will be made in the next quarter.

Action Steps	Accountability	Resources	Status
--------------	----------------	-----------	--------

Attend interagency meetings which promote employment for individuals with disabilities and encourage the business community to attend.	Steve Stoltz Ron Delevan	School interagency meetings and business organizational meetings	Sheila Wilson and Steve Stoltz have been attending these meetings throughout the years.
--	-----------------------------	--	---

Help coordinate workshops to teach self-advocacy to consumers, their families, WSCs and other stakeholders in order to address barriers to employment.	District staff, VR, WSCs, providers, school system, FCC	Meeting space, workshop materials	In response to the FCC and other advocacy groups we have met with parents, consumers and providers for the first time at the Jensen Beach High School in Martin County to discuss this initiative and other unrelated issues. In addition to this we have had two more school meetings both at Dale Cassens and Challenger Schools to discuss our initiative. In addition this has been put on the agenda for our Area 15 IQC Steering Committee agenda.	Seventy-five letters of consent have been received from prospective participants in the Choices Survey. Efforts have been made to seek additional respondents to achieve the 110 target. Committee members have been given a mni training by a CBA committee member on how to conduct survey interviews. Committee members have been allocated sample of respondents based on location to being setting up interviews
--	---	-----------------------------------	--	---

Action Plan
Employment Outcomes Initiative

Participate in VR program intakes and meetings and encourage WSC to participate in these meetings as well.

Steve Stoltz
Ron Delevan
Sheila Wilson

Many of our WSCs have already participated in these screenings, but many more WSCs and APD staff need to participate in order to learn the process. At our November SC meeting it was apparent that some do not understand this process, so more education and training is needed.

Follow -up measures are being put in place to ensure continued involvement with the VR and WSCs on a regular basis. A schedule is being drawn up to ensure regular meetings and reports of movements of apd consumers within the supported employment field.

Keep SE providers informed of available training, resources and funding through various correspondence such as email, policy or procedure, e-bulletins etc.

Steve Stoltz
Ron Delevan

APD Headquarters, School System, SE provider trainers, District trainers, DD Council sponsored trainings,

All email communications, training opportunities and policies & procedures (Blue Ribbon Committee findings etc.) from PDDS and other organizations have been mailed and / or distributed to our stakeholders via the internet.

Provide technical assistance to support coordinators on addressing needs of individuals who indicated an interest on the ICG.

Steve Stoltz
Ron Delevan

Area 15 APD Office

We have raised this issue a couple of times at our monthly meetings and have gotten some resistance not over the initiative but over the use of the ICG and its relevance in relation to the SE initiative. Hopefully the ICG process will be updated and training on its use will be offered.

Send informational letters to individuals who indicated on the ICG that they desired employment.

Steve Stoltz
Ron Delevan
Sheila Wilson

APD Headquarters,
Stakeholders

We're not sure if PDDS would want to do a statewide letter or just have the District formulate a letter?

Acquire training from Social Security and VR on work incentives for providers and employers.

APD Area Office

This was accomplished for the first time by Mike Forte, a Benefits Consultant on 8/17/05 and we have had and will have Social Security representative speak to us at our monthly meetings.

Action Plan
Employment Outcomes Initiative

Establish stakeholder workgroup to continue working on and revising the work plan and action steps.

Steve Stoltz

Stakeholders

Right now the IQC / AQL Steering Committee is discussing the work plan in relation to our goals for the coming year.

Action Steps	Accountability	Resources	Status
--------------	----------------	-----------	--------

Assist ADT providers to reach intended goal

Steve Stoltz

Stakeholders

It's been suggested to the stakeholders that they come up with a plan of their own but nothing has been formulated as yet. Some stakeholders are just moving ahead in targeting employment for some of their ADT attendees.

Area 15 scheduling a joint meeting ADT and SE providers to promote SE for individuals in their program.

Problem solve roadblocks with stakeholders

Steve Stoltz

Stakeholders, APD Area Office

Our stakeholder meetings thus far have not addressed these problem solving issues

An accounting will be made to identify successes of stakeholders who have been making progress with their goal on the 5 yr plan. A meeting will be held to report and recognise these individuals.

Inform providers of training such as conferences, individual training, computer-based training, conference calls etc. and develop a library of resources i.e. books, brochures, articles on the topic

Sheila Wilson

APD Headquarters and APD Area Office

We have been doing this on a minimal scale with what resources we have, but we would appreciate anything our APD Central Office can offer us in the way of resources. The Central Office train-the-trainer opportunities are appreciated and unfortunately we were unable to attend at the last session, but will attend the next.

Area 15 SE trainers continue to provide training to the provider population on scheduled dates. A count will be requested of the number of participants.

Train and hand out information on SE billable activities to SE providers and WSCs and new providers etc.

Ron Delevan

George Kennel / Reconciliation Unit

George Kennel out of West Palm Beach has given our providers three days of training on billable activities. This training will be repeated in the near future and be on-going. Most of our WSCs are now informed of allowable billable activities and SE providers in our area.

Action Plan
Employment Outcomes Initiative

Develop a brochure for consumers, families and public to be handed out at time of support plan meeting or at other significant times.	Ron Delevan	APD Headquarters	We are still thinking that maybe a brochure developed out of the APD Central Office would be the best way to go so that we remain consistent across the State with our message.	Area 15 will continue to pursue getting local information published through the BLCs or APSE. Annual SE conferences will be utilized as part of this venture.
Provide Social Security work incentive information to all aforementioned stakeholders	Ron Delevan Sheila Wilson	APD Area Office	This was accomplished for the first time by Mike Forte, a Benefits Consultant on 8/17/05 and we have had and will have Social Security representative speak to us at our monthly meeting on Sept 7, 2005.	
Encourage consumer, families and advocates to announce and publish success stories so that the information spreads amongst the community.	APD Area Program Office	APD Area Office	This has been done for Central Office informational purposes but we haven't yet coordinated this important effort within Area 15. We do not have a lack of stories but we need to find a forum for families to listen and share experiences.	Area 15 will actively solicit success stories. A few have been mentioned at past WSCs and other provider meetings. These will be documented.

2. Data Collection and Management

Action Steps	Accountability	Resources	Status
Identify individuals currently enrolled in ADT and maintain data on these individuals.	APD Headquarters / Ron Delevan	APD Headquarters	We have supplied this information to Central Office and are starting to maintain data on these individuals.
Calculate the total number of individuals required to achieve the goal for District 15.	APD Headquarters / Ron Delevan	APD Headquarters	This has been calculated by our Central Office and our 5 yr goal is 73 and our 1 yr goal is 15
Calculate the total number of individuals by ADT provider to reach their individual goal.	APD Headquarters / Ron Delevan	APD Headquarters	If we were to evenly divide amongst all providers it would be 10.5 each, but this cannot be done evenly and the larger agencies like Helping People Succeed and Gulfstream Goodwill will have to make up for some of the smaller agencies.

Area 15 will actively solicit success stories. A few have been mentioned at past WSCs and other provider meetings. These will be documented.

A review of the total number of individuals required to achieve this goal will be made.

A review of the last two quarters will be made to track progress of stakeholders.

3. Data Collection Forms

Action Steps	Accountability	Resources	Status
Notify ADT providers to collect data and report on a monthly basis	Ron Delevan		Area 15 is in the process of notifying the ADT providers to collect this data monthly

This has been consistent and on-going

**Action Plan
Employment Outcomes Initiative**

Design data recording documents for the following:	Ron Delevan	APD Headquarters	APD Central Office has designed some of the following documents	
% of adults 18-55 who achieve integrated employment	Ron Delevan	APD Headquarters APD Headquarters	APD Central Office has helped us in this regard and issued recording documents	on-going recording to Central Office
% of persons moving from ADT to integrated employment (25%)	Ron Delevan	APD Headquarters	APD Central Office has helped us in this regard and issued recording documents	on-going recording to Central Office
# of persons on ICG desiring employment	Ron Delevan	APD Headquarters	APD Central Office has helped us in this regard and issued recording documents	on-going recording to Central Office
Develop comprehensive list of individuals who indicated on the ICG assessment the desire to find employment and match list with WSC so that the WSCs can start working with the individuals on finding employment opportunities	Ron Delevan	ICG List from APD Headquarters	We had been given the ICG list and have distributed to each corresponding WSCs. The WSCs have been instructed to help educate the consumers and / or families on the benefits of supported employment and show them that Medicaid benefits can be retained under this service.	No longer an initiative of the 5-yr goal.
Track referrals to VR of those who indicated an interest in integrated employment during the ICG assessment	Ron Delevan	VR, SE Providers	To be done	Area office is looking at methods to track referrals to VR.
Analyze monthly data for compliance towards annual goals	Ron Delevan Steve Soltz	APD Headquarters, Stakeholders	In the process of meeting with stakeholders on developing plan to meet compliance with annual goals	Meeting date to be set shortly.
Modify action plan if data indicates target is not being reached	Ron Delevan Steve Stoltz	Stakeholders	This process will change in the next several months.	

Action Steps	Accountability	Resources	Status
--------------	----------------	-----------	--------

Action Plan
Employment Outcomes Initiative

Design data collection instrument to capture quality indicators of employment such as integrated employment, job type, wages and benefits, # of hours worked, job retention, employer satisfaction etc.	APD Headquarters and Area Office input	APD Headquarters	Completed by APD Headquarters January, 2005	
Collect data on quality indicators	Ron Delevan	Stakeholders	To be done	SETS software is updated as needed regarding changes.
Analyze data on quality indicators to help support coordinators and direct service providers improve job quality	Steve Stoltz Ron Delevan	APD Area Offices, APD Headquarters, VR, Providers	To be done	

SE 5yr plan Area 15.xls