Pathway to Employment

Day Services Provider Meeting

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Welcome
And
Introductions
A word about today!

This is a FIRST step in learning about Pathway to Employment

Beginning the Paradigm Shift

OPWDD and Provider Partners Learning and Growing Together

Information, Information, Information
What will we cover today?
OVERVIEW

• OPWDD Vision and Mission
• OPWDD Transformation
• CMS HCBS New Requirements/Informed Choice and Rhode Island
• What is Supported Employment and Integrated Employment
• Success Stories
• Person-Centered Planning Process including Discovery
• Pathway to Employment Overview
• Pathway to Employment Process and Worksheets
• Discovery Report
• General Information regarding Pathway to Employment
• Pathway to Employment Enrollment and Billing
• Resources
The Vision Statement

People with developmental disabilities enjoy meaningful relationships with friends, family and others in their lives, experience personal health and growth and live in the home of their choice and fully participate in their communities.

The Mission Statement

We help people with developmental disabilities live richer lives.
OPWDD Transformation

OPWDD’s initial goals outlined five specific areas of system reform:

Making the system more person-centered

Restructuring to provide better integrated, holistic support

Establishing transparent and sustainable funding

Measuring the quality of the system based on the outcomes

Serving people in the most integrated settings possible
CMS Home and Community Based Waiver Setting Requirements

- Took Effect March 2014
- Awaiting CMS Guidance to shape OPWDD Direction
- A Home and Community Based Setting is Integrated
- A Home and Community Based Setting provides opportunities to seek employment and work in competitive integrated settings, engage in community life, and control personal resources, and receives services in the community to the same degree as those not received Medicaid
Settings PRESUMED NOT to be Home and Community Based

• Settings in a publicly or privately owned facility providing inpatient treatment

• Settings on grounds of, or adjacent to, a public institution

• Settings with the effect of isolating individuals from the broader community of individuals not receiving Medicaid HCBS services
Informed Choice and Segregation
Rhode Island Decision

To ensure informed choice, individuals with I/DD may remain in segregated programs if they request a variance after they have received a vocational assessment, a trial work experience, outreach information and benefits counseling.
So, what is Supported Employment anyway?
Definition of Supported Employment

Supported employment is the provision of ongoing supports to individuals to gain and maintain integrated, community based employment for which an individual is compensated at or above minimum wage, working alongside workers without disabilities.
What is Integrated Employment?

Work settings where workers with developmental disabilities have opportunities to interact with, and work alongside, co-workers who do not have disabilities are considered integrated.

If supervisors, job coaches and other staff are the only people without disabilities that workers interact with, then the setting does not meet the definition of integrated.
Believe?

Do you believe that people with disabilities can work?

Why?
Edison Price Lighting
2009 Medium Business Winner

Edison Price Lighting of Long Island City, N.Y., designs and manufactures innovative, energy-efficient architectural lighting fixtures for businesses such as airports, offices and galleries around the world. Company president Emma Price hired Rayquan Winchester, who has become a valued member of the Edison-Price team, where he assembles, tests and packages specialty light fixtures. Management at Edison Price believes that every person deserves the opportunity to work, to earn a fair wage and to be successful. In fact, Emma Price says: “Rayquan has excellent attendance, an excellent attitude; he is really one of my best workers. I would recommend working with an agency to find the right person who can be the right fit. A person with developmental disabilities can fit your needs better than you could ever imagine.”
Indian Road Café
2010 Small Business Winner

Indian Road Café owners Jason Minter and Jason Berger hired Jermaine Yarborough two years ago and he now serves as their lead porter and trainer of new employees. His long-time employment and strong work ethic has made Jermaine invaluable to the business. ”
So, how did they get there?
Employment First

Believe

Plan
Person Centered Planning

Process
Discovery
Person Centered Planning

**Person Centered Planning**

Identifies the person’s interests, talents, desires, how they want to live and describes what supports are needed for meaningful community participation.

**Discovery**

Explores new opportunities to build the person’s skills and abilities which helps to set a direction for future employment and community participation.
PATHWAY TO EMPLOYMENT

OVERVIEW
Why is Pathway to Employment Needed?

Improve Job Retention

Develop the Skills Employers Demand

Fill the Experience Gap

Achieve Full Integration

Meet Employment Targets – 700 Newly Employed
REASONS INDIVIDUALS LEAVE JOBS

- Behavior Challenges: 15%
- Cannot Master Skills: 18%
- No Longer Wanted to Work: 16%
- Medical: 2%
- Financial Disincentive: 12%
- Layoff/Budget: 8%
- Dissatisfaction with Job: 8%
- Lack of Transportation: 13%
- Other: 8%
What Employers Look for in Entry-Level Job Candidates

Skills

The Focus on Skills

What skills are you looking for when you hire?

- 98% Communication Skills
- 97% Positive Attitude
- 92% Adaptable to Change
- 92% Teamwork Skills
- 88% Goal Oriented

What skills are hardest to find, but most important to you?

1. Communication Skills 91%
2. Positive Attitude 85%
3. Adaptable to Change 85%
4. Teamwork Skills 82%
5. Strategic Thinking & Analytics 78%

National Work Readiness Credential
Closing the Experience Gap

- Exposure to volunteering or paid work
- Exploration through volunteering or paid work
- Assessment
- Success/Failure
What is Pathway to Employment?

• Time limited service – up to 12 months
• Up to 278 Hours of service during a 12 month period
• Designed to assist people in identifying a career goal by providing exploration and experience

• Services will focus on:
  – Pre-employment Skills
  – Integrated Community Vocational Experiences
  – Development of a Vocational or Career Plan
  – Achieving the Greatest Level of Independence Possible
  – Self employment is included
Who Can Receive Pathway to Employment Services?

Anyone Eligible for Waiver Services and may be receiving:

- Day Habilitation
- Sheltered Workshop
- Pre-Vocational
- Supported Employment
- Students leaving High School

Not self directed service – design the components of Pathway in Self-Directed Plan
The Road to Employment

Day Hab Workshops PreVoc

Pathway To Employment

ACCES-VR
OPWDD Supported Employment
Employment Training Program (ETP)
Self Employment
Allowable Pathway to Employment Services

Consists of **direct** and **indirect** services that assist an individual in identifying a career/vocational direction, provides instruction and training in pre-employment skills, and develop a path for achieving competitive, integrated employment at or above the New York State minimum wage.
Direct Service Provision Activities

(Limited to 218 hours (or 278 hours less indirect services) of billable service time)

- Job Readiness Training
- Job Coaching
- Travel Training
- Stress Management
- Social and Interpersonal Skill Building
- Vocational Observation and Assessment
- Situational Observation and Assessment
- Job Related Discovery
- Career Exploration
- Experiential Learning
- Assessment for use of Assistive Technology
- Community Experiences
- Benefits Management
- Career/Vocational Planning
- Customized Job Development
- Planning for Self-Employment
Indirect Service Provision Activities

(Limited to 60 hours of billable service time)

- Observation and assessment of an individual’s interactions and routines at home, in the community, and within other services or programs that could translate into employable skills

- Development of community experiences through volunteer opportunities, paid or unpaid internships, mentorships, apprenticeships, job clubs, work site visits, job placement or other job exploration modalities.

- Preparing the Pathway to Employment Service Delivery Plan

- Preparing the Pathway to Employment Discovery Report that includes the career and vocational plan

- Travel associated with observations and development of community experiences as noted above
Pathway to Employment Process

**STEP 1**
• Enroll the Person in Pathway to Employment Services

**STEP 2**
• Gather Information about the Person and their Interests, Skills, Experience and Supports

**STEP 3**
• Create the Action Plan for Pathway to Employment Services

**STEP 4**
• Implement the Action Plan for Pathway to Employment Services

**STEP 5**
• Supported Employment Staff Complete the Initial Pathway to Employment Discovery Report

**STEP 6**
• Request Recommendations from ACCES-VR

**STEP 7**
• Prepare the Final Discovery Report and Career/Vocational Plan

**STEP 8**
• Enroll the Person in the Services and Supports Recommended in the Career/Vocational Plan
Enroll the Person in Pathway to Employment Services

STEP 1

- Complete the Participant Profile – Section 1a
- Prepare the Pathway to Employment Habilitation Plan – Section 1b
- Amend the ISP
- Enter the person into Choices or submit DDP1
Gather Information about the Person and their Interests, Skills, Experience and Supports

STEP 2

• Review the person’s documentation including ISP, school records, employment history, academic and psychological reports, etc. **Complete Section 2 Review File Worksheet.**

• Interview the person, their family, friends and support staff. **Complete Section 3a, 3b, 3c Interview Worksheets** *(one for each interview)*.

• Observe the person at home, day activities and in the community. **Complete Section 4 Observation of Individual Worksheets** *(one for each activity)*.
Create the Action Plan for Pathway to Employment Services

STEP 3

- Meet with the person and their support team to review the results from the information gathered on the various worksheets and complete the Action Plan for Pathway to Employment Services.

- Based on the results of the initial information gathered develop the Action Plan to include community volunteer/work situational assessments and other career development tools.

- Determine which members of the person’s support team will assist with each activity in the Action Plan. Complete Section 5 Action Plan for Pathway to Employment Services.
Implement the Action Plan for Pathway to Employment Services

**STEP 4**

- Implement at least 2 career development tools in addition to volunteer/work experiences. **Complete Section 6 Career Development Activities Worksheets (one for each activity).**

- Develop and support the person in at least 4 community-based volunteer/work situational assessments in at least 4 different vocational areas. **Complete Section 7 Community-Based Volunteer/Work Situational Assessment Worksheets (one for each activity).**
Supported Employment Staff Complete the Initial Pathway to Employment Discovery Report

**STEP 5**

- Continue to meet with the person and their support team to review the results of the career development activities and community-based volunteer/work situational assessments and make recommendations.

- Supported Employment Staff review all the information gathered, progress notes, worksheets, person-centered planning meetings and other relevant information to complete the Pathway to Employment Discovery Report.
Request Recommendations from ACCES-VR

- At 200 hours, submit the Initial Pathway to Employment Discovery Report to ACCES-VR.
- If approved, apply for ACCES-VR services.
- Continue to complete Pathway to Employment Services and complete the Career/Vocational Plan while the ACCES-VR application is being processed.
- If it is determined that the person needs additional employment experience and/or training include recommendations in the final Career/Vocational Plan.
Prepare the Final Discovery Report and Career/Vocational Plan

STEP 7

• The Supported Employment Staff synthesize the Pathway to Employment Discovery Report information, person-centered planning input and ACCES-VR recommendations to complete the final Discovery Report and Career/Vocational Plan.

• Include in the Career/Vocational Plan the next steps and determine which support team members will assist with each activity.
Enroll the Person in the Services and Supports Recommended in the Career/Vocational Plan

**STEP 8**

- If supported employment is recommended enroll the person in ACCES-VR and OPWDD Supported Employment services.
- If it is determined that the person needs additional employment experience and/or training enroll the person in other community-based programs (ETP, SEMP, CH, DH, CSS, CPV, etc.) to continue to build community experience, skills, independence, career opportunities, etc.
Benefits of Planning with the Person and their Support Team

- Planning as a team allows for sharing multiple views and experiences with the person.
- Teamwork enables you to accomplish tasks faster and more efficiently than working individually.
- Teamwork enhances cohesion and increases trust among the team.
- Teamwork offers members the opportunity to challenge ideas and develop collaborative strategies that result in comprehensive solutions and increased accountability.
- Person-centered planning focuses the team on the person’s talents, gifts, skills, goals and enhancing their contributions to the community.

- WHAT IS A SUPPORT TEAM – Interdisciplinary (Day Hab, Pre-Voc, SEMP, Residential, Community Hab)
Does Volunteering Actually Help Individuals Find Employment?

Study by the Corporation for National and Community Service entitled “Volunteering as a Pathway to Employment” reported these key findings:

- Volunteers have a 27% higher odds of finding a job after being out of work than non-volunteers.
- Volunteers with a High School Diploma have a 51% higher odds of finding employment.
- Volunteers living in rural areas have a 55% higher odds of finding employment.
How Does Volunteering Help Individuals Find Employment

Evidence has shown that volunteering can increase employment prospects by helping job seekers to:

- Learn new skills
- Expand their networks
- Take on Leadership Roles
- Gain possible entry into an organization where they would like to work
Chart and Narrative Note Format

To be Developed

- Chart to include:
  - Pathway to Employment activity
    - At least 1 direct service and all indirect services
  - Location of the service

- Narrative to include:
  - Note with individual’s response to the service delivery
  - Monthly narrative note must summarize implementation of the individual’s PE plan, address the individual’s response to the services provided, and address any issues or concerns
Best Practices in Goal Planning and Documentation

Pathway to Employment Habilitation Plans
- Clearly document valued outcomes (from ISP)
- Develop measurable objectives that are achievable and relate to the discovery and person centered plans.
- Should include clear, instructive language
- Objectives should use future oriented language
- Must be completed w/in 30 days of ISP

Service Documentation
- Document accurately
- Record consumer responses
- Record staff actions
- Know the goals and objectives
- Document contemporaneously
- Use non-judgmental language
- Sign, date, initial, etc.
INNOVATIONS IN EMPLOYMENT SUPPORTS

New York State OPWDD is pleased to offer the Innovations in Employment Supports training series at locations across the state. The series is designed to give staff an opportunity to enhance their skills to better support individuals with developmental disabilities through person-centered plans that focus on meaningful activities and employment opportunities.

The list of trainings sessions scheduled near you is available on the OPWDD website at: http://www.opwdd.ny.gov

Search for Innovations Training

For questions you can email: innovations@humanservices.org
REFERENCE AND ADDITIONAL RESOURCES
Individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without contemplation of pay are not considered employees of the religious, charitable or similar non-profit organizations that receive their service [efforts]. Under the FLSA, employees may not volunteer services to for-profit private sector employers. On the other hand, in the vast majority of circumstances, individuals can volunteer to public sector employers.
 Department of Labor Regulations

“Individuals who volunteer or donate their services, usually on a part-time basis for public service religions or humanitarian objectives, not as employees and without compensation are not considered employees of religious, charitable or similar non-profit organizations that receive their service [efforts]. “

“Under the FLSA, employees may not volunteer services to for-profit, private sector employers. On the other hand, in the vast majority of circumstances, individuals can volunteer for public sector employers. “

For more information on this and other wage and hour regulations:

http://www.dol.gov/whd/fact-sheets-index.htm
The ISP: Starting Point for Both Standards

- The ISP and Habilitation Plans are products of a joint effort that seeks to listen, discover and understand the person receiving services.

- The ISP meeting must include the person, advocate or family, service coordinator and major service providers (res hab, day hab, prevoc, SEMP and day treatment)

- The written plans that result from the meeting represents an agreement between the person and the service providers.
Components of an ISP and Habilitation Plan

- ISP:
  - Individualized profile
  - Safeguards
  - Waiver type
  - Valued outcomes

- Habilitation Plan:
  - Individualized to the person
  - Supports at least one of the person’s valued outcomes
  - Adds professional recommendations based on assessment of needs and interests
  - Safeguards based on individual needs: Health and Fire Safety
Benefits Advisement

*Staff may work with Medicaid Service Coordinators* can also provide job seekers and their families with social security resources and advice. Social Security offers several incentives to allow persons with disabilities to earn wages, maintain medical benefits and often financial benefits, as well. The following is a list of resources:

- **New York Makes Work Pay Initiative** 1.888.224.3272 Voice and 1.877.671.6844 TDD

- SSA Publication No. 64-030, The Red Book can be found at http://www.social security.gov/redbook

Why Is an Integrated Employment Setting Important?

- U.S. Supreme Court Olmstead Decision - States have an obligation under the Americans with Disabilities Act to provide services to people with disabilities in the “most integrated setting” appropriate to their needs.

- The U.S. Department defines the most integrated setting as “a setting that enables individuals with disabilities to interact with non-disabled persons to the fullest extent possible.” Integrated settings are those that provide individuals with disabilities opportunities to live, work, and receive services in the greater community, like individuals without disabilities. Integrated settings are located in mainstream society; offer access to community activities and opportunities at times, frequencies and with persons of an individual’s choosing; afford individuals choice in their daily life activities; and, provide individuals with disabilities the opportunity to interact with non-disabled persons to the fullest extent possible.”

- Olmstead applies to employment.

- Department of Justice has been clear that workshops are “segregated settings”.
Rhode Island Dept of Education
Decision/Agreement

- Create Employment First Task Force and Adopt and *Employment First Policy*
- Implement School to Work *Transition Planning* with specific timelines and benchmarks for youth age 14-21
- Provide *integrated* vocational and situational assessments, trial work experiences and other services
- Creation of a *Workshop Conversion Institute* to assist providers in converting to SEMP services ($800,000 for start up costs and TA training assistance for providers)
- *MOU* between DD, Education and VR agencies
- *Reallocation of workshop funding* to SEMP and integrated day services (money follows the person w/o increased cost)
- Funding must include *transportation and adequate job coaching* supports (including non face to face activities)
- Quality Assurance and *Data Collection*