

Area 10 Supported Employment Five Year Initiatives July 1, 2004 – June 30, 2009

Goal #1 Assist 50% of the individuals between the ages of 18-55 who receive services from the Medicaid Waiver to receive some type of funding in order to achieve gainful employment.

Goal #2 Increase the visibility of the SE Liaison by participating in the 2008 South Florida Disabilities Expo. Provide information to the community about Supported Employment. Possibly obtain prospective employers at the Expo, which is held at the University.

Supported Employment Tracking System Data : May 1, 2009 report

Goal # 1: Area 10 has 424 individuals who are employed and have maintained that employment over a year

Goal #2: Area 10 has 49 individuals who are receiving some type of funding from APD

Goal #3 Area 10 has 84 individuals that are employed through an Adult Day Training facility

Area 10 SE Outcomes:

- Supported Employment Liaison is a committee member of Training in Transition
- Attended and participated in Training in Transition Seminar
- Attended Statewide FPN professional development opportunity – Orlando
- Attended a Webinar on Grant Writing
- Business Feasibility and Marketing - Webinar
- Collaborated with Center for Independent Living to offer a Work Incentive Workshop opportunity for PASS on July 20, 2009.
- Collaborated with SCIETT to come to Ft. Lauderdale to do PASS application which provides an opportunity to prepare your questions, troubleshoot anticipated concerns or issues about the application so that during the session those issues may be brought up to the experts to ensure your community receives accurate responses, tips, rules, policies relating to the implementation of PASS work incentive.
- Encourage all CWIC to register and attend the Work Incentive Seminar Event scheduled on Thursday, July 23 in Plantation at the West Regional Library from 1 – 3.
- Will be hosting Disability Mentoring Day on October 21.
- Coordinated and will attend the SE Pre-Service 4-day Training in Ft. Lauderdale – along with the SSWI Pre-Service component
- Attend Ticket to Work FREE Webinar: Turning Diversity into Dollars
- Attended Leslie Wilson training on Best Practices of the Most Successful Employment Specialist

Goal: Enable at least 50% of adults, aged 18-55 receiving DDP funded services to achieve Integrated Employment by 06/30/2009.

1. Mission, Vision, & Values					
Major Tasks and Milestones	District Action Steps	Person Responsible	Schedule & Status	Resources	Status Thru July 31, 2009
Communicate priority of Supported Employment (SE) Initiative and employment of consumers at all appropriate venues.	Compile a list of local organizations attended by various DD Staff and make sure that information is communicated timely. Organizations include, but are not limited to, the Interagency Council, Florida Alliance for Assistive Technology, developmental training day programs, waiver support coordinators, supported independent living coaches.	Carol Stanley to appropriate staff member	Quarterly Review	Email, meetings	SE Coordinator continues to meet regularly with the following: CMATT, Interagency Planning Council, Hiring Practices Sub-Committee, Broward Regional Planning Council, SEDNET, Broward County Coordinating Board, Partners in Transition Workgroup, and Waiver Support Coordinators.
	Timely communicate projects and directives from Tallahassee to all local stakeholders at all appropriate meetings and organizations as above and via e-mail.	Carol Stanley to appropriate staff member	Quarterly Review	Email, meetings	Met by July 31, 2009 through participation in above community agency meetings and "email blasts".
Increase provider capacity by establishing regularly scheduled pre-service and in-service training on Supported Employment in the district.	Develop district's SE pre-service and in-service training curriculum and capacity. Provide training at 4 times a year 30 people per class, 120 yearly.	Cora Brown & Kathy Coleman	Quarterly	District and private trainers. Tallahassee for curriculum	This action step was completed. Objective met with participation from WSC's, SE Coaches as well as District office's SE & SL Coordinators.
	Identify community training resources, such as training in retaining benefits, benefits planning, resume writing and interviewing. Communicate availability of such training in quarterly training calendar and/or in special emails. Resources may include Broward County School System, Employment Coalition of Florida, Archways, Workforce One, Division of Vocational Rehabilitation, etc.	Carol Stanley and Cora Brown	Quarterly	Various agencies and organizations within Broward County.	List was established and appropriate training dates scheduled throughout quarterly training calendar. Quarterly training calendar was made available and included training by agencies such as Social Security, Goodwill, Broward County School System, Employment Coalition of Florida, Archways, Workforce One, Division of Vocational Rehabilitation, OneStop Centers, Center for Independent Living and various SE providers.
	Determine the capacity of current Supported Employment providers to increase consumer caseloads by 5% per year.	Cora Brown	Quarterly	Data from Tallahassee, provider report to be developed	This goal was met.
	Encourage and support adult day	Cora Brown	Ongoing	Tallahassee;	Began visiting ADT's in

1. Mission, Vision, & Values

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	training providers refocusing their mission, vision and values to support integrated employment and reduce or close adult day training capacity.		through 1/1/09	other districts who have been successful in this initiative	February 2006 and continue to do so in order to reinforce the importance of 5 year initiative and its mission and vision. Due to the fact that Area 10 is behind in its 5 year goal of employing ADT consumers, a more assertive approach will be utilized to stress the importance of this goal and to increase the number of individuals who are currently in ADTs towards Supported Employment. This will be implemented through more direct contact with ADT providers via quarterly joint meetings with Supported Employment and ADT providers, through on-site visits and awareness trainings.
	Hold SE provider meetings to identify and address issues related to fostering integrated employment for consumers.	Cora Brown Murphy, Kathy Coleman, Martha Martinez	Monthly		Currently holding quarterly SE provider meetings to provide technical assistance and training to SE providers and their coaches.
Actively promote employer partnerships between individuals with Developmental Disabilities and businesses acknowledging both as the customers of the employment initiative.	Encourage and facilitate new collaborations with businesses and other entities that can increase chances for success in employing consumers. Such entities include but are not limited to the Children's Services Council, the Community Council of Broward, Workforce One, Department of Vocational Services, various chambers of commerce, and appropriate departments in cities in Broward County.	Cora Brown Murphy Martha Martinez	quarterly thereafter	Jack Moss for community connections	Monthly meetings are being held between APD and other various agencies and councils such as Interagency Council, Hiring Practices Sub-Committee, Employment Coalition of Florida and Special Olympics.
	Participate in the 2008 South Florida Disabilities Expo. Provide information to the community about Supported Employment. Possibly obtain prospective employers at the Expo, which is held at the University.	Cora Brown	10/11/08		Upcoming event will participate in the upcoming 2009 Disabilities Expo which is October 17,2009
	Prepare brochures and information to inform the above groups of the benefits of hiring a person with Developmental Disabilities. Include tax incentives stability and how a person with Developmental Disabilities can help to solve a definite workplace problem.	Carol Stanley	Overview brochure completed. Special brochures TBD as needed	Publications from the Florida Developmental Disabilities Council.	This goal was met and completed.
	Interface with Workforce One to obtain	Cora Brown	At least	Workforce	Job leads and other

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	their list of jobs that are in demand in the community, and employers coming into their office to hire.		quarterly	One website and training	opportunities are continuously forwarded to SE providers by the DPN and this office.
Develop and implement plans for all people identified through the ICG or support plans who desire employment.	Identify consumers requesting employment on their support or ICG plans.	Carol Stanley	At least quarterly	ICGs	This goal was met and completed..
	Develop tracking system to identify when consumers become employed.	Cora Brown	Monthly	Tallahassee data; ICG data, Waiver Support Coordinators and provider reports TBD	Two reports have been developed by Tallahassee. One identifies who is employed and the other identifies the quality indicators of the job such as benefits and ability to advance, etc. The SETS tracking system continues to be upgraded and expanded by Central Office providing for even better reporting and tracking capabilities.
	Work with waiver support coordinators to identify impediments to employment of individual consumers and potential mechanisms to solve problems.	Cora Brown , Martha Martinez	At least quarterly	Monthly Waiver Support Coordinator meetings; email, Workforce One, business partnerships TBD	Ongoing – Attending Waiver Support Coordinator meetings and communicating with them through phone calls and email.

2. Data Driven Management

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Identify persons desiring employment in integrated settings.	Receive data from Tallahassee. Send appropriate Waiver Support Coordinators data and ask for a report of current status regarding employment, including consumers on their caseloads who desire employment, but have not been identified previously in various systems.	Carol Stanley	Ongoing	Tallahassee Report; summary tracking sheet TBD	This objective was met by Carol Stanley with the help of data received from Tallahassee and Waiver Support Coordinators. Data from Tallahassee came from question 7 on the ICG. Question 7 specifically asks consumers about their desire to find employment.

2. Data Driven Management

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Develop and implement district quarterly reporting process for providers and waiver support coordinators.	Identify the quality of consumers' employment by measuring hours of employment, pay rate, career options, integrated environment and benefits.	Cora Brown	October and April annually.	Provider and WSC reports Tallahassee data systems/reports	This report was designed by Tallahassee and is called the Employment Quality Indicators report. Data for it comes from WSC's and SE providers.
Develop and implement area satisfaction survey for employers of individuals with developmental disabilities..	Work with established collaborations of business, chamber of commerce, Vocational Rehabilitation, Workforce One, etc. to create survey, fund distribution and collect results. Explore possibility of working with an academic institution in this endeavor.	Cora Brown	Ongoing	Business partners, school board, Workforce One, Nova University	Satisfaction Survey will be implemented in 2008. Cultivating relationships within the business and academic community. Complete satisfaction survey for 2009 and 45% of our SE providers and SE coaches were satisfied with the services that the agency office were trying to provide when it came to additional funding for increased hours.
Identify annual targets to achieve statewide goal of:	Work with providers and waiver support coordinators to achieve annual employment targets:	Cora Brown			424 individuals who are employed and have maintained that employment over a year
50% of adults in employment by 2009	Year 1: 10%, Year 2: 15%; Year 3: 25%, Year 4: 35%, Year 5: 50%	Cora Brown	Quarterly updates		
ADT – average of 5% per year	Year 1: 5%, Year 2: 10%; Year 3: 15%, Year 4: 20%, Year 5: 25%	Cora Brown	Quarterly updates	Provider and Waiver Support Coordinators	Targets in employment are being met and exceeded
ICG - number of people in employment	As directed by Tallahassee	Cora Brown	Quarterly updates		
	Determine the number of possible consumers between 18 and 22 who are currently in the Broward school system who will be graduating in the next five years, and who could be receiving SE while in school. Work with appropriate entities to provide funding for those students for follow-up if they become employed while they are in school.	Cora Brown	Quarterly updates	School system and Tallahassee	Data given to Area 10 by Tallahassee identifies consumers in the public school system between the ages of 18 and 22 who could be receiving SE services. Received this data December 2008. Currently working to provide case management to consumers who accepted SE services through the General Revenue Supported Employment project. The Supported Employment Coordinator, Cora Brown, is responsible for all aspects of this project beginning with the initial contact made to families to the final submission of all bills.

2. Data Driven Management

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					Worked extensively on special project converting all original employment data from excel spreadsheets to new software program called SETS.

3. Collaboration

Major Tasks and Milestones	District Action Steps	Person Responsible	Schedule & Status	Resources	Status Thru July 31, 2009
Establish regularly scheduled meeting(s) with appropriate partners identified in 1 above.	Identify existing meetings that would be helpful in efforts to maximize employment opportunities for consumers and send appropriate Developmental Disabilities staff as liaison.	Carol Stanley, Martha Martinez, identified appropriate DD staff	Regular meeting schedules	Existing groups	Regularly scheduled meetings. Such meetings include Interagency Planning Council, Hiring Practices Sub-Committee, Employment Coalition of Florida and Waiver Support Coordinators meetings.
Identify new funding sources that consumers and/or providers may access.	Work with appropriate partners to write grants and gain letters of support for same.	Cora Brown	Ongoing	Children's Services Council, Workforce One grant committees federal registry	To be explored and developed by Cora Brown. Recently attended a webinar in grant writing to see exactly how to proceed in getting money for the agency for supported employment..
	Identify existing funding sources for employment, housing, etc. such as Vocational Rehabilitation, Housing & Urban Development, etc. which consumers can use. Develop training materials to inform consumers, waiver support coordinator and providers of such sources and how to access them.	Cora Brown	Quarterly updates	HUD publications, Workforce One, municipal agencies, Vocational Rehab	Working to collect information on funding sources for our consumers by attending seminars and meetings and collecting literature, brochures and handouts. Share information to SE providers and consumers through monthly meetings and emails.
Develop a plan for increased involvement of natural support networks. Shift from job coach model to individual support model.	Work with Family Care Council, peer groups, churches, civic groups, employers, job coaches, etc. to increase understanding of individual support model, develop community mentors and link consumers with appropriate individual supports.	Cora Brown, Martha Keim	Ongoing	Monthly	Already implemented attend monthly meeting last meeting was June 12,2009
Identify new ways to encourage consumers and	Host Disability Mentoring Day. A day in which students and young adults job shadow with an employer to learn about the benefits of employment and the	Cora Brown	Ongoing		Hosted Disability Mentoring Day October 17, 2007 and October 18 th 2006. Have committed to being a host and active participant for DMD – Oct. 15, 2008 Joined LINKS (Local Inclusion Network Collaborative)

3. Collaboration

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get them excited about the benefits of Supported Employment	various employment options available to them. Join LINKS an organization, which promotes volunteerism for people with varying abilities.				<p>and Volunteer Broward June 2007.</p> <p>Our APD office in Area 10 hosts a summer program called S.T.E.P.S. in collaboration with Workforce One and the Children's Services Council to provide summer employment opportunities for students with disabilities.</p> <p>Hosted Disability Mentoring Day October 15, 2008</p> <p>Will host Disability Mentoring Day October 21, 2009</p>

4. Training & TA

Major Tasks and Milestones	District Action Steps	Person Responsible	Schedule & Status	Resources	Status Thru July 31, 2009
Increase the district's capacity to provide training in Supported Employment and related areas.	Identify trainers for pre-service and in-service supported employment training. This may include district and/or private certified trainers.	Kathy Coleman and Cora Brown	Ongoing	Tallahassee curriculum, other district trainers, certified private trainers	<p>Training resources identified were Nova South Eastern University, Wilson Resources, Inc., Dale Dileo's Training Resource Network, Inc., University of South Florida and online trainings also available through Dale Dileo's Training Resource Network.</p> <p>Our Area office will provide Supported Employment pre-service training covering 18 hours and spanning three days. This will be made available to anyone who wants to provide Supported Employment services in Broward County. In the process of being trained to teach Supported Employment, and also will be taking the upcoming Train the Trainer for SE</p>
	Include SE and related training as part of district's quarterly training calendar, including district and private training availability. Ensure that training is provided at least quarterly. Provide notice of availability of web-based training.	Kathy Coleman and Cora Brown	Quarterly	Various web sites; training notices, Tallahassee	<p>Notice of class and web based trainings in supported employment are made available through quarterly training calendar, emails and monthly SE meetings.</p> <p>Broward County was chosen as one of three SUF (Start-Up Florida Initiative pilot sites has enabled us to share a whole new group of resources for individuals interested in self-employment/micro-enterprises. Similarly, the Center on Self Employment in conjunction with VR will commence with a statewide training initiative for individuals wishing to start their own micro-enterprise.</p>

4. Training & TA

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Provide training and information materials on SE. Attend various trainings around the state related to all aspects of employment.	Establish a training library. Provide notification of available materials and process for borrowing such materials. Seek out all available training to stay informed on labor laws, social security and any new programs.	Cora Brown Bob Wessels	Ongoing beginning Ongoing	Publications from the Florida Developmental Disabilities Council, TRN, Workforce One, President's Council, etc. Partners for funding	Training library was established by target date and includes resources such as videos, books, brochures, handouts and CD's. Training materials come from a variety of resources and agencies such as Business Leadership Networks, Developmental Disabilities Council, Universities, private trainers, Social Security, Small Business Development Council and Family Care Council.
	Prepare brochures and information to employers of the benefits of hiring a person with Developmental Disabilities. Include tax incentives, stability and how a person with Developmental Disabilities can help to solve a definite workplace problem.	Cora Brown	brochures completed. Others TBD	Publications from the Florida DD Council, Workforce One, President's Council, etc. Partners for funding	Brochures and other handouts were designed and collected to disseminate to employers, consumers and their families. Brochures and handouts came from various resources named above. Brochures used are: "Celebrate Employment", "I've Finished School, Now What?" and APD supported employment marketing brochure. Will attend a Resource Fair in August at the Sheridan Vocational Rehabilitation and speak about APD and the SE component that is being offered for transiting students.
	Identify regional, statewide and national conferences regarding SE. Include such conferences in quarterly district training calendar.	Cora Brown and Kathy Coleman	Quarterly	Various web sites, Training Collaborative, various partners	Attended APSE conferences in 2007. Provided notification to providers, consumers and their families as well as employers of the many benefits of this conference. We continue to notify these groups about upcoming training events. Not attending this year 2009.
	Attend district/regional meetings/conference calls as scheduled, and inform others in the District to attend as appropriate.	Cora Brown	Ongoing	Tallahassee	This objective is met every month.
Develop and implement annual meeting with workshops regarding SE and SIL.	Encourage development of annual meeting with appropriate partners. Include annual business of year, consumer of year celebration as part of meeting.	Martha Martinez, Cora Brown	Ongoing	Various partners	Family Care Council hosted a Community Inclusion Conference which recognized an employer and employee who demonstrated commitment, dedication and hard work to the supported employment philosophy.

5. Communication

Major Tasks and Milestones	District Action Steps	Person Responsible	Schedule & Status	Resources	Status Thru July 30, 2009
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Major Tasks and Milestones	District Action Steps	Person Responsible	Schedule & Status	Resources	Status Thru July 30, 2009
Discuss Five Year SE Plan with: Families & Consumers Support Coordinators Providers APD staff.	Ensure that plan is on the agenda of various meetings of agencies. Enlist the collaboration of various groups in creating specific steps for years 2-5 of the plan. Provide regular reports on plan progress to groups. Highlight successes at various meetings, conferences, etc.	Cora Brown, Martha Martinez, appropriate DD staff	Ongoing	Meeting schedules, agenda, minutes, plan document, reports on progress	Continuously discussing and sharing 5 year SE initiative and its mission with the community via meetings, conferences, WSC and SE provider meetings as well as phone and email contact with consumers and their families.
Create district quarterly newsletter on SE.	Discuss plan steps. Provide opportunities for partners to communicate. Highlight successes	Cora Brown		Meeting minutes, plan document, reports on progress, consumer stories	This is only being shared with our SE Coaches and SE providers who are currently providing services to our agency and is disturbed electronically to the Area 10 providers. As a means of communicating any new resources when it comes to supported employment.
Identify appropriate links for information related to SE.	Include in quarterly training calendar.	Cora Brown, Kathy Coleman	Quarterly	Various partners, Children's Services Council Training Collaborative, various websites	Consistently attending meetings with various organizations to search for available SE training and educational information. Also identifying many websites which also address SE issues regarding training and education.
Remain up to date on statewide policy and procedures.	Participate in bimonthly statewide conference call and share updates with Developmental Disabilities staff and District SE providers at provider group meetings. Advise appropriate partners of policies and procedures and updates as needed.	Cora Brown, Martha Martinez, appropriate Developmental Disabilities staff	Ongoing	Tallahassee	This objective continues to be met on an ongoing basis. Information from conference calls is related to APD staff, SE providers, consumers and their families via email and handouts. This objective also continues to be met on an ongoing basis via emails and handouts.

6. Consumer Information, Communication & Feedback

Major Tasks and Milestones	District Action Steps	Person Responsible	Schedule & Status	Resources	Status Thru July 31, 2009
	Work with consumers to identify areas of concern about working. Collaboratively identify solutions and help implement.	Cora Brown	Ongoing	Family Care Council, Waiver Support Coordinators, Supported Employment coaches	This objective is being met through training and monthly SE meetings. In addition, a survey for consumers regarding their employment concerns will be developed by end of year 2 or Fall 2006. This has not yet been accomplished and is being further evaluated for its benefits. Still trying to bring a collaboration in to effect working with SCIETT project.

6. Consumer Information, Communication & Feedback

Major Tasks and Milestones	District Action Steps	Person Responsible	Schedule & Status	Resources	Status Thru July 31, 2009
	Work with consumers to develop training materials for consumers related to their concerns.	Cora Brown	Ongoing	Various partners, Tallahassee, various web sites	Training materials will be developed based on information received from consumer surveys. See above.
	Bring in different guest speakers to give information to the SE coaches about the different resources that are available in the community	Cora Brown	Ongoing	Humana, Broward Sheriff Office,	Have arranged different guest speaker to speak at the monthly meeting. One of our SE providers recently become a VR representative can refer to her now. A representative from Jobing.com came and spoke about other avenues to explore when it came to job hunting. Director from Job Smart spoke a job craving and not re-inventing the wheel when it came to Supported employment.
Survey stakeholders to identify areas of concerns or areas where additional information about employment or work related issues could be identified.	Develop survey or implement focus groups Analyze results Modify plan as needed to address concerns identified by survey Communicate plan changes.	Cora Brown,	Ongoing	Family Care Council, various partners, Tallahassee	Progressing, what every information comes along gets funneled out to the providers who are providing the services to the individuals on constant basis.

7. Funding

Major Tasks and Milestones	District Action Steps	Person Responsible	Schedule & Status	Resources	Status Thru July 31, 2009
Work with partners to identify funding outside of the department that might be accessed to help consumers succeed in employment.	Review grant-announcements in federal registry and elsewhere. Work with partners to identify who should apply for grants and support application.	Cora Brown, Martha Martinez and district staff participating in various meeting	Yearly	Various websites with grant opportunities; newsletters, etc.	Currently looking at grant writing resources as well as training in learning how to write grants. Recently get our Broward team set up with the help of SCIETT.

7. Funding

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Effectively communicate with consumers to make them aware of funding opportunities.	Include information in newsletters, web sites, agenda for meetings, etc.	Cora Brown, Kathy Coleman, Martha Keim and district staff participating in various meeting	Yearly	Work with partners to identify funding potential	Communication regarding funding opportunities is currently underway via letters and phone calls to consumers and their families. Current funding comes from two sources IFS funds and SE General Revenue funding from the 07-08 fiscal year.
Work with Tallahassee to implement the "Ticket to Work" and "Florida Freedom Initiative" in the district.	Follow Tallahassee lead.	Cora Borwn and appropriate district staff	Ongoing	Tallahassee	Cora Brown continues to develop relationship with Social Security and Workforce One to advise consumers and their families about Social Security's Ticket to Work program and its educational seminars via emails and meetings.
Maximize IFS and General Revenue funding as directed by Tallahassee to foster consumer employment.	Follow Tallahassee's lead. Develop district operating procedures for applying for funds. Communicate application process to appropriate parties.	Nancy McKay, Cora Brown	Yearly	Tallahassee, various meetings of appropriate groups, email	Currently being implemented by Cora Brown and Nancy McKay who is the Budget Analyst. Funds are being made available by Tallahassee and families are being contacted via phone and mail in order to implement SE services.