

Final Area 13 Supported Employment Five-Year Initiative Plan Update

District 13 Developmental Disabilities Five-Year Employment Initiative

Goals: To Assist 50% of the individuals, ages 18-55, receiving APD funding for community based services to acquire gainful employment by the end of the five year initiative on June 30, 2009.

First Goal: Area 13 started the five year initiative with a goal of employing 280 individuals.

Area 13 began the five year initiative with 108 individuals employed.

Area 13 ended the five year initiative with a total of 228 individuals employed which was an increase of 111 %

Second Goal: To Assist 25 % of the individuals receiving APD funds for Adult day training to acquired gainful employment by the end of the five year initiative.

Area 13 achieved 42.62 % of this goal (see report below).

In an effort to achieve this goal, a special project was created. In 2007, four APD staff members including the previous Area 13 Administrator , John Pridham, Joyce Leonard, the Community Services Team Leader, Cindy Drew, the Area 13 Supported Employment Liaison, and an APD staff member, Jack Mertz divided Area 13's original ADT list into sections by agency and Waiver Support Coordinator. A total of 490 names were on the list. The four members of the Supported Employment team contacted all 490 names on the list. Each consumer's waiver support coordinator was called and asked a series of 15 questions (part of a formal survey) to determine if a consumer had been given the opportunity to participate in community based employment. All barriers were identified and documented. Follow-up then took place. Team members contacted each person

(or a family member) who expressed interest in SE. Any individual identified by a Waiver Support Coordinator as being a candidate for supported employment was also contacted or their parents were contacted.

After a tremendous level of time, energy and effort, this project produced very few individuals who were willing to participate in supported employment. Cindy Drew, for instance, often called back between three and six times when an individual or parent said they needed more time to consider supported employment and wanted further discussion.

Even though parents and guardians expressed interest initially in supported employment, they were reluctant to have their son or daughter leave the ADT after considering the possibility. The SE team found that based on the phone calls conducted, the most often cited barriers regarding supported employment were: having had a bad or extremely bad supported employment experience, parents wanting their son or daughter to be “safe” (remain in the ADT), Social Security benefits concerns and transportation. The barriers cited above are listed in order of the importance to the persons contacted. Often parents stated that “in the future” they might want to consider supported employment but, for the moment, they didn’t want to “rock the boat.” They were also extremely concerned about the “safety” of their son or daughter should they leave the ADT and try supported employment.

Area 13 tried at a very high level to have individuals in ADTs enter into supported employment.

Highlights of accomplishments during the five year initiative:

Area 13 offers four 18 hour pre-service trainings on an annual basis using the Dale DiLeo curriculum.

Area 13 offered six supported employment workshops each year offering a wide range of speakers. In 2009, the number of workshops was lowered to four due to the extensive number of special courses which were offered (see next listing). The workshops included a wide range of speakers. Some of the highlights include: presentations by different CWICS (Community Work Incentive Coordinators) on Social Security Benefits, presentations by Nancy Mashberg of the Florida Alliance of Assistive Technology, presentations by area employers, talks from consumers involved in supported employment (and the enormously positive effect it has had on their lives), a workshop by Beth Keton of the University of South Florida on the

METTA grant (involving self-employment), an all day workshop on the Discovery process, presentations on autism,, traumatic brain injuries, collaborations with the One Stop Workforce and a wide variety of other topics.

Area 13 has offered a number of special supported employment courses taught by Cindy Drew including:

“How Work Impacts Social Security Benefits” (has been offered five times, four times, thus far in 2009)

The course explains basic concepts relating to SSI, SSDI (Trial Work Period, Extended Period of Eligibility, Grace months) IWES, Subsidies, PASS plans, Ticket to Work , Student Earned Income Exclusion and other Social Security Benefits. A total of 83 individuals have been trained.

“The Work Opportunity Tax Credit”. The course explains how the tax credit works, the paperwork involved, the “target groups” and how to use it effectively when job developing. It gives examples of the required forms, explains them, and teaches job coaches which forms an employer needs to use to claim the tax credit. The course also explains how to locate resources and additional information related to the WOTC tax credit. The course was offered once in 2008 and once in 2009. A total of 23 individuals have been trained.

“Supported Employment Documentation”. The course centers on key elements needed to provide solid supported employment documentation. This is different than outlining the required supported employment documentation need when providing the service. Although the basic documentation requirements for supported employment are covered, the course is focused on how to write documentation professionally, especially where time is limited. The class also focuses which documentation elements are needed and examines a range of reports extending from “excellent” to “unacceptable.” The course is six hours long with two hours of practice writing following lunch. Because tables are needed and they take up classroom space, the class is limited to no more than 17 persons. The class was offered two times in 2008 and once in 2009. A total of 41 individuals were trained.

“Now You Are In the Field” is a course for anyone who has been enrolled to provide supported employment services and has previously taken the pre-service class. The course is a combination refresher/advanced supported employment course. It covers: assessment, job development, how to prepare a resume, the ADA and how to prepare for an interview. After a job coach has been “in the field” for a period of time, they often have questions related to a wide variety of topics. Ample time is allowed to address issues such as what an employer is seeking, the best ways to support an individual who is working and successful ways to obtain jobs. The class was offered once in 2008 and 9 individuals were trained. It will be offered again in 2010.

“Fading and Job Carving” is a course designed for job coaches who are interested in issues surrounding how to properly “fade” and how to job carve. It addresses what to do when an individual a job coach is supporting keeps making “mistakes” in order to get the job coach back and discusses the proper time to fade. It also address how a job coach should continue to provide support, how to work with an individual who wants a job coach to immediately “fade” (when the job might be in jeopardy), how to job carve effectively, how to approach an employer regarding job carving and how to assess if job carving would work at a particular job site. The class was offered once in 2009 and 17 individuals were trained.

Through General Revenue Funds, Area 13 has increased the number of individuals able to obtain supported employment services. Initially Area 13 was able to assist approximately 30 individuals. At the end of June, 2009 there were 53 individuals able to use the funds.

Cindy Drew has given presentations at all four of Area 13’s VR offices and has established a collaborative relationship (for a listing of the most recent meetings, look under Section 4. “Training and Technical Assistance.”)

Cindy Drew became a member of the Florida Benefits Information and Resources Network (FBIRN). She took a 10 day course and passed the exam.

Area 13 held approximately two “Family Forums” a year, sponsored by the Family Care Council at the Wildwood Community Center during which Supported employment was often highlighted. At the various gatherings between 200 and 350 parents, providers, consumers and other professionals attended.

Cindy Drew became a Train the Trainer in the Dale DiLeo Supported Employment Curriculum and also became a Train the Trainer in the Leslie Wilson Supported Employment Curriculum during the five year initiative.

Area 13 offered the Advanced Benefits Training by the National Disability Institute and the Wilson Resources Inc. Advanced SE training in April of 2008. It was funded through the MIG Grant.

Area 13 took part in a National Teleconference sponsored by APD which was lead by Cary Griffin a national expert on Supported Employment on February 13, 2007. It was funded through the MIG Grant and focused on self-employment. Participants came to the Area 13 program office to participate.

All of Area 13’s State Support Coordinators have regularly attended school fairs, transition meetings, and other school events during which they talked with parents about possible Medicaid waiver eligibility, supported employment and how to prepare for work. Due to travel budget limitations, their ability to participate in these events has recently been more limited.

Before there were limitations on travel budgets, Cindy Drew , as part of the five year initiative, spoke before a number of groups in an effort to promote supported employment including parent meetings at schools, civic groups such as the Rotary club and other professional groups.

Cindy Drew has participated in three webinars on the new Ticket to Work program and encourages providers to explore becoming an “Employment Network.”

Area 13 had applied to (and was accepted) as a member of the Ocala Chamber of Commerce and was about to join. Unfortunately, due to budget considerations, Area 13 was not able to participate.

District 13 Developmental Disabilities Five-Year Employment Initiative report

1. Mission, Vision & Values

Action Steps	Accountability	When	Status	Additional Information If Needed and Updates
Schedule four (three-hour) SE workshops for job coaches for 2008.	Cindy Drew	March 17, 2009 July 28, 2009 September 8, 2009	Ongoing	Area 13 is offering four Supported Employment Workshops in 2009. In 2008, the number was six.

		November 3, 2009		<p>However, because Area 13 has been offering a number of new Supported Employment courses (five in all, see section 4, under “Training and Technical Assistance” for descriptions) the number of workshops were reduced in 2009 to four. The courses, as do the workshops, offer SE training hour credits. The new courses are: 1. The Work Opportunity Tax Credit, 2. Social Security Benefits, 3. “Now You Are In the Field”, 4. Supported Employment Documentation, 5. Fading and Job Carving. (see “Highlights” at the top of this report for a course description.)</p> <p>The most recent workshop, was held on July 28th, 2009. It was the annual combined Supported Employment and Supported Living workshop. Once a year, both job coaches and supported</p>
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				<p>living coaches meet together. This year's keynote speaker was Judy Dunning, one of only five Employment Coordinators in the state working for The Agency for Persons with Disabilities under the Medicaid Infrastructure Grant (MIG Grant). One of the main goals of the MIG Grant is to assist job coaches, waiver support coordinators and others regarding issues related to Supported Employment. Judy highlighted the need to help individuals enter into supported employment, the importance of understanding Social Security benefits (and how that knowledge can assist a person to become successfully employed. She also stressed how an awareness of Social Security Benefits can increase earnings. In addition, she also spoke about self-employment, the</p>
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				<p>recently changed Ticket to Work program, VR , BLNs, as well as a wide range of other related SE topics.</p> <p>Also speaking were: Mary Nally, Area 13's Medical Case Manager and Judy Brinkley, Area 13's Behavior Analyst. Their topic was "How Medications can affect Behaviors." Since behavioral issues may affect both supported employment and supported living situations, the presentation was highly helpful in indicating how to affectively address a number of significant problems.</p> <p>A total of 58 coaches attended.</p> <p>During the March 17, 2009 workshop there were two featured speakers: Beverly Kehrley, the CWIC, Community Work</p>
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				<p>Incentives Coordinator for Lake County who spoke to the job coaches regarding how going to work may impact Social Security Benefits. She discussed SSI, SSDI, how to report wages to SSA. She also addressed the key concerns and issues many individuals and parents have regarding entering into supported employment. She also discussed the role of a CWIC.</p> <p>Also, during the March 17th workshop, Margie Garlin, from The Center for Autism and Related Disabilities spoke on how to job coach individuals who have autism. She addressed how to do an assessment, how to job develop and how to effectively support and individual with autism.</p>
Schedule four annual pre-service trainings for job	Cindy Drew	1. Feb.3 ,4, 5 and 6		The trainings are based on Dale DiLeo's "A Florida

<p>coaches and provide the training.</p>		<p>2. May 18, 19, 21 and 22.</p> <p>3. July 20, 21, 23 and 24.</p> <p>4. Oct. 19, 20, 21 and 23</p>		<p>Training Curriculum”. They are from 8:30 a.m. to 12:30 p.m. over the course of four days. With the exception of the third day, which is from 8:30 a.m. to 4:00 p.m. They began in January of 2005 and will continue annually. The pre-service provides 18 hours of training to qualified applicants wishing to become Med-Waiver supported employment providers.</p>
<p>Meet with the Family Care Council to update members on the five-year initiative and discuss supportive employment.</p>	<p>David Johnston Cindy Drew Joyce Leonard</p>		<p>Ongoing</p>	<p>The Family Care Council is continually kept updated on all current supported employment information. David Johnston attends each meeting and Cindy Drew also speaks to the council. She last spoke to them on January 12, 2009. Cindy Drew has participated in a number of “Family Forums” sponsored by the Council for interested persons, parents and professionals. During the most recent Family Forum, held on</p>

				<p>April 4, Sharon Willman, the CWIC (Community Work Incentives Coordinator) for Citrus, Sumter and Hernando counties gave a special presentation during one of the break out sessions. Cindy Drew was available to answer questions related to supported employment. The meeting took place at the Wildwood Community Center. Also, The Family Care Council supplies APD with their “Celebrate Employment” brochures which are regularly distributed at a wide variety of SE gatherings.</p>
<p>Increase availability of Supported Employment coaches by enrolling experienced providers.</p>	<p>Priscilla Weeks Aquinette Harrison Cindy Drew</p>		<p>Ongoing</p>	<p>All providers are regularly encouraged to consider supported employment. In addition, Joyce Leonard, Area 13’s Community Services Team Leader, who supervises all supported living activities regularly, encourages supported living</p>

				<p>coaches to consider offering supported employment services in addition to current services if it is an appropriate match.</p> <p>During the annual combined Supported Employment and Supported meeting which was held on July 28, 2009 Supported Living coaches and agencies were encouraged to consider providing SE services if they currently do not provide the service.</p>
<p>Area 13, participated in the state wide Disability Mentoring Day on October 15, 2008. Area 13 will also participate on DMD day on October 21, 2009</p>	Cindy Drew	October 21, 2009	Ongoing	<p>Last year, Cindy Drew matched transition students with “mentors” for one day, on October 15, 2008 in an effort to help students increase their job skills. Students had the chance to job shadow APD staff and be exposed to a variety of work environments. A total of nine high school students from two local high schools attended DMD Day. They were given certificates signed by Governor Charlie Christ indicating their</p>

				participation. During the coming DMD day on October 21, 2009, Area 13 will again participate.
As noted in the previous report, Area 13 hired an individual with a disability to work in the program office.	David Johnston Cindy Drew Joyce Leonard	May and June, 2007	Completed	Chassity Richardson continues to answer APD's telephone lines and is an assistant to Area 13's Trainer Karen Eramo. In addition, her job responsibilities have expanded considerably. She currently is assisting, with tracking all individuals who wish to attend an Area 13 training. She answers emails, helps with basic training questions, issues all training certificates, assists with Area 13's new "paperless" trainings (by sending out emails with class materials). She also assists Karen Eramo with special projects.

2. Data Driven Management

Action Steps	Accountability	When	Status	Additional Information If Needed and Updates
On a monthly basis	Cindy Drew			

contact all of the ADTs in Area 13 and learn if anyone has left the ADT and obtained community based employment.		Monthly reports were started as of June, 2006 and continue.	Ongoing	Monthly reports will continue to be done.
Assist WSC's and other service providers regarding SE problems.	Cindy Drew	Started June, 2005	continuing	Each month, Cindy Drew contacts each provider who does SE and asks about their individuals who are being job coached. She also talks to the WSCs if there is no job coach. If there is no WSC, she talks with the individual or family member.
Contact VR regarding the status of referred APD Consumers when needed.	Cindy Drew	Started in March, 2005.	Ongoing	
List all billable activities for supported employment and distribute it to providers and job coaches.	Cindy Drew Joyce Leonard	Started January, 2005	On going	The list is extremely comprehensive and lists all activities under assessment, job development on the job training, on the job supports, travel training and off the job supports. It also lists non-billable time activities.

3. Collaboration

Action Steps	Accountability	When	Status	Additional Information If
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				Needed and Updates
Continue to update a variety of agencies and involved parties regarding the five-year initiative which just concluded including: the schools, VR, WSCs, SE coaches, providers in addition to parent groups.	Cindy Drew Joyce Leonard David Johnson		April 4, 2008 and currently ongoing	A Family Care Forum took place at the Wildwood Community Center on April 4, 2009 during which consumers, providers and APD staff attended. David Johnston spoke on a wide variety of changes taking place within APD including services to SE. Several breakout sessions took place afterwards, one was held with Sharon Willman, the CWIC for Hernando, Sumter and Citrus Counties. She spoke on how going to work affects Social Security Benefits. Cindy Drew was also present at the Forum and addressed SE concerns from consumers, parents, providers and WSCs. Roughly 200 people attended.
Work with the schools to identify APD students who may not be on the wait list.	State Support Coordinators for the district:	August, 2003	Frequent contact.	All the State Support Coordinators for Area 13's five counties attend school transition meetings.

	<p>Debbie Hengstebeck (Lake Co.) Dennis Michon (Citrus Co.) Linda Weeks (Hernando Co.) Tracey Alesiani (Marion Co.) Frances Mose (Sumter Co.)</p> <p>Dennis Michon has attended numerous community events in Citrus Co. including:</p>			<p>As noted previously, Dennis continues to work with a general revenue individual involved in the supported employment program at the Key Training Center, the ARC in Citrus County.</p> <p>As a member of the Shared Services</p>
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				<p>Alliance of Citrus County, during the month of March 2009, he participated in a “Community Expo representing A.P.D. before other state, county and city agencies as well as private non-profit organizations offering potential, supported employment opportunities.</p> <p>Dennis attended the December, 2008 Citrus Schools E.S.E., S.T.A.R.T. Sub-Committee meeting. The meeting focused on students who are transitioning from a special diploma track to continuing their vocational education at the Withlatchoochee Technical Institute. The members discussed supported employment</p>
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				<p>issues especially those related to the current economic downturn.</p> <p>In April, 2009 Dennis was invited to appear at a mini-job fair sponsored by the State Probation Office in Citrus County during which he represented APD and explained the advantages of supported employment to any interested consumers and/ or potential referral agencies.</p> <p>In May, 2008, he participated in a unique community project known as LENS (Learning, Exploring and Strategizing) as part of the Family Care Council and AQL Steering and Advisory Committee targeting Sumter Co. The participants contributed</p>
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				<p>to forming a private, non-profit organization known as U.F.O. (Umbrella for Opportunity. They also worked on establishing a “Community Expo” at which time, community partners would promote their services to the local community. A particular priority is the recruitment of potential employers located within the area of Citrus County who might benefit from supported employment</p> <p>Dennis also took part in a June, 2009 Quarterly meeting as a member of the Transportation Disadvantaged Board. The Meeting addressed the potential impact of a six month trial run using established Citrus County bus routes. Among other topics, it focused on those routes</p>
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	<p>Tracey Alesiani has attended events in Marion Co. including:</p>			<p>which would benefit persons in supported employment.</p> <p>Tracey attends meetings with parents at Hillcrest School whenever needed.</p> <p>On March 3, 2009 Tracey participated in “The Parents Institute” which was open to Parents from Marion County during which she gave out information related to APD as well as discussed supported employment with interested parents.</p> <p>On May 5th, 2009 Tracey participated in a web conference which involved transition issues in Marion Co.</p>
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	<p>Linda Weeks has attended events in Hernando County including many prior to her retirement in May, 2009</p>			<p>Linda worked closely with the career placement staff at the local schools regarding APD referrals. The staff canvassed the classrooms for students who may be eligible for the HCBS Waiver. As of early December, a list of 45 potential students from two schools had been identified. Several schools still need to be canvassed. Linda continued to actively work with the schools on transition issues until her retirement.</p> <p>Linda attended meetings of Project Connect which are held quarterly. The meetings focus on transition students.</p> <p>Once a year she attended the "Parent Institute" where she operated a booth focusing</p>
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	<p>Debbie Hengstebeck has attended events in Lake County including:</p>		<p>on Medicaid Waiver services. Between 500 and 600 participants attend.</p> <p>Debbie attends meetings of the Interagency Transition Council once a month when school is in session. The Council helps students transition from school to work. Since the last report, she has attended the, January, February, March, April and May meetings.</p> <p>In May, 2009 she attended the Shared Services Network which is also attended by 50 other agencies where she answered questions related to APD, transition services and SE.</p>
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	Frances Mose has attended events relating to Sumter Co.			Frances also attended the LENS training mentioned above.
Cindy Drew continues to collaborate with the Withalochooee Technical Institute in Inverness.	Cindy Drew		On going	Cindy Drew continues to work with Julie Carlton of the Withalochooee Institute regarding students in transition and GR funding.
Area 13 has provided job coaches will information regarding Start Up Florida. Cindy Drew has directed interested job coaches to Start Up Florida workshops and advised job coaches about the METTA grant.	Cindy Drew	Since Start up Florida's recent inception.	On going	Cindy Drew continues to send job coaches all the current information regarding microenterprises. She also has handed out copies of the "BOSS", Bridging Opportunities to Self-Sufficiency book to students enrolled in the pre-service class.

4. Training And Technical Assistance

Action Steps	Accountability	When	Status	Additional Information If
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				Needed and Updates
Provide quarterly Pre-Service SE training for new providers. The course will also serve to update interested providers in effective SE techniques.	Cindy Drew	January, 2005	Pre-service classes for 2009 have been held in February, May, July and will take place in October. (SEE Second Box Under Mission, Vision and Values.)	The trainings are based on Dale DiLeo's "A Florida Training Curriculum." They are from 8:30 a.m. to 12:30 p.m. over the course of four days and are from 8:30 a.m. to 4:00 p.m. on the third day.
Train job coaches at the four annual SE workshops. Inform them of important issues regarding the five-year initiative. The number of workshops was dropped this year from six to four due to the extensive level of special SE courses offered by Area 13. (See Action Steps).	Cindy Drew	Throughout, 2009	The workshop dates are: March 17, 2009 July 28, 2009 September 18, 2009 November 3, 2009	See the first listing under Action Steps regarding workshop topics
Passing the Dale DiLeo Train the Trainer test.	Cindy Drew	May, 2006	Completed	Cindy Drew took the Dale DiLeo Train the Trainer test in May of 2006 and is certified.
Passing the Leslie Wilson Train the Trainer course. Cindy Drew took the Leslie Wilson Train the	Cindy Drew	December 4th, 2008, in Orlando	Completed	Cindy Drew took the Train the Trainer course and passed.

Trainer course.				
Identify current SE trainers who are interested in being certified as SE trainers.	Joyce Leonard Cindy Drew	January 4, 2006	ongoing	
Inform SE providers of available training, resources and funding.	Cindy Drew	January 4, 2006	Regularly send emails.	
Obtain training on SSA Benefits	Cindy Drew		Cindy Drew attended a 10 day training offered by APD on Social Security Benefits which was spread out over three months. September, November and December, 2007.	Cindy Drew completed the training on December 13 th , 2007. The course was offered through a contract with The National Disability Institute and partial funding through the MIG grant. The dates of the training were: Sept. 25-27, Nov. 13-Nov. 15 and Dec. 10 – Dec. 13, 2007. Cindy Drew has applied the social security benefits training to the courses she teaches.
Go to VR and provide trainings regarding APD.	Cindy Drew		Ongoing. Cindy Drew has attended meetings at all four VR offices in the past Due to travel budget limitations, going to local VR offices for meetings takes place less often. However, VR	Regular contacts with all four VR offices are on going. On April 8, 2009 Cindy Drew gave a presentation to the staff of the Marion County VR office regarding

			<p>representatives can and do come to the Area 13 program office.</p>	<p>APD and SE services.</p> <p>On July 26, 2009, Cindy Drew gave a presentation to the staff of the Hernando VR office regarding APD and SE services.</p> <p>On August 14, 2009, she will give a presentation to the staff of the Lake/Sumter VR office regarding APD and SE services.</p> <p>In May, Brian Hirsch the VR supervisor of the Lake/Sumter VR office met with Cindy Drew to discuss important VR issues such as the Order of Selection.</p>
<p>Forward all important web based trainings and other SE information to job coaches job coaches and WSCs.</p>	<p>Cindy Drew Joyce Leonard</p>	<p>Started March 2005</p>	<p>On going.</p>	<p>Most of the training announcements come from JB Black, Sylvia Peacock, Dale DiLeo, Leslie Wilson, or Sharon Brent and concern a variety of Supported Employment and educational opportunities</p>
<p>Assist consumers</p>	<p>Cindy Drew</p>			<p>Cindy Drew advises job</p>

regarding microenterpriseship.	Brenda Stevens	April 2006 to present	Ongoing	coaches and WSCs on microenterpriseship, what is required, what is needed and how to proceed. She places individuals in contact with Debra Noel of Start Up Florida and their local VR offices. Earlier this year Area 13 assisted an individual who had obtained a METTA grant.
Collaborate with VR regarding Microenterpriseship.	Cindy Drew	January, 2006	Ongoing	Cindy Drew has established a contact person at each of the four VR offices to help individuals who are interested in making a referral to VR with the hope of starting their own business. The contact person for Marion County is Eva Heape, in Hernando County, Mike Brown, in Citrus County, Don Roberge and in Lake County the individual simply needs to indicate their interest in microenterpriseship to any of the staff at the time the referral is made.

<p>Cindy Drew attended a two day training on the new CDC+ training in anticipation of a expected increase in the number of individuals served under that program. The training was offered at the Wildwood offices of DCF and was attended by providers, waiver support coordinators as well as APD staff. Participants came from all over the state of Florida</p>		<p>June 9th and June 10th</p>		<p>The training covered the program's requirements, paperwork and key elements such as how to do a purchase plan.</p>
<p>A two day (12 hour) Supported Employment training sponsored by APD through MIG grant funding was offered.</p>	<p>Leslie Wilson</p>	<p>April 14 and April 15, 2008 at the Sheriff's sub-station in Belleview</p>	<p>Completed</p>	<p>The course was taught by Leslie Wilson who is a nationally recognized expert in the field of supported employment. The special training was offered separately or in conjunction with a special Sharon Brent Social Security Benefits training (see following section). If an individual took both courses and passed the required tests, then, the two courses qualified as a supported employment pre-service.</p>

				<p>This was a very special opportunity for Area 13's job coaches, as well as VR staff, school staff, staff from One Stop Work Force Centers, parents and other interested individuals. Through MIG Grant money, nationally known speakers were brought to Area 13. Cindy Drew also attended.</p>
<p>A two day (12 hour) Social Security Benefits course sponsored by APD through MIG grant funding was offered.</p>	<p>Sharon Brent</p>	<p>April 24 and 25, 2008 At the Sheriff's substation in Ocala</p>	<p>Completed</p>	<p>Elizabeth Jennings who is a trainer working with Sharon Brent's National Disability Institute, taught a two day course on how Social Security Benefits impact an individual's going to work. Sharon Brent is also a nationally recognized speaker and trainer. Again, as stated above, If an individual took both courses and passed the required tests, then, the two courses qualified as a supported employment pre-service. This very special opportunity was also offered to job coaches, VR staff, school staff, staff from One</p>

				Stop Work Force Centers and other interested individuals. Again, as stated above, through MIG grant money, nationally honored speakers were brought to Area 13. Cindy Drew attended.
Cindy Drew took part in several “webinars” the most recent of which took place in July, 2009 involving the changes to the Ticket to Work program.	Cindy Drew	Most recently, July 10, 2009	Completed.	Cindy Drew took part in the trainings as way to become familiar with what changes were taking place in the Ticket to Work program. She learned and how they would impact Employment Networks.

5. Communication

Action Steps	Accountability	When	Status	Additional Information If Needed and Updates
Announce all training workshops, and important information to persons in SE, ADT and WSCs and other providers through meetings and email.	Cindy Drew Joyce Leonard	Started August, 2004	Regularly through email	The trainings involve supported employment courses which are both web-based and non-web based. They also offer the opportunity to take part in comprehensive trainings which are part of the five-year initiative.

Communicate supported employment updates, policies and clarifications, directives and assignments received from the Central Office to APD providers, APD staff, WSCs , Family Care Council and others as scheduled.	David Johnston Joyce Leonard Cindy Drew	Started in November, 2004	Ongoing	This is regularly done through emails, workshops and trainings.
Publicize success stories through Melanie Etters, APD's Communications Director	Cindy Drew	March, 2005	Ongoing	Cindy Drew has sought supported employment stories for Melanie Etters, APD's Communication's Director.

6. Consumer Information, Communication and Feedback

Action Steps	Accountability	When	Status	Additional Information If Needed and Updates
Cindy Drew Developed a Supported Employment brochure to be shared with families, advocates, guardians, WSC's and individuals seeking additional SE information	Cindy Drew Joyce Leonard	completed	Ongoing.	The pamphlets and brochures are regularly distributed.
Explore if there are Business Leadership Network meetings in District 13.	Cindy Drew	No grant money is available for this area.	Completed	

7. Funding

Action Steps	Accountability	When	Status	Additional Information If Needed and Updates
Track and review district supported employment expenditures in all categories including General Revenue and IFF (SE) money.	Hal Kitchen Joyce Leonard	Started August 2005	Ongoing	In addition, regular reports are sent to Tallahassee regarding these funds. Also Hal Kitchen and Joyce Leonard created a special invoice process to track and review district expenditures. This report continues to be used.
As of the time of this report, Area 13 has 53 individuals using GR funding.	Hal Kitchen Joyce Leonard Michelle Murphy Cindy Drew	Started July 2006	Ongoing	The funds are used to help individuals who are on the Medicaid Waiver waiting list obtain supported employment services.
Explore and establish additional funding for employment opportunities.	Joyce Leonard Cindy Drew	Started May, 2005	Ongoing	

8. Building Systems Capacity

Action Steps	Accountability	When	Status	Additional Information If Needed and Updates
Continue to work with all four local VR offices especially regarding the	Joyce Leonard Cindy Drew	August, 2008	Ongoing	In an effort to help individuals receive VR services Cindy Drew

<p>new Order of Selection in an effort to help VR serve APD consumers.</p>				<p>collaborates with VR to help facilitate the eligibility process. This is particularly important under the new “order of selection.”</p>
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