

Agency for Persons with Disabilities
SunCoast Area 23
Final Action Plan and Outcomes Summary
Five-Year Employment Initiative Dated: 07/01/05 – 07/01/09

Initiative: The five-year employment initiative began on July 1, 2004 as a result of a survey conducted in 2003 discovering that 70% of individuals with developmental disabilities who desired to work were unemployed. In addition, national data reports better personal outcomes for individuals with developmental disabilities that are employed. As a result, APD developed a plan with two goals in mind. First, we plan to enable at least 50% of adult's ages 18-55 receiving APD funds for meaningful day activities to acquire gainful employment. Secondly, we will support at least 25% of Adult Day Training (ADT) participants to transition into the competitive workforce. The expected outcomes of these goals are to be monitored and achieved by July 1, 2009.

SunCoast Area Priority: APD IT Department developed a tracking system for Adult Day Training (ADT) and Supported Employment (SE) recipients to ensure compliance

Strategic Plan: Monitor the Supported Employment Tracking System (SETS) to report the status of job placements within the SunCoast Area

- Individuals were initially identified by use of the ABC & ICG System
- In 2007, the IT Department of APD created the Supported Employment Tracking Systems (SETS).
- SETS forms were disseminated and due by the 25th of every month in Area 23
- Data from the forms are then entered into the real-time data reporting system
- Area 23 final SETS reports generated July of 2009:
 - 1st Goal: 1108 by 2009, 1143 currently employed; obtained goal
 - 2nd Goal: 391 by 2009, 156 currently employed; unattained goal
- In 2007 a survey was conducted in Area 23 Waiver Support Coordinators (WSC) resulting in a one-time only submission of SETS form for individuals employed and on their case load. This request proved challenging; only five complied
- In 2009 an accuracy project required all providers to submit a final SETS form(s) to also reflect the changes in minimum wage
- An electronic system is much more manageable but would have been even more successful if it was clearly indicated who was responsible for submitting data

SunCoast Area Priority: Ensure both Supported Employment (SE) and Adult Day Training (ADT) providers are aware of the initiative and adhere to current assurances

Strategic Plan: Facilitate and attend meetings concerning SE providers, ADT facilities, Waitlist and Waiver Support Coordinators (WSC)

- Provided updated materials concerning the Supported Employment Operating Protocol, Delmarva Standards and the Coverage and Limitations Handbook
- Community Liaison re-initiated a monthly newsletters to be disseminated
- Partnered with self-advocates and ADT Providers to present bi-monthly in 2006
- All of the above proved very successful, absent of the following: some ADT administrators were not receptive to implementing a supported employment program due to limited Phase II funding for individuals that are not on the waiver or the fear of losing their “better workers” from enclave or contractual projects

SunCoast Area Priority: Ensure self-advocates, parents, guardians, and Area 23 supported employment providers are knowledgeable and skilled in their service delivery

Strategic Plan: Offer a variety of opportunities for training and workshops in the areas of supported employment and benefits

- We provide both twelve hours and eighteen hours of SE pre-service training
- In addition, we provide twelve hours of benefits training
- Initiated quarterly SE meetings in August of 2007
- Organized a Two-Day Provider Forum to include Central Office staff and community partners
- Organizing a Benefits and Work Incentives Workshop with APD, SSA and IRS
- Coordinated Financial Fitness Expos in Hillsborough and Pinellas counties
- Arrange SE workshops and trainings in accordance to feedback of the evaluations
- Collaborating with our community partners was the most successful venture of all

SunCoast Area Priority: Inform stakeholders of the initiative and options available to individuals with disabilities

Strategic Plan: Provide materials and additional information to develop and sustain personal choice for meaningful day activities

- Participants of Synergy the conference and the Employability Seminar guest panel
- Both the SEL and EC are participants of the Florida Benefits Information Resources Network (FBIRN); ten days and three months of benefits training
- Attendants of the Florida Association for Persons in Supported Employment conferences. Also presented and organized panel guests for micro-enterprises
- Participants of both Desoto and Hillsborough Counties’ Parent Fair
- Coordinators of Disability Mentoring Day in Pinellas and Hillsborough counties
- Participate in annual workshops for Exceptional Educators and Community Based teachers
- Again, collaborating with both the stakeholders as well as the community partners generated the greatest support and success of the five year initiative

SunCoast Area Priority: Utilize community resources to support employed individuals with developmental disabilities

Strategic Plan: Facilitate inter-agency communication and investment of the five-year initiative

- Participate in a meetings with Vocational Rehabilitation (VR) contract manager, supervisors and counselors
- In 2006 there were 22 vendors of SE services in Area 4 of VR
- In 2009 there are 38 vendors of SE services in Area 4 of VR; recruitment efforts have been initiated
- Participated and disseminated information regarding Start-Up Florida, METTA and the University of South Florida Center for Self-Employment
- Explored options to better assist the population we serve to VR
- Participants of the Disability Advisory Work Group at the Pinellas county One-Stop Center which also houses one of three Disability Program Navigators in Area 23
- Initiated a annual conference for Disability Employment Awareness Month sponsored by the Family Care Council and Abilities – WIPA Program
- The annual event is a major undertaking and proved fairly successful with one hundred attendants its first year. With the support of our area administrators, VR, SSA, IRS, National Disability Institute, Manasota Business Leadership Network, the local school systems, Abilities-WIPA Program and the Family Care Council, many barriers have been addressed and great partnerships have developed. We are hopeful for the opportunity to coordinate this event in every county of Area 23.

SunCoast Area Priority: Establish and develop community partnerships to support the five-year initiative

Strategic Plan: Design workshops, committees and forums with community partners

- Participated with Project Connect in Hillsborough County with the development of a brochure inclusive of community partners
- Participants of the Partners In Transition (PIT) Summits
- Attended and participated in the Family Café
- Joint Alliance and Mayor’s Alliance committee members
- Attended the Money Smart train-the-trainer and work closely with the Wealth Building Coalition in conjunction with the National Disability Institute
- Ultimately, partnering with the financial institutions and the benefits specialists has rendered great results. We offer a holistic approach to our service delivery and have significantly improved the quality of the life for the individuals we serve.

Five Year Employment Initiative Final Action Plan and Outcomes

SunCoast Area's Priority: Develop a tracking system for Adult Day Training (ADT) and Supported Employment (SE) participants to ensure compliance

Strategic Plan: Monitor the data collection and entry into the Supported Employment Tracking System (SETS) that generate real time reports regarding the initiative

Action Steps	Person Responsible	When	Previous Status	2008-2009
Identify and generate a list of individuals on the waiver, waitlist and enrolled in ADT services requesting SE	Brenda Clark Steve Dunaway Marian Dandridge Kimberly Houston	Initiated 2007	Generated by utilizing the ABC and ICG System in 2004	We maintain a waitlist of individuals for SP425 funds in need of phase two assistance. There are currently 37 waiting.
Revise the Area's Action Plan to include real-time data collection from SETS	Cindy Totten Brenda Clark Kimberly Houston	Ongoing	Initiated in 2004 and continued into 2009	The action plan is updated annually and the final report is due July 31, 2009.
Design and disseminate SETS forms to WSC's, ADT, and SE providers	Brenda Clark Kimberly Houston Valerie Reed-Martin	Ongoing	Updated 02/08 by the EC	The SETS Form has been updated, disseminated and due the 25 th of every month
Collect and input the data into SETS for monitoring	Kimberly Houston Valerie Reed-Martin	Monthly	Conducted surveys in the Fall of 2007 with WSC reaching an agreement to one-time only submission of SETS Forms concerning their case loads	EC contacted providers via e-mail, letter, and telephone regarding submission of their final SETS forms by June 25, 2009.
Provide updates to the Regional Management Team and AQL regarding the initiative, trends and successful outcomes	Carl Littlefield Kimberly Houston Cindy Totten Denise Oetinger Steering Committee	Ongoing	Initiated 09/07 inclusive of Mac McCoy, the management and executive management team	SEL continued to monitor and develop the "active" SE providers identified in FMMIS; In 2008, 75 of 134 were identified. We currently have 170.
Monitor the SunCoast Area's compliance in obtaining our annual goals	Carl Littlefield Denise Oetinger Kimberly Houston Valerie Reed-Martin	Annually	Latest SETS reported generated in July of 2009. All SETS data was entered by the EC and monitored by the SEL.	1 st Goal: 1108 by 2009, we have 1143 currently employed 2 nd Goal: 391 by 2009, only 156 employed, 235 required

SunCoast Area's Priority: Ensure both Supported Employment (SE) and ADT providers are aware of the initiative and adhere to current assurances

Strategic Plan: Facilitate meetings to include ADT's, WSC, GRSC, Agencies, and Independent providers of SE services within the SunCoast Region

Action Steps	Responsible Person	When	Previous Status	2008-2009
Discuss effective strategies to address the projected service outcomes of SE providers	Kimberly Houston Valerie Reed-Martin	Ongoing	Initiated in 2004 and continued into 2009	Attend the Provider Fairs, Facilitated a provider forum, Conduct SE Quarterly Meetings, Benefits Training, and County specific workshops
Educate and encourage ADT Providers to address their projected service outcomes to include job training and gainful employment	Kimberly Houston Valerie Reed-Martin	Ongoing	Initiated 2008	SEL provides technical assistance averaging two to three times monthly for undisclosed providers of SE and ADT services
Further discuss and prioritize barriers identified by Delmarva for SE providers	Denise Oetinger Kimberly Houston	Ongoing	Initiated in 2007 and continued into 2009	Attend Delmarva Quarterly Reviews and follow-up with any concerns to offer technical assistance
Disseminate motivational bulletins reporting status towards the area's progress to providers, community partners and stakeholders.	Brenda Clark Glorie Singleton ADT providers SE providers WSC providers APD Employees	Ongoing	After the departure of our first SEL, our Community Liaison initiated monthly newsletters inclusive of SE articles in July of 2007.	Articles are currently submitted to the Central Office for the Champion Newsletter and posted in our area office's shared files.
Facilitate ADT and SE provider meetings to discuss business strategies, leadership efforts and successes	Kimberly Houston Glorie Singleton Valerie Reed-Martin Denise Oetinger	Quarterly	Initiated in 2007 and continued into 2009	SE Quarterly Meetings often offers AHCA CEU's for training. Agendas are prepared, signed and provided for discussion of our area needs & legislative mandates.

SunCoast Area's Priority: Ensure self-advocates and providers are knowledgeable about the Supported Employment Program

Strategic Plan: Offer a variety of opportunities for training and workshops concerning supported employment and benefits

Action Steps	Responsible Person	When	Previous Status	2008-2009
Organize and disseminate training schedules for the SunCoast Area	Kimberly Houston Marcia DiGrazia	Quarterly	Initiated in 2004 and continued into 2009	Coordinate the area's training calendar to include in-services, Supported Employment Pre-Services, Documentation and Benefits Training
Provide 18 hours of Training Resources Network SE Pre-Service Training or 12 hours of Wilson Resources Inc. SE Pre-Service Training and 12 hours of National Disability Institute SSA Benefits Training	Kimberly Houston Valerie Reed-Martin	Quarterly	Co-facilitators: WIPA (Chad Yeardeley, Julie Strong), WOU (Hillary Morris), VR (John Howell), USF Rehabilitation Engineering and Technology Program (Linda Colon), USF Center for Self Employment (Lewis Persons), Denise Oetinger (Area 23 Management)	Co-facilitators: Marcia DiGrazia (Area 23 AQL), Anne Hendon (Area 23 Provider Enrollment), Judy Dunning (Medicaid Infrastructure Grant, EC)
Facilitate workshops and in-service trainings throughout the calendar year for self-advocates and SE Providers	Kimberly Houston Valerie Reed-Martin Self – Advocates, SSA, PASS Cadre, Various SE Providers, One Stops, Community Partners, WRI, School Personnel	Quarterly	Initiated in 2004 and continued into 2009	Organized a Provider Forum to include Central Office, VR, WIPA, WSC Liaison, EC and SSA - to address their concerns. Coordinated a Work Incentives Workshop to include IRS, SSA, and the Disability Navigator

<p>Disseminate Florida APSE meetings and conference information</p>	<p>Brenda Clark Kimberly Houston Don Corwin, Provider Sandra Sroka, Hills. Co ADA Liaison Hill. Co Project Connect, Tri-County SE Network</p>	<p>Annually</p>	<p>Previously coordinate Seven Self-Advocates; One family member, 3 providers to present at FL APSE and 4 Self-Advocates exhibited micro-enterprises.</p>	<p>The Supported Employment Liaison attended the conference in 2007; 2008's was cancelled.</p>
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SunCoast Area's Priority: Inform stakeholders of the initiative and employment options available to individuals with disabilities

Strategic Plan: Provide materials and information in efforts of cultivating informed choice for meaningful day activities

Action Steps	Responsible Person	When	Status	2008-2009
Provide information about the initiative to the Waitlist and Waiver Support Coordinators	Denise Oetinger Kimberly Houston	Ongoing	Initiated in 2004 and continued into 2009	Attend and participate in the monthly meetings, forward pertinent emails re: SE, Extend invitations to attend SE events i.e. Provider Forum
Provide technical assistance and training to ADT providers expanding into SE services	Kimberly Houston ADT & SE Providers	Ongoing	Initiated in 2004 and continued into 2009	Provides consultation to undisclosed providers requesting assistance within the SunCoast Area
Assure Liaisons, WSC, and Waitlist Counselors within are informed of the 5-year initiative and the impact of their roles	Brenda Clark Denise Oetinger Cheryl Blackwell-Cox Kimberly Houston Diane Dudgeon	Ongoing	Initiated in 2004 and continued into 2009	Frequently collaborate, train, and provide technical assistance as warranted
Encourage ADT provider agencies to participate in and host self-advocate forums and community outreach	Brenda Clark ADT Providers One Stops Manatee County - Interagency Council	Ongoing	In 2006, the SEL partnered with self-advocates and ADT providers to present at various agencies and counties	Organize an annual information fair for Disability Employment Awareness Month with Abilities-WIPA and FCC
Continue ongoing meetings with Area VR administration to ensure successful partnership as a community stakeholder	Brenda Clark Mary Pierce George Bartholow Kimberly Houston John Howell	Ongoing	APD representative has attended Area VR supervisor meetings	Conduct a number of presentations to both management and staff discussing best practices for successful referral and employment outcomes

SunCoast Area's Priority: Utilize community resources to support employed individuals with developmental disabilities

Strategic Plan: Facilitate inter-agency communication and investment into the five-year initiative

Action Steps	Responsible Person	When	Previous Status	2008-2009
Notify SE providers of the annual Vocational Rehabilitation contract workshops	Brenda Clark Anne Hendon Kimberly Houston	Annually	In 2006 Confirmed 22 VR Contracted Vendors for SE Services in Area 23 In 2007 there were two new vendors confirmed; totaling 25 vendors within 6 counties	In 2009, 38 VR contracted vendors were confirmed as SE providers; recruitment efforts have been initiated.
Disseminate information and participate in workshops with EEOC/ADA, Transportation, VR Services, SSA, WIPA, School Transition , Services, One Stops, USF, and etc. for other stakeholders	Brenda Clark Kimberly Houston Valerie Reed-Martin Glorie Singleton SE Network Partners Each county local leader Disability Navigator Transition Teams, Vocational Rehabilitation	Quarterly	Disseminated Transportation Flyers - mailers and email Participated in Vocational Career Options 11/06, Hosted 4 Supported Employment Education Days (SEED) throughout October 2006 in each county	Disseminate information and attend trainings involving Start-Up FL, METTA, and the USF Center for Self-Employment; Guest Speaker for Imagine Working Workshop in Manatee County organized by VR and WIPA members
Educate SE providers on the availability of transportation options for employed individuals	Anne Hendon Kimberly Houston	Ongoing	Attended a Transportation Workshop in 03/06. Participates quarterly on the Transportation Disadvantage Boards for Hillsborough, Manatee, and Sarasota Counties.	SEL participated in a Transportation Forum , Accessing Mosi, Raymond James and Yankee Stadium. Invited both MCAT and SCAT to the 2008 Disability Employment Awareness Month Kickoff Event
Participate in PIT, Project Connect and Children's Committee meetings, activities and disseminate acquired information for staff support and training	Carl Littlefield Brenda Clark Kimberly Houston Valerie Reed-Martin Zoharah Peters Glorie Singleton	Ongoing	SEL was the SE Committee Chair Participant of the Connecting Activities Workshop – 12/05. Assisted with developing brochures for Project Connect.	Second and third year participants of the PIT Summit. Conducted presentations and trainings to Hills. County School High School ESE, Transition and CBT teachers.

SunCoast Area's Priority: Establish and develop community partnerships to support the five-year initiative

Strategic Plan: Design workshops, committees and forums with community partners

Action Steps	Responsible Person	When	Previous Status	2008-2009
Disseminate announcements and participate in job fairs presented by the Mayor Alliances, County Alliances, and other community entities.	Brenda Clark Kimberly Houston Valerie Reed-Martin Glorie Singleton Carl Littlefield	Ongoing	Combined efforts for Hillsborough County DMD 2005 (recognized statewide - first year of APD participation for Hillsborough County) Initiated Pasco County's Disability Mentoring Day	Attend and disseminate job fair information for DAWG of Pinellas County, the Mayor's Alliance and the southern counties. Coordinated with the DAWG and Joint Alliance for DMD
Participate and coordinate meetings among providers, self-advocates, and community partners to address trends, concerns, network, job leads, and etc.	Brenda Clark Kimberly Houston Valerie Reed-Martin Glorie Singleton SE provider One Stops IRS SSA	Ongoing	2005 - Developed survey completed by SE and ADT providers concerning their needs; One stops hosted three events, in three different locations, Collaborated with IRS concerning credits for both employers and employees, South Florida Region Work Incentives Coordinator presented five sessions in the region	Participated in the Employability Seminar 03/07, Panel Participants for Synergy 05/07. FBIRN members, Desoto County's Parent Fair attendant, FDLR, and Asset Development Summit participants, Money Smart Train-the-Trainer (EC), Stand-Up for Me Train-the-Trainer (SEL)
Awarded Pilot for the Florida Freedom Initiative/Medicaid Infrastructure Grant	Brenda Clark Valerie-Reed Martin	Ongoing	In 2006 the SEL recruited an employment coordinator EC monitored FL Freedom Initiative participants	Participated and attended Family Café, Coordinated Financial Fitness Expos and benefits training
ADT provider awarded Community Employment & Community Integration Grant funded by VR	Manasota ARC University of Georgia University of Tennessee Area APD, VR & WSC	Ongoing	Phase two focus group were scheduled 11/06; Grant status verified 06/07 – obligations complete	The ABLE Trust report indicates a number of SE providers as grant recipients for innovative SE programs