

Division of Developmental Services: Employment First Project Plan FY 2021-2023

North Star: Increase employment for individuals with DD, SMI and SUD

GOAL					
Outcome 1: Maintain collaboration between state agencies that facilitate employment for individuals with intellectual and developmental disabilities (ID/DD), Serious Mental Illness (SMI), & Substance Use Disorder (SUD)					
BENCHMARKS FOR SUCCESS					
Individual Agency policy difference do not impede provision of services to individuals; Memorandums of Understanding that include commitment to efforts to collaborate and resolve differences and inconsistencies; Alignment of state regulation and administrative policy with Employment First policies and values					
DESIRED OUTCOME & SA Provision	PARTY RESPONSIBLE & INTERDEPENDENCIES	ACTION STEPS	STATUS OF EACH STEP	DOJ REPORTING METHOD	DATE DUE
1.1 Collaboration between state agencies to develop policies that do not impede employment services of the targeted population.	DBHDS, DMAS, DARS, VDOE, & VCU	1.1.a DBHDS collaborating with DARS, DMAS, VDOE and Workforce regarding technical assistance from VOICE on IPS with SMI/SUD.	1.1.a.i Policy review and development;	N/A	Project Ended- 12/2020
			1.1.a.ii Identify agencies to receive technical assistance;	N/A	Project Ended- 12/2020
			1.1.a.iii Provide technical assistance;	N/A	Project Ended- 12/2020
			1.1.a.iv Identify ways to incorporate reimbursement.	N/A	Project Ended- 12/2020
	DBHDS, DMAS, DARS, VDOE	1.1.b. DBHDS collaborating with DARS, DMAS, VDOE regarding the IPS ASPIRE Grant for Serious Mental Illness (SMI) Population	1.1.b.i Policy review and development;		On-Going
			1.1.b.ii Identify agencies to receive technical assistance;		Complete
			1.1.b.iii Provide technical assistance;		In Progress

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			1.1.b.iv Identify ways to incorporate reimbursement.		
	DBHDS, DARS, VDOE, DMAS	1.1.c. DBHDS Collaborating with DARS & SME's Griffin and Hammis regarding Supported Employment Customize Employment (CE) program for Substance Use Disorder (SUD) Population	1.1.c.i Policy review and development;		On Going
			1.1.c.ii Identify agencies to receive technical assistance;		07/2022-Complete
			1.1.c.iii Provide technical assistance;		On-Going
			1.1.c.iv Identify ways to incorporate reimbursement.		
	DBHDS & DMAS & DARS	1.1.b—DBHDS collaborating with DMAS High Needs Support (HNS) for supported employment.	1.1.b.i Develop implementation criteria;	N/A	Projected 07/2024;- Project has been standstill due to funding 06/2022
			1.1.b.ii Develop monitoring criteria;	N/A	
			1.1.b.iii Resolve workforce concerns.	N/A	
		1.1.c DBHDS collaborating with DMAS on HCBS project for Group Supported Employment (GSE)	1.1.c.i Identify GSE providers for review;		Complete
			1.1.c.ii Review Providers;		On Going
			1.1.c.iii Develop technical assistance to come into compliance.		On Going
		1.1.d DBHDS collaborating with DARS, VDOE & VCU on	1.1.d.i Develop materials for Case Managers;		On Going

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DESIRED OUTCOME & SA Provision	PARTY RESPONSIBLE & INTERDEPENDENCIES	ACTION STEPS	STATUS OF EACH STEP	DOJ REPORTING METHOD	DATE DUE
		pathways to employment for transition aged youth.	1.1.d.ii Develop Materials for teachers; 1.1.d.iii Develop Materials for all other stakeholders.		
1.2 Review interagency Memorandums of Understanding (MOU's) to ensure established outlined commitment to resolve issues and inconsistencies with employment is still meeting the desired needs of all state agencies.	DBHDS, DMAS, DARS, & VDOE	1.2.a Establish two-year timeline to review agreements.	1.2.a.i Review MOU; 1.2.a.ii Update MOU.	N/A	07/2020 & 07/2022
1.3 Maintain collaboration and consistencies of policies, practices, and definitions that are translatable between state agencies, stakeholders, and targeted population of individuals in pre-ets, transition and employment services.	DBHDS, DMAS, DARS, & VDOE	1.3.a Identify commonly used language at DMAS, DBHDS, DOE and DARS and create a cross reference to the other agency to encourage consistent definitions and terminology among state agencies and stakeholders	1.3.a.i Create cross walk/reference tool(s);	N/A	
			1.3.a ii Provide tool(s) to all state agencies.		

Outcome 1: 1st Quarter FY 22: DBHDS and DARS updated the MOU for data sharing, IPS, CE and Self-employment implementation. DBHDS, DMAS, and DARS updated MOU regarding individuals and how they access services. DBHDS, DMAS, DOE and DARS all have representative on the IPS workgroup. DMAS continues to collaborate with DBHDS and DARS on the HNS waiver.

Outcome 1: 2nd Quarter FY 22: DBHDS & DARS continue to participate in ASPIRE National State Learning Community. HNS program has a changed projection date of implementation from 07/2022 to a projected 07/2024 due to delays in funding. RQC Team for Region 4 in the process of finalizing a cross reference tool for case managers to navigate referrals and services from DARS to DBHDS Waiver funded. CE is currently operating in certain agencies in region 1, due to funding delays. ASPIRE Initiative has started the process review providers & ESO's for the Early adopter program. ASPIRE Initiative has sent a survey out to identify provider and ESO's interest level for the IPS Supported Employment Program. Transition update, NTACT workgroup is developing interactive modules and virtual/ in person listening sessions/town hall.

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Outcome 1: 3rd Quarter FY 22: DBHDS & DARS continue to participate in ASPIRE National State Learning Community. ASPIRE has selected two early adopters. HNS program has a changed projection date of implementation from 07/2022 to a projected 07/2024 due to delays in funding. RQC has begun a series of 3 employment training

Outcome 1: 4th Quarter FY 22: DBHDS & DARS continue to participate in ASPIRE National State Learning Community. ASPIRE has been working with early adopters on technical assistance and equality of access with IPS. HNS program was not funded by general assembly. RQC finished 3 part employment series.

GOAL

Outcome 2: Consistent understanding of community-based employment by stakeholders throughout Commonwealth to support Virginia’s Employment First Initiative.

BENCHMARKS FOR SUCCESS

Tools and trainings that help stakeholders to have meaningful conversations that lead to employment; Increase capacity and competence of employment providers (school, CSB, ESO, etc.)

DESIRED OUTCOME & SA Provision	PARTY RESPONSIBLE & INTERDEPENDENCIES	ACTION STEPS	STATUS OF EACH STEP	DOJ REPORTING METHOD	DATE DUE
2.1 Revise Case Management Training modules	DBHDS	2.1.a To align with new expectations of the compliance indicators.	2.1.a.i Update training information;	N/A	10/2020;
			2.1.a.ii Create FAQ;		6/1/2021
			2.1.a.iii Create memo around new training;		6/11/2021 Training Memo- transportation services-
			2.1.a.iv Distribute training and FAQ with memo.		10/1/2021
2.1 Revise Case Management Training modules	DBHDS	2.1.b Second Revision of Case Management Training Modules to align with the new expectations of the compliance indicators (4.2020)	2.1.b.i Update training information;		7/1/2021
			2.1.b.ii Create FAQ;		6/1/2021
			2.1.b.iii Create memo around new training;		6/30/2021

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DESIRED OUTCOME & SA Provision	PARTY RESPONSIBLE & INTERDEPENDENCIES	ACTION STEPS	STATUS OF EACH STEP	DOJ REPORTING METHOD	DATE DUE
			2.1.b.iv Distribute training and FAQ with memo.		10/1/2021
	Training Committee	2.1.c Provide information on the different phases of employment; including how to monitor activities to ensure the individual receiving services and support that is person-centered, consistent with standards of service, and that is outlined in the ISP.	2.1.c.i Work with SA to develop quick reference for the different phases of employment; waiver programs as needed.	N/A	6/4/2020
			2.1.c.ii Review and update training regarding allowable employment activities under		10/2021
2.2 Develop reference and resource materials for educators, individuals, families, and stakeholders that support and increase community engagement and employment opportunities	Training Committee	2.2.a Develop tools and information addressing the target populations: ID/DD, SMI, & SUD to assist in identifying basic work readiness skills to help build interest and confidence when seeking and maintain employment.			
	Training Committee	2.2.b Develop tools and information to address the targeted populations: ID/DD, SMI, & SUD to emphasize the importance of discussions about employment	2.2.b.i Review existing process map for families from School to DARS to Waiver, include employment, transitions and	N/A	In Progress
	Training Committee	2.2.c Develop tools to assist in developing meaningful conversations that can lead to employment for transition aged	2.2.c.i Create handout on having a discussion with transition age youth;		

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DESIRED OUTCOME & SA Provision	PARTY RESPONSIBLE & INTERDEPENDENCIES	ACTION STEPS	STATUS OF EACH STEP	DOJ REPORTING METHOD	DATE DUE
	DBHDS	youth.	2.2.c.ii Update Case Management training.		
	Training Committee	2.2.d Develop information and tools to access Community Engagement Services that lead to employment.	2.2.d.i Review existing one page handouts for regional trainings for advocacy.	N/A	12.11.2020 reviewed for providers & Desk Reference for the phases of employment
2.3 Identify targeted audiences that impact pathways to employment for	Training Committee	2.3.a Identified 13 audiences that impact pathways to employment.	2.3.a.i Inquire with the committee if behavioral	N/A	03/2020
2.4 Define each audience and their role involved for transition age youth for pathways to employment	Training Committee	2.4.a Teachers & Social Services	2.4.a.i Develop Outline showing pathways	N/A	03/2020
	Training Committee	2.4.b Case Managers & Residential	2.4.b.i Develop Outline showing pathways	N/A	07/2021
	Training Committee	2.4.c Individuals, Families & Businesses	2.4.c.i Develop Outline showing pathways	N/A	07/2020
	Training Committee	2.4.d Advocacy & Higher Education	2.4.d.i Develop Outline showing pathways	N/A	07/2020
	Training Committee	2.4.e Legislators	2.4.e.i Develop Outline showing pathways	N/A	Removed
	Training Committee	2.4.f ESO's & DJJ	2.4.f.i Develop Outline showing pathways	N/A	07/2020
	Training Committee	2.4.g Day Support	2.4.g.i Develop Outline showing pathways	N/A	07/2020
2.5 Create a framework that outlines different components need for transition age youth to pursue pathways to employment	Training Committee			N/A	03/2022

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2.6 Create a comprehensive reference documents, access guides, fact sheets, and templates to illustrate pathway to employment in the framework.	Training Committee		2.6.a.i. Gather existing resources		In progress
DESIRED OUTCOME & SA Provision	PARTY RESPONSIBLE & INTERDEPENDENCIES	ACTION STEPS	STATUS OF EACH STEP	DOJ REPORTING METHOD	DATE DUE
			2.6.a.ii. Identify updates to exiting resources and outline new resources that need to be developed		10/2022
2.7 Develop quick reference/ access guides/facts sheets and templates for the identified audiences on the pathways to employment			Waiting for completion of 2.6		12/2022
2.8 Establish phases of rollout of materials needed for each audience			Waiting for completion of 2.7	N/A	

Outcome 2: 1st Quarter FY 22 update: The employment modules for case managers was updated. Created a service authorization document for phases of employment and WPA. Developed mapped out documents for outline reference material

Outcome 2: 2nd Quarter FY 22 update: E1AG Education & Training subcommittee has sent out a survey to all stateholder regarding the finalized outline document for

Outcome 2:3rd Quarter FY 22 update: E1AG Education & Training subcommittee has finalized the outline document. Best Practices is working on developing best practices incorporating peer specialist in the IPS employment model.

Outcome 2: 4th Quarter FY 22 update: E1AG Education & Training subcommittee has started gathering existing resources and rearranged parts of the plan as they were completed.

GOAL

Outcome 3: Track and analyze existing and new data to increase employment opportunities for the targeted population

BENCHMARKS FOR SUCCESS

Increased number of individuals are employed in competitive integrated employment.

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DESIRED OUTCOME & SA Provision	PARTY RESPONSIBLE & INTERDEPENDENCIES	ACTION STEPS	STATUS OF EACH STEP	DOJ REPORTING METHOD	DATE DUE
3.1 Complete existing trend data report	Data Committee	3.1.a Add additional data;	3.1.a Trend graphs created	N/A	complete
3.2 Complete dashboard of data over times	DBHDS	Create Dashboard of all data since 100% completion of reporting			Complete
		Review Dashboard			
		Make recommendations to revision of dashboard			
DESIRED OUTCOME & SA Provision	PARTY RESPONSIBLE & INTERDEPENDENCIES	ACTION STEPS	STATUS OF EACH STEP	DOJ REPORTING METHOD	DATE DUE
		3.1.b Finalize and put in report format			
3.2 Develop base line for individuals who receive new waiver slots by 07/2018 that are employed by 12.31.2019 broken down by age	Data Committee	3.2.a Submit data request to obtain information;	3.2.a Data request submitted;		
		3.2.b Review data to establish baseline;	3.2.b Data reviewed;		
		3.2.c Develop process around data review and quality improvement;	3.2.c Process in development.		
		3.2.d Implement quality review process.			
3.3 Revise data survey to include consistent and unique identifier	Data Committee	3.3.a Identify process currently used by providers;	3.3.a Reviewed different options including WaMS as		4.3.a Complete

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3.4 Finalized Automated Data Survey for collection of Employment Data	Data Committee	3.4.a Review current data submission concerns;	3.4.a Identified concerns		3.4.a Complete
		3.4.b Is this an education or form concern?			
		3.4.e What strategies can be used to improve?			
3.5 Identify areas of the state that need additional capacity and develop an implementation plan.	Data Committee	3.5.a Review current providers and capacity; 3.5.b Review current need; 3.5.c Identify processes to increase timely access to supports.			
3.6 Add new data tables regarding the waiver sub targets and then set goals around the waiver sub targets.	Data Committee	3.6.a Request data for waiver sub targets;			
		3.6.b Create graph around sub targets;			
		3.6.c Review data and make recommendations;			
3.7 Develop a data request template to guide request and follow ups	Data Committee	3.7.a Identify needed elements of data;			
		3.7.b Develop format for requesting;			
		3.7.e Develop method of tracking for follow through.			
3.8 Review current report format and potential future iterations		3.8.a Purpose of report			
		3.8.b National sources for data			
		3.8.c Types of reports to produce (i.e. individual family, provider, advocacy, etc.)			

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		3.8.d Mock up potential reports to determine what will and will not work			
3.9 Plan for distribution of data more broadly		3.9.a Who should the data be shared with			
		3.9.b How should the report be summarixed for sharing			

Outcome 3: 1st Quarter FY22 update: Completed a DQV review of employment data, modified the employment data collection document, updated business rules for data

Outcome 3: 2nd Quarter FY 22 update: Awaiting for data from requested data inquiry for the trend report.

Outcome 3: 3rd Quarter FY 22 update: Awaiting for data from requested data inquiry for the trend report.

Outcome 3: 4th Quarter FY 22 update: Awaiting for data from requested data inquiry for the trend report.

GOAL

Outcome 4: Development and implementation of best practices evidenced based Supported Employment programs for the state of Virginia

BENCHMARKS FOR SUCCESS

Policy recommendations that lead to increased employment; Best practice implementation guides; Communication materials for stakeholders

DESIRED OUTCOME & SA Provision	PARTY RESPONSIBLE & INTERDEPENDENCIES	ACTION STEPS	STATUS OF EACH STEP	DOJ REPORTING METHOD	DATE DUE
4.1 Develop best practices framework for Supported Employment (SE) Sustainability	Best Practice Committee	4.1.a Meet with National Expert;	4.1.a.i Consult with Allan Bergman;	N/A	4.1.a.i 04/2020 & 08/2020-Complete
	IPS - Summary Sheet		4.1.a.ii Consult with Jackie Pogue;		4.1.a.ii 05/2020-Complete
			4.1.a.iii Consult with SELN		4.1.a.iii On Going
	ISE- Summary Sheet		4.1.a.iv Consult with Griffin & Hammis		4.1.a.iv On Going

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	Integration of Peers in Employment				
	Recovery Oriented Employment Services		4.1.a.v Consult with Ruth Brock &		Complete
		4.1.b Gather information for best practice implementation;			
		4.1.c Create material for advocacy around reimbursement			
4.2 Develop best practices framework for High Needs Support (HNS) for employment	Best Practice Committee	4.2.a Review materials developed by DMAS and contractor;		N/A	
		4.2.b Make recommendations;			
		4.2.c Participate on work;			
		4.2.d Identify strategies to market and develop training.			
4.3 Develop best practice framework for Customized Employment (CE) sustainability	Best Practice Committee	4.3.a Review materials developed;		N/A	
		4.3.b Create informational materials;			
		4.3.c Identify strategies to increase access.			
4.4 Develop best practices framework to enhance peer recovery services in supported employment with evidence based model IPS	Best Practice Committee	4.4.a Review literature around best practice materials;		N/A	
		4.4.b Identify recommendations for			
		4.4.c Identify pilot projects.	4.4.c.ii ASPIRE Initiative		03/2021-Complete

4.4.c.ii ROES Project

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Outcome 4: 1st Quarter Update FY 22: Met with SME on supported employment, IPS, Aspire Grant, review and revised best practices goals to be more cohesive with overarching goal, review and provided feed back on HNS
Outcome 4: 2nd Quarter FY 22 Update: Conducted ASPIRE training for IPS and Peer Recovery collaborated with Peer Recovery Audiences, Employment audiences
Outcome 4: 3rd Quarter Update FY 22: Presented IPS implementation community expert for input on bridging gaps in peer recovery with employment for IPS.
Outcome 4: 4th Quarter FY 22 Update: Worked with DBDHS Peer Recovery Director and put together ROES (Recovery Oriented Employment Services).

GOAL

Outcome 5: Assure an active and committed membership that will help advance the Employment First Initiative for all.

BENCHMARKS FOR SUCCESS

Active member participation; Membership representative of all stakeholders

DESIRED OUTCOME & SA Provision	PARTY RESPONSIBLE & INTERDEPENDENCIES	ACTION STEPS	STATUS OF EACH STEP	DOJ REPORTING METHOD	DATE DUE
5.1 Review employment 1st membership guidelines to assure current	DBHDS	5.1.a Review guidelines & E1AG Memebership Application	Reviewed in December	N/A	12/2020-Complete 12/2021-Complete 12/2022
		5.1.b Update as needed.	Reviewed in December		12/2021- Complete 12/2022
5.2 Convene adhoc membership group when new members needed	DBHDS	5.2.a Gather volunteers;			12/2021- Complete
		5.2.b Send out request for members;			Complete
		5.2.c Have members review applications;			
		5.2.d Select new members.			
5.3 Review participation and follow up with members not actively participating	DBHDS	5.3.a Attendance at each meeting;			On going
		5.3.b Follow up with anyone who did proactively communicate absence;			On going
		5.3.c After two absences review guidelines with member and determine continued participation			On going

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Outcome 5: 1st Quarter FY 22 Update: Continue to Assure an active and committed membership that will help advance the Employment First Initiative for all.
Outcome 5: 2nd Quarter FY 22 update: Reviewed member application, reviewed member guidelines. Identified which audiences are needed for membership. Identified
Outcome 5: 3rd Quarter FY 22 update Requested E1AG membership applications
Outcome 5: 4th quarter FY 22 update: Received applications for memberships, addressing decline in attendance at subcommittee meetings.