

Employment First Project Plan w/ Quarterly Updates  
FY 2024-2026

Division of Developmental Services: Employment First Project Plan  
FY 2024-2026

North Star: Increase employment for individuals with developmental disabilities (ID/DD) and/or behavioral health conditions, along with their support team.

GOAL				
<b>Outcome 1: Maintain collaboration between state agencies that facilitate employment for individuals with intellectual and developmental disabilities (ID/DD), Severe Intellectual Disability (SID), &amp; Substance Use Disorder (SUD) <u>and/or behavioral health conditions, along with their support team.</u></b>				
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 on policy differences and inconsistencies; Alignment of state regulation and administrative policy with Employment First policies and values				
GOAL	PARTY RESPONSIBLE & INTERDEPENDENCIES	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD
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 Identify data collected from all agencies that can be incorporated into the semi-annual data reports to provide a more comprehensive picture of transition and employment	1.1.a.i Review all data collected	N/A
			1.1.a.ii Identify data that best represents the system	N/A
			1.1.a.iii Update semi-annual report to include additional identified data	Semi-Annual Report
	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 Participate in all meetings, trainings	Attendance Records
			1.1.b.ii Participate in Fidelity Reviews	Fidelity reports
			1.1.b.iii Provide information for grant reporting	Emails
GOAL	PARTY RESPONSIBLE & INTERDEPENDENCIES	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD

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	DBHDS, DARS, VDOE, DMAS	1.1.c. DBHDS Collaborating with DARS & SME's Griffin and Hammis regarding Customized Employment (CE)	1.1.c.i Finalize proficiency training and organizational mentoring	Video Library and Documents
			1.1.c.ii Identify ways to increase provider capacity;	Provider Development Plan
			1.1.c.iii Establish a fidelity review process	Fidelity Tool
			1.1.c.iv Review Value Based Purchasing options and ways to ensure financial stability of the EBP	
	DBHDS, DARS, VDOE, DMAS	1.1.c. DBHDS Collaborating with DARS & DOE and SMEs regarding EPIC grant	1.1.c.i Participate in Meetings and trainings	N/A
			1.1.c.ii Work with team to increase access to supports and services to increase CIE;	N/A
			1.1.c.iii Report data from EPIC project in the semi-annual employment data report	Semi-Annual Report

Quarterly Summary: **Quarter 1:** Efforts to reconstitute the collaborative efforts between DOE, DARS, DMAS and DBHDS are underway. Retirements and promotions ha collaborations. New employment specialist started. **Quarter 2:** Efforts were made to reconstitute this group unsuccessfully this past quarter, Deputy Commissioner will re constituents to reconstitute this collaboration for startegic planning. **Quarter 3:** Onsite meeting of SELN staff, state agency and other partner organizations is scheduled in N collaborations and project mapping.

**GOAL**

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**Outcome 2: Consistent understanding of community-based employment by stakeholders throughout the Commonwealth to support Virginia’s Employment 1**

**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)

GOAL	PARTY RESPONSIBLE & INTERDEPENDENCIES	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD
2.1 Provide training consistent with the best practices in the field of employment	DBHDS Training Committee	2.1.a Ensure Case Managers have the most current information on employment and employment supports and services.	2.1.a.i Review previously developed training material for all populations case managers and update if needed	N/A
			2.1.a.ii Identify any gaps in training materials for case managers.	List of Gaps
			2.1.a.iii Update Existing SC FAQ document and develop training to fill in the gaps;	FAQ and Training Materials
			2.1.a.iv Distribute training and FAQ with memo.	Post materials on DBHDS Employment webpage
GOAL	PARTY RESPONSIBLE & INTERDEPENDENCIES	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD
	DBHDS	2.1.b Ensure providers of <u>employment</u> services and <u>others who support the individual</u> , understand the benefits of employment and do not discourage participation in employment based on Myths and Misconceptions	2.1.b.i Develop appropriate training material for <u>employment</u> providers, <u>ESO's, Residential and Day</u>	Training Materials
			2.1.b.ii Create " <u>Employment Provider</u> " and " <u>VR</u> " <u>targeted FAQ</u> ;	FAQ's posted on DBHDS Employment webpage

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			2.1.b.iv Distribute training and FAQ's with memo.	Cross-pollination between the Policy and Training committee to refine FAQ's, training materials and other resources
	Policy and Training Committees	2.1.c Ensure people with developmental disabilities and their families understand the benefits of employment as well as common myths and misconceptions	2.1.b.i Develop/refine appropriate training material for individuals and families	Training Materials
			2.1.b.ii Update FAQ;	FAQ
			2.1.b.iv Distribute training and FAQ with memo.	Updated Individual and Family FAQ posted on DBHDS Employment webpage

Quarterly Summary: **Quarter 1:** The training committee continues to develop the FAQs for various stakeholders. **Quarter 2:** Training committee continue to meet to dev we can make sure that DARS are aware of individuals who have waiver, and access to trainings and information that has been previously developed. Quarter #: As a result c the Education and Training Committee has resumed work on the Transition framework document and additional FAQ's and updates to existing FAQ's have been assigned. Training Committee is combined with the Ad Hoc Behavioral Health Committee and all activities and resources develop will encompass both DD and BH. A new Communi Specialist has been hired and is facilitating the work of this committee, They continue to complete work and meet outside of the ELAG meeting cadence to complete activi

**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.

GOAL	PARTY RESPONSIBLE & INTERDEPENDENCIES	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD
3.2 Develop base line for individuals who receive new waiver slots by 07/2018 that are employed	Data Committee	3.2.a Submit data request to obtain information;	3.2.a.i Data request submitted;	Semi-Annual Report
			3.2..ii Data reviewed;	Semi-Annual Report

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by 12.31.2019 broken down by age			3.2.iii Data included in Semi-Annual Report	Semi-Annual Report		
3.5 Ensure Appropriate provider capacity across the state to serve individuals seeking employment	Data Committee	3.5.a Identify areas of the state that need additional capacity for employment and develop an implementation plan.	3.5.a.i Review current providers and capacity;	Survey and Map		
			3.5.a.ii Review current need;	Survey and Map		
			3.5.a.iii Identify processes to increase timely access to supports.	Survey and Map		
		3.5.b Identify areas of the state that need additional capacity for IPS employment and develop an implementation plan.	3.5.b.i Review current providers and capacity;	Survey and Map		
			3.5.b.ii Review current need;	Survey and Map		
			3.5.b.iii Identify processes to increase timely access to supports.	Survey and Map		
		3.5.c Identify areas of the state that need additional capacity for Customized employment and develop an implementation plan.	3.5.c.i Review current providers and capacity;	Survey and Map		
			3.5.c.ii Review current need;	Survey and Map		
			3.5.c.iii Identify processes to increase timely access to supports.	Survey and Map		
		3.7 Ensure the Commonwealth establishes data targets to meaningfully improve employment outcomes for people with disabilities		3.7.a Identify data targets for individuals with developmental disabilities	3.7.a.i Review national trends for employment of people with developmental disabilities.	
					3.7.a.ii Update targets based on current numbers in comparison to national trends	Semi-Annual Report
					3.7.a.iii Identify specific waiver targets for DD in addition to overall target above	Semi-Annual Report

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	Data Committee	3.7.b Identify data targets for individuals with SMI	3.7.b.i Review national trends for employment of people with developmental disabilities.	Semi-Annual Report
			3.7.b.ii Identify sources of SMI data between projects with DBHDS , DARS and DOE	Semi-Annual Report
			3.7.b.iii Establish targets based on current numbers in comparison to national trends	Semi-Annual Report
		3.7.c Identify data targets for individuals with SUD	3.7.c.i Review national trends for employment of people with developmental disabilities.	Semi-Annual Report
			3.7.c.ii Identify sources of SMI data between projects with DBHDS , DARS and DOE	Semi-Annual Report
			3.7.c.iii Establish targets based on current numbers in comparison to national trends	Semi-Annual Report

Quarterly Summary: **Quarter 1:** Data committee focused on refining the trend data to make it more easily accessible for the majority of members and semi annual report and report will be finalized in the second quarter **Quarter 2:** DBHDS finalized the semi-annual report and saw a slight increase in the percentage of people employed. DE work with the data committee around an employment dashboard and trend data. **Quarter 3:** The E1AG has achieved its 25% milestone and hopes to maintain this this perff stability. The Data Committee has met and with some additional discussion has decided on a 10% target. The Committee has also renewed its effortts to finalized the empl

**GOAL**

**Outcome 4: Reduce Barriers to Employment for All Populations**

**BENCHMARKS FOR SUCCESS**

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

GOAL	PARTY RESPONSIBLE &	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD
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4.1 Identify barriers to competitive integrated employment for individuals with developmental disabilities	Policy Committee	4.1.a Develop a plan to address known barriers to employment.	4.1.a.i Gather information from people with disabilities, families, support coordinators and providers to identify common barriers.	TBD
			4.1.a.ii Identify potential solutions to those barriers.	TBD
			4.1.a.iii Identify individuals who can help bust those barriers.	TBD
			4.1.a.iv Develop plan to address those barriers.	Plan
4.2 Identify barriers to competitive integrated employment for individuals with SMI	Policy Committee, Education and Training and Ad Hoc BH Committees	4.2.a Develop a plan to address known barriers to employment.	4.2.a.i Gather information from people with SMI, families, support coordinators and providers to identify common barriers.	TBD
			4.2.a.ii Identify potential solutions to those barriers.	TBD
			4.2.a.iii Identify individuals who can help bust those barriers.	TBD
			4.2.a.iv Develop plan to address those barriers.	Plan
4.3 Identify barrier to competitive integrated employment for individuals with SUD	Policy Committee, Education and Training and Ad Hoc BH Committees	4.3.a Develop a plan to address known barriers to employment.	4.3.a.i Gather information from people with SUD, families, support	TBD
			4.3.a.ii Identify potential solutions to those barriers.	TBD
			4.3.a.iii Identify individuals who can help bust those barriers.	TBD
			4.3.a.iv Develop plan to address those barriers.	Plan

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Quarterly Summary: **Quarter 1:** The E1AG had presentations this quarter on Medicaid works and Behavioral Health Redesign so members could learn about impacts to employment. **Quarter 2:** DBHDS continues to work with DARS to address Fidelity to IPS model of employment. New provider reviewed this quarter. Behavioral Health Redesign update at employment as a core service for individuals with SMI. Meeting held with providers to review feedback from reviews and ascertain if any findings are barriers to individual employment. **Quarterly 3:** With the hiring of a new Community Employment Specialist, collaborative work on the Fidelity reviews continues. The Policy Committee has updated the employment SC Employment module which is also being used in other trainings. The Committee has also drafted a revised version of the FAQ targeted to individuals and families to include plain language and processes to also incorporate the integration of VR processes. The DBHDS Employment has been updated to include expanded content in plain, accessible language. This will be a standing topic on the agenda to facilitate E1AG review of new webpage content. The E1AG is hosting a listening session as part of its bi-monthly meeting to hear from E1AG and community stakeholders with regard to barriers to employment. Following the listening session, DBHDS Quality staff will facilitate a root cause analysis quality improvement initiative.

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				
GOAL	PARTY RESPONSIBLE &	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD
5.1 Assure current guidelines for membership that delineate roles and responsibilities with supporting application	DBHDS	5.1.a Review and update materials at least annually	5.1.a.i Review guidelines & E1AG Membership Application	
			5.1.a.ii Update as needed.	
5.2 Ensure an active and committed membership that is mission driven.	DBHDS	5.2.a Recruit members that are committed to employment First	5.2.a.i Review member participation after each meeting.	
			5.2.a.ii Contact members who missed the meeting to ensure their health, safety and welfare if they did not communicate absence.	
			5.2.a.iii Maintain information about presence and absence.	
			5.2.a.iv Communicate with members when absences become chronic and determine desire to remain on committee	
			5.2.a.v Recruit members for vacancies	

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			5.2.a.vi Provide new members with orientation	
5.2 Ensure a membership selection committee that is focused on Employment First	DBHDS	5.3. a Identify members of E1AG willing to sit on membership committee	5.3.a.i Gather applications and send them to the members identified	
			5.3.a.ii Provide members with scoring matrix to individually score applications	
			5.3.a.iii Have members submit score to staff at DBHDS for compilation and discussion at meeting	
			5.3.a.iv Schedule meeting for committee to scores and selection	
			5.3.a.v Notify new member	

Quarterly Summary: **Quarter 1:** New members received orientation in August and received assignments to workgroups. **Quarter 2:** Membershiop remains relatively stab review membership and determine if additional recruiting of memebtrs is needed at this time. **Quarter 3:** There are no updates in this area.

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<b>DATE DUE</b>
<b>DATE DUE</b>

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<b>First Initiative.</b>
(, CSB, ESO, etc.)
<b>DATE DUE</b>
<b>DATE DUE</b>









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employment services.  
in progress and looking  
candidates being employed.  
employment flow in the  
incorporate more  
accessible language.  
multiple perspectives  
to develop a targeted

<b>DATE DUE</b>

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le, DBHDS will