

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 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					
GOAL	PARTY RESPONSIBLE & INTERDEPENDENCIES	OUTCOMES	SUPPORT ACTIVITIES	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 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	DATE DUE

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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 reconstitue the collaborative efforts between DOE, DARS, DMAS and DBHDS are underway. Retirements and promotions have impacted collaborations. New employment specialist started. Quarter 2: Efforts were made to reconstitute this group unsuccessfully this past quarter, Deputy Commissioner will reach out to all constituents to reconstitue this collaboration for startegic planning. Quarter 3: DBHDS was finally able to reconstitue the interagency meetings, a new person was hired for DOE and DARS, DBHDS and DMAS confirmed availability. Meetings will resume in April.					

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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.)					
GOAL	PARTY RESPONSIBLE & INTERDEPENDENCIES	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD	DATE DUE
2.1 Provide training consistent with the best practices in the field of employment	DBHDS	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 case managers and	N/A	
			2.1.a.ii Identify any gaps in training materials for case managers.	List of Gaps	
			2.1.a.iii Develop training to fill in the gaps;	Training Materials	
			2.1.a.iv Distribute training and FAQ with memo.		
GOAL	PARTY RESPONSIBLE & INTERDEPENDENCIES	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD	DATE DUE
	DBHDS	2.1.b Ensure providers of services 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 providers	Training Materials	
			2.1.b.ii Create FAQ;	FAQ	
			2.1.b.iv Distribute training and FAQ with memo.		

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	Training Committee	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 appropriate training material for providers	Training Materials	
			2.1.b.ii Create FAQ;	FAQ	
			2.1.b.iv Distribute training and FAQ with memo.		

Quarterly Summary: **Quarter 1:** The training committee continues to develop the FAQs for various stakeholders. **Quarter 2:** Training committee continue to meet to develop FAQs and how 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 3:** Training committee continued to meet and is partnering with the Policy Committee to ensure policy and FAQs align for information being developed.

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	DATE DUE
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.i Data request submitted;	Semi-Annual Report	
			3.2..ii Data reviewed;	Semi-Annual Report	
			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		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	3.5.b.i Review current providers and capacity;	Survey and Map	

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	Data Committee	employment and develop an implementation plan.	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	Data Committee	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	
		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	

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		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 data was gathered 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. DBHDS continues to work with the data committee around an employment dashboard and trend data. **Quarter 3:** The data committee has continued to meet. During Q3, the data committee reviewed the trend data tool and learned how to efficiently and effectively use the tool. In Q4, the data committee will train the committee members on the tool and how to use it.

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 materials for stakeholders

GOAL	PARTY RESPONSIBLE &	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD	DATE DUE
4.1 Identify barrier 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 DD, families, support coordinators and providers to identify commonw barriers.		
			4.1.a.ii Identify potential solutions to those barriers.		
			4.1.a.iii Identify individuals who can help bust those barriers.		
			4.1.a.iv Develop plan to address those barriers.	Plan	

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4.2 Identify barrier to competitive integrated employment for individuals with SMI	Policy Committee	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.		
			4.2.a.ii Identify potential solutions to those barriers.		
			4.2.a.iii Identify individuals who can help bust those barriers.		
			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	4.3.a Develop a plan to address known barriers to employment.	4.3.a.i Gather information from people with SUD, families, support		
			4.3.a.ii Identify potential solutions to those barriers.		
			4.3.a.iii Identify individuals who can help bust those barriers.		
			4.3.a.iv Develop plan to address those barriers.	Plan	
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 services. Quarter 2: DBHDS continues to work with DARS to address Fidelity to IPS model of enmployment. New provider reviewed this quarter. Behavioral Health Redesign underway and looking at employment as a core service for individuals with SMI. Meeting held with providers to review feedback from reviews and ascertain if any finding are barriers to individuals being employed. Quarter 3: The policy committee decided against developing another process flow and agreed to develop FAQs and therefore will be partnering with the Education and Training Committee around this as well as better utilization of workplace assistance.					
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	DATE DUE

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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 an 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 becoem chronic and determine desire to remain on committee		
			5.2.a.v Recruit members for vacancies		
			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:** Membership remains relatively

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stable, DBHDS will review membership and determine if additional recruiting of memebrs is needed at this time. **Quarter 3:** Membership remains relatively stable.