

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:** DBHDS worked with the Employment First Advisory Group to finalize the Employment First Plan. DBHDS identified the members of the Interagency workgroup and the members will begin meeting during the third quarter to review the workplan goals and establish the things that need to be accomplished. DBHDS developed a MOU that is being worked through the administration for signature. **Quarter 2:** DBHDS is working with Procurement office to finalize and have MOU signed between DBDHS and DARS. **Quarter 3:** The MOU has been finalized between DARS and DBHDS. **Quarter 4:** DBHDS met with the SELN staff to re-establish the collaboration on monthly meetings with the larger team.

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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.		
	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:** DBHDS finalized the workplan and the work goals and is re-establishing the workgroups related to the training committee. The Committee received updates on work being completed by the Regional Quality Councils related to Quality Improvement Initiatives. **Quarter 2:** The Regional Quality Council staff presented two documents for the E1AG to review and provide feedback on related to conversation with 14-17 year olds. A smaller groups of DBHDS, DARS, and DOE staff met offline to finish review and finalize for alignment with all three agencies expectations for transition age youth. The team also reviewed and provided feedback related to development of employment outcomes. **Quarter 3:** The training committee is working on FAQs for the various stakeholders with the top three to five questions related to employment. **Quarter 4:** The training committee continues to develop the FAQs for various stakeholders. Additionally, RQC materials were posted and distributed for use.

**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	3.5.a.i Review current providers and capacity;	Survey and Map	
			3.5.a.ii Review current need;	Survey and Map	

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	Data Committee	implementation plan.	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	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	

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		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:** The Data Committee met to establish targets for individual with developmental disabilities including waiver targets. Data was collected from employment service organization through September. **Quarter 2:** The Employment First Advisory Group reviewed the Semi-Annual Data report and reviewed targets related to that data, the process for determining targets was reviewed and vetted. **Quarter 3:** Data committee reviewed the data from the December data, determined additional information that would like to be received from DARS and will be working to submit a data request to DARS related to this. **Quarter 4:** Data committee focused on refining the trend data to make it more easily accessible for the majority of members.

**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.		

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			4.1.a.iv Develop plan to address those barriers.	Plan	
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:** DBHDS and the Employment First Advisory gorup finalized the plan in the first quarter of the fiscal year and was working to identify members for this workgroup. Workgroup Meetings will begin in the 3rd quarter. **Quarter 2:** No work started but will be initiated in the third quarter. **Quarter 3:** The policy committee met and reviewed several topics for then to discuss and prioritize to include policy and practice related to medicaid and vocational rehabilitation, peer mentors in the workplace and other topics. **Quarter 4:** The Policy Committee continues to meet and is focused on understaing Medicaid Works and re-envisioning the work completed around the intersection of DARS, DBHDS and DOE and how individuals move through employment. The committee scheduled a presentation on Medicaid works for ths August meeting.

**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

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GOAL	PARTY RESPONSIBLE &	OUTCOMES	SUPPORT ACTIVITIES	REPORTING METHOD	DATE DUE
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		



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5.3.a.v Notify new member		
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Quarterly Summary: **Quarter 1:** Employment First Group requested to review membership application and guidelines prior to requesting additional members and will be reviewing during Q2 meeting. **Quarter 2:** Employment First Advisory Group reviewed and updated the application for membership, reviewed the guidelines and discussed dibursement of the application and guideline. Application will be ditributed during the 3rd quarter for identification of additional members. **Quarter 3:** A membership request was sent out to all providers and through the list serv and through various advocacy organizations. The team will review applications in the fourth quarter to add memebbers. **Quarter 4:** Several new members were added to the E1AG including a parent providers of SMI services and providers of DD services. They joined the June meeting and will receive orientation in August.