

Employment First Maine

WORK GROUP: Data Project Definition

Start Date: October 2013

End Date: October 2016

Project Sponsor: EF Coalition

Project Manager: Rachel Dyer

Team Members: Christine McKenzie, Lisa Sturtevant, Kathy Despres, Linda LaRue Keniston, ~~Dana Dunean~~, Sally Sweeny, Valerie Smith, Karen Fraser (advisory)

Project Advisors: EF Coalition, Maine Stakeholders, Office of Disability and Employment Policy, and EF states

Project Overview: The purpose of the Employment First (EF) Data work group is to obtain data from stakeholders that is aligned with the tenets of the EF Maine Charge and meets the employment needs of persons with disabilities. Obtain data that supports employment being delivered to persons with disabilities as a first and preferred option. The Data work group will make recommendations to the EF coalition where data is missing and is not available to support employment.

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Project Scope

In Scope:

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- Existing data from ~~stakeholders state agencies providing disability-related services~~ that informs the outcome of competitive and customized employment.
- Uniformity of data obtained across stakeholder groups.
- Determine from the data employment needs and resource development to include policy that enables persons with disabilities to receive employment services as a first and preferred option in service delivery.
- Service utilization data that provides information regarding employment being offered as an option and delivered as a preferred service to persons with disabilities served by and contracting with state agencies.

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Out of Scope:

- ~~Developing and implementing new data points to assess employment outcomes. Developing and implementing new data points to assess employment outcomes.~~
- Collecting data for other EF work groups.
- ~~Evaluating data from services that are not disability-specific (i.e. TANF, Career Center, etc)~~

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Deliverables Produced:

Deliverable 1: Review and compile existing data that will clearly define whether and how or not integrated, customized employment is in fact being offered as a first and preferred option.

Deliverable 2: Review if data can demonstrate that consumer input is obtained in the delivery of employment as a first and preferred option.

Deliverable 3: Obtain and present data from existing data bases that reflect a uniform approach to delivering employment services as a first and preferred option in service delivery.

Deliverable 4: Obtain and present data from existing data bases that demonstrate the outcome of employment achieved by persons with disabilities.

Deliverable 5: Link other EF work groups to data sources that support their work group needs.

Organizations Affected or Impacted:

Organization	How Are They Affected, or How Are They Participating?
People with disabilities and their families	The data will be used to track how employment is being offered to people with disabilities and if it is being offered as a preferred and first option. People with disabilities who obtain employment will be more satisfied with services than those who do not return to work.
Employers	EF efforts will educate employers about the benefits of hiring people with disabilities and support a diverse work force in Maine.
State Agencies	EF efforts will impact the attitudes of staff by offering employment as a preferred and first option in service delivery and as a result more people with disabilities will request employment services. Service utilization will increase in areas that support employment as an outcome.
Schools	EF efforts will enhance transition from school to work. Schools that have an emphasis on work for students with disabilities will be highlighted as exemplary and can serve as mentors to other schools new to this area.
Legislators	EF efforts will demonstrate with data that employment is being delivered as a first and preferred option and where needed policy recommendations.

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Project Estimated Effort/Cost/Duration

Estimated Cost: \$43,520

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Estimated Effort Hours: 1088 hours

34 months in total

34 months x 3 hours per month x 8 members

17 of the 34 months add an additional 2 hours x 8 members

Estimated Duration:

Milestone	Date
Start of Project	January 2014
Milestone 1- EF Data group work plan will be shared with EF coalition and any baseline data on employment as a preferred service and option gathered, reviewed and presented to EF Coalition	April 2014
Milestone 2 – Address areas for improvement in uniform data collection across stakeholder	June 2014

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groups. Provide to EF Communications group a plan for distribution or implementation	
Milestone 3 – Seek input from other EF states as to what data they collect to demonstrate implementation of EF goals Demonstrate with data that employment is being offered as a first and preferred option	September 2014
Milestone 4 – Provide informative data that can be used by the EF Legislative/policy group that demonstrates how employment is currently being offered	November 2014
Milestone 5 – Determine how to utilize existing data to inform other EF subgroups and align efforts to strengthen the implementation of the EF ACT.	March 2015
Milestone 6 – Make recommendations to the EF coalition where data gaps exist	July 2015
Milestone 7 – Develop a recommendation plan to secure that data can be obtained that informs whether employment is being offered as a first and preferred option.	November 2015
Milestone 8 - Review recommendation plan with other EF coalition work groups to ensure that where possible data supports their efforts	February 2016
Milestone 9 - Utilize data in support of increased funding for employment services	May 2016
Milestone 10 – Using data determine if employment is being offered as a first preferred option has increased	May 2016 July 2016
Milestone 11 – Using data demonstrate that in response to the EF act utilization of employment services has increased from baseline data gathered at the start of the project and presented in April 2014.	September 2016
End of project	October 2016

Project Assumptions (What needs to occur for the project to be successful?)

Data group members will commit to a calendar of regular meeting times established in March 2014.

Data group member will stay focused on data that supports the tenets of the EF Bill.

Data group member will utilize working relationships with stakeholders to gather the necessary data to meet the deliverables.

Data group members will work collaboratively and equally share in the work to achieve the deliverables.

Data group members will communicate with other EF work groups and obtain data needs that will support the deliverables.

Project Risks (What is outside the control of the team that could have an adverse impact?)

Risk Area	Level (H/M/L)	Risk Plan
EF work groups are not in agreement with the direction of the data group	M	Communicate with EF work group Project Managers and achieve consensus early on for direction.
EF data group members will lose focus on the deliverables	M	Set specific goals for each work group meeting, start the meetings by addressing the goals, rotate a task master for each meeting to equally share in bringing the group in focus.
EF work group members in the Data group do not equally participate in the deliverables	H	Assign tasks equally to all members of the group.

Measurement Indicators:

Measurement	Interval/Data Source	Improvement Target

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Baseline Data obtained from stakeholder groups	2 month check/EF Data Group/EF members	Obtain and present baseline data to EF work group to better understand if Employment is first/preferred services across DHHS, DOL and DOE.
Employment services are being offered in a uniform way to persons with disabilities	Quarterly/ EF members	Departments and agencies will offer employment services to every person with a disability
Person with disabilities are asked if they want to work	Quarterly/EF members	Current measures will be reviewed to ensure that consumer input is obtained
Utilization of employment services will increase	Ongoing/EF members	Collect utilization data
People with disabilities will become employed	Quarterly/EF members	Increase the numbers of persons served returning to work

Project Approvals

_____	_____
EF Coalition Project Sponsor	Date
_____	_____
Project Manager	Date