

## **Communication**

- Promote coordination and collaboration among state agencies to advance integrated, community-based employment and customized employment
- Serve as a conduit for information and input to aid in the implementation of the Act for advocacy groups, commissions and councils that focus on issues related to employment
- Merge information from other work group plans to develop an coordinated communication strategy
- Maintain minutes of meetings
- Implement communication strategy as developed
- Coordinate information and activities with EF Coalition
- Report monthly to the Coalition
- Advise DRC on website updates
- Prepare materials for dissemination on EF website

## Data

- Coordinate with DHHS, DOE and DOL to review available data on measurable outcomes
- Evaluate current available data and systems utilized related to employment outcomes
- Make recommendations related to new data elements and potential ways to collect and publically share de-identified data
- Coordinate with the Systems Development group to design and recommend strategies and supports to improve employment outcomes and their tracking
- Coordinate information and activities with EF Coalition
- Report monthly to the Coalition
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## **Legislation/Rule Change**

- Collaborate with DHHS, DOE and DOL to draft procedures for the development of rules related to including employment as a core component of services and supports
- Collaborate with DHHS, DOE and DOL to draft procedures that assure state agencies include appropriate provisions regarding the facilitation of employment in contracts with providers
- Collaborate with DHHS, DOE and DOL to develop and implement standards for program monitoring and quality assurance
- Review, on a continuing basis, state policies, plans, programs and activities concerning employment to determine whether such policies, programs, plans and activities effectively meet the employment needs of persons with disabilities
- Review and comment on proposed legislation affecting the employment of persons with disabilities
- Make recommendations to the EF Coalition ways to improve the administration of employment services and employment outcomes for persons with disabilities
- Make recommendations to the EF Coalition regarding proposed legislation to improve employment
- Coordinate information and activities with EF Coalition
- Report monthly to the Coalition
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## **Building Capacity/Professional Development/Systems Development**

- Collaborate with DHHS, DOE and DOL to design and implement a variety of systems development activities (i.e. professional development, needs assessment, technical assistance, etc.) to assure improved employment outcomes for program monitoring and quality assurance
- Review, on a continuing basis the needs of state agencies, self-advocacy groups, the community and providers to support employment consistent with the Act
- Coordinate information and activities with EF Coalition
- Report monthly to the Coalition
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## **Transition**

- Collaborate with DHHS, DOE and DOL to make recommendations to support improved transition practices
- Make recommendations regarding information dissemination to youth and parents sharing employment outcomes
- Coordinate with Systems Dev group to design and/or recommend training and technical assistance for transition educators and others involved in transition
- Coordinate information and activities with EF Coalition
- Report monthly to the Coalition
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## **Business/Employer**

- Determine methods to share information with Maine businesses about the Return on Investment and diversity hiring
- Coordinate outreach and discussions with Maine Business Leadership Network and The Maine State Chamber of Commerce
- Design and conduct a needs assessment with businesses in conjunction with other business affiliate groups
- Make recommendations to the EF Coalition regarding working with businesses to improve employment outcomes that benefit the business bottom line
- Consider self employment as an option and this model
- Coordinate information and activities with EF Coalition
- Report monthly to the Coalition
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