

## Employment First Maine Coalition

### Data Work Group Charter

Date Initiated: 10/2013

Date Completed: 10/2016

Project Sponsor: EF Coalition

Project Manager: Rachel Dyer

Team Members: Christine McKenzie, Lisa Sturtevant, Kathy Depres, Linda LaRue Keniston, Sally Sweeny, Valerie Smith

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

#### Project Overview

I. The purpose of the EF Data work group is to review existing employment and employment related data currently available and make recommendations regarding new data requirements and needs related to EFM legislation. T 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.

EFM legislation	Scope of Work/deliverables as Identified in charter/ as adopted by workgroup		In scope	Out of scope	Final Deliverables (Oct16)	Milestones: deliverables (Sept14, Sept15)
1. Employment as core component of services & supports. In carrying out its duties to provide services & supports to persons w/ disabilities, a state agency shall include as a core component of its services & supports the opportunity for persons w/ disabilities to acquire integrated community-based employment or	<ul style="list-style-type: none"> <li>Evaluate current available data and systems utilized related to employment outcomes)</li> </ul>	Who are we talking about? What tells the story of the path to employment?	What info is available? Hours worked Rate of pay Type of job after grad? Gather & review existing data from stakeholders competitive & customized employment. Determine if the data obtained	Legislation Program review Developing and implementing new data points to assess employment outcomes. Obtaining data for other EF work	Deliverable 1: Obtain data that will clearly define whether or not integrated, customized employment is in fact being offered as a first and preferred option.  Deliverable 2: Obtain data from existing data bases that will demonstrate the need for employment services driven by consumer input.	Identify/ describe current systems Identify what's missing?

<p>customized employment.</p>			<p>across stakeholder groups is uniform. Determine from the data employment needs and resource development to include policy that enables persons w/ disabilities to receive employment services as a 1st &amp; preferred option in service delivery. Determine from the data if employment services are being offered as an option and delivered as a preferred service to persons with disabilities served by and contracting with state agencies.</p>	<p>groups.</p>	<p>Deliverable 3: Obtain data from existing data bases that reflect a uniform approach to delivering employment services as a first and preferred option in service delivery.</p> <p>Deliverable 4: Obtain data from existing data bases that demonstrate the outcome of employment achieved by persons with disabilities.</p> <p>Deliverable 5: Determine data needs from the other EF work groups that support the implementation of the EF Act.</p>	
<p>A. When entering into contracts w/ providers of services to persons w/ disabilities, a state agency shall include provisions re facilitating integrated community-based or customized emp &amp; ensuring</p>						

measurable outcomes.						
B. State agencies shall incorporate standards for integrated community based employment & customized employment into processes for program monitoring & quality assurance.						
2. First & preferred service or support option. When providing services or supports to a person w/ a disability, a state agency shall offer to the person, as the first & preferred service or support option, a choice of employment services that will support the acquisition by the person of integrated community-based or customized emp.						
A. Coordinate its efforts w/ other state agencies to ensure that the programs directed, the funding managed & the policies adopted by each state agency support the acquisition by persons w/ disabilities of integrated community-based employment or customized employment; &	<ul style="list-style-type: none"> <li>o Coordinate with DHHS, DOE and DOL to review available data on measurable outcomes</li> </ul>	Establish agreement as to who we are talking about	DHHS: OADS & SAMHS, DOL: VR DOE: Spec Ed	Other DHHS offices, DOL Career Centers, etc.		
	<ul style="list-style-type: none"> <li>o Coordinate with the Systems Development group to design</li> </ul>	Discuss				

	and recommend strategies and supports to improve employment outcomes and their tracking					
	<ul style="list-style-type: none"> <li>Tool to measure outcomes/ change to collect this data</li> </ul>	Discuss: legislative intent?				
B. When permissible under law, share information regarding the use of services & other data w/ other state agencies in order to monitor progress toward facilitating the acquisition by persons w/ disabilities of integrated community-based employment or customized employment.	<ul style="list-style-type: none"> <li>Make recommendations related to new data elements and potential ways to collect and publically share de-identified data</li> </ul>					

## Project Scope

*This section is where you clearly define the logical boundaries of your project. Scope statements are used to define what is within the boundaries of the project and what is outside those boundaries. Examples of areas that could be examined are data, processes, applications, or business areas. The following types of information can be helpful:*

- The types of deliverables that are in scope and out of scope (business requirements, current state assessment)*
- The major life-cycle processes that are in scope and out of scope*
- The types of data that are in scope and out of scope The data sources (or databases) that are in scope and out of scope (billing, general ledger, payroll)*
- The organizations that are in scope and out of scope (human resources, manufacturing, vendors)*
- The major functionality that is in scope and out of scope (decision support, data entry, management reporting)*

### Deliverables Produced:

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

Deliverable 2: Obtain data from existing data bases that will demonstrate the need for employment services driven by consumer input.

Deliverable 3: Obtain 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 data from existing data bases that demonstrate the outcome of employment achieved by persons with disabilities.

Deliverable 5: Determine data needs from the other EF work groups that support the implementation of the EF Act.

### Organizations Affected or Impacted:

*Specify areas or groups affected by, or that may participate in, the project. This is meant to be comprehensive but high level. Individual names should not appear, but the organizations they represent are included here.*

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.

Project Estimated Effort/Cost/Duration

*The estimated effort hours and project costs may be depicted in many ways, including costs by team member, cost by deliverable, cost by milestone, or cost by category (internal labor, external labor, travel, training, supplies, etc.). Also include a brief timeline (or a set of bullets) showing the project start date, major milestones, and end date.*

Estimated Cost: (Leave blank until we determine frequency of work group meetings and EF meetings)

Estimated Effort Hours: (Leave blank until we determine frequency of work group meetings and EF meetings)

Estimated Duration: (Leave blank until we determine frequency of work group meetings and EF meetings)

Milestone		Date
Start of Project		January 2014
Milestone 1- Baseline Data on employment as a preferred service and option gathered, reviewed and presented to EF Coalition		May 2014
Milestone 2 – Address areas for improvement in uniform data collection across stakeholder groups. Provide to EF Communications group for a plan for distribution or implementation		July 2014
Milestone 3 – Demonstrate with data an increase in employment services as a preferred service option by person with		September 2014

disabilities		
Milestone 4 - Translate data into policy where needed		November 2014
End of Project		October 2016

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

*Project assumptions are circumstances and events that need to occur for the project to be successful, but are outside the total control of the project team. They are listed as assumptions if there is a HIGH probability that they will in fact happen. The assumptions provide a historical perspective when evaluating project performance and determining justification for project-related decisions and direction.*

- 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.

*Project risks are circumstances or events that exist outside of the control of the project team that will have an adverse impact on the project if they occur. (In other words, whereas an issue is a current problem that must be dealt with, a risk is a potential future problem that has not yet occurred.) All projects contain some risks. Risks may not be able to be eliminated entirely, but can be anticipated and managed, thereby reducing the probability that they will occur.*

*Risks that have a high probability of occurring and have a high negative impact should be listed below. Also consider those risks that have a medium probability of occurring. For each risk listed, identify activities to perform to eliminate or mitigate the risk.*

Measurement Indicators:

Measurement	Interval/Data Source	Improvement Target
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
The need for Employment services and resource will increase	Quarterly/EF members	Utilization of employment services can be tracked
People with disabilities will become employed	Quarterly/EF members	Increase the numbers of persons served returning to work

Project Approvals

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EF Coalition Project Sponsor

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Date