

# Employment First Maine

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**WORK GROUP: *Systems Development/Capacity Building***  
**Project Definition**

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**Start Date: 12-13-13**

**End Date: 10-9-16**

**Project Sponsor: Employment First Maine Coalition**

**Project Manager: Debbie Gilmer, Work Group Chair**

**Team Members: Leticia Huttman, Gail Fanjoy, Kevin Owen, Simonne Maline, Bethany Goding, Riley Albair, Janine Collins, Jenny Ardito**

**Project Advisors: EFM Coalition, Maine stakeholders, Office of Disability Employment Policy, other states, Griffin-Hammis Associates, APSE, etc.**

## **Project Overview**

The purpose of the EF Systems Development/Capacity Building/Professional Development work group is to review current practices and make recommendations regarding the needs of the provider community and all affected parties to realize the goals of Employment First Maine and support the integrated, community-based and customized employment of Maine citizens with disabilities.

This project will identify the needs and prepare recommendations to address the provider community in Maine (broadly defined to include CRPs, day and work support providers, educators and school personnel, and case managers) to build their capacity to support integrated, community based and customized employment for all Maine citizens with disabilities.

We are hopeful that, in collaboration with the other work groups and the EFM Coalition, our collective work results in the following outcomes:

- All Maine citizens with disabilities have the support they require to seek employment.
- Employment is valued and everyone has an understanding that everyone can work.
- Expectations and aspirations are raised about what is possible and start early.
- The impact of our work and the employment outcomes of Maine citizens with disabilities are measured.
- Providers know of and are utilizing evidence based and best and emerging practices.
- Youth with disabilities and their families are prepared for and expect to go to work after high school or completion of post secondary education.

## **Project Scope**

### **In Scope:**

- Assessment of the professional development needs of the broadly defined provider community in Maine to support integrated, community based and customized employment for Maine citizens with disabilities at or above the minimum wage.
- Recommendations for a system that will design, implement and monitor professional development and training in supports integrated, community-based and customized employment for Maine citizens with disabilities at or above the minimum wage.
- An analysis of current contracting, monitoring and review procedures and the development of recommendations for necessary changes to support integrated, community-based and customized employment for citizens with disabilities at or above the minimum wage.

- Conduct an analysis and make recommendations to Maine’s institutions of higher education regarding pre-service education supporting integrated community-based and customized employment in the areas of education, special education, rehabilitation, social work, human services and other related disciplines.
- Collaborate with the Maine Department of Education’s Transition task force to support professional development for educators (including ed techs) in support of integrated, community-based and customized employment for youth with disabilities at or above the minimum wage.

**Out of Scope:**

- Funding strategies  
Submitting legislation or policy changes
- Directly working on other EF work group deliverables

**Deliverables Produced:**

- Deliverable 1: Analysis of the needs of the provider community (including educators) to adopt EF policies, principles, and practices
- Deliverable 2: Recommendations for professional development and technical assistance to address the needs identified above
- Deliverable 3: Recommendations for strategies and mechanisms for sharing effective practices across and among all stakeholder groups.
- Deliverable 4: Analysis of the needs of Maine’s institutions for higher education to enhance and support pre-service programs that support knowledge and skill development in integrated, community-based and customized employment.

**Organizations Affected or Impacted:**

Organization	How Are They Affected, or How Are They Participating?
CRPs and other providers	CRPs will be directly affected by Employment First; they will participate in EFM activities, needs assessment activities, professional development to be designed and measurements of effectiveness.

Schools / DOE	Schools and the Maine Department of Education play a critical role in training and supporting teachers to learn new skills such as discovery and career planning as components of good transition planning. They will be involved in needs assessment, professional development. We expect that these efforts will assist them in raising their expectations for all youth to become employed, including early planning efforts.
Families and the community	There are family and community members participating in EFM activities. They will be affected by the changes in practices and policies and will gain knowledge of resources and services to support employment.
Employers and Business Owners	EF efforts/results will directly affect the labor pool available to employers; Participation will be encouraged in multiple ways, including EF Coalition, Business Relations EF Work Group and general public input.
Case Managers /VR Counselors/All Gatekeepers	EF efforts/results will affect policies and procedures related to the employment of people with disabilities being served; EF Coalition and EF work groups have state agency and provider representation

**Project Estimated Effort/Cost/Duration**

**Estimated Cost:**

Up to 10 work group members are contributing at least 10 hours/month to our work. Using the figure of \$40/hour for a 32 month project period we anticipate the estimated cost of this effort to be at least \$128,000. While we are attempting to mitigate travel costs by conducting our meetings using teleconferences and distance strategies (Adobe and google docs) travel is estimated at \$5000 for work group members over the project period.

**Estimated Effort Hours:**

Approximately 10 hours/month for each work group member.

**Estimated Duration:**

<b>Milestone</b>	<b>Date</b>
<b>Start of Project</b>	<b>12/13</b>
<b>Milestone 1: Analysis of needs completed</b>	<b>5/1/14</b>
<b>Milestone 2: Report of recommendations prepared</b>	<b>8/1/14</b>
<b>Milestone 3: Strategies and mechanisms recommendations are prepared</b>	<b>9/1/14</b>
<b>Milestone 4: Coordinate with EFM Coalition and relevant work groups to prepare legislation or policy changes that may result from the needs and recommendations</b>	<b>10/1/14</b>
<i>Milestone 5: Monitor, support, advocate, influence, coordinate with Coalition to assure implementation of PD plan</i>	<b>10/16</b>
<b>Milestone 6: Conduct analysis of content of related pre-service programs to determine needs</b>	<b>12/15</b>
<b>End of Project</b>	<b>10/16</b>

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

- Outstanding collaboration between work groups and the EF Coalition, stakeholders and interested parties.
- Financial barriers/disincentives will be mitigated by improving access to, and encouraging use of, financial planning and the use of work incentives.
- Employment will be valued as a priority when coordinating and delivering services to individuals (ie, services are delivered mindfully to maximize potential work schedules, not the other way around)

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

Risk Area	Level (H/M/L)	Risk Plan
Struggle of the local economy	M	<i>Utilize strategies that assist in helping businesses to see how and why it makes good business sense; coordinate with the Business/Employer work group</i>
Societal views and assumptions (including those held by PWD and their families); lack of values on the part of people in positions of control and influence over people with disabilities that keep people with disabilities separate and unequal and unable to show how they can make valued contributions to society.	H	Make sure we are sharing examples that demonstrate that all folks can work Messaging and communication—work with Communication and other work groups
Transportation needs, particularly in rural areas	M	Address transportation one person at a time as part of good job matching
Competing priorities for member time and effort	M	Be realistic about tasks and timelines; Plan ahead as much as possible; Team work.
Lagging energy and enthusiasm	M	Members will connect regularly

and help each other recharge when necessary (and Debbie promises chocolate!)

**Measurement Indicators:**

HOW DO WE KNOW...PD IS AN IMPORTANT THING TO REALIZE EF—HOW DO WE KNOW IF WE MAKE A DIFFERENCE

Measurement	Interval/Data Source	Improvement Target
The number of certified Employment Specialists increases	ES registry--614	
A wide array of professional development and technical assistance activities are available for the provider community	Training Calendars	
A wider variety of participants are taking part in professional development and technical assistance activities (day services, case managers, families, PWD, educators, ed techs and adult ed providers etc.)	Registration lists	
The number of approved CRPs increases	VR data	
The percent of Maine citizens with disabilities who are working increases	VR, DHHS and DOE data	

**Project Approvals**

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Project Sponsor

Date

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Project Manager

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Date



