

## E1MN: A STATE-AGENCY PARTNERSHIP ADVANCING EMPLOYMENT FIRST

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Minnesota Department  
of Human Services (DHS)

Minnesota Department  
of Education (MDE)

Minnesota Department of  
Employment and Economic  
Development (DEED)



**Working together to  
deliver a more seamless  
and timely employment  
support system**



# PLAN – RESPONSIBILITIES FOR ALL

September 2021

# Plan

How to help a person discover their interests and strengths then prepare for a job search.



# Best Practices for Collaboration

## Work Toolkit: The basics – Roles and Responsibilities

1

Know Your Role

2

Know Each  
Partner's Role

3

Fulfill Your  
Responsibilities

# Roles: Engage Team Members

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- The person
- Family, guardian, advocate
- Waiver case manager
- Vocational Rehabilitation staff
- Employment service provider



# Responsibilities: The Person

Communicate interests and chooses supports



The person

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**Communicate interests and chooses supports**

**Participate in services and employment activities**

- Chooses and make time to participate services.



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**Engage in employment planning**

- Set employment goals.



**The person**



# Responsibilities: The Person

**Communicate interests and chooses supports**

**Participate in services and employment activities**

- Chooses and make time to participate services.

**Engage in employment planning**

- Set employment goals.

**Communicate with team members**

- Use My Vault or find different way to share information.

➤ Key: [Disability Hub MN - My Vault](#)



**The person**

# Responsibilities: Family, Guardian, Advocate

## Help the person make decisions

- Think through employment goals and supports.



**Family,  
guardian,  
advocate**

# Responsibilities: Family, Guardian, Advocate

## Help the person make decisions

- Think through employment goals and supports.

## Rally support and plan logistics

- Identify people who can help and help plan logistics.



**Family,  
guardian,  
advocate**

# Responsibilities: Family, Guardian, Advocate

## Help the person make decisions

- Think through employment goals and supports.

## Rally support and plan logistics

- Identify people who can help and help plan logistics.

## Participate in meetings

- Share information about the person's strengths, interests and conditions for employment.



**Family,  
guardian,  
advocate**

# Responsibilities: Family, Guardian, Advocate

## Help the person make decisions

- Think through employment goals and supports.

## Rally support and plan logistics

- Identify people who can help and help plan logistics.

## Participate in meetings

- Share information about the person's strengths, interests and conditions for employment.

## Provide signatures for minors or people under guardianship



**Family,  
guardian,  
advocate**

# Responsibilities: Waiver Case Manager

## Connect the person to services and supports

- Talk with the person about their goals and interests.
  - Key: Embody the [Employment First principles](#)
  - Key: [Informed Choice Toolkit](#)



Waiver case  
manager

# Responsibilities: Waiver Case Manager

## Connect the person to services and supports

- Talk with the person about their goals and interests.
  - Key: Embody the [Employment First principles](#)
  - Key: [Informed Choice Toolkit](#)
- Document informed choice and develop [support plan](#).
  - Key: Share plan with the person through My Vault



**Waiver case  
manager**

# Responsibilities: Waiver Case Manager

## Connect the person to services and supports

- Talk with the person about their goals and interests.
  - Key: Embody the [Employment First principles](#)
  - Key: [Informed Choice Toolkit](#)
- Document informed choice and develop [support plan](#).
  - Key: Share plan with the person through My Vault
- Connect the person with available services.
  - Key: [The Basics - Services](#)
- Authorize waiver employment development services.
- Connect with waiver employment service provider
  - Key: [MinnesotaHelp.info](#)
- If person is ready to find a job refer to VRS/SSB.



**Waiver case  
manager**



# Responsibilities: Waiver Case Manager

Participate in intake and 45-day meetings for waiver employment services



Waiver case manager

# Responsibilities: Waiver Case Manager

Participate in intake and 45-day meetings for waiver employment services

## Monitor services

- Know what is expected for employment development services and track progress.
  - Key: Regularly monitor services to ensure rapid engagement.
  - Key: Review [plan portfolio](#) and Positive Summary to guide support planning.
- When the person decides about employment, support them in the next phase.



**Waiver case  
manager**

# Responsibilities: Waiver Case Manager

## Coordinate services

- Consider other services and supports and those affected by planning for employment.
- Stay connected and support employment service provider in making referral to VRS/SSB.
  - Key: See the “Referring directly to VRS/SSB” tab of [Find page in the Work Toolkit](#).
  - Key: Update the support plan to clearly state plans and expectations.



**Waiver case  
manager**

# Responsibilities: Waiver Case Manager

## Collaborate with other professionals

- With the waiver employment service provider:
  - Help coordinate and facilitate intake and 45-day meetings. Take notes and share them.
  - Write and share a support plan that clearly states expectations of waiver employment development – plan phase services.



**Waiver case  
manager**

# Responsibilities: Waiver Case Manager

## Collaborate with other professionals

- With the waiver employment service provider:
  - Help coordinate and facilitate intake and 45-day meetings. Take notes and share them.
  - Write and share a support plan that clearly states expectations of waiver employment development – plan phase services.
  - Ask for regular updates from service provider.
  - Talk with the person and employment service provider to decide when to move to Find phase services.
- Key: Share support plan meeting notes and other information using My Vault.



**Waiver case  
manager**

# Responsibilities: Waiver Case Manager

## Collaborate with other professionals

- With the VRS/SSB counselor and liaison when:
  - The person or you have questions.
  - You need to coordinate supports
  - The person will soon be ready to move to the Find phase.
- Key: See the “Working with VRS/SSB” section of the [Plan page of the Work Toolkit](#)



**Waiver case  
manager**

# Responsibilities: Employment Service Provider

## Deliver services outlined in the support plan

- Support plan sets expectations and guides delivery of employment development services.
  - Key: Follow guidance in the [employment development services CBSM page](#)
  - Key: Use the resources in the [Plan phase section of the Work Toolkit](#).
  - Key: Take good notes throughout plan phase.



Employment  
service  
providers

# Responsibilities: Employment Service Provider

## Help the person connect with job search services

- Identify when a referral to VRS/SSB is needed.
  - Key: Use Working with VRS/SSB section of the [Plan phase section of the Work Toolkit](#).
  - Key: Coordinate with wavier case manager to compile referral information.



**Employment  
service  
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# Responsibilities: Employment Service Provider

## Help the person connect with job search services

- Identify when a referral to VRS/SSB is needed.
  - Key: Use Working with VRS/SSB section of the [Plan phase section of the Work Toolkit](#).
  - Key: Coordinate with wavier case manager to compile referral information

## Create an employment portfolio

- Help the person develop and share their [employment portfolio](#) and [positive summary](#)
  - Key: Create a professional My Vault account.



Employment  
service  
providers

# Responsibilities: Employment Service Provider

## Collaborate with other professionals

- Invite waiver case manager to intake meeting and 45-day meeting.
- Contact waiver case manager if services or timelines deviate from support plan.
- Share learnings with the person and waiver case manager.
- Share meeting notes and other information using My Vault.



**Employment  
service  
providers**

# Responsibilities: Vocational Rehabilitation staff

## Coordinate employment services

- VRS/SSB Liaisons and counselors help determine if and when to refer the person.
- Consult with the person and provider to clarify how Plan phase information is used by VRS/SSB during Find phase.
- Key: Share [Working with VRS/SSB](#) on the Disability Hub Plan page



**Vocational  
Rehabilitation  
staff**



## Shared vision

We will work together to align our systems so that people who are on HCBS disability waivers get seamless and timely supports to make informed choices and meet competitive, integrated employment goals.