

## 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**



# ENGAGE – RESPONSIBILITIES FOR ALL

September 2021

# Engage

How to help a person make informed choices about competitive integrated employment.



# 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
- Employment service provider



# Responsibilities: The Person

## Communicate interests and chooses supports

- Communicate who they want providing their supports.



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## **Engage in employment planning**

- Make informed choice about work.





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## Communicates with team members

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

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



# Responsibilities: Family, Guardian, Advocate

**Help the person make decisions**

**Rally support and plan logistics**

- Think through details like schedules, transportation, and people who can help.

**Participate in meetings**

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

**Provide signatures for minors or people under guardianship**



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# Responsibilities: MnCHOICES Assessor

Hear when work might be a solution

Have conversations with the person to help ensure informed choice

- Key: Embody the Employment First principles

Offer resources to help the person explore employment

Collaborate with the waiver case manager

# Responsibilities: Waiver Case Manager

## Connect the person to services and supports

- Have conversations to ensure informed choice about work.
  - Key: Embody the [Employment First principles](#)
  - Key: [Informed Choice Toolkit](#)
- Document informed choice and develop or update the [support plan](#).
  - Key: Share plan with the person through My Vault
- Connect the person with available services.
  - Key: [The Basics - Services](#)
- Authorize waiver employment exploration services.
- Connect with waiver employment service provider.
  - Key: [MinnesotaHelp.info](#)



**Waiver case  
manager**

# Responsibilities: Waiver Case Manager

## Coordinate services

- Consider other services and supports and those affected by exploring employment.

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

## Monitor services

- Know what is expected for employment exploration services and track progress.
- When the person decides about employment, support them in the next phase.



**Waiver case  
manager**



# Responsibilities: Waiver Case Manager

## Collaborate with other professionals

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



**Waiver case  
manager**

# Responsibilities: Employment Service Provider

## Deliver services outlined in the support plan

- Support plan sets expectations and guides delivery of employment exploration services.

## Provide activities and experiences to explore employment

- Help the person identify their interests and conditions for employment.
  - Key: Help the person identify and engage in activities to make an informed choice.
  - Key: Help the person add contacts and share information in My Vault.



**Employment  
service  
providers**

# Responsibilities: Employment Service Provider

## Document the person's goals and waiver exploration activities

- Key: Upload important files and information in My Vault.

## Help the person connect with services to plan for employment

- Inform the waiver case manager and help the person connect with Plan phase or Find phase services.



**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.
  - Talk with the person and waiver case manager to decide when to move to Plan or Find.
  - Share meeting notes and other information using My Vault.



**Employment  
service  
providers**



## 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.