

E1MN: A STATE-AGENCY PARTNERSHIP ADVANCING EMPLOYMENT FIRST

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**



FIND – RESPONSIBILITIES FOR ALL

September 2021

Find

How to help a person find a job and then make a referral for long-term employment support services.



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

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



Responsibilities: The Person

Communicates interests and chooses supports

Engages in employment planning

- Work with VRS/SSB counselor to develop employment plan.
- Choose employment provider for Find phase services.

Participates in services and employment activities

- Participate in job search activities.

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

- Think through jobs that will be the best match.

Participate in meetings

- At the person's request, participate in 60-day meetings with the person and VRS/SSB counselor.

Provide signatures for minors or people under guardianship

Rally support and plan logistics

- Identify close contacts and other people who have connections with potential employers or can provide support.



**Family,
guardian,
advocate**

Responsibilities: Vocational Rehabilitation staff

Complete the intake and eligibility process

- Help the person complete the process.
 - Key: Ask person to share information in their My Vault, including plan portfolio and positive summary.
 - Key: See [VRS/SSB Process](#)

Help the person develop an employment goal

- Use information gathered during Plan phase services.
 - Key: see [Using the plan portfolio](#).

Coordinate employment services

- Help the person choose employment provider.
 - Key: [MinnesotaHelp.info](#)



Vocational
Rehabilitation
staff

Responsibilities: Vocational Rehabilitation staff

Organize and participate in meetings to ensure coordination of services and progress toward employment goals

- Facilitate team meeting at least every 60 days.
- Invite waiver case manager to meetings.

Provide initial job supports once a person starts a job

- Ensure the person has supports to become stable in their job.
- Contact waiver case manager to get long-term employment supports through the waiver in place.



**Vocational
Rehabilitation
staff**

Responsibilities: Vocational Rehabilitation staff

Collaborate with other professionals

- Share information (Individual Plan for Employment, placement plan, etc.) with the person using My Vault.
- Invite waiver case manager to meetings.
- Confirm person's access to waiver long-term employment supports.
 - Key: [Working with waivers](#), Confirming waiver long-term employment supports.
- Notify waiver case manager when job is secured.
 - Key: [Working with waivers](#), Coordinating during job placement services.



**Vocational
Rehabilitation
staff**

Responsibilities: Waiver Case Manager

Connect the person to services and supports

- Connect person with other services they may need to be successful in their job.

Coordinate services

- Coordinate and arrange for waiver long-term employment services once the person has a job.

Monitor services

- Continue to be aware of the person's needs and progress toward employment goals.



**Waiver case
manager**

Responsibilities: Waiver Case Manager

Collaborate with other professionals

- Stay informed and participate in VRS/SSB meetings with the person.
- Review the regular communications from VRS/SSB staff.
- Review the VRS/SSB placement plan and progress on Find phase services shared with you.
- Talk with the person and VRS/SSB counselor to decide when to move to Keep phase services.
- Share the waiver support plan with the person using My Vault and encourage them to share them with their VRS/SSB counselor.



**Waiver case
manager**

Responsibilities: Employment Service Provider

Create a job placement plan in coordination with the person and the Vocational Rehabilitation counselor

- Participate in development of the plan.
- Communicate with VRS/SSB counselor if services or timeline deviate from the plan.

Help the person find employment

- Provide job placement services paid by an [E1 PBA](#).
- Meet regularly with the person and involve the person in job search activities.

Collaborate with other professionals

- Meet every 60 days with the person, the VRS/SSB counselor, and other team members.
- Upload relevant information to My Vault and share with other team members.



**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.