



E1MN REGIONAL LAUNCH MEETINGS PADLET SUMMARY

Introduction

Participants across all five regions of the November-December 2021 E1MN regional collaboration meetings brainstormed the following collaboration suggestions for agencies, teams and other professionals to use in their local areas.

Suggestions for collaboration

Meetings

Kick-off meetings

- Host a 30-minute virtual meeting with partners (this could include work programs) to make introductions; discuss the Engage, Plan, Find, Keep process; and share resources, trainings, and success stories that could be replicated. The meeting ensures that staff in each agency understand the process flow (and that it is fluid), and supports ongoing success by getting everyone on the same page. It also allows all team members to connect as soon as possible to help avoid disconnects.

Regular meetings

- Set a weekly (or twice monthly) virtual meeting for professionals from all roles to meet; discuss any potential referrals; and review the current list of people each role is working with, their stages in the process, and other key details. Case managers and VRS/SSB employment service providers can communicate additionally by email if necessary. These meetings help teams get to know each other and communicate effectively. Open communication about where people are in the process helps make the transition between steps seamless.
- Invite interested professionals from all roles to monthly meetings to learn and have conversations as a group.

Meetings as-needed

- Set up virtual meetings between providers and county case managers to make sure both roles understand E1MN and the needed documentation.
- Host a meeting before making a referral about whether the person is ready for the Find phase.



Virtual versus in-person meetings

- Virtual meetings make gathering as a group more feasible because they reduce travel time and transportation barriers.
- In-person meetings make it easier to sign documents and complete paperwork.

Email and phone

- Communicate early and often with all members of the person's team. It works best to start with a phone call to explain everyone's roles in working with the person as soon as other partners are identified. This makes subsequent communications through email or other channels easier and more natural.
- E-mail is a helpful way to make sure all communication is documented and that everyone is getting the same information and is on the same page.
- Include the person's case manager and the VRS/SSB worker on the email string—it is a helpful way to keep everyone in the loop.
- Send a follow-up email after a phone call to help document the discussion.
- After sending a referral email to VRS/SSB, have a phone conversation between county staff and VRS/SSB about the person and their goals.

Tools

My Vault

- Use My Vault to help coordinate needed paperwork to speed application processes.
- Ask VRS/SSB Community Rehabilitation Providers to help enter information into My Vault; this is funded by Explore and Plan services by the county.
 - Review this [My Vault training video](#), helpful [guides at the Disability Hub MN My Vault webpage](#), and samples of each of the tools in My Vault (navigate to the "Person-centered discovery" section of the [Work Toolkit Hands-on tools webpage](#)).

Suggestions for other tools

- Use a scheduling tool everyone can access to help set up meetings with teams and people who use services.
- Identify and use a tool to collaborate with educators, who seem to be a missing link. It is most helpful when the tool is easy to find and navigate.
- Develop checklists/timelines to distinguish roles for lead agencies and VRS.
- Use the E1MN cheat sheet created in Dakota County: It has been very helpful for counselors and case managers to gain a solid understanding of their roles at various phases in the E1MN process.
- Use a consistent, common referral form.
 - E1MN is creating a common referral form and will make it available on the [Disability Hub MN E1MN Work Toolkit webpage](#) when completed.



- Use a packet with a referral form, release of information and other needed information.
- Use this [Disability Hub MN article about E1MN](#) to explain the new process with people who access services.
 - E1MN is also creating a journey map to illustrate common paths through the process for people who seek employment; this will be available on the Disability Hub MN E1MN webpage when completed.

VRS/SSB waiver liaisons and lead agency liaisons

- Set up individual consultation meetings with the liaison when needed.
- Establish a go-to person for consulting and resolving issues, including opening lines of communication and helping to identify team members.
- Ensure all agencies have a copy of the liaison lists and 245D providers (navigate to DEED's "[Counseling, Training, and Job Skills](#)" page, then navigate to the "Apply" tab, then click on "[Find your local E1MN VRS Waiver Liaison.](#)")

School collaboration

- Include case managers and VRS/SSB in E1MN meetings with schools to help coordinate services after graduation.

Relationships

- Collaborate early and often.
- Build relationships with partners so everyone is comfortable to reach out no matter the issue/concern or the positives.
- Ensure all team members have immediate access to information and the ability to share information, including knowing who all the support team members are.
- Maintain open dialogue about what each role involves.
- Use community transition interagency committees to bring together multiple agencies to collaborate.
- Ensure there is no wrong point of entry—this is helpful when trying to make inroads with the county, VRS/SSB or a community provider.
- Similarly, make sure anyone can make a referral to VRS/SSB—there should be no wrong door.
- Connect with people to discuss competitive integrated employment through the Workforce Innovation and Opportunity Act Section 511 Career Counseling, Information and Referral process. If the person agrees, the team needs to meet within 60 days to discuss it. This has sparked more conversation and movement toward competitive integrated employment.