

## 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**



# KEEP – RESPONSIBILITIES FOR ALL

September 2021

# Keep

How to help a person obtain the supports they need to keep their job.



# 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

## Communicates interests and chooses supports

- Communicate who they want providing their supports.



**The person**

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## Engages in employment planning

- Communicate changes in employment needs and goals.



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## **Engages in employment planning**

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## **Participates in services and employment activities**

- Use Keep phase services and help determine if they should be adjusted.



**The person**



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- Communicate who they want providing their supports.

## **Engages in employment planning**

- Communicate changes in employment needs and goals.

## **Participates in services and employment activities**

- Use Keep phase services and help determine if they should be adjusted.

## **Communicates 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 changes in hours, duties, pay, or jobs.
- Help communicate questions or concerns.



**Family,  
guardian,  
advocate**

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- Think through changes in hours, duties, pay, or jobs.
- Help communicate questions or concerns

## Participate in meetings

- At the person's request, participate in meetings with the employer, employment provider and waiver case manager.



**Family,  
guardian,  
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- At the person's request, participate in meetings with the employer, employment provider and waiver case manager.

## Provide signatures for minors or people under guardianship



**Family,  
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# Responsibilities: Family, Guardian, Advocate

## Help the person make decisions

- Think through changes in hours, duties, pay, or jobs.
- Help communicate questions or concerns

## Participate in meetings

- At the person's request, participate in meetings with the employer, employment provider and waiver case manager.

## Provide signatures for minors or people under guardianship

## Rally support and plan logistics

- Informal supports (family, friends, co-workers) and formal supports (job coaches) help with logistics and problem-solving if needed to maintain the job.



**Family,  
guardian,  
advocate**

# Responsibilities: Vocational Rehabilitation staff

## Coordinate employment services

- Communicate with waiver case manager for a smooth transition from VRS/SSB-funded initial job supports (Find phase) to waiver-funded long-term supports (Keep phase).



**Vocational  
Rehabilitation  
staff**

# Responsibilities: Vocational Rehabilitation staff

## Coordinate employment services

- Communicate with waiver case manager for a smooth transition from VRS/SSB-funded initial job supports (Find phase) to waiver-funded long-term supports (Keep phase).

## Collaborate with other professionals

- Determine when the person has reached stability on the job and is ready to transition to long-term supports funded by the waiver, if needed.



**Vocational  
Rehabilitation  
staff**

# Responsibilities: Waiver Case Manager

## Connect the person to services and supports

- Talk with the person to gauge their job satisfaction and determine if waiver employment support services are needed.
  - 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 to gauge their job satisfaction and determine if waiver employment support services are needed.
  - Key: Embody the [Employment First principles](#)
  - Key: [Informed Choice Toolkit](#)
- If waiver employment support services are needed develop or update the [support plan](#)
  - Key: Share plan with the person through My Vault
- Authorize waiver employment support services.
- Connect with an employment service provider (if current or previous provider not preferred or available).
  - Key: [MinnesotaHelp.info](#)



Waiver case  
manager

# Responsibilities: Waiver Case Manager

## Coordinate Services

- Consider other services and supports that can support or are affected by employment.
- Provide historical information to new employment provider, if needed.
- Key: Encourage the person to use their My Vault to share information



**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

- Review progress reports provided by employment provider.
  - Key: Know what is expected in the employment support services and track what is being done.
  - Key: Take good notes during meetings and share them.



**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.
- Write and share support plan that clearly states expectations of waiver employment support services.
  - Key: Share support plan, meeting notes, and other information using My Vault.



**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.
- Write and share support plan that clearly states expectations of waiver employment support 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 regularly.
  - Key: Share support plan meeting notes and other information using My Vault.



**Waiver case  
manager**

# Responsibilities: Employment Service Provider

## Deliver services outlines in the waiver support plan

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



**Employment  
service  
providers**

# Responsibilities: Employment Service Provider

## **Deliver services outlines in the waiver support plan**

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

## **Provide ongoing support to maintain employment**

- Provide ongoing support.
- Identify strategies or resources to help reduce or phase out services when appropriate.



**Employment  
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# Responsibilities: Employment Service Provider

## **Deliver services outlines in the waiver support plan**

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

## **Provide ongoing support to maintain employment**

- Provide ongoing support.
- Identify strategies or resources to help reduce or phase out services when appropriate.

## **Collaborate with other professionals**

- Invite waiver case manager to intake and 45-day meeting.
- Email or call waiver case manager if timelines or services will deviate from support plan.
- Upload relevant information to My Vault to 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.