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)





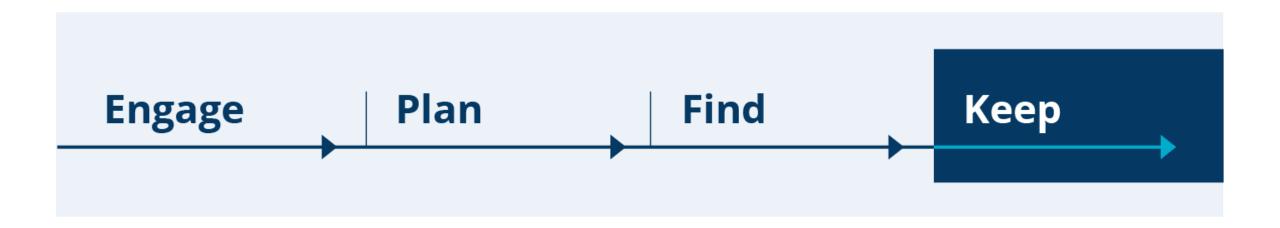


KEEP – RESPONSIBILITIES FOR ALL

September 2021

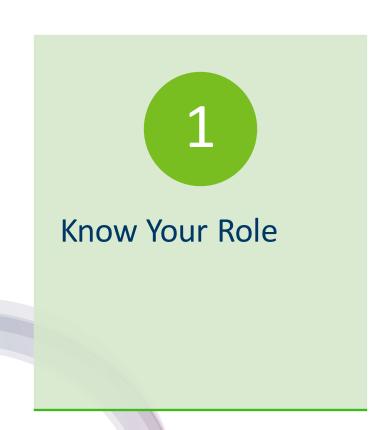
Keep

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







Roles: Engage Team Members

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



Communicates interests and chooses supports

• Communicate who they want providing their supports.



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Engages in employment planning

Communicate changes in employment needs and goals.



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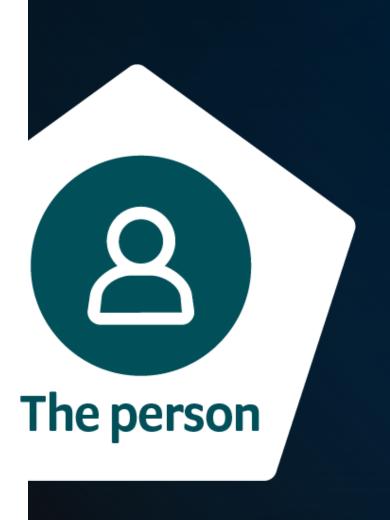
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Communicates with team members

- Use My Vault or find different way to share information.
 - ➤ Key: <u>Disability Hub MN My Vault</u>



Help the person make decisions

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



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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.



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 longterm supports (Keep phase).



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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.



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 <u>Employment First principles</u>
 - ➤ Key: <u>Informed Choice Toolkit</u>



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- Talk with the person to gauge their job satisfaction and determine if waiver employment support services are needed.
 - ➤ Key: Embody the <u>Employment First principles</u>
 - ➤ Key: <u>Informed Choice Toolkit</u>
- If waiver employment support services are needed develop or update the <u>support plan</u>
 - > 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



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



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



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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.



Collaborate with other professionals

- Help coordinate and facilitate intake and 45day 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.



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- Help coordinate and facilitate intake and 45day 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.



Responsibilities: Employment Service Provider

Deliver services outlines in the waiver support plan

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



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Provide ongoing support to maintain employment

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



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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





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.

