



MINNESOTA

E1 MN Interagency Advisory Committee

Meeting Minutes for July 15, 2021

Date: Thursday, July 15, 2021 **Time:** 9:00a.m. – 11:30a.m.

Location: Zoom Video Meeting

Advisory Committee Co-Chairs in alphabetical order:

- Natasha Jerde, Director, State Services for the Blind (DEED/SSB)
- Lesli Kerkhoff, Human Services Manager, Disability Services Division (DHS/DSD)
- Chris McVey, Director of Strategic Initiatives, Vocational Rehabilitation Services (DEED/VRS)

Membership and Stakeholder Representation on pages 2-3

Facilitation and Documentation: Holly Johnson, Lanterna Consulting, Inc. contracted through Management Analysis & Development, Minnesota Management and Budget

Advisory Committee Overview:

The **Interagency Employment First Advisory Committee** is a voluntary 14-member committee representing diverse stakeholders' perspectives from around the state including individuals and their families, support professionals, and advocacy organizations. The committee is an important part of a state agency partnership to fulfill the interagency agreement between Minnesota's Department of Employment and Economic Development and the Department of Human Services that was formalized in the September 2019 joint memorandum of understanding which can be read here:

<https://disabilityhubmn.org/media/hirdrm05/dhs-deed-mou.pdf>

The committee's role is an advisory role established as part of the agreement to assist and inform the interagency partnership in the complex work of creating a more seamless and timely employment support system for people on HCBS waivers seeking competitive integrated employment.

The committee will meet bi-monthly over the next 18 months to assist the interagency work in preparation for replacement of the current interim guidance and implementation of enhanced interagency services in summer 2021.

Meetings will be hosted on Thursdays from 9:00am to 12:00pm on the following dates:

- May 21, 2020 - Kickoff
- July 16, 2020
- September 17, 2020
- November 19, 2020
- January 21, 2021
- March 18, 2021
- May 20, 2021
- July 15, 2021
- September 16, 2021
- November 18, 2021

Best Source of Information: <https://disabilityhubmn.org/for-professionals/work/e1mn/>



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Membership attendance in alphabetical order:

Name	Stakeholder Representative Appointment	Attended	Did Not Attend
Jon Alexander	Association of People Supporting Employment First (APSE)	✓	
Tim Dickie	Minnesota Organization for Habilitation and Rehabilitation (MOHR)	✓	
Jessica Eggert	People receiving services & their families or supports	✓	
John Filek	Deaf Blind service provider		✓
April Ildvad – resigned Jan 2021	Broader stakeholder community (Mental health, brain injury specialist)		✓
Danielle Mahoney	University of Minnesota’s Institute on Community Integration	✓	
Alicia Munson	Advocacy organization for people with disabilities (The Arc Minnesota)	✓	
Jillian Nelson	Advocacy organization for people with disabilities (Autism Society of Minnesota / The Minnesota Governor’s Council on Developmental Disabilities)		✓
Julie Peterschick	VRS Community Partners Committee (CPC), formerly known as VRS Community Rehabilitation Program (CRP) Advisory Committee	✓	
Kristina Petronko	Client Assistance Project (CAP), Minnesota Disability Law Center		✓
Yekaterna (Kate) Probert Fagundes	Minnesota Association of County Social Service Administrators (MACSSA) Metro Minnesota representative		✓
Phyllis Reller	Minnesota Association of County Social Service Administrators (MACSSA) Greater Minnesota representative	✓	
Rita Wiersma	Association of Residential Resources in Minnesota (ARRM)		✓
Barb Ziemke	People receiving services & their families or supports	✓	



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DEED VRS/SSB and DHS staff attendance in alphabetical order:

Name	Agency and Responsibility	Attended	Did Not Attend
Beth Grube	Benefits Planning Coordinator for Disability Services Division (DHS)	✓	
Amanda Jensen-Stahl	Program Specialist for Vocational Rehabilitation Services (DEED)	✓	
Natasha Jerde	Director of State Services for the Blind (DEED)	✓	
Leslie Kerkhoff	Human Services Manager, Disability Services Division (DHS)		✓
Chris McVey	Director of Strategic Initiatives for Vocational Rehabilitation Services (DEED)	✓	
Ryan Merz	Employment Planning and Resource Coordinator for Disability Services Division (DHS)	✓	

Meeting Minutes for July 15, 2021

Meeting Objectives

Our objectives for the July 2021 Advisory Committee meeting are to:

1. Provide initial post launch updates since the July 1st implementation of E1 MN.
2. Gather advisory members' feedback and impressions of the new MyVault suite of tools.
3. Engage the committee in an open, respectful forum to discuss initial post launch experiences and to gather insights and advice to support implementation.

Agenda Topics

1. E1 MN Implementation Updates
2. E1 MN Tools and Resources using MyVault
3. Early Post Launch Check in and Open Forum Q&A

Welcome and Opening

The meeting was called to order at 9:00am by facilitator Holly Johnson who provided an overview of the meeting agenda.

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Discussion

Agenda Item #1: E1 MN Implementation Updates	
15 minutes	Ryan Merz and Amanda Jensen Stahl

Ryan and Amanda provided several updates related to the implementation of E1 MN on July 1, 2021.

New home and community-based services (HCBS) waiver employment services guidance: Due to delays caused by required preparations for a potential state government shutdown, the new home and community-based services (HCBS) waiver employment services guidance was delayed by one week and was posted by DHS Disability Services Division on July 7. The guidance is designed for waiver case managers, 245D employment services providers and other interested parties. The changes reflect DHS’s work with federal and state partners to understand the role of waivers in helping people engage, plan, find and keep competitive, integrated employment and reflect agreements with the Department of Employment and Economic Development to more closely align services with federal policy. The new guidance fully replaces the ‘VRS, SSB, IDEA and home and community-based employment services – interim guidance’.

The new guidance includes updates to the CBSM – employment development series and creates two new HCPCS modifiers that will allow lead agency case managers to authorize the plan and find phases of waiver employment development services separately. The new HCPCS modifiers are available to use in service authorizations beginning July 7, 2021. After Sept. 1, 2021, the previous employment development services HCPCS code T2019 U3 will no longer be available for new service authorizations. The two-month transition time will help people avoid disruption in previously planned services. In response to an advisory recommendation at the May meeting, DHS has created a simple summary table of the coding changes that can be used as a desk aid.

Next, Ryan reviewed additional guidance for employment services authorization, designed in response to requests from this advisory and other stakeholders for greater clarification on the distinctions between the ‘plan phase’ and ‘find phase’ of the waiver employment development services. In addition to the CBSM guidance, Ryan also shared new content developed for the Disability Hub MN website that provides more information for supporting people on waivers in each of the phases of the Engage, Plan, Find, Keep framework.

Amanda noted that VRS conducted training on the new E1 PBA for VRS/SSB employment service providers on June 29. The new E1 PBA, along with changes to the General PBA, launched on July 1. The E1 PBA is for people on waivers who want to achieve their goals for competitive integrated employment. Every VRS team will have a designated staff who will serve as the waiver liaison to assist counselors in understanding waiver employment services and identifying county case managers as part



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of the team process. These are not new VRS staff and the role is on top of existing responsibilities. VRS/SSB Liaisons will also provide a helpful point of contact for waiver employment service providers and waiver case managers. Amanda noted that a list of VRS waiver liaisons will be added to the E1 MN website soon.

Next, Amanda reminded the advisory that the monthly one-hour Coffee Chats which began in March have been extended beyond launch with additional Coffee Chats planned for July 22, August 26, and September 23.

Planning is also underway for targeted training and technical assistance including specific audience needs and joint trainings which will include training with on-demand availability. Regional forums and trainings are planned for the fall.

Agenda Item #2 : E1 MN Tools and Resources using MyVault	
75 minutes	Ryan Merz and Beth Grube

Ryan provided an update on additional work to the Disability HUB MN work toolkit which includes enhanced definitions and descriptions for the Engage | Plan | Find | Keep framework, information on team member roles and responsibilities, and a link to MyVault.

Next, Beth provided an overview of the suite of MyVault tools on the Disability Hub website. Beth reminded the advisory that the goal is for people to use the tools to create and store their information, and then share their information, if and when they choose, with the members of their employment team through their My Vault account.

MyVault tools are designed to support the work of professional staff as part of their employment services contract. They can assist people and their families should they need help filling them out. The MyVault tools include: 'My Profile', 'My Resources and Supports' (output of activity is the Charting the LifeCourse Integrated Supports Star), 'My Vision Work' (output of activity is the Charting the LifeCourse Life trajectory), 'Build My Team', and 'My Positive Summary'. As part of the overview, Beth entered her own information into each tool to show real life examples and the connections among the tools.

As part of the meeting preparation, advisory committee members were asked to create their own MyVault Work Path as part of their profile and then come prepared to share feedback on their experience during the meeting.

After finishing her own example tools, Beth invited the committee to provide feedback and engage in discussion related to the MyVault suite of tools using five questions that were sent to the advisory in advance as part of the meeting preparation.



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Advisory feedback for each MyVault Suite of tools question is documented below:

1. How was your experience using the My Profile tool?

- I am tech challenged and was able to create an account easily. I could not access the tools from my phone so I'm not sure if that will be an issue for some. I like the exercise and think it will be useful but do think it is going to take time to get familiar and gain competency- there is a lot of information there.
 - Beth responded that MyVault is mobile optimized, so it was designed and tested for accessibility by phone and other devices.
- It will be interesting to see how case managers and assessors can fit this in their current work time. Long term - if we really push it - it could save time.
- I liked it – pretty intuitive to set up and navigate through.
- I had very little time in it but was simple to use.
- I like the positive focus on strengths.

2. How would you use the tools in your work?

- We are planning to use this for initial meetings with new referrals.
- We currently use an employment profile document that includes this info but having online access via the vault would be an improvement. I am not sure that it includes everything that we have in our profile as I haven't done a full comparison yet.
- Case managers would be supporting team members and could use the information individuals share to assist with development of CSSP's or for our assessors in prepping for the assessment. I was happy to hear that we can authorize a provider to complete this with the people we serve.

3. How useful or not useful would tools be in communicating information when a person transitions to working with other service professionals?

- Better than a lot of tools when it comes to use of 'plain language' but there are still words that may be difficult like 'integrated' and 'trajectory'. You might want to consider changing "My Vision" to "My Future". We are trying to avoid terms that have a connection to some physical capacity, so our language is more inclusive
- I still have questions on what it is going to look like when sharing this between professionals and not recreating the wheel. Many people we serve will need assistance to use this and how does this move through services overtime with the individual? I see the share options etc. but still think there are going to be challenges when you think about this following a person through services knowing our goal is to have seamless transitions through providers over time.
- I think these tools will be helpful to smaller providers that are new to providing competitive, integrated employment supports. While it doesn't replace good,

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customized employment training, it's a starting place for them as they rethink how to approach employment.

- I think it would be helpful, but maybe not as easy as it is today just given the technical limitations that some people might have.
- I'm concerned about users experiencing screen jumps and delays. There is a lot of clicking on interactive toolbars and then again on icons.
- The professional summary would be a great way to communicate what has been done and what was found to support the receiving professional.

4. What other tools or resources do you currently use for a similar purpose, if any?

- We have currently been borrowing tools from Customized Employment (CE) and current programs
- Will there be opportunities to reduce potential duplications and build connections with the MnCHOICES Assessment?
- We use an extensive employment profile/planning tool. I believe it covers everything that is currently in the vault.
- We share CSSP (Coordinated Services and Support Plan).

5. How likely are you to use the tools?

- We are playing with these tools now and plan to use them.
- It depends – we will test it out and share additional feedback. Either way, we'd use it as directed or requested. If it ends up being duplicative with what we already need to create (and maintain) as a provider, and if there are challenges with accessing when needing to update (envisioning lost passwords, etc.), I could see that being a deterrent. I might be overthinking the potential tech barriers (I hope that is the case)!
- Having great tools does not guarantee a good outcome. You can use it as an important part of discovery. The individual owns it and that is nice. County Case Managers do not have time - authorizing the provider to do it is nice as they are paid for time spent. None of this solves the issues we have with staffing our providers with quality people who have the same vision and passion but I see it helping.
- Agree with previous comment and would add that consistent tools with access to training supports quality services and helps cushion the blow of staff turnover.
- Thank you for the suggestion of having staff complete the MyVault online employment planning service tools to walk through and get an understanding of, and familiarity with the functionality and how it fits with their work. I am planning to do similarly with my team as well.



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Agenda Item #3 : Early Post Launch Check in and Open Forum Q&A

30 minutes

Facilitated by Holly Johnson

Holly facilitated advisory questions and discussion on a broad range of topics related to E1 MN for the remainder of the meeting. The advisory agreed that the two weeks post launch have been relatively smooth and uneventful. They agreed that additional trainings and forums will be helpful as individuals and the various team member roles and responsibilities gain more experience with the new service approach and tools.

In addition to tools and training, the advisory discussed the difficult realities of widespread staffing challenges that impact service access and quality. The committee stressed the importance of social networks in helping people find and retain competitive integrated employment.

The steering committee thanked the advisory for their excellent feedback noting its critical importance in creating effective training and tools to help everyone involved in the full range of employment services and in ongoing implementation efforts.

Meeting Recap

Topic 1: The steering team provided an overview of E1 MN implementation updates related to the launch on July 1, 2021. DHS published new home and community-based services (HCBS) waiver employment services guidance on July 7. The new DEED E1 PBA became available for people on waivers seeking competitive integrated employment on July 1.

Topic 2: The advisory committee provided feedback on several MyVault tools that are designed to assist support professionals. The committee also discussed ongoing usability and accessibility testing of tools and online resources. Concerns were on amount of time it could take to complete and potential duplication with other existing tools. The committee appreciates that the person can create, store, and share their MyVault information all in one centralized location with team members in a secure manner however they choose.

Topic 3: The advisory committee engaged in open discussion across a broad range of E1 MN topics such as training, tools, and initial implementation observations and advice.

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Next Steps

1. To read the July 7 announcement on HCBS waiver employment services guidance changes use this link:
https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionS electionMethod=LatestReleased&dDocName=DHS-329807
2. For information on CBSM employment development services use this link:
https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionS electionMethod=LatestReleased&dDocName=dhs-296491
3. For a one page Quick Reference Guide on HCPC codes for Waiver Employment Services, use this link: <https://disabilityhubmn.org/media/dheoe02y/waiver-employment-services-quick-reference-guid.pdf>
4. Information on DEED performance based agreements, including the General PBA and E1 PBA can be accessed using this link: <https://mn.gov/deed/job-seekers/disabilities/partners/guide/contracted-services/services/pba/>
5. Information on E1 MN training can be found using this link: <https://disabilityhubmn.org/for-professionals/work/e1mn/e1mn-trainings-and-events/>
6. The E1 MN Frequently Asked Questions is available using this link: <https://disabilityhubmn.org/for-professionals/work/e1mn/frequently-asked-questions/#article-start>
7. Information on supporting people on waivers can be found using this link: <https://disabilityhubmn.org/for-professionals/work/supporting-people-on-waivers/>
8. A MyVault introduction video (3 minutes) as well as information on planning activities and tools can be found here: <https://disabilityhubmn.org/hub-tools/online-resources/my-vault/?id=1851>
9. To learn more about all the various team roles and responsibilities check out this link: <https://disabilityhubmn.org/for-professionals/work/the-basics/roles-and-responsibilities/>
10. The next meeting of the E1 MN Interagency Advisory Committee will be on September 16, 2021.

Meeting Adjourned

The meeting was adjourned at 11:30a.m.

** End of document*