

Employment First Transformation Grant Plan Implementation Steps for CLW (Milestone 2)

Action Step One	Utilize CLW Day Support Staff for Job Coaching and Support of Individuals at Work Sites, When Needed.
Short-term Objectives/Specific activities	Train part-time, filler staff at each location who can provide job coaching and then increase, incrementally so that there is more than one available person to perform support in the community, when and if needed.
Responsible Person(s)	Administrators, Community Employment Director
Projected Start Date	1/15/15
Projected Completion Date	12/1/16
Status/Progress	Currently completed in 5 locations

Action Step Two	Technical and Specialist Training for all CLW and Community Employment Staff
Short-term Objectives/Specific activities	The Community Employment staff will continue with the state training and seminars through TRN, in addition, the CLW employee will receive several webinars and on-site trainings via the consultants from KFI. The community Employment Director will provide numerous in-service training sessions at least once per year at each location.
Responsible Person(s)	Community Employment Director will obtain sign-in sheets of all staff following completion.
Projected Start Date	2/1/15
Projected Completion Date	12/31/16
Status/Progress	Scheduled for remainder of year and training sessions have been completed in person in 3 locations, 6 locations have attended seminars, and there is a statewide training scheduled in August to review the KFI training completed in person at one location on 5/18/15.

Action Step Three	Community Information for Families and Involved Parties of Individuals Attending CLW Services
Short-term Objectives/Specific activities	Send out personal letters and emails on a quarterly basis to provide information/education and supports for families and parties related to individuals attending CLW so that they are aware of all supported employment and other integrated options..
Responsible Person(s)	Community Employment Director and Community Employment Staff
Projected Start Date	4/1/15
Projected Completion Date	Ongoing, first step completed 5/1/15
Status/Progress	All Community Employment Staff have sent out family communication letters to develop discussion about options. It will continue with new clients as on-going follow up.

Action Step Four	Improving Community Employment Outcome Goals
Short-term Objectives/Specific activities	Initially will limit the amount of hours that individuals work in order to allow for staffing for requirements of ISPs and to allow for coordination of transportation. In addition, individuals will continue to increase work schedules while reducing adult day services. Will continue to seek to increase individuals above 10 hours per week as work skills improve. Will utilize the tracking chart and tool to ensure that goals are being met.
Responsible Person(s)	Community Employment Director, Community Employment Staff
Projected Start Date	12/1/14
Projected Completion Date	12/1/16
Status/Progress	Currently in progress. Presently increasing placement hours to nearly 12 hours per week per client with less than 3 hours per week in job support.

Action Step Five	Review and Update CLW Policies and Procedures
Short-term Objectives/Specific activities	Begin reviewing written policies and procedures of each department. Discuss the inconsistencies with each Director and develop compromises that will be reviewed with the Administrators and all Community Employment staff.
Responsible Person(s)	Directors and President
Projected Start Date	5/1/15
Projected Completion Date	Annually review
Status/Progress	All policies and procedures are currently under review. They have been reviewed each month with all directors and president for the past 3 months on the 3 rd Tuesday of each month and the completion of all revisions is expected by August 2015.

Action Step Six	Develop a Means of Tracking Community Employment Statistics Within the CLW Program
Short-term Objectives/Specific activities	Develop a simple spreadsheet system to initiate documenting all community employment information such as, job titles, placements, responsibilities, number of hours worked, wages, job coaching hours, revenue, etc. Utilize the CE staff to input the initial documentation. The CE Director will complete the statewide tally spreadsheet.
Responsible Person(s)	Community Employment Director and Assistant will maintain spreadsheet document while the CE staff will provide the updated monthly documentation sheets
Projected Start Date	1/15/15
Projected Completion Date	3/1/15
Status/Progress	Completed and currently being utilized. Functional for use with the state's data system to maintain records