

GUIDE TO POLICY AND PROCEDURE DEVELOPMENT

The Employment First Rule, 5123: 2-2-05, requires county boards to adopt and implement a local Employment First Policy which clearly identifies community employment as the desired outcome for every individual of working age. The following is guidance developed in response to multiple requests from county boards.

Areas to Consider	Does your policy/procedure:
Self-Assessment	Reference the importance of an initial self-assessment and on-going assessments that evaluate allocation of resources, demographics of persons served and current performance data? For example: does the self-assessment include how many students with developmental disabilities will exit high school in the next year? The next four years?
Presumption of Employability	Reference the presumption that all people can work if provided with appropriate supports? Define the steps taken to ensure each individual is provided with an opportunity to seek community employment? Describe how individuals are supported to explore community employment and inclusion?
Professional Development	Outline how local professional development resources embed the message of Employment First and prioritize the skills and knowledge needed to successfully support individuals in employment? Reference the need for a “network” of qualified employment service providers trained and coordinated in supporting individuals into community employment? Discuss how the county board will coordinate education, recruitment, and marketing efforts focused towards businesses?
Interagency Collaboration	Reference collaboration with other agencies (Vocational Rehabilitation, Mental Health, One-Stops, etc.) to streamline eligibility, braided funding and coordinate services to promote increased access to resources and support?
Person-Centered Planning	Outline the steps taken to help an individual identify their unique strengths, interests, abilities, preferences, resources and desired outcomes as they relate to community employment? Identify how an individual is supported to make an informed choice about community employment? Does it reference when the following opportunities are provided: Community-based work experiences, connecting with peers who are employed, benefits counseling, career planning, exploring the benefits of work? Indicate how SSAs identify a person’s place on the path to community employment in the ISP? What services and supports are provided at each place on the path to community employment to help a person obtain or maintain employment?

Areas to Consider	Does your policy/procedure:
Referral	<p>Outline a coordinated and well communicated referral process into employment services?</p> <p>Address the role of the SSA, VR, a adult services provider, etc. in connecting individuals to community employment?</p> <p>Define the “front door” to services?</p>
Family Involvement	<p>Reference the role of individuals and families in the ongoing implementation of Employment First in your county?</p> <p>Outline the plan to disseminate information about employment benchmarks, and resources and opportunities that support community employment, and work incentives like Medicaid Buy-In to individuals and families?</p> <p>Use language that is clear and understandable to multiple audiences?</p>
Provider Support	<p>Include the role of providers in the ongoing implementation of Employment First in your county?</p> <p>Outline the plan to disseminate information about employment benchmarks, and resources and opportunities that support community employment to providers?</p>
Data Collection and Benchmarks	<p>Outline responsibilities associated with the employment outcome data in the Employment First Outcome Tracking System? Including after initial data is inputted, the process in place to update information as status changes occur?</p> <p>Reference the importance of strategic planning and benchmarks related to increasing individuals participation in community employment?</p>
Resources	<p>Reference how resources are invested to support employment services?</p> <p>Include methods to ensure county boards and providers are accessing available funds? I.e. waivers, VR, etc.</p> <p>Reference how much is budgeted to learn an individual’s strengths and interests, likes and dislikes to further inform their employment goal?</p>