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## **Application**

Ohio Employment First Local Leaders  
Professional Development Planning Teams

### **Important Dates:**

**Application Due Date:** June 1, 2013

**Needs-Assessment process:** July-October 2013

### **Background**

Ohio launched the Employment First initiative by a Governor's Executive Order in March 2012 that created a Taskforce of state agency leaders to review policies and rules and make recommendations for improvement. An Advisory Committee was also established that includes a broad membership of stakeholders representing the Department of Developmental Disabilities, Rehabilitation Services Commission, Ohio Department of Job and Family Services, Ohio Department of Mental Health, Ohio Department of Education, county boards of developmental disabilities, self-advocates, families, and private providers. Many of the Advisory Committee members also participated in a 2011 comprehensive review and analysis of Ohio's Developmental Disabilities system. With the assistance of the State Employment Leadership Network (SELN) the comprehensive review and agency data provided research that identified the current effectiveness of Ohio's community employment programs and the types of policy and structure changes needed for improvement.

In October 2012, the Taskforce submitted Employment First recommendations to Governor Kasich. Included in the recommendations is a goal to create a statewide system of training for providers of services that identifies the needs of each local community, addresses the sustainability of the training systems and is focused on embedding the use of best practices.

### **Definitions**

"Community employment" means employment which is competitive employment and takes place in an integrated setting.

"Competitive employment" means full-time or part-time work in the competitive labor market in which payment is at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by persons who are not disabled.

“Integrated setting” means a setting typically found in the community where individuals interact with persons who do not have disabilities to the same extent non-disabled persons in comparable positions interact with other persons. This includes employment settings where employees interact with the community via technology.

### **Applicants**

Any “community” in Ohio may apply to be an implementation site. Ohio has much diversity in terms of the geographic, economic and cultural composition of its communities. Resources and historical partnerships play a role in how a “community” is defined. Therefore, “communities” are self-defined by those entities that naturally work together to forward community employment as the first and priority outcome for people with developmental disabilities.

### **Employment First Local Leader Professional Development Planning Teams**

Each applicant community is to recruit a team of 7 – 12 people representing:

- County Board(s) of Developmental Disabilities
- Community Employment Service Providers (private and county board)
- School districts including community schools
- Families and Individuals
- Private sector employers
- RSC- Bureau of Vocational Rehabilitation/Bureau of Services for the Visually Impaired/VRP3
- County Boards of Mental Health and providers,
- Job and Family Services personnel such as One-Stop Centers, WIA Youth Boards, etc.
- Other agencies/organizations unique to the community (optional)

Each community will have the flexibility to select other team members in addition to the required members. Additional members may include: Educational Service Centers (ESC) transition personnel, State Support Team (SST) Transition Specialist, Career Center transition personnel such as VOSE or Job Training Coordinators, Post-secondary education, chambers of commerce, independent living centers, advocacy organizations, parent mentors, etc.

### **Expected Outcomes**

Through this facilitated process, the Professional Development Planning Teams will:

1) Identify across agencies local needs for serving adults and youths with developmental disabilities toward the outcome of community employment including:

- Skills, knowledge and dispositions required of service providers
- Effective models of training and technical assistance for agency personnel

- Data collection to monitor progress

2) Develop and implement a multi-agency action plan to address professional development needs across the community related to community employment for individuals with developmental disabilities.

Six communities that are representative of statewide demographics will be selected to serve as implementation sites.

## **Requirements**

With the assistance of a state-contracted facilitator, Professional Development Planning Teams will establish regular meeting dates and sites and commit to completing the following tasks:

1. Develop an interagency agreement that provides for all respective agencies to commit to implementing a professional development action plan
2. Utilize the assessment tool designed for the team by the Employment First Advisory Committee to self-identify needed knowledge, skills and dispositions within their respective agencies and audiences and for the collective team
3. Use assessment tool results to develop an action plan for professional development
4. Implement the action plan for the team
5. Facilitate the action plan within each member's respective agency for appropriate staff and colleagues
6. Collect descriptive data on how teams work together and the barriers encountered, to assist with statewide replication and sustainability.

## **Deliverables**

Selected implementation sites agree to provide DODD with:

1. A copy of the interagency agreement
2. Completed professional development needs assessment
3. Completed action plan and evidence of progress on plan, including a proposed budget for training needs/resources.
4. Log of activities and meeting dates – including ways in which team members share information with colleagues and constituents (such as agenda item on a staff meeting, article/announcement in a newsletter, slide presentations, etc.)
5. Commitment by each team member to regularly update their agency administrator on activity and progress, to be reflected in the log of activities.
6. Commitment by a core group of individuals to actively participate on the team to implement the team action plan
7. Commitment by each team member to share information, goals and outcomes and decisions (such as priorities for training, interagency agreements) from this effort with colleagues and constituents

**Selection Criteria**

Communities will be selected based on this application process and an analysis of existing DODD data related to community employment. Communities who are interested in being selected must identify local team representatives and collaborate with them to develop the application response. Multi-agency teams will be given preference in the implementation community selection process.

The six implementation sites will be selected using a competitive process. A review panel comprised of Employment First Advisory Committee members will score the applications that meet the requirements.

***The application:***

1. Must include a letter of collaboration signed by each community team member, affirming a commitment to the Deliverables contained in this document.
2. Must identify a “team coordinator”
3. Must include a directory of the contact information for each team member
4. You may use the attached form, or create your own.

**Ohio Employment First Local Leaders  
Professional Development Planning Team  
APPLICATION**

**Section One: Team Members**

**Team Coordinator**

Name \_\_\_\_\_

Organization/Agency \_\_\_\_\_

Job Title/Role \_\_\_\_\_

Mailing Address \_\_\_\_\_

*Number and Street*

*City*

*ZIP Code*

Phone(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Team Member 1**

Name \_\_\_\_\_

Organization/Agency \_\_\_\_\_

Job Title/Role \_\_\_\_\_

Mailing Address \_\_\_\_\_

*Number and Street*

*City*

*ZIP Code*

Phone(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Team Member 2**

Name \_\_\_\_\_

Organization/Agency \_\_\_\_\_

Job Title/Role \_\_\_\_\_

Mailing Address \_\_\_\_\_

*Number and Street*

*City*

*ZIP Code*

Phone(\_\_\_\_\_)\_\_\_\_\_Email\_\_\_\_\_

**Team Member 3**

Name \_\_\_\_\_

Organization/Agency \_\_\_\_\_

Job Title/Role \_\_\_\_\_

Mailing Address \_\_\_\_\_

*Number and Street*

*City*

*ZIP Code*

Phone(\_\_\_\_\_)\_\_\_\_\_Email\_\_\_\_\_

**Team Member 4**

Name \_\_\_\_\_

Organization/Agency \_\_\_\_\_

Job Title/Role \_\_\_\_\_

Mailing Address \_\_\_\_\_

*Number and Street*

*City*

*ZIP Code*

Phone(\_\_\_\_\_)\_\_\_\_\_Email\_\_\_\_\_

**Team Member 5**

Name \_\_\_\_\_

Organization/Agency \_\_\_\_\_

Job Title/Role \_\_\_\_\_

Mailing Address \_\_\_\_\_

*Number and Street*

*City*

*ZIP Code*

Phone(\_\_\_\_\_)\_\_\_\_\_Email\_\_\_\_\_

**Team Member 6**

Name \_\_\_\_\_

Organization/Agency \_\_\_\_\_

Job Title/Role \_\_\_\_\_

Mailing Address \_\_\_\_\_

*Number and Street*

*City*

*ZIP Code*

Phone(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Team Member 7**

Name \_\_\_\_\_

Organization/Agency \_\_\_\_\_

Job Title/Role \_\_\_\_\_

Mailing Address \_\_\_\_\_

*Number and Street*

*City*

*ZIP Code*

Phone(\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Add additional team members as needed**

### **Application Narrative**

With input from team members, respond to each question from a community, multi-agency perspective (no more than one page per response). A total of 100 points are possible. Team composition will include 20 possible points, in addition to the scores indicated below.

1. Given past considerations, what steps has your team taken to promote collaboration to support an increase in community employment for people with developmental disabilities? For transition youth (ages 14-22)?
  - a. Include examples of how policies and practices are currently aligned.
  - b. Describe how your community shares or regionalizes resources.
  - c. Describe how your team will sustain collaboration in the future. (40 points)
2. What programs currently support community employment for people with developmental disabilities? For transition youth? (20 points)
3. What barriers prevent expansion of employment opportunities for people and youth with developmental disabilities in your community? How are these barriers being addressed? (20 points)

### **Submission of Applications by Mail or Electronically:**

Applications submitted by mail must include the original and two copies and must be postmarked on or before June 1, 2013 to DODD at the following address:

Kristen Helling  
Division of Policy and Strategic Direction  
Ohio Department of Developmental Disabilities  
30 E. Broad St., 12<sup>th</sup> Floor  
Columbus, OH 43215  
Phone: 614-466-6612  
Email: [Kristen.Helling@dodd.ohio.gov](mailto:Kristen.Helling@dodd.ohio.gov)

E-mail applications shall be submitted to [EmploymentFirst@dodd.ohio.gov](mailto:EmploymentFirst@dodd.ohio.gov), and are due by midnight on June 1, 2013.

### ***For more information, please contact:***

Jennifer Hudak, Employment First Training Workgroup Co-Chair  
[Jennifer.Hudak@koinoniahomes.org](mailto:Jennifer.Hudak@koinoniahomes.org)

Jeff Davis, Employment First Training Workgroup Co-Chair  
[JDavis@opra.org](mailto:JDavis@opra.org)