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**DISTANCE LEARNING PROTOCOL**  
(SAME EXPECTATIONS AS IN -PERSON)

- Be on-time. Late arrivals will not be admitted.
- Choose an appropriate place to set up your webcam (e.g. not lying down or in bed, driving, in front of a window)
- Keep the camera centered and avoid moving around
- Minimize background noise and visual distractions
- Please only 1 person per device
- Must attend the training as scheduled to receive credit
- 100% participation is required (chat, poll questions, etc.)
- No cell phones & tablets must be in landscape mode
- No smoking/vaping on camera

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**TODAY** Purpose - Discover the Employment Training Program

Process - Discussion, practice and application

Payoff	Payoff	Payoff
Increase knowledge of ETP	Gain confidence in presenting ETP to prospective job seekers	Greater understanding of the partnership with ETP Supervisors

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# OPWDD's Philosophy

- Employment is considered as the first option
- Employment services are person-centered
- Employment service providers are well trained
- OPWDD is committed to partnering with providers to provide quality employment services

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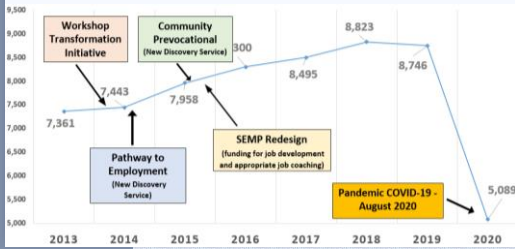
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## OPWDD Supported Employment Number of Individuals in Competitive Employment 2013-2020



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## KEY COMPONENTS FOR EMPLOYMENT



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## The Tools in our Toolbox

### Employment Training Program ETP

Program:

- Employed in 1 year or less
- Internship opportunity after
- Discovery and targeted Job-site Development
- Wages paid by OPWDD

### Supported Employment SEMP

Waiver Service:

- Coaching, Job Development, Life-long support on a job
- Community based, competitive, included employment
- Wages paid by business at minimum wage or higher.

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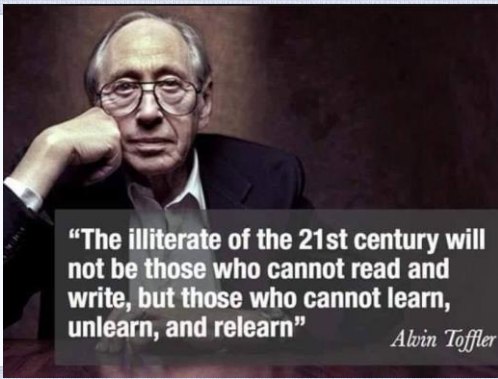
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ETP...

TRUE

OR

FALSE

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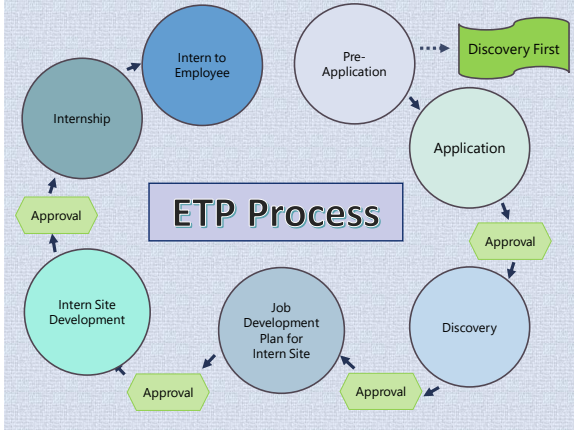
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## Candidate Selection

Does the individual have established OPWDD eligibility?

Do they have Medicaid eligibility to participate in Waiver services?

Contact local ETP Supervisor for application

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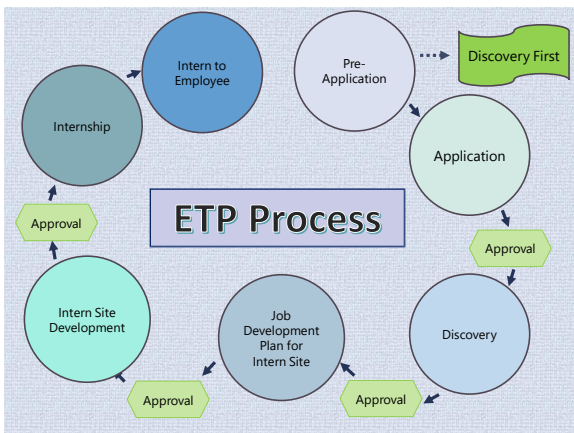
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# ETP Application Process

Application

- Staff and applicant complete
- Submit application to the ETP Supervisor
- ETP Supervisor will review application
- ETP Supervisor will send application for approval

Neal Creative ©

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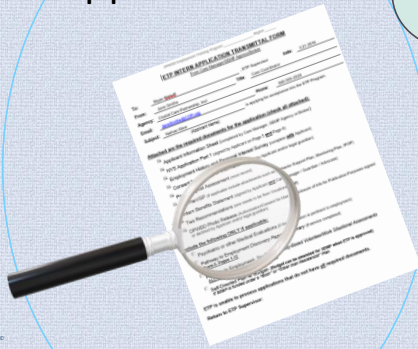
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# The Application

Application



Neal Creative ©

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## Application Review

Application

- Complete Application
- Use Review Checklist
- Submit to ETP Supervisor

### ETP Application Checklist



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Continue ▶▶

Application

- Application is submitted to the ETP Supervisor
- The application is forwarded to Albany
- Then the applicant will be scheduled for an interview with the ETP Supervisor

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### The ETP Interview

Application

Preparation:

- How to dress
- Practice answering job related questions
- Bring Photo ID and Social Security Card
- Treat it just like any job interview




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### Post Interview

Application

- Fingerprint process completed
- The OPWDD onboarding process
  - Complete new hire paperwork
  - Attend OPWDD pre-ETP orientation
  - Sign the Memorandum of Understanding (MOU)
- If needed, SEMP agency may do an intake




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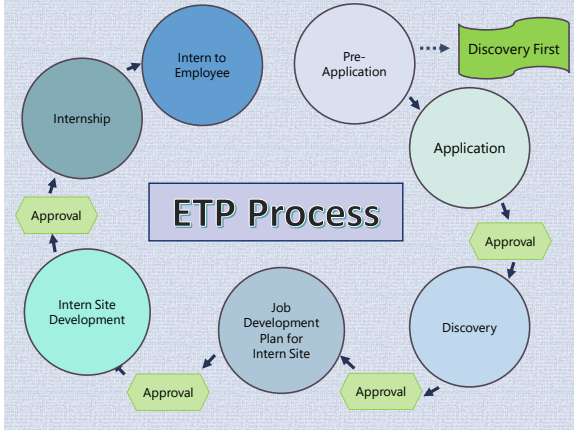
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### Job Readiness Training Classes

- Facilitated by ETP Supervisor
- Mandatory
- Intern is paid to attend

A sign for "Job Readiness Training Classes" is shown, featuring the text "I CAN WORK!" in a box, "Job Readiness" in yellow, and "READY TO WORK!" in large purple letters. A small "Discovery" circle is in the top right corner.

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# ETP

## Discovery

Discovery Status Update

Discovery Report

Discovery

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- The Discovery Report is available online as a writable form.
- OPWDD recommended hours for each step.



Doing COVID-19 Service Agreements with Individualized Plans will allow the ETP Supervisor to use up to 120 hours of the individual's training account for the individual's training.

**EMPLOYMENT TRAINING PROGRAM**  
**DISCOVERY REPORT**

Name: \_\_\_\_\_ TABS ID #: \_\_\_\_\_  
SEMP Agency: \_\_\_\_\_ DORO: Choose One

Date Discovery Started: \_\_\_\_\_ Date Report Completed: \_\_\_\_\_

**PURPOSE:** To gather information relevant to employment and analyze and synthesize this information into a recommendation for meeting the individual's career and vocational goals. Discovery through **Intake, Evaluation, Assessment, Evaluation, Education, and Employment** will also prepare the individual for competitive employment.

The Discovery Report and recommendations must be completed and then reviewed and approved by your supported employment service manager. After the Discovery Report has been reviewed and approved by your supported employment manager, please forward it to the ETP Supervisor.

If job development is indicated by the ETP Supervisor, a Job Developer can use this information to develop a job that matches the individual's skills and abilities. If other services are recommended, the report form can use this information to coordinate services that will help the individual achieve their employment goals.

DISCOVERY ACTIVITY	MINIMUM EXPECTED HOURS	RECOMMENDED HOURS	ACTUAL HOURS PROVIDED
Review of Records	4	4-6	---
Interviews of the Individual, Support Staff, Family, and Friends	4	6-8	---
2 Observations of the Individual	4	6-8	---
Individualized Assessment Site Development	2	2-4	---
2 Community-Based Experiences / Situational Assessments (max 12 hours each)	24	24-48	---
Discovery Report Findings	1	1-2	---
Career Research	2	4-6	---
Recommendation, Review, and Approval	1	1-2	---
Other (Communication, Travel, Transportation, Planning Meetings)	13	15-28	---
<b>TOTAL</b>	<b>58</b>	<b>65-80*</b>	---

\*Additional hours may be authorized by an ETP Supervisor if justified.

Revised 10-1-19 Page | 1

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## File Review



- Program and experience history
- Test scores and assessments
- Medical history
- Safeguards




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## Interviews



- Who are you talking to?
- Are you creating conversations?
- Are you getting different perspectives?
- Is it relevant?




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# Observations

Discovery



- Look for the obvious and subtle details
- Observe:
  - Interpersonal interactions
  - Interaction with physical environment
  - Level of independence
  - Skill demonstration

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# Community Based, Work Related, Situational Assessment

Discovery

- Where are you doing the assessments?
- What are you seeking to learn?
- What is the individual learning?
- Remember the E's of Discovery



The "E's" of Successful Discovery

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Important information from OPWDD

- OPWDD is open for business! ETP Supervisors are available to answer questions and assist you.
- Requests to bill Intensive and Extended SEMP hours are being processed regularly. If an individual is in need of hours, please submit a request.
- Please submit any employment and vocational service questions you may have to:
  - [employment.technical.assistance.questions@opwdd.ny.gov](mailto:employment.technical.assistance.questions@opwdd.ny.gov)

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### Important information from OPWDD

- Please be sensitive to the unique situations and difficult circumstances of the people you work with.
- Know who is on your roster and what services could benefit them.
  - What can they be working on now
    - Discovery?
    - Work Readiness?
- Will they be ready to get back to work if they've been furloughed or terminated? Are they maintaining or learning new skills?
- What services do you need to request now in order to be ready to support people returning to work?

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## Discovery Works




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## Discovery Report Findings

- Review Discovery Report
- Notice and Wonder
- What career areas have been identified?
- Research the jobs in those career areas




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## Discovery Report

Discovery

- Discovery Report is completed
- Refer to Discovery Report Checklist (provided in Discovery)
- Send to SEMP Manager for approval

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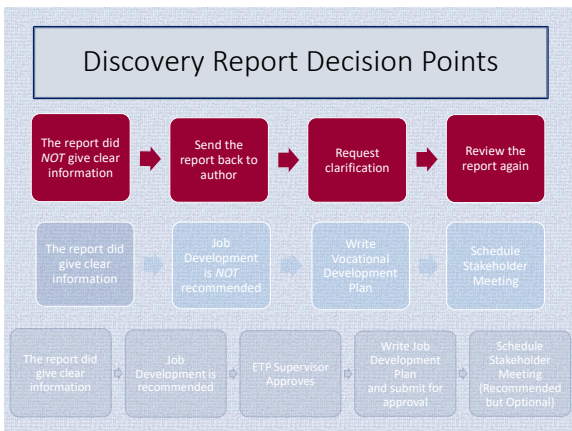
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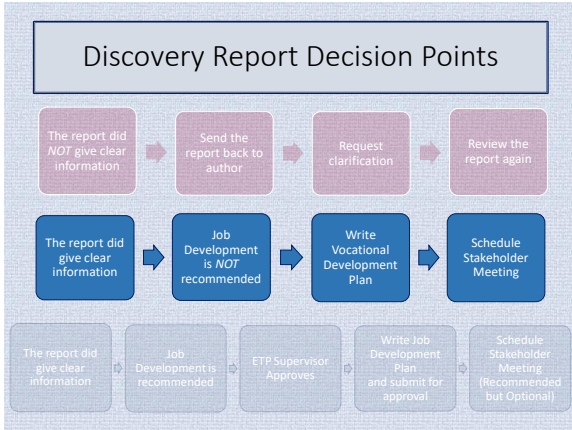
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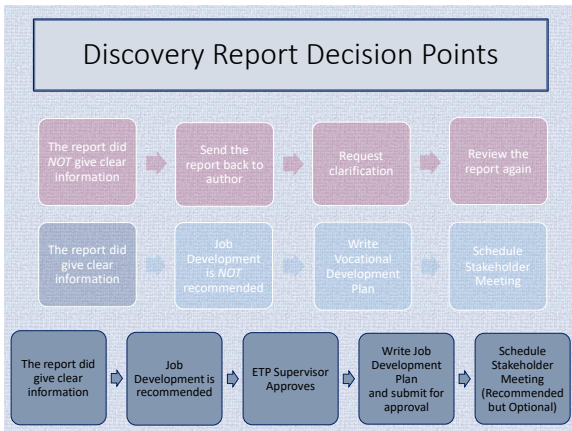
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## Discovery Report Recommendation

Office for People with Developmental Disabilities      EMPLOYMENT TRAINING PROGRAM  
DISCOVERY REPORT

Name: \_\_\_\_\_      Z465.204

### 7. RECOMMENDATION

**PURPOSE:** To provide a recommendation of the next steps the individual may need to make successful progress. The recommendation must include key information discussed and recorded about the individual in all sections of the Discovery Report. The ETP Supervisor requires a complete justification for approval.

**INSTRUCTIONS:** Choose one of the two options below and complete the corresponding section if applicable. The ETP Supervisor will review the ETP Discovery Report, provide feedback, and notify the ETP Supervisor of additional structural assessment or other sections in the report are needed.

The individual is **NOT** recommended for Job Development for competitive employment in the community.

*If the ETP Supervisor agrees with the recommendation that the individual is not ready for Job Development, they may request a Vocational Development Plan and a Circle of Support meeting to help develop the next steps for the individual.*

OR

The individual is recommended for Job Development for competitive employment in the community.

*I am recommending the following 2 career goals determined by Career Research and approved by the individual. If identified Career Options do not match the individual's preferences, I have discussed this with the individual. Date of listing: \_\_\_\_\_*

1. \_\_\_\_\_

2. \_\_\_\_\_

*If the ETP Supervisor agrees with the recommendation of Job Development, they will request a Job Development Plan prior to approval.*

*Do not begin ETP Job Development without the written approval of an ETP Supervisor.*

Revised 10-2-19 Page | 38

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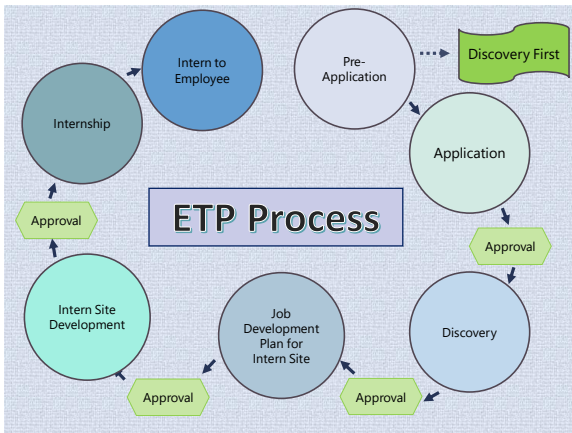
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**Key Considerations**

Job Development Plan for Intern Site

- What skills have been identified in Discovery?
- What businesses can utilize those skills?
- Do these align with Discovery Career Areas?
- Do we have an existing business relationship?
- Do we need to create a new business relationship?
- What are the "Non-Negotiables"
- Submit to ETPS for approval

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**Job Development Plan**

Job Development Plan for Intern Site

Create the Job Development Plan to:

- Design a scope and process to this plan
- Ensure the plan creates a targeted plan based on the Discovery Report Findings
- Create a plan that can achieve timely results
- Adapt the plan as needed!

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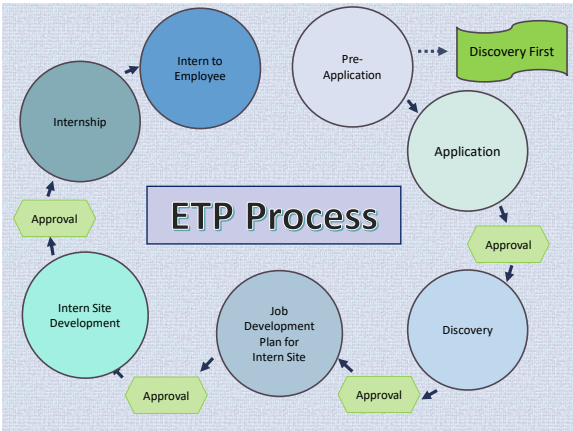
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**Job Development Plan**

Intern Site Development

Utilize the Job Development Plan to:

- Focus on Career Areas recommended in Discovery
- Contact existing business relationships in those career areas
- Develop new businesses relationships in identified career areas

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# Benefits of ETP



Show that ETP adds value for a business:

- Longer period to learn job for individual
- Business sees the intern has skills to do the job.
- Intern Workers Comp is covered under NYS-OPWDD.




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- How is the pitch for ETP different from a job when the employer pays the wages?
- How can ETP add value for a business?



*How do you discuss ETP?*

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# Pre-Placement



- Identifies the person with approval to hire staff
- Highlights the job tasks that match the Discovery activities
- Verifies the non-negotiables of the business and intern align




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# Pre-Placement



Reasons the Internship may not be approved:

- ✓ Not a match to Job Development Plan and Discovery
- ✓ Past history with Business
- ✓ Conflict with needs of the business and needs of the intern

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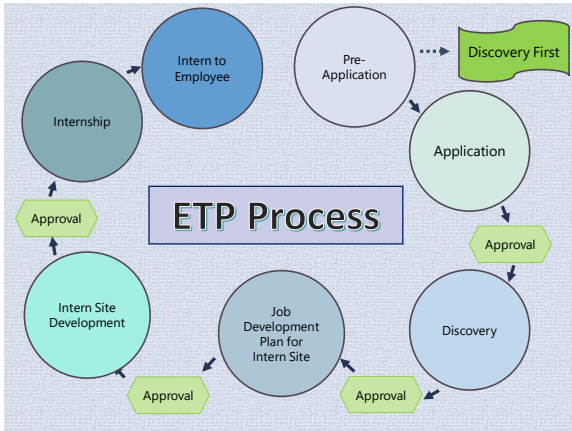
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# Worksite Placement Meeting



ETPS completes Worksite Placement Form

Meeting at internship site

Review expectations of business to participate in ETP

Hours of work/coaching finalized

Job duties identified

Emergency Contact form completed

JRT Schedule provided

Coach, intern, ETPS, Site supervisor attend




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# Job Coaching for ETP



- Customize supports to match intern and the workplace
- Facilitate communication on the worksite
- Identify workplace expectations and reinforce them
- Create a plan for submitting ETP Time Sheets
- Communicate challenges to ETPS
- As intern becomes more independent, create a plan to fade with ETPS
- Is the intern meeting workplace standards
- Document, document, document

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# Planning for Day 1



## Create a Job Coaching Plan:

- Review job duties, tasks, expectations
- Discuss work and coaching schedule
- Contact Information
- Chain of command in the workplace
- Job Coach Expectations
  - Update ETP Supervisor of challenges and progress
  - Create a plan
  - Seek supervisor input

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# Quarterly Progress Meeting



- Is Intern doing tasks on Worksite Placement form?
- Are you facilitating independence in the job?
- Are they ready to be hired?
- Standards for Quarterly Progress Meeting
- What can the intern stop, start and continue doing?
- Workplace culture
- Held after first 90 days

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### Quarterly Progress Meeting

- Is Intern doing tasks on Worksite Placement form?
- Are you facilitating independence in the job?
- Are they ready to be hired?
- Standards for Quarterly Progress Meeting
- What can the intern stop, start and continue doing?
- Workplace culture

OSHSO Employment Training Program \_\_\_\_\_ Region \_\_\_\_\_  
**Intern Quarterly Progress Report**  
**Worksite Evaluation Form-Page 1**

Please complete this form to prepare for the progress meeting scheduled on: \_\_\_\_\_

Intern Name: \_\_\_\_\_

Evaluation for the Period: \_\_\_\_\_ To: \_\_\_\_\_

Return completed form to ETP Supervisor by: \_\_\_\_\_

Please review the job description and evaluate if the intern performs the specific task at an appropriate level for the category of the business. The job description and performance level for this period were established at the beginning of the evaluation period.

JOB DUTY	Describe results when the task is being performed at an appropriate level for the position	Meets the requirements	Does not meet requirements
Example: Clean the Floors	Ex: The Floors are free of dirt and debris		

Comments: \_\_\_\_\_

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Is the intern earning the job?




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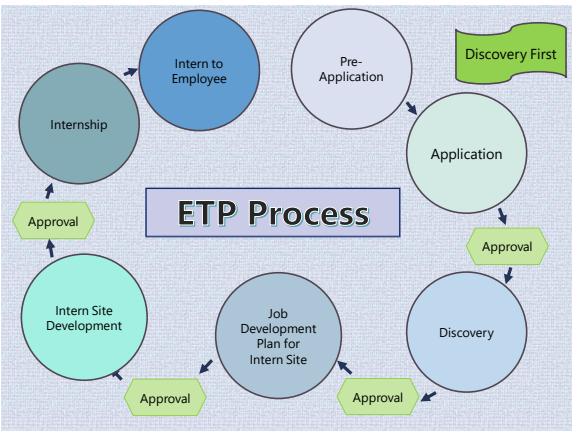
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# Time to Transition



- Complete the businesses onboarding process
- Create an extended service plan
  - Coaching for retention
  - Ongoing career development




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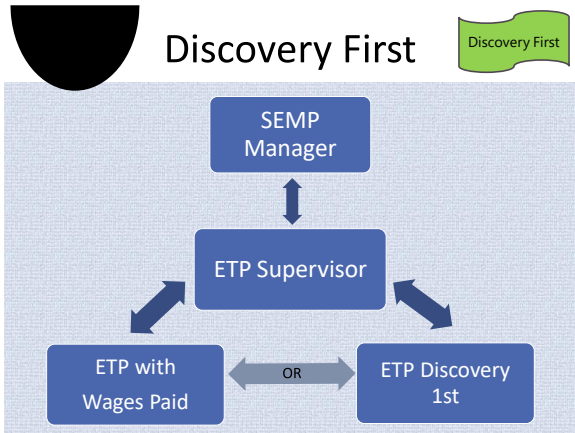
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# Discovery First




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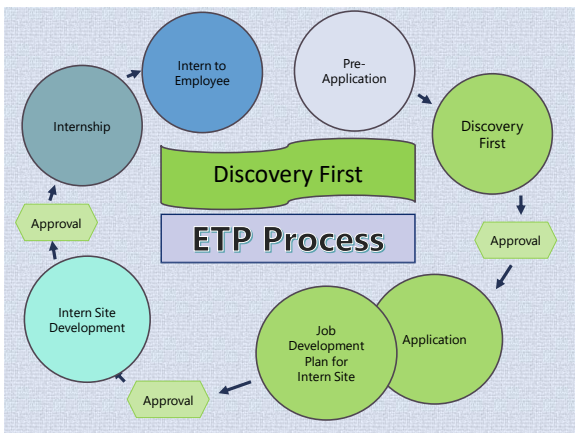
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## Discovery First

Discovery First

- Benefits individual, agency, and ETP Supervisor due to less paperwork and processing
- Broadens the opportunity for individuals interested in employment to participate in Discovery
- Did not want to give individuals false hope that they would be placed in a job.
- Provides agencies with Intensive SEMP hours.

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## Discovery First Candidate

Discovery First

Criteria looked at

- The individual's work history
- Does the candidate have any legal implications
- Level of independence in the community
- Participation in Discovery activities
- Transportation

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## Discovery First Candidate

Discovery First

- ETP Supervisor is contacted by SEMP Agency or Care Manager regarding ETP Candidate
- ETP Supervisor will gather information regarding potential candidate to consider
- Based on information gathered, ETPS makes determination of ETP with Wages or ETP Discovery First

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## Discovery First Process

Discovery First

- Application includes:
  - Information Sheet
  - Consent for Release of Information
  - Most Recent Psychological Assessment
  - The Life Plan
- Sent to ETP Supervisor for approval
- Once approved, authorization is provided for Intensive SEMP Hours to complete Discovery
- Candidate is not on NYS Payroll

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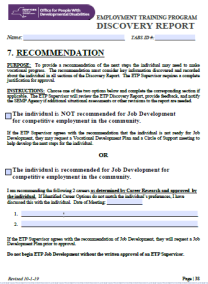
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## Discovery First Expectations

Discovery First

- Timeliness – Complete in 3 – 4 months time
- Communication – Relationship with ETP Supervisor
- Prove it out – What is next step? WHY?
- Did your Discovery answer all the questions?
- Discovery Recommendation



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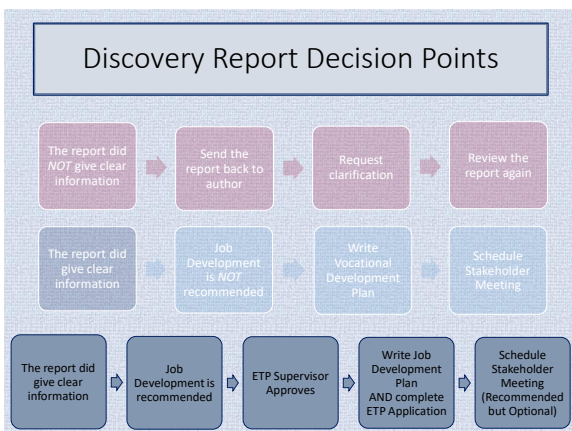
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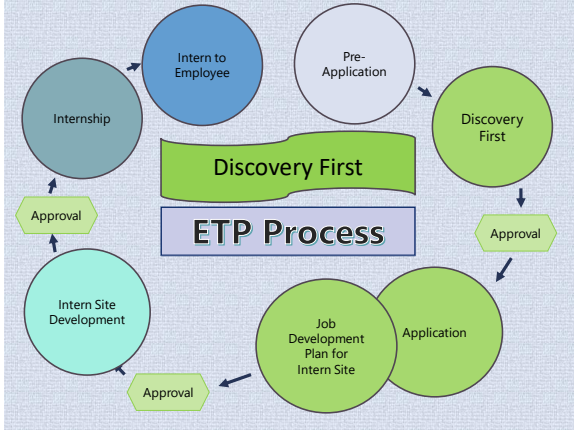
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## DOCUMENT, DOCUMENT, DOCUMENT

WHAT IS THE SERVICE?

**Medicaid Documentation**

*It's not about quantity of writing....*

*It's about quality of writing and incorporating all aspects of service provision*

- Requirements for documenting a service

MONTHLY SUMMARY

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