



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

Important information from OPWDD

- OPWDD is open for business! ETP Supervisors are available to answer questions and assist you.
- Please submit any employment and vocational service questions you may have to:
employment.technical.assistance.questions@opwdd.ny.gov
- Please be aware 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? Requests to bill Intensive and Extended SEMP hours are being processed regularly.

INNOVATIONS TRAININGS
 MORE INFORMATION IS AVAILABLE ON OUR WEBSITE AT:
WWW.ELEVERIVERSITY.ORG

Core Classes

- Introduction to Employment
- Discovery: Assessment and Planning
- Effective Job Coaching
- Basics of Business Engagement

Quick Bites

- Technology for Vocational Services
- Demonstrating the Benefits of Supported Employment to Businesses
- A Case Study in Discovery

Other Offerings

- Beyond Discovery
- Job Development
- Community Prevocational Services
- Employment Training Program (ETP) 101
- Management Skills for SEMP Leaders

TODAY Purpose - Discover the Employment Training Program

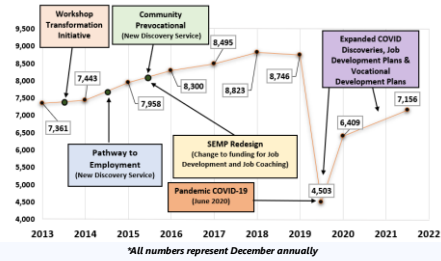
Process - Discussion, practice and application

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

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

OPWDD Supported Employment Number of Individuals in Competitive Employment 2013-2021

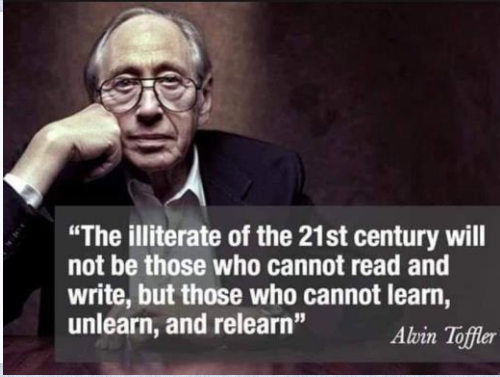


KEY COMPONENTS FOR EMPLOYMENT



The Tools in our Toolbox

Employment Training Program ETP	Supported Employment SEMP
Program: <ul style="list-style-type: none"> Employed in 1 year or less 	Waiver Service: <ul style="list-style-type: none"> Coaching, Job Development, Life-long support on a job
<ul style="list-style-type: none"> Internship opportunity after Discovery and targeted Job-site Development 	<ul style="list-style-type: none"> Community based, competitive, included employment
<ul style="list-style-type: none"> Wages paid by OPWDD 	<ul style="list-style-type: none"> Wages paid by business at minimum wage or higher.



ETP...

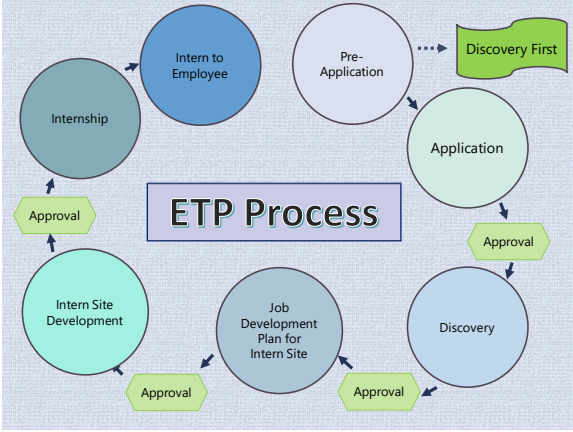
TRUE

OR

FALSE

Choosing a candidate

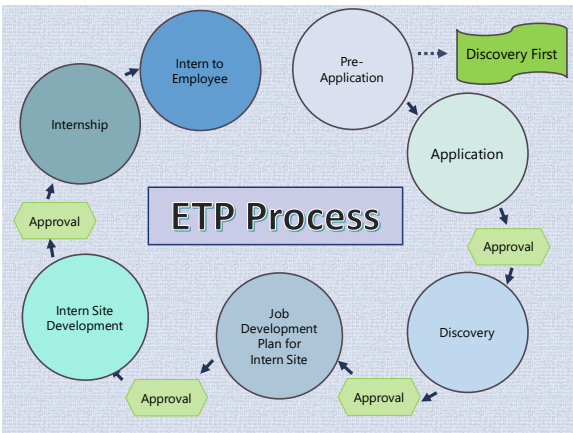




Candidate Selection

Pre-Application

- Does the individual have established OPWDD eligibility?
- Do they have Medicaid eligibility to participate in Waiver services?
- Contact local ETP Supervisor for application

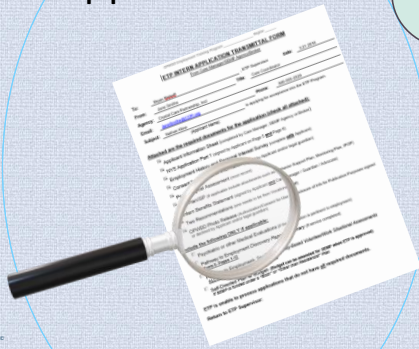


ETP Application Process



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

The Application



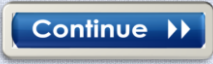
Application Review



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

ETP Application Checklist





- 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

The ETP Interview



Preparation:

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

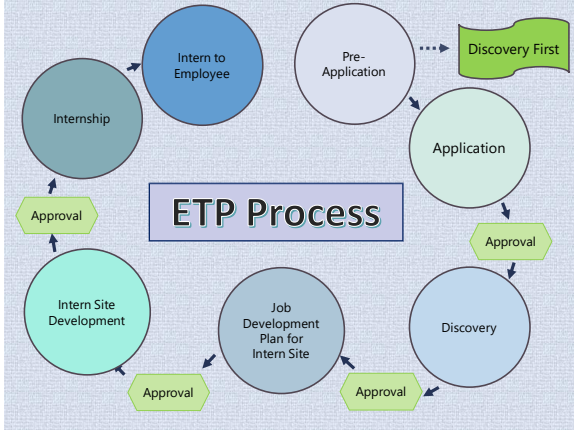


Post Interview



- 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





Job Readiness Training Classes

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

The graphic includes a blue circle labeled "Discovery" in the top right corner. A sign in the foreground reads "I CAN WORK!" and "Job Readiness READY TO WORK!".

The graphic features a gold arrow icon pointing upwards. Below it, the text "ETP" is in large red letters, followed by "Discovery" in a smaller red font. At the bottom, there are two sections: "Discovery Status Update" and "Discovery Report". A blue circle labeled "Discovery" is in the top right corner.

Observations

Discovery



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

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



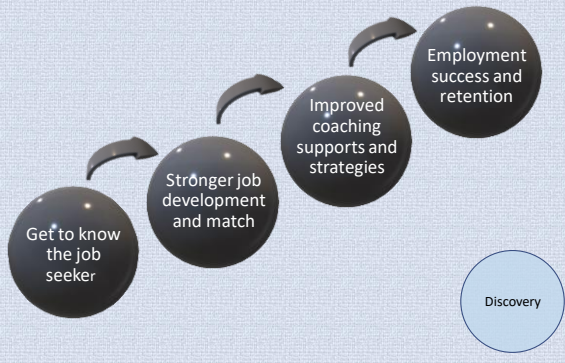
Neil Creative ©

How are your Discovery skills?

Discovery



Discovery Works



Discovery Report Findings



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

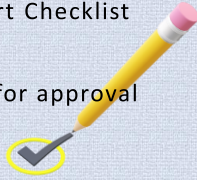
Career Research



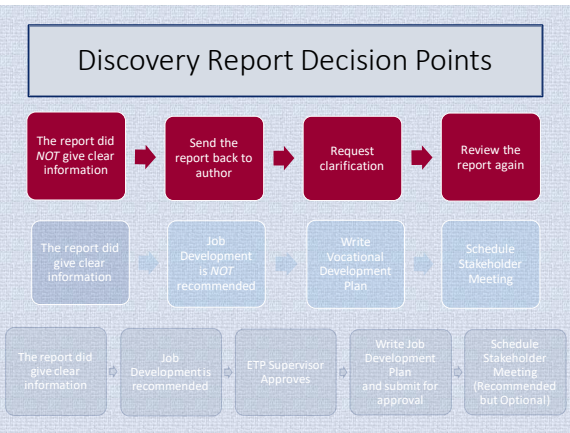
Discovery Report



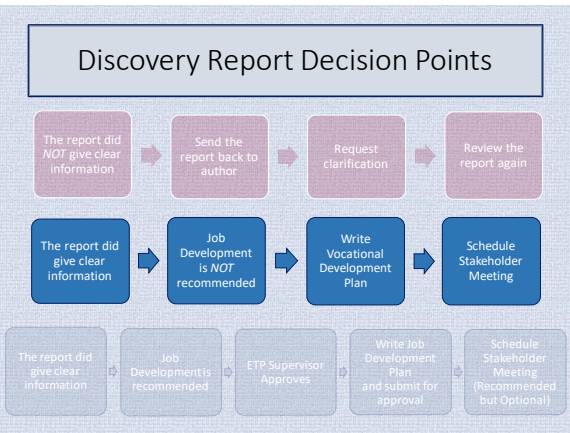
- Discovery Report is completed
- Refer to Discovery Report Checklist (provided in Discovery)
- Send to SEMP Manager for approval

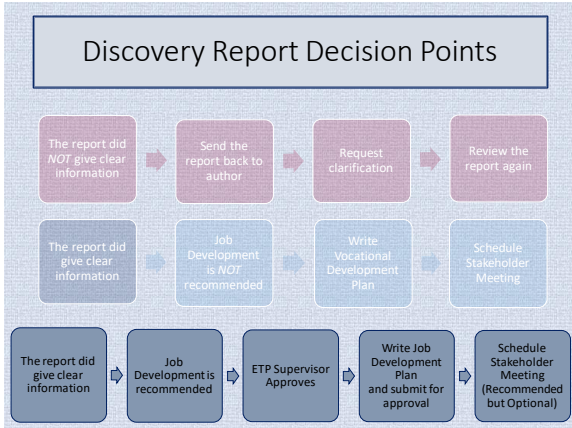


Discovery Report Decision Points



Discovery Report Decision Points





Discovery Report Recommendation

**EMPLOYMENT TRAINING PROGRAM
DISCOVERY REPORT**

Name: _____ TABS ID #: _____

7. RECOMMENDATION

PURPOSE: To provide a recommendation of the next steps the individual may need to make to achieve their vocational program. The recommendation must consider key information discovered 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 SEMAP Agency if additional situational assessments or other revisions to 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 careers as 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 Meeting: _____

1. _____

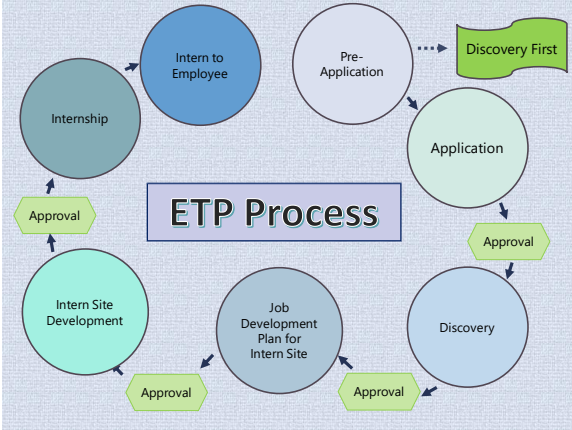
2. _____

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.

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Key Considerations

Job Development Plan for Intern Site

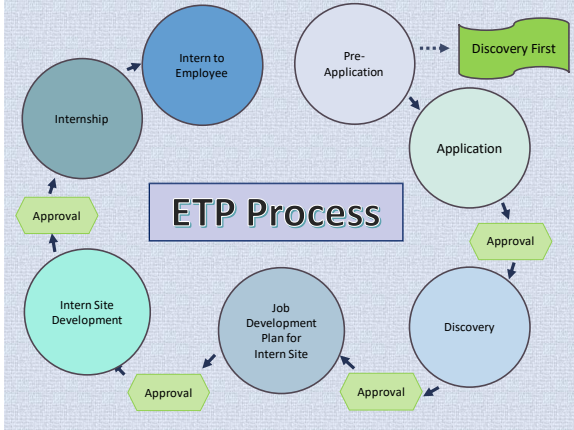
- What skills have been identified in Discovery?
- What businesses can utilize those skills?
- Do these align with Discovery Career Areas?
- Do we have an existing business relationship?
- Do we need to create a new business relationship?
- What are the "Non-Negotiables"
- Submit to ETPS for approval

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!



Job Development Plan

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

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.

- 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?



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

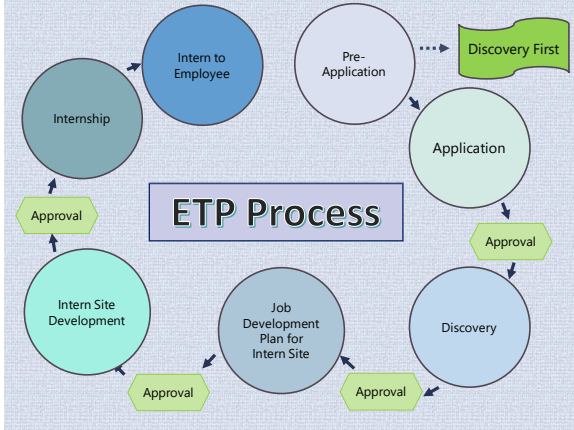



Pre-Placement

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





Worksite Placement Meeting Internship

- 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

Job Coaching for ETP Internship

- 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

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

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

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

OPMSD Enrollment Training Program _____, Region _____

**Intern Quarterly Progress Report
(Worksite Evaluation Form-Stage 1)**

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

Intern Name: _____ To: _____

Evaluation for the Period: _____

Return completed form to ETP Supervisor by: _____

Please review the job description and analyze if the intern performs the specific task at an acceptable level for the standards of the business. The job standards and performance levels for this period were established at the beginning of the evaluation period.

JOB DUTY	Describe results when the task is being performed at an acceptable level for the position	PROFICIENT	ACCEPTABLE	NEEDS IMPROVEMENT
Example: Clean the Floors	So: The Floors are free of dirt and debris.			

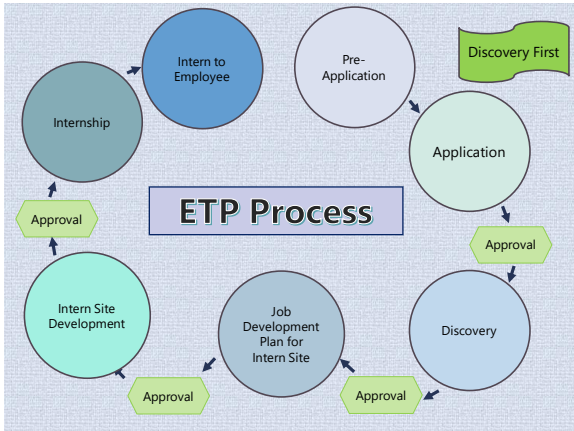
COMMENTS:

Is the intern
earning the job?



work hard now. it'll pay off later.






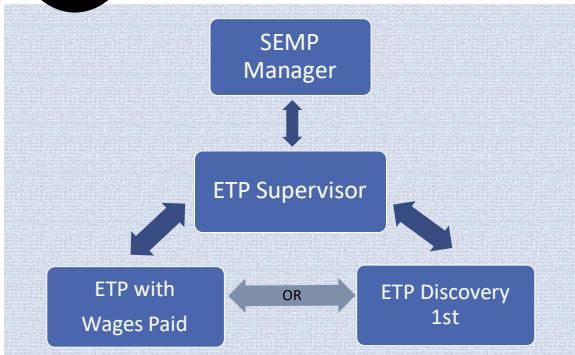
Time to Transition

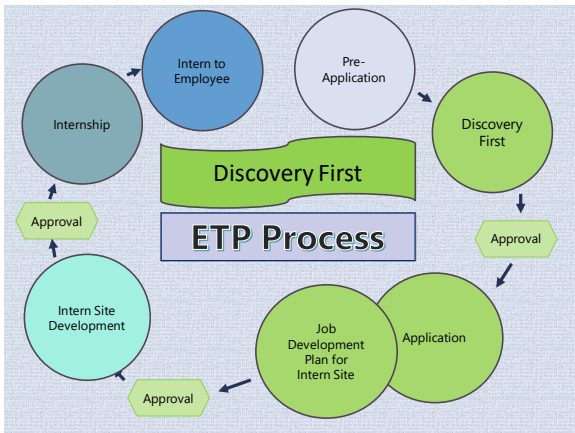


- Complete the businesses onboarding process
- Create an extended service plan
 - Coaching for retention
 - Ongoing career development



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.

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

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

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

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