

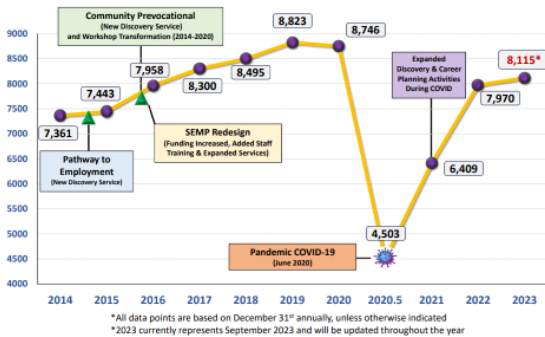
OPWDD's Philosophy

- 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

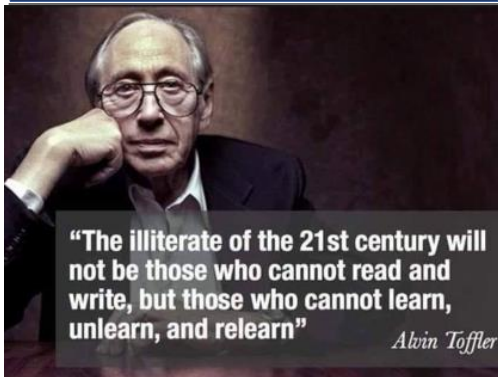


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OPWDD SEMP Placements



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Selecting ETP Applicants: ETP or ACCES-VR

Things to consider:

- Is ETP the right Program for the person?
- Remember, Medicaid is always the payor of last resort.
- Has the person expressed an interest in employment but may have hours limits?
- Will the person need longer, more intensive supports to determine ability for employment?
- Does the persons' support needs require longer or a higher level of supports?



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Selecting ETP Applicants

Does the individual have established OPWDD eligibility?

Do they have Medicaid eligibility to participate in Waiver services?

Would the individual benefit from Discovery, targeted job development, and temporary paid wages?

Does the person have:

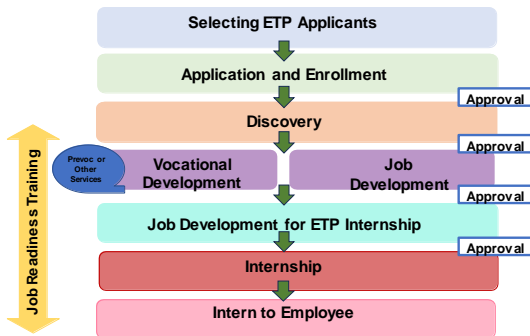
- positive work and community experiences?
- transportation options?
- some time alone in the community?

Contact local ETP Supervisor for application



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ETP Process



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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



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Application Review

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

ETP Application Checklist



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- 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

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

- 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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Office for People with Developmental Disabilities
EMPLOYMENT TRAINING PROGRAM
DISCOVERY REPORT

Name: _____ TABLE ID: _____
SEMP Agency: _____ DDRO: 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 **Interviews, Exploration Activities, Evaluation, Education, and Assessment** will also prepare the individual for competitive employment.

The Discovery Report and recommendation must be completed and then **reviewed and approved by your assigned employment services manager**. After the Discovery Report has been reviewed and approved by your assigned employment manager, please forward it to the ETP supervisor.

If job development is authorized 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 support team 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 (BY DATE)
Review of Records	4	4-6	
Interviews of the Individual, Support Staff, Family, and Friends	4	4-8	
2 Observations of the Individual	4	4-6	
Individualized Assessment Site Development	2	2-4	
2 Community-Based Experiences / Situational Assessments (min 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 Time, Documentation, Planning Meetings)	13	18-25	
TOTAL	55	65-89*	

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

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



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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



- 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

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



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Discovery Works



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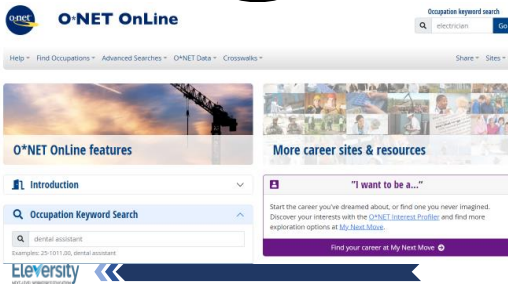
Discovery Report Findings

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




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Career Research



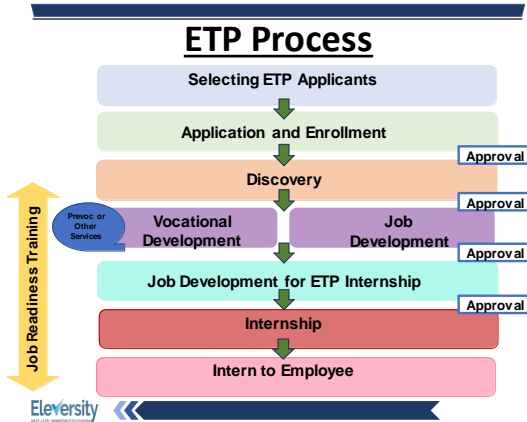
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Discovery Report

- Discovery Report is completed
- Review for clarity and completeness
- Does the report support the recommendation 
- Send to SEMP Manager for approval



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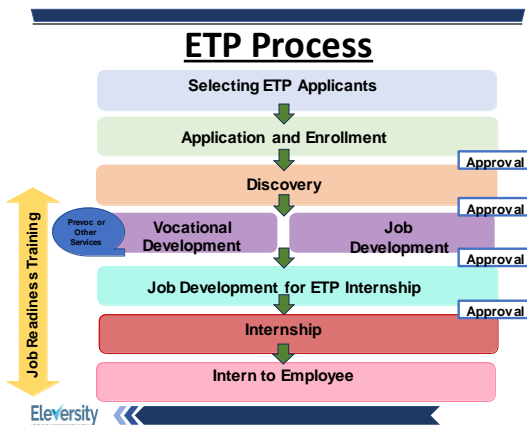


Create the Job Development Plan to:

- Ensure the plan aligns with the Discovery Report
- Create a plan that can achieve timely results
- Explore current business relationships and explore new ones
- Find the Ideal Conditions of Employment for the intern and the business
- Adapt the plan as needed!



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Job Development Plan

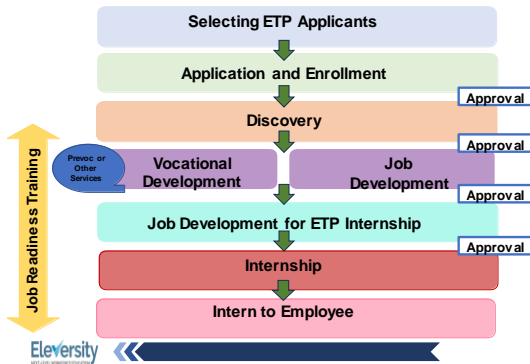
Utilize the Job Development Plan to:

- Focus on Career Areas recommended in Discovery
- Contact business you have existing relationships with AND that match the interns career areas of interest
- Network to develop new businesses relationships in identified career areas



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ETP Process



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Business Engagement



- Who has the authority to hire new employees?
- Have an introduction and leave behinds.
- Ask for a Job Description and a Tour.
- Identify aspects of the job that may require some "carving" of a position.
- Ensure the business understands the expectation is to hire the individual when the internship meets the standard of the business.
- Discuss the added value to the business by partnering with ETP.



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Benefits of ETP

Show that ETP adds value for a business:

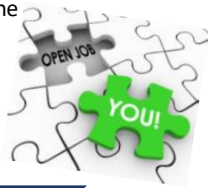
- Longer period to learn job for individual
- Business sees the intern has skills to do the job.
- Intern Workers Comp is covered under NYS- OPWDD.
- What Else?



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Placement Form

- 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
- Communicate with the ETPS



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Placement Form

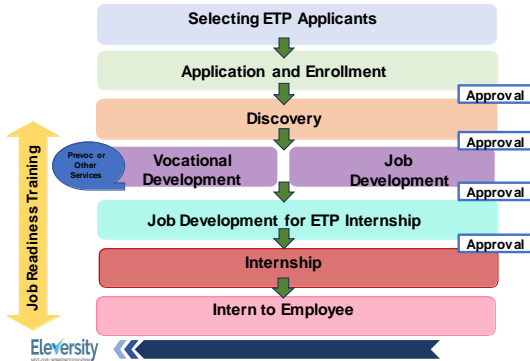
Reasons the Internship may not be approved:

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



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ETP Process



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Worksite Placement Meeting

- Coach, intern, ETPS, Site supervisor attend
- ETPS completes Worksite Placement Form
- Meeting takes place at internship site
- Review expectations to participate in ETP
- Job duties identified
- Hours of work/coaching finalized
- Emergency Contact form completed
- JRT Schedule provided



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Planning for Day 1



- Create a Job Coaching Plan:
- Review job duties, tasks, expectation
 - Ensure work and coaching schedules align
 - Exchange contact information
 - Determine 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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Job Coaching for ETP

- Customizes 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 with the ETP Supervisor
- 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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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



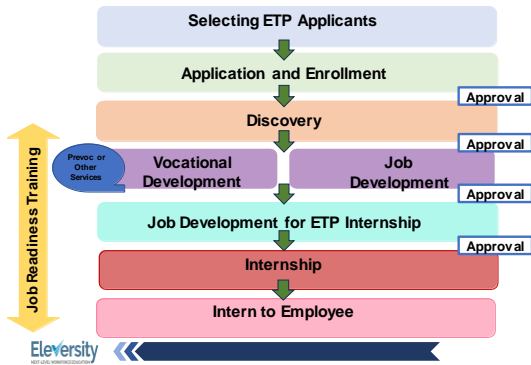
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Is the intern earning the job?



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ETP Process



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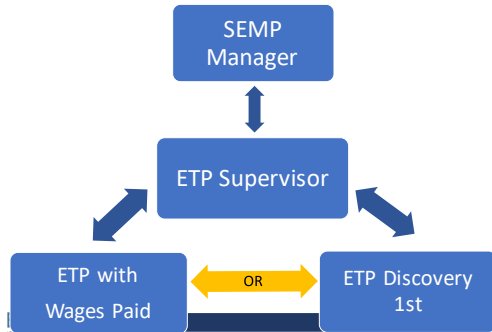
Time to Transition

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



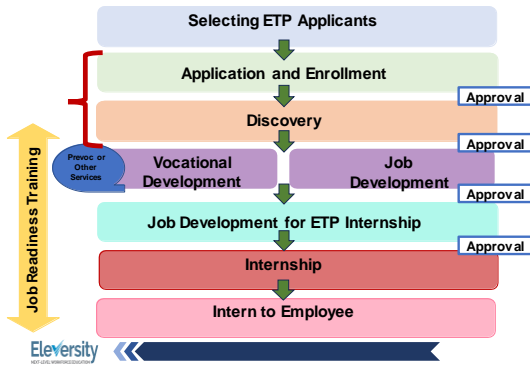
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•Discovery First



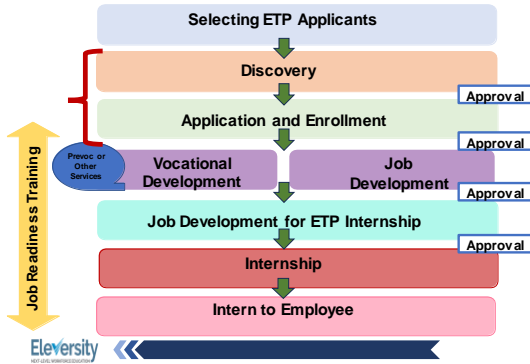
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ETP Process



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ETP: Discovery First Process



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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 Expectations

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 Expectations

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 Expectations

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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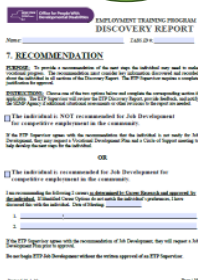


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Discovery First Expectations

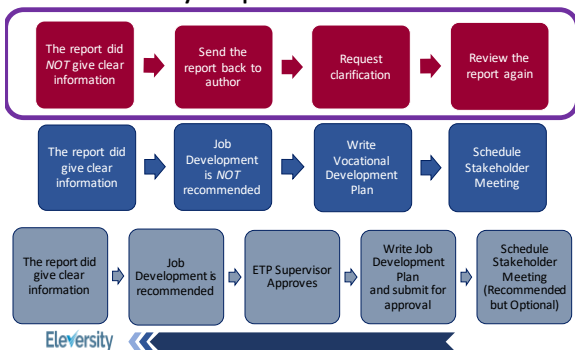


- Timeliness – Complete in 3 – 4 months time
- Communication – Relationship with ETP Supervisor
- Prove it out – What is next step? WHY?
- Did your Discovery answer all the questions?
- Discovery Recommendation



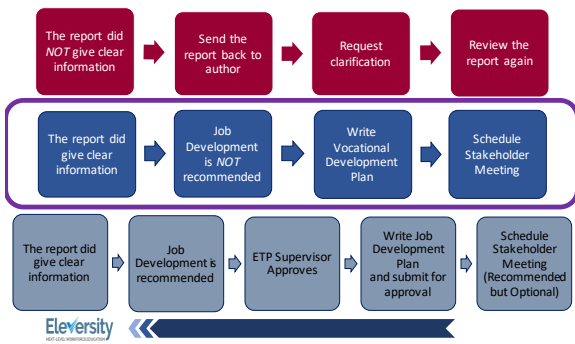
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Discovery Report Decision Points



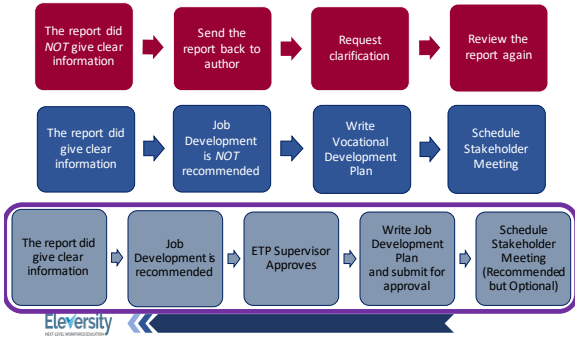
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Discovery Report Decision Points



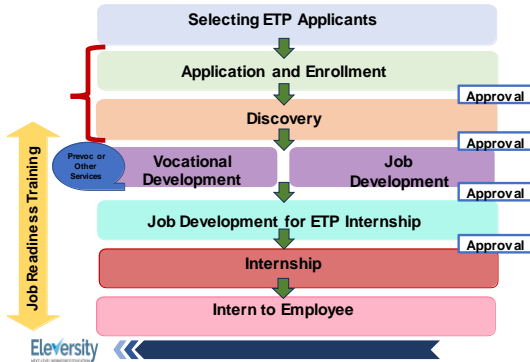
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Discovery Report Decision Points



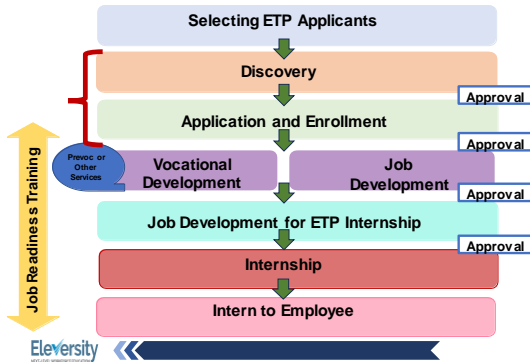
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ETP Process



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ETP: Discovery First Process



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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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