

An Employment Guide to Planning

Purpose: The purpose of this guide is to assist Service Coordinators, Personal Agents, and others to prepare for discussions with individuals, families, teams and others to choose and implement a Path to Employment.

Column 1. Describes the four paths that individuals and their teams may plan around, recognizing that being employed, first and foremost, is the first consideration.

Columns 2 & 3. By asking the Sample Questions (and others that the individual and the team develop), the team can better understand what path an individual will take and set short-term and long-term direction.

Column 4. ISP Content identifies content and minimal documentation for the **Employment Action Plan** that will be a part of all Comprehensive Services ISP forms and Brokerage Goal Planning and Service Agreements.

Path to Employment	Sample Questions	Individual Responses and Direction	Employment Action Plan ISP Content
The Person is currently in a job or career	<ol style="list-style-type: none"> 1. How much money did you make last year? 2. Are you making enough money to meet your living expenses? Do you need to make more money? If so, why? 3. What do you like about the job you have now? 4. What do you not like about the job you have now? 5. Do you want to try something new where you are currently working? 6. Do you want to learn about different jobs? 7. Do you want to see how other people make money? 8. Do you want to stay where you are? <p>Would you like a job somewhere else?</p>	<p><u>If individual indicates general satisfaction</u> with their current job and earnings, then the focus of this path is to maintain or improve the outcomes of their current situation (e.g., hours, pay, expanded job responsibilities, promotion).</p> <p><u>If the individual indicates dissatisfaction</u> with their current job and/or earnings, but clearly wants to work or change work situations, go on to the next set of questions, under the Path "Person wants a job this year."</p>	<ol style="list-style-type: none"> 1. Identifies the weekly schedule including: <ul style="list-style-type: none"> • Hours of service and outcome (25-40 hours per week) with justification if less than 25 hours • Schedule and environments in which the individual spends time. • Identify present level of employment outcomes, if any (EOS). 2. Addresses how the individual will stay successful in their current job. 3. Addresses how the individual will increase their wages, either through increased hours or another job 4. Addresses other "Important To" and "Important For" activities, supports (outside of an employment path) that may continue to be available

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Person is unemployed or underemployed and wants a job this year	<p><u>Individual Interests</u></p> <ol style="list-style-type: none"> 1. If you could have any job what would it be? 2. Do you like working alone? 3. Do you like working with people? 4. What is important to you about work? 5. Have you had a job before? <p><u>Money</u></p> <ol style="list-style-type: none"> 6. How much money do you need to make to pay your bills? 7. How much money will you need to have fun? <p><u>Self-Determination</u></p> <ol style="list-style-type: none"> 8. Do you want to try some different kind of work? 9. Are there jobs you don't want to do? 10. Are there reasons you are having a hard time getting a job? 11. Is there anything that worries you about getting a new job? 12. Is your family excited that you want to get a job? 	<p><u>If the individual has a clear desire for employment now</u>, the team can:</p> <ul style="list-style-type: none"> • Decide to move forward and learn together, • Consider this individual for part of the provider/county 5% target. • Consider using the Vocational Profile to determine gaps in information that should be considered as part of an Employment Action Plan • Identify employment support provider and resources related to achieving employment. <p><u>If the individual is of working age but is unable to clearly answer the questions</u> the Team may:</p> <ul style="list-style-type: none"> • Go to the next set of questions and consider employment in 2 years, rather than this year, or • Stay with this path if they believe the person does want a job in the next year. 	<ol style="list-style-type: none"> 1. Identifies the desired Weekly Schedule including: <ul style="list-style-type: none"> • Hours of Service and Outcome (25-40) with justification if less than 25 • Schedule and environments • Identify present level of employment outcomes, if any (EOS). 2. Addresses the goal with activities targeted to having a job within the next twelve months (i.e., job exploration, job development.) 3. Identifies actions, and activities to identify and highlight employment related competencies. (Outcome is to overcome job seeker and family fears and barriers). 4. Identifies strategies to access potential funding resources for employment. 5. Addresses other "Important To" and "Important For" activities, supports and or outcomes that may continue to be available during job development and employment.

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Employment within 2 Years	<p><u>Interests, Activities, Strengths</u></p> <ol style="list-style-type: none"> 1. What's a typical day look like? 2. Is there something you're really good at? What do you think you'd be good at? Where do you like to spend time? What else do you like to do? 3. Do you want to learn a new skill? <p><u>Self-determination</u></p> <ol style="list-style-type: none"> 1. Do you want to learn about different jobs? 2. Do you want to see how other people make money? 3. Can you share your own interests? 4. What is your greatest fear when thinking about working? 5. What would we need to do to make you better prepared to think about it in the future? 6. What motivates you to start your day, be in your community and to work? 	<p><u>From the typical day</u>, try to match activities and skills with potential employment.</p> <p><u>As you listen to the answers to the questions</u>, determine if the plan should address structured activities to further self-determination.</p> <p><u>If the individual (or team) is able to answer a few questions</u> and believes in the possibility:</p> <ul style="list-style-type: none"> • Consider this individual for part of the provider county 5% target or moving forward to learn together • Use Vocational Profile to determine gaps in information that should be considered as part of Employment Action Plan • As part of overall DD 54 service plan, focus the next 12 months on "discovery" activities to provide a guide to future employment. 	<ol style="list-style-type: none"> 1. Identifies the desired Weekly Schedule including: <ul style="list-style-type: none"> • Hours of Service and Outcome (25-40) with justification if less than 25 • Schedule and environments • Identify present level of employment outcomes, if any (EOS) • 2. Addresses how the individual is learning about employment so as to assess their interests, their ability to make informed choice and to overcome fears and barriers Addresses fears and barriers related to employment. 3. Addresses other "Important To" and "Important ant For" activities, supports and or outcomes that may continue to be available during this year.

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Not Focused on Employment	<ol style="list-style-type: none"> 1. Can you think of how your life might change with had money for what you wanted? 2. Can you think of how your life might change if you were more involved in the community? (friends at work etc) 3. How will you spend your days while you are unemployed and/or retired? 4. Are you a morning person? 5. Do you like to do things later in the day? 6. Do you like to be with other people? 7. Do you like to be alone? 8. Do you feel good when you are helping someone out? 9. Do you like physical activity? 10. Do you prefer quiet activities? 	<p><u>If the individual is beyond typical working age (62) and has not expressed an interest in employment</u> the Employment First policy does not impact plan development</p> <p><u>If the working age individual says “I don’t want to work”</u> It is the responsibility of the team to:</p> <ul style="list-style-type: none"> • Consider how present plan and life activities, experiences and interests may lead closer to employment in the future. • Present information about and opportunities for employment on an annual basis <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Clearly document that individual has made an “informed decision” not to work (See Draft criteria below) <p>Draft criteria: Possible Evidence of “informed choice related to decisions about employment”</p> <ul style="list-style-type: none"> • Environment supports choice-making • Information is available on a variety of employment options • Person had had experience with options to develop personal preferences. • Information is provided in manner reflective of person’s ability to understand and communicate. • Non judgmental advice and support are offered. • Support includes consideration of positive and negative consequences of the decision. • Presentation of information is provided by more than one provider or team member. 	<ol style="list-style-type: none"> 1. Identifies the desired Weekly Schedule including: <ul style="list-style-type: none"> • Hours of Service and Outcome (25-40) with justification if less than 25 • Schedule and environments 2. Describes non-work activities in which the individual chooses to participate in during this plan period. 3. Addresses how preferred activities that could be related to future employment will be identified, through exploration and ways these may inform future decisions related to employment.. 4. There is a discussion record that captures efforts to assure that the individual is making an informed decision about not working.