



Competitive Integrated Employment (CIE) Module Handout - Job Finding Plan

Competitive Integrated Employment (CIE)
Outcome: The Job Finding Plan

A TRAINING FOR RESIDENTIAL PROVIDERS

Learning Objectives

Job Finding Plan
Training Module

- Recognize the value of employment and teaming together to make it happen
- Understand the role of Residential Providers in employment success
- Get informed on *Competitive Integrated Employment (CIE): Job Finding* and the related Outcome Payment opportunity
- Learn how to complete the Job Finding Plan

Employment is Important for All of Us

- Provides much needed income
- Relationships
- Contribution to our community
- Grows our skills, knowledge and experiences
- Keeps us healthy
 - Prevents social isolation
 - Increases self-esteem
 - Promotes positive mental & physical health

The Role of Residential Providers



- Residential Providers are central to members' lives
- You often know members for years & also know your community
- Want to tap into your know-how
- Invite more engagement re: job finding & preparation
- Past examples of people getting jobs with support of providers tells us that this works!
- Want to encourage & recognize your effort through Outcome Payments

Competitive Integrated Employment (CIE) Outcome: Job Finding



- The CIE Outcome Payment offers an opportunity for residential providers to receive a payment for assisting members in obtaining CIE that matches their interests, skills, conditions for success, and goals
- Information on how to apply is sent to eligible providers in the spring of each year and available throughout the year on the Inclusa website
- After an application is accepted by Inclusa, provider is eligible to receive the outcome payment for each member on the provider's list upon completion of the five requirements

Requirements for CIE Outcome Payment: Job Finding

** Providers will receive payment in the first quarter of the following year*

1. Complete this Inclusa training module
2. Complete a Job Finding Plan that is approved by the member and their team *(use Inclusa template)*
3. Assist the member to obtain CIE that is consistent with their Job Finding Plan
4. Claim 75% of the Residential Outcome Payment after the member successfully completes their first 20 hours of work *
5. Claim 25% of the Residential Outcome Payment if the member is still employed in CIE as of December*

Making Employment Happen – Together!

Develop and complete the Job Finding Plan:

- **In partnership** with members who are interested in CIE
- **With input** from the member’s care team, natural supports/family, and the Job Developer, if one is already working with the member



Making Employment Happen – Together!

Keep in Mind:

- This is an innovative, new approach – let’s learn as we go
- Communication will be key!
- Keeping a positive “we can do this together” attitude
- Individual is at the center & should lead/be very engaged in the effort



The Job Finding Plan

Summary

1. Member Information
2. Residential Provider Information
3. Source for Employment Supports
4. Network of Support
5. Essential Conditions and Preferences for Employment Success
6. Good Job Match(es)
7. Employers to Contact for Good Job Matches
8. Job Development Tools to Utilize
9. Job Finding Action Plan & Log

Plus – Examples of Support & Activities



The Job Finding Plan
Completing Page #1

Basic Info

Sections

- 1. Member Information**
 - ✓ Check box to indicate you have verified with the Community Resource Coordinator (CRC) that individual is “interested & decided”
- 2. Provider Information**
 - List agency and name/contact information for Staff Person who is developing plan with the member
- 3. Source for Employment Supports**
 - Fill out if member already has an Includa Supported Employment provider helping them find a job or if member will need job coaching to maintain CIE

any reports that are available:

- DVR Individual Plan for Employment (IPE)
- Job Developer’s Plan (if involved)
- Career Planning Workbook
- Job Exploration Report
- Discovery Profile
- Volunteer Information
- Report from Internships or Temporary Work Experiences
- Benefits Counseling Report
- Situational Observation & Assessment Report

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Employment is a Team Effort

Section 4. Network of Support

Who in the member’s life can help create the Job Goal Plan?
Who can use their personal connections to assist the member in achieving employment?

Key People to Engage

- Individual Member
- Legal Guardian
- Includa CRC
- Job Developer
- Prevoc Provider
- DVR Counselor
- Family Members
- Friends
- Other Members of the Community
- Other Colleagues or Allies

REMEMBER: If a Job Developer is involved, communicating & coordinating are essential

If informed, engaged & supportive!

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Conditions for Employment Success

Section 5.


	Essential Conditions <small>Necessary for Success of the Member</small>	Preferences <small>Desired but not Essential</small>
Work Schedule: <small>Hours/Days/Times of Day</small>	No more than 20 hours per week <small>Start no earlier than 10am</small>	No weekends would be nice
Location/Distance from Home	Within 5 miles	Closer in neighborhood to walk or ride bike
Type of Work Environment	Not too loud or requiring constant people interaction	Friendly, relaxed atmosphere
Supervisor Qualities	Respectful, kind	
Co-Worker Qualities		Some younger co-workers (20s)
Job Coach Qualities	Female	
Personal Care Needs	N/A	
Physical Accessibility Needs	Needs large font and visual labels	
Reasonable Accommodations	Will need on-site coach support	
Employer Flexibility	May need an occasional day off to maintain good mental health balance – estimate 4 times per year	

Here's an Example!



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Job Match(es) & Employers to Contact for Good Job Matches



Section 6.

Member's Strong Interests Applicable to Employment	Member's Most Marketable Skills and Abilities	Examples of Job Duties/Tasks	Examples of Related Job Titles
Likes to keep things organized and neat	Good with numbers;	Stocking	Stocking Assistant
	able to compare and contrast		
	Strong organization skills	Sorting	Inventory Assurance Worker
	Attention to detail	Cleaning	Equipment Specialist

Names/Locations of Local Employers		List in order of PRIORITY for contacting employers & who will make contact
Name/Location of Employer	Who Will Make Contact	
1. Walgreens on Main Street	Susan Jones (Residential Provider)	
2. Planet Fitness on Elm Street	Jake Wilson (Job Developer)	
3. Marshalls	Jake Wilson (Job Developer)	

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Completing Page #5

Tools & Support Log

Section 8. Job Development Tools to Utilize - ✓ all that apply.

- Traditional Resume
- Visual Resume
- Professional References - from prior employment, work experience/internships, volunteering
- Personal References - letter from someone who knows member well - family, friend, teacher or other

Section 9. Job Finding Action Plan & Log

Action Steps for the Residential Agency	Date of Support	Time Spent Completing Activity
1) Create a resume with the member	3/25/2021	1.5 hrs
2) Do job exploration to check out possible jobs (Walgreens & TJ Maxx)	4/4/2021	2 hrs
3) Prep and practice interview skills	4/10/2021	2 hrs
4) Do an informational interview together (with goal to connect with employer) - at TJ Maxx	4/22/2021	1.5 hrs
5) Visit Walgreens to inquire about jobs - talked to Manager Bob Brown	5/4/2021	1 hr
6) Attend an interview with member - at Walgreens	5/8/2021	1.5 hrs

★

List Contacts with Employers & any other job prep activities

Directions on Next Steps

➤ **Develop the Job Finding Plan**

#1 - You could first engage and consult with the member and the person's Care Team and natural supports/family/Legal Decision Maker

#2 - Then write up the Job Finding Plan and share to confirm their support

OR

#1 - You could write up an initial draft version of the Job Finding Plan with the member's input

#2 - Share with the Care Team and natural supports/family to get their review and feedback






Directions on Next Steps

Share	Share Job Finding Plan with Inclusa Community Resource Coordinator (CRC) for review*
↓	
Update	Update Plan along the way as member progresses toward employment*
↓	
Add	Add attachment to further document activities and support, if needed*
↓	
Submit	Submit final version to CRC when member gets a job*

*Always copy innovation@inclusa.org when you send any of the above to the CRC.

Parting Words

- Many benefits to employment
- Exciting time in Wisconsin as more people living with disabilities are interested in and want a job in their communities
- Important for us to all be involved & supportive
- Again, let's learn together and innovate how we help all people achieve employment



THANK YOU

for being a part of Inclusa's Residential Provider network and for teaming up in this new, exciting way to support employment!

