



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

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

A TRAINING FOR
RESIDENTIAL PROVIDERS

Learning Objectives

Job Keeping Plan
Training Module

- Recognize the value of employment and how ongoing commitment & motivation is necessary to stay employed
- Understand the role of Residential Providers in employment success
- Get informed on *Competitive Integrated Employment (CIE)* and the related Outcome Payment opportunity
- Learn how to complete the Job Keeping 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

Employment - Requires Ongoing Commitment and Motivation



- Achieving employment is the first career victory people experience
- Maintaining employment, staying satisfied and motivated, often requires ongoing attention and support
- This includes critical attention and support from residential providers, if a member receives residential services

The Role of Residential Providers



- Residential Providers, are often an essential support to assuring members have equal opportunity to be fully involved, valued and participating members of their communities
- You often have long-term, trusting relationships with members and know them well
- Want to fully leverage those relationships & the daily contact members have with their residential providers
- Invite more engagement re: job keeping & teaming with other supports
- Many examples of providers helping people keep their jobs – tells us this support can be essential to long-term employment success
- Want to encourage & recognize your effort through Outcome Payments

Competitive Integrated Employment (CIE)




Committed to ensuring working-age members from 18-64 yrs. who are already working in the community get the supports they need to stay employed





Competitive Integrated Employment (CIE)



- The CIE Outcome offers an opportunity for residential providers to receive an outcome payment for identifying and providing the assistance that a member needs to keep their CIE
- 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 four requirements

Requirements for Outcome Payment
Competitive Integrated Employment (CIE)


1. Complete this Inclusa training module
2. Complete a Job Keeping Plan that is approved by the member and his/her team (*use Inclusa template*)
3. Assist the member to keep his/her CIE by following the Job Keeping Plan and documenting the related efforts (*includes working collaboratively with any other providers or natural supports who may be involved*)
4. Claim 100% of the Residential Outcome Payment if the member is still employed in CIE as of December *

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

Keeping Employment Successful – Together!

Develop and complete the Job Keeping Plan:

- **In partnership** with members who are already working in the community (in CIE)
- **With input** from the Care Team, natural supports, Legal Decision Maker, and the Job Coach, if one is already working with the member






Keeping Employment Successful – 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 Keeping Plan

Summary

1. Member Information
2. Residential Provider Information
3. Source for Employment Supports
4. Network of Support
5. Employment Check-in
6. Quick Self-Assess for Residential Provider
7. Job Keeping Action Plan & Log

Plus – Support & Activities Checklist



The Job Keeping Plan
Completing Page #1

Basic Info

Sections

- 1. Member Information**
 - ✓ Check box to indicate member is already working in CIE and Community Resource Coordinator (CRC) has verified eligibility
- 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 on the job OR ✓ box if not used currently

The Job Keeping Plan
Completing Page #2

Section 4.
Network of Support

Who in the member's life can help create the Job Keeping Plan?
Who does the member have solid relationships with and is in regular contact with who can support their employment success?

Key People to Engage

- Individual Member
- Legal Decision Maker
- Inclusa CRC
- Job Coach
- Prevoc Provider
- DVR Counselor
- Family Members
- Friends

If informed, engaged & supportive!

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

Employment is a Team Effort!

The Job Keeping Plan
Completing Page #3

Section 5.
Employment Check-in

How Satisfied or Happy are You with:	On a scale of 1 (very happy) to 3 (unhappy), how satisfied are you with:	Comments
The type of work you do	1	Ben says "I love working on the grounds crew at the Nature Center"
Your boss or supervisor(s)	2	"I don't see my supervisor that often, but he's always nice"
Your co-workers	1	Ben really enjoys his co-workers on the grounds crew. He says their fun & always helpful
Atmosphere or environment where you work	1	Working outdoors seems to be the perfect environment for Ben
Your Job Coach support <i>Are you getting the support you need?</i>	1	"Jason is a great coach! He doesn't visit too much"
Hours worked per week <i>Are you working enough hours? Any concerns that your hours may be reduced?</i>	3	"I'd like to work more than 10 hours per week. I want to make more money"
Your job tasks <i>Are they interesting & challenging for you? Are you struggling with any job tasks?</i>	2	Ben is happy with his tasks, but has said he'd like to learn how to use the riding mower
Your schedule <i>How happy are you with the days and times that you work? Any concerns you won't be able to keep up with schedule?</i>	2	Ben is okay working on Mondays and Fridays
Rate of pay <i>How satisfied are you with your wage?</i>	2	Ben is looking forward to his annual review & a pay increase

Here's an Example!

The Job Keeping Plan
Completing Page #4

Section 6. Quick Self-Assess for Residential Provider

Think about the support your residential staff is currently providing the member to help them keep their job. In the following areas, how well is your residential staff doing in supporting the member to keep their employment?

Excellent Doing OK Needs attention

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meeting day-to-day expectations of the job
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supporting communication & self determination
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Helping person stay healthy, balanced & positive
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintaining motivation to keep working

Comments
Home staff could encourage Ben more to get off screens / video games and get more exercise. Will talk to Ben about setting some goals and get staff more involved.

See the Job Keeping Support & Activities list for more details

The Job Keeping Plan **Section 7.**
Completing Page #4-5 **Job Keeping Action Plan & Log**

Action Steps for the Residential Agency	★ List all job keeping support activities the Residential Agency is committing to provide	Date(s) of Support Attach pages to this plan.	Approximate Time Spent On each date
1) Transportation to and from work.		Every Monday & Friday	20 minutes (1-way)
2) In-person connection to provide support and encouragement and/or to make sure Ben is up and ready to go		Every Monday & Friday	
3) Support good grooming & dress. Provide at-home coaching, help with buying personal supplies, set up a schedule to do laundry, create a checklist to remind and track, if needed.		TBD	
4) Providing at-home coaching to Ben around health and well-being and supporting good self-care goals. Getting a full night's sleep, eating a balanced diet, getting exercise, spending time outdoors, socializing with friends.		TBD	
5) Help manage paychecks. Provide Ben with coaching on a budgeting plan and to save up for something he'd look forward to.		TBD	

★ See the Job Keeping Support & Activities list for more details

Obtain and/or confirm information that may already be in Support Plan created by Job Coach. Do not duplicate what the Job Coach is doing. Instead do other things that are important and will help the member keep his/her employment: Do things the Job Coach does not have time to do, or is not in scope of Job Coaching service.

Directions on Next Steps

➤ **Develop the Job Keeping Plan**

#1 - You could first engage and consult with the member, the Job Coach (if involved), the member's Care Team and natural supports/family/legal decision maker

#2 – Then write up the Job Keeping Plan and share to confirm their support

OR

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

#2 – Then share with the Job Coach, Care Team and natural supports/family/legal decision maker to get their review and feedback

Directions on Next Steps

Share

- Share Job Keeping Plan with Inclusa Community Resource Coordinator (CRC) for review*

Update

- Update Plan along the way as member maintains employment through the year*

Add

- Add attachments to further document activities and support, as needed*

Submit

- Submit final version to CRC at end of year, assuming member is still successfully employed*

*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 and the U.S. as more people living with disabilities working in their communities and are achieving their employment goals
- Important for us to all be involved & supportive
- Again, let's learn together and innovate how we help people stay employed and thriving in their jobs

THANK YOU!

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

*Let's keep people successfully employed
- Together!*



