***“Increasing Person-Centered Community Involvement and Participation”***

**District of Columbia Developmental Disabilities Administration**

**Technical Assistance Initiative for Providers of Site-Based Day Habilitation and Employment Readiness**

**May-September, 2015**

**Purpose of the Initiative:**

The purpose of this technical assistance initiative to providers is to assist every provider of site-based Day Habilitation and Employment Readiness services to develop and implement strategies to increase opportunities for community involvement and community participation during the provision of these services.

There is a strong emphasis on offering opportunities for community involvement and participation that are person-centered – opportunities that are researched and identified for each particular person based on their Positive Personal Profile, interests, preferences and goals for community involvement and participation, learning, employment, community contribution, personal growth and building their circle of relationships.

Technical Assistance will be provided to each identified provider by a DDA team including:

* Lisa A. Mills, PhD, DDA Consultant [Email: LMills67@charter.net Phone: 608 225 4326]
* A DDA Service Coordination Supervisor
* A Staff Person from DDA Quality Management Division

**Part One: Half-Day Site Visit**

* This site visit to your agency will be scheduled to occur sometime between May 4, 2015 and June 4, 2015. Dr. Mills will contact your agency director to arrange the date/time.
* The half-day site visit will only be beneficial if key staff from your agency are present for the site visit. **Therefore, the presence and participation of the following key staff is *mandatory and required* during the half-day site visit**:
	+ The chief executive officer/executive director of your agency;
	+ The manager responsible for direct management of the Day Habilitation program offered by your agency;
	+ The manager responsible for direct management of the Employment Readiness program offered by your agency;
	+ The quality assurance officer/manager/director for your agency;
	+ The member(s) of management responsible for staff training for staff employed in the Day Habilitation and Employment Readiness programs offered by your agency.
* There is a short **Self-Assessment** that will be provided to you by Dr. Mills prior to your half-day site visit. **It is critical that this be completed and returned to Dr. Mills via email *no later than five (5) business days* before the date of your agency’s half-day site visit.**
* During the half-day site visit, all involved from your agency and the DDA TA team will agree the dates and times for monthly follow-up phone conferences. There will be one phone conference call per month from June to September.
* A summary of the half-day site visit, including action steps agreed and other recommendations from the DDA technical assistance team will be provided in writing to your agency by Dr. Mills.

**Part Two: Monthly Technical Assistance Phone Conference Calls**

* There will be one phone conference call per month from June to September.
* At minimum, these calls must be attended by the same staff from your agency who were required to participate in the half-day site visit:
	+ The chief executive officer/executive director of your agency;
	+ The manager responsible for direct management of the Day Habilitation program offered by your agency;
	+ The manager responsible for direct management of the Employment Readiness program offered by your agency;
	+ The quality assurance officer/manager/director for your agency;
	+ The member(s) of management responsible for staff training for staff employed in the Day Habilitation and Employment Readiness programs offered by your agency.
* During the calls, we will review your progress on the action steps agreed at the half-day site visit. We will assist with any barriers and challenges you are facing and make additional suggestions and recommendations to assist your agency with moving forward on the goal of increased person-centered community involvement and participation for everyone you serve in Day Habilitation and Employment Readiness.

**Part Three: DDA-Sponsored Training for Day Habilitation and Employment Readiness Program Managers and Staff**

* During the May-September period, there will be opportunities for Day Habilitation and Employment Readiness Managers and Staff to attend training and peer-to-peer discussions at DDA focused on sharing best practices and addressing challenges in a Community of Practice format.

During all parts of the initiative, there will be an emphasis on identifying and sharing best practices, including best practices for:

* Addressing community involvement and participation goals and plans in service planning done with individuals and their families/guardians
* Educating individuals and families/guardians about the reasons for the agency’s increased focus on community involvement and participation, and addressing any concerns or hesitations that may be initially raised
* Researching opportunities for community involvement and participation through a variety of Community Mapping strategies
* Matching individuals who will be supported together to participate and become involved in their communities
* Training and adequately preparing DSPs to provide effective supports in the community
* Developing transportation options to support person-centered opportunities for community involvement and participation.

**If you have any questions, please contact Dr. Lisa Mills. She can be reached by email at** **LMills67@charter.net** **or by phone at 608 225 4326.**