

Name: _____

Date: _____

Assessing a Person's Interest and Progress towards Employment

Talking Points:

- Employment first in DC is about raising expectations that all people must have the opportunity to work.
- Paid work is an essential part of having control over the life you want.
- Everyone deserves to establish career goals and aspirations, earn a living wage and be valued for their contributions.
- Employment leads to new competencies, and open doors to new relationships and social opportunities.
- Don't let the fear of loss of benefits drive decision-making, there are many programs that can enable you to work and keep your benefits.
- Wrap around supports and day supports area available and can be used to compliment employment

Key Considerations:

- When developing goals and outcomes, the SMARTER method should be considered. Goals are to be: Specific, Measureable, Attainable, Relevant and Time-Bound, Evaluated and Revised
- Goals should be driven by the person's choice and what is important to/for a person to gain a deep understanding and work towards a good balance between services and natural supports.
- Partner with families and guardians and have open communication and dialogue.
- Ensure and document informed choice for services and providers
- Build supports around a person, and use natural supports when available.
- Changes to services and outcomes in the ISP should occur throughout the year if needed
- Goals should be implemented in the most integrated setting that meets the individual's needs

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Person is employed		
Questions:	Recommended Tools	Action Plan and Related ISP Documentation
<p>1. Do you like your job? Response:</p> <p>2. Do you like your co-workers? Your supervisor? Response:</p> <p>3. Would you like to work more (or less) hours? Response:</p> <p>4. Would you like to earn more money? Response:</p> <p>5. Do you do things at work that you are proud of or feel are important? Response:</p> <p>6. Would you like to try new things in your current job? Response:</p>	<p>PCT Tools</p> <ul style="list-style-type: none"> • Important to/important for • Rituals and Routines • What’s working/not working • 4+1 questions • Communication Chart • Good day / bad day • Donut <p>Positive Personal Profile Job Search/Community Participation Plan Vocational Assessments</p>	<ul style="list-style-type: none"> • Satisfaction with current job is documented if applicable • Establish SMARTER goals related to aspirations for current job • Consider related goals such as learning new travel skills that might be required due to a schedule change, change in job or desire to participate in work related social activities • If seeking new employment or wants to advance in their current job refer to RSA • Consider benefits planning for everyone • Consider the need to revisit the need for a new job if the person’s goals cannot be met at the current job. For example, additional hours may not be available. • Consider using additional PCT tools and/or updating the PPP and the Job Search/Community Participation Plan if additional information is needed • Consider use of Ticket to Work • For people working part time

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<p>7. Would you like to get a job somewhere else? Response:</p> <p>8. Would you like to learn about other types of jobs? Response:</p> <p>Follow up questions should be asked to determine why the person answered yes or no?</p>		<p>inquire about the need for wrap around supports</p>						
<p>Next steps: If the person indicates <u>general satisfaction with current job</u> focus on opportunities for progress such as increases in wages and/or hours, expanded job duties, opportunities for new or improved relationships at work, increased independence if receiving paid supports.</p> <p>If the person indicates <u>a desire to change jobs</u> focus on updating the positive personal profile and Job Search/Community Participation Profile and conducting additional vocational assessments if appropriate to assist the person in developing a new employment goal and amend the ISP. <i>Refer to RSA.</i></p> <table border="0" data-bbox="172 1104 1923 1338"> <thead> <tr> <th data-bbox="172 1104 798 1144">Action Steps/Goal</th> <th data-bbox="798 1104 1155 1144">Person Responsible</th> <th data-bbox="1155 1104 1923 1144">Target Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Action Steps/Goal	Person Responsible	Target Date			
Action Steps/Goal	Person Responsible	Target Date						

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Person is not working but expresses interest in working		
Questions	Recommended Tools	Action Plan and Related ISP Documentation
1. Do you want to get a job? Response	PCT Tools: <ul style="list-style-type: none">• Rituals and Routines• Important to/important for• Learning log• Communication Chart• Good day/bad day• 4+1 questions Positive Personal Profile Job Search/Community Participation Plan Vocational Assessments	<ul style="list-style-type: none">• Highlight employment related competencies and gifts• Consider using additional PCT tools and/or updating the PPP and the Job Search/Community Participation Plan if additional information is needed• Identify desired employment outcome• Identify action steps leading to a having job in the next 12 months• Document informed choice by indicating how the person has made this decision (both services and provider• How will progress and or success be measured?• If progress and success are not being demonstrated, what changes are needed?• If barriers need to be addressed, remember "important to and important for".• Action plan to address identified barriers• Consider benefits planning
2. Are there things that you would like to do that you are not doing now? Response		
3. Would you like to try new things? Response		
4. Would you like to meet new people? Response		
5. What do you do that you are proud of or feel is important? Response		

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<p>6. Are there things that you would like to do that you are not doing now? Response</p> <p>7. Is there anything about getting a job that worries you? Response</p> <p>8. Would you like to learn more about how you can keep some of your benefits if you get a high paying job? Response</p>		
<p>Next steps: If the person wants to move forward with employment <i>refer to RSA</i> and determine if referral is also needed to IDS, employment readiness and/or any other support services. Also consider natural supports and other community resources that can support the individual. Amend the ISP as needed. Remember most that most people get jobs through people they know and this will support the use of most integrated settings.</p>		

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If the person does not want to move forward with employment go to the next section.

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Person is not working and does not express interest in working at this time

Questions	Recommended Tools	Action Plan and Related ISP Documentation
1. Why aren't you interested in working? Response	PCT Tools: <ul style="list-style-type: none">• Important to/important for• Learning log• Good day /bad day• Communication Chart Positive Personal Profile Job Search/Community Participation Plan	<ul style="list-style-type: none">• ISP documents the person's current decision not to seek employment.• If further information is needed for the person to make an informed choice additional opportunities for explorations are included in the ISP goals.• ISP goals address issues that have been identified as barriers to employment. Examples might include access to benefits information, opportunities for job tours and job shadowing to learn more about potential work opportunities, travel skill development, development of personal safety skills• Opportunities are identified for community participation and engagement based on the person's interests and goals and specific non work activities
2. Are there things that you would like to do that you are not doing now? Response		
3. Do you want to earn money? Response		
4. Would you like to learn to do something new? Response		
5. Would you like to meet new people? Response		

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<p>6. What do you do that you are proud of or feel is important? Response</p> <p>7. Have you ever thought about getting a job? Response</p> <p>8. Is there anything about getting a job that worries you? Response</p> <p>9. Would you like to learn more about how you can keep some of your benefits if you get a job? Response</p>		<p>are described</p> <ul style="list-style-type: none">• Plan indicates how engagement in non work activities may inform future decisions related to employment• Information is presented to the person about opportunities for employment on an annual basis;• Any barriers to be addressed should focus on “Important To” and “Important For”• Refer to IDS talking points as needed.
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Next steps:
If the person might consider work but identifies specific barriers the focus should be on addressing those barriers and developing or updating the positive personal profile and Job Search/Community Participation Plan to help the person and his or her support team identify potential next steps on a pathway to employment. The ISP should include at least one goal that supports the person’s pathway to employment. Consider goals that will support the person on a pathway to employment and community integration such

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as exploration of interests, opportunities to develop new relationships, meaningful community involvement, community membership and contribution and self-determination. Consider a referral to IDS, employment readiness and/or natural supports. Amend ISP as needed

If the person clearly indicates she/he does not want to work at this time the focus should be on goals that will support the person on a pathway to employment and community integration such as exploration for interests, opportunities to develop new relationships, meaningful community involvement, community membership and contribution and self determination. Activities such as these can support a pathway to employment. A Positive Personal Profile should be considered to support the identification of interests. Example: The person identifies an interest in animals. Volunteer opportunities may be pursued in this area. Amend ISP as needed

If the person does not express interest in working, is of retirement age, and is interested in retirement the focus is on integrated retirement including opportunities to explore new interests and activities, develop new relationships, meaningful community engagement, self determination. Barriers to participating in an integrated retirement are identified and addressed in ISP goals. Amend ISP as needed.

Action Steps/Goal

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Signature _____

Title _____

Name _____

Signature _____

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