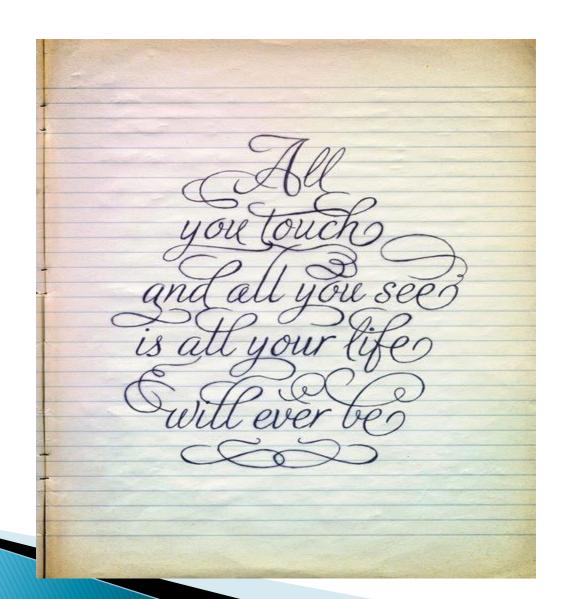
Essential First Steps for IDS Providers March 21, 2014

- Establishing a broad knowledge of opportunities for:
 - Community Involvement
 - Membership (formal and informal)
 - Volunteering
 - Learning (through instruction or by doing)
 - Exploring and pursuing specific interests
 - Meeting like-minded people
- Looking for opportunities that are not specifically for people with disabilities
 - Beware of Too Much Focus on One— Time Events

- A DSP's personal knowledge is not enough to develop good Community Integration Plans
- Community Mapping is the key to high quality IDS service
- Developing Community Integration Plans from "scratch" for each person referred could compromise quality of initial service

We Are Limited By What We Know



- Cataloguing opportunities is something each IDS agency needs to do
- IDS agencies should be starting now to ensure as much <u>baseline</u> cataloguing as possible is done <u>before</u> anyone is referred for IDS
- This is start-up activity for IDS: start-up is essential for any new service.

How will information be collected & stored for easy retrieval

Priority #1: Identify existing websites with searchable information

- Develop searchable in-house database for IDS staff to identify best websites to go to.
- Use on-line searchable databases as models for developing your own in-house database listing specific opportunities

Example: volunteermatch.org

Choose:

- Local (you'll go to a physical location)
- Virtual (you can do it from a computer, your home or anywhere!)

Choose:

Cause Area (10 basic areas; 29 total options)

Choose:

- Kids, 55+, Teens, Groups
- Narrow search by keyword; advanced search option

Example: meetup.com

- "neighbors getting together to learn something, do something, share something..."
- Enter interest area (e.g. knitting, tennis) and Washington, D.C.
- Find groups and information on when/where they are next getting together

How will information be collected & stored for easy retrieval by DSPs

Priority #2: Develop your own searchable database

- Enable key search features:
 - By Interest Area
 - By Neighborhood, Ward
 - By Cost (e.g. free, minimal cost, substantial cost)
 - Other search criteria?
- Develop all relevant data entry fields to enter each IDS option into database

How will information be collected & stored for easy retrieval by DSPs

Priority #3:Identify how staff will contribute to the agency's Community Mapping

- What staff will take the lead now and when IDS is up and running?
- How can other types of staff contribute their knowledge...now and later?
- Who else can be asked to contribute information? How will they be asked? How will the information be collected?

Gathering Leads from Existing Agency Staff

Basic knowledge shared initially – in staff meeting or through other "at work" opportunities. Provide electronic or paper questionnaire to be completed.

On-Going Leads:

- IDS Alerts by email
 - Prizes or other incentives for participation
 - Introductions rewarded with cash

Do Trial-Run Mapping with a Few Existing Day Service Participants

- Have staff who know the person well complete a short profile identifying range of opportunities the person would likely enjoy.
- Have staff likely to be involved in IDS service practice their community mapping skills by researching and developing a list of options that match what the person is looking for.
- Staff should engage in multiple strategies:
 - Web-based research
 - Asking other agency staff to share ideas
 - Identifying and asking other "key informants" for leads

Other Key Steps to Take Now

- Determine how agency databases will be managed
 - Who will enter information (could be great paid work experience for someone)
 - Who will manage/update information over time
 - How will agency keep track of IDS participants involved in the opportunities listed in the database (to avoid too many people using one option)