



BHDDH Division of Developmental Disabilities

APPLICATION FOR PERSON-CENTERED PERFORMANCE-BASED SUPPORTED EMPLOYMENT SERVICES

BHDDH is implementing a performance-based payment program to promote the expansion of integrated employment for DD Division clients. This program will provide additional funding for Supported Employment Services for individuals in the Consent Decree target populations to graduated levels of achievement of quality numerical targets and implementation timelines.

Agencies or Self-Directed Individuals must submit an application and be selected by the BHDDH Application Review Committee to access program funds. Applications should include information that demonstrates the ability and willingness to help the State **increase capacity and utilization of supportive employment services to move individuals toward integrated competitive employment with a particular focus on Consent Decree Target Population members.**

Please refer to the BHDDH Person-Centered Supported Employment Performance Program Overview and Application Guidance for more information.

Eligibility

The following describes the eligibility criteria to apply for the Person-Centered Performance-Based Employment Services program. Please indicate if the applicant is an agency or a Self-Directed individual.

- Currently licensed supported employment providers, or agencies with pending applications.
- New supported employment providers. Providers must become licensed to provide services to BHDDH. If an application to become a licensed supported employment provider has been submitted, please attach a dated copy of the application.
- Self-Directed Individuals receiving employment services from a certified employment specialist who is not with a Developmental Disability Organization (DDO). If the person(s) providing employment services are not certified, they must become certified by June 30, 2017.

Notes:

1. Providers are encouraged to focus on Consent Decree target population members and to include individuals from multiple tier levels in their proposals. Tier levels are based on the Supports Intensity Scale (SIS) Assessment.
2. While there is need for all target populations to be served, there is an urgent need for Youth Exit target population members to secure employment quickly, thus preference will be given to applications that propose to serve Youth Exit target population members.

Background

This program is to build capacity of integrated employment services for clients of the Division of Developmental Disabilities. There are 3 guiding goals.

GOAL 1: Increase Capacity

Increase the number of providers with employment teams to expand Rhode Island's capacity to provide supported employment services for individuals with developmental disabilities.

GOAL 2: Increase number of individuals in integrated employment

Guide more individuals on a path toward gaining integrated employment.

GOAL 3: Establish Reporting and Performance Measures

Identify the target population to be served and establish service performance benchmarks and individual goals.

Proposal Content and Format

Please provide responses to the following requirements. Applicants are expected to adhere to the maximum page restrictions for each section.

Requirement 1: Staffing (2 page maximum + Attachment A)

Describe your staff's level of credentials for employment services, and/or your proposed plan for gaining the requisite credentials to expand Rhode Island's capacity to provide these services.

- Complete the form in **Attachment A with staff names, titles, credentials, and date of credential**. Include all staff and proposed new positions. For staff with current credentials to provide employment services, complete all columns. For staff who do not yet have credentials, enter "Pending" under Date and add the expected date of certification. For new positions, enter "NEW" under the name and list titles and required credentials. Attach job descriptions for each position.
- Providers who submit evidence that all staff are CESP/ACRE certified, will be eligible for an up-front performance payment.
- Providers who are not currently certified and need to gain credentials, will be eligible for a performance payment if this is completed by June 30, 2017. This training is offered frequently and providers will be given up to three months to enroll employment teams, and an additional four months to complete the training. If a provider does not comply with this core component they will not be eligible for any performance payments.

Requirement 2: Employment Service Delivery Model (3 page maximum + Attachment B)

Submit a description of the employment service model you plan to implement.

- Describe your proposed employment service model. Services are expected to involve specific strategies to enhance a participant’s employability in integrated community settings. Include how the model will be person-centered to meet the unique support needs of each individual.
- Define the roles of the employment team members and how they will coordinate efforts. Team member roles include employment specialists, job developers, job coaches, and job retention staff.
- Describe your capacity to work with the proposed target population(s), and indicate the numbers to be served in the table in **Attachment B**.

Requirement 3: Implementation Plan (3 page maximum + timeline)

Submit specific goals and outcomes you expect to achieve while providing supported integrated employment services to individuals. Include a timeline for your proposed services, including outcomes and milestones.

- Describe the services and milestones you are proposing.
- Provide a timeline that includes when you expect to meet your performance measures detailed in Requirement 4. The timeline should also include obtaining training and credentials, hiring staff, and any other activities that need to be completed before employment services can be provided or expanded.
- If you received Consent Decree Conversion Trust Fund dollars, describe how this proposal will build on or enhance your Trust Fund activities to improve your agency’s capacity and outcomes. Please note that these funds are not meant to duplicate Trust Fund outcomes/activities.

Requirement 4: Performance Measures for Target Population(s) (2 page maximum)

Agencies that are assisting individuals in achieving competitive employment outcomes must be able to measure the quality of the services being provided and the job outcomes being achieved. To accomplish this, the proposal must identify and follow a set of quality indicators. These quality indicators can be viewed from the perspective of the individual with a disability, the employer, and the funding agency (BHDDH).

The set of performance measures should serve as a means for self-assessment by the employment program to help identify both areas of strength that can be used in marketing services and also areas that need priority attention for improvement. In developing the measures, applicants should consider questions related to services being provided, such as:

- Do individuals served by the supported employment program consistently achieve truly meaningful job outcomes?
- Who selects these jobs and do these employment opportunities reflect informed customer choice and control?
- Are employers satisfied with the work produced by the workers with disabilities?
- What is the quality of the ongoing support services that the employer receives from the supported employment program?
- Does the provider have a well-coordinated job retention support system in place that assists both the individual and the employer?

In the application, applicants should detail the following:

- For each of the populations you propose to serve, specify the performance measures you will use to evaluate your success.
 - The following measures will be tracked and are required:
 - Completed Career Development Plans for each individual served.
 - Completed Benefits Plan for each individual upon employment or earlier.
 - Individual's satisfaction with employment services.
 - Employed individual's satisfaction with the employment secured.
- Describe how your supported employment service model enables your team(s) to meet the stated performance measures and goals.

Attachment A – Staff Credentials

List staff names, titles, credentials, and date of credential.

Include all staff and proposed new positions. For staff with current credentials to provide employment services, complete all columns. For staff who do not yet have credentials, enter “Pending” under Date and add the expected date of certification. For new positions, enter “NEW” under the name and list titles and required credentials. Attach job descriptions for all positions.

EXAMPLE

Name	Title	Credential(s)	Date Credential(s) Earned	Renewal Date
<i>Chris Smith</i>	<i>Job Coach</i>	<i>1. ACRE 2. CESP</i>	<i>1. 2/3/2015 2. Pending, expected 1/17/2017</i>	<i>1. None 2. 1/17/2020</i>
<i>NEW</i>	<i>Job Developer</i>	<i>CESP</i>	<i>Before hiring</i>	<i>TBD</i>

Name	Title	Credential(s)	Date Credential(s) Earned	Renewal Date

Attachment B: Target Populations to Be Served

<i>EXAMPLE</i>	Target Population Currently Receiving Employment Services	Number of Individuals Currently Served					Total for Population
		<i>Tier A</i>	<i>Tier B</i>	<i>Tier C</i>	<i>Tier D</i>	<i>Tier E</i>	
	<i>Youth Exit</i>	5	5	5	5	5	25

Proposed Participants in Target Population Currently Receiving Employment Services	Number of Individuals Currently Served					Total for Population
	Tier A	Tier B	Tier C	Tier D	Tier E	
Youth Exit						
Segregated Day						
Sheltered Workshop						
Self-Directed, Target Population						
Non-Target Population, Self-Directed						
Non-Target Population, Other. Please describe:						
Current Total						
Newly Served Target Population Participants	Number of Individuals to be Added					Total for Population
	Tier A	Tier B	Tier C	Tier D	Tier E	
Youth Exit						
Segregated Day						
Sheltered Workshop						
Self-Directed, Target Population						
Non-Target Population, Self-Directed						
Non-Target Population, Other. Please describe:						
Additional Total						
	Tier A	Tier B	Tier C	Tier D	Tier E	TOTAL
TOTAL						