 

**Provider Agency Self-Analysis Tool PART I**

**Agency Name and Main Office Address**

**Agency President/CEO**

**Agency Point of Contact**

**\*\*Developed by Genni Sasnett for ODEP/USDOL EFSLMP Activities\*\***

**SME Initial Review (off-site)**

 Access and review:

 Agency 990s (reviewer will obtain)

 Agency website and other marketing materials - brochures, videos, annual report, solicitations, etc. (provided by agency)

Agency mission, vision and values statements (provided by agency if not

available on website)

 Agency organizational charts (provided by agency)

 Agency description (provided by agency)

 Agency’s most recent business or strategic plans (provided by agency)

 List of agency funding sources (provided by agency)

All facility sites remotely via Google Earth (reviewer will access)

**Internal Agency Self-Analysis**

The following information will be gathered and recorded by the agency’s change management leadership team. The purpose is to provide the leadership with an opportunity to perform a review of the agency’s status relative to change towards competitive integrated employment, community integrated pre-employment training and meaningful inclusion though community integrated day supports. The completed self-analysis will be shared with the SME prior to his or her site visit. The agency leadership team and SME will review the analysis together and discuss the results during the initial site visit.

**Leadership**

**Outreach**

Awareness of and receptivity to the movement towards competitive integrated work, community integrated pre-employment and other meaningful community integrated day supports among the following groups is: *Please rank 1 (lowest) to 5 (highest).*

|  |  |  |  |
| --- | --- | --- | --- |
|   | AwarenessRating  | Receptivity Rating  | Comments  |
| Individuals supported |  |  |  |
| Families/guardians |  |  |  |
| Residential staff (where appropriate) |  |  |  |
| Other key people in the person’s life |  |  |  |
| Agency CEO/ED |  |  |  |
| Board of Directors |  |  |  |
| Other senior staff |  |  |  |
| Middle managers |  |  |  |
| Direct support Professionals  |  |  |  |

We have done the following outreach regarding our commitment to competitive integrated employment, community integrated pre-employment and other meaningful community day supports to these groups:

|  Group | Method of outreach | Success of outreach  | Additional outreach planned |
| --- | --- | --- | --- |
| Individuals supported |  |  |  |
| Families or guardians |  |  |  |
| Direct staff |  |  |  |
| Managers |  |  |  |
| Government referral sources |  |  |  |
| Board of Directors |  |  |  |
| others |  |  |  |
|  |  |  |  |
|  |  |  |  |

Additional Comments:

**Marketing and Communication**

***Mission***

Our mission statement has been evaluated recently and we feel that it appropriately communicates the values of our agency regarding competitive, integrated employment and other meaningful community integrated engagement.

Yes

 If yes, please explain how.

No

 If no, we plan to do the following to revise.

We promote our mission to the people we support, staff, board members and others external to the agency using the following strategies:

***Marketing***

Our marketing reflects our commitment to competitive, integrated employment and meaningful community integration through the language and images used.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes/no | If yes, how | If no, how will you address |
| Website |  |  |  |
| Annual reports |  |  |  |
| Brochures |  |  |  |
| Other marketing material |  |  |  |

We describe our supports in the following way: (brief “elevator speech “description)

We are confident staff describe our services in the same manner.

Yes

If yes, how do you know?

No

 If no, how will this be addressed?

We are confident our board members describe our services in the same manner.

Yes

If yes, how do you know?

No

 If no, how will this be addressed?

***Communication***

We communicate routinely with our stakeholders using the following methods and frequency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Constituency  | Method of Communication  | Frequency of Communication | Feedback loop?Yes - No | Feedback provided how? |
| Individuals served |  |  |  |  |
| Families/guardians |  |  |  |  |
| Staff |  |  |  |  |
| Funders |  |  |  |  |
| Community partners |  |  |  |  |
| Employers |  |  |  |  |

We have a comprehensive communications plan through which we keep our customers, both internal and external, informed of changes in our state and our agency and reflects our commitment to competitive, integrated employment and other forms of meaningful community integration.

Yes

If yes, please attached or describe

No

 If no, how will this be addressed?

Additional Comments

**Strategic, Business or Transformation Plans**

We have a current strategic plan, business or any other type of agency plan that addresses movement towards greater competitive, integrated employment, community integrated pre-employment training and meaningful community integrated day supports.

Yes

It was developed in what year?

Who was involved in the development? How?

What is the duration of the plan?

Are there specific outcomes and benchmarks with timelines about increased numbers of people working in the community? If yes, please state what those outcomes and benchmarks are.

Does the plan include consideration of decentralization of services and resource re-allocation as the agency moves more into community integrated services?

Does the plan include strategies for diversification of funding streams? If so, how?

 Who is responsible for carrying out the plan(s)?

Who has the plan been shared with? How are these stakeholders informed of progress?

No

 We don’t currently have a specific plan.

If no, how will this be addressed?

Additional comments

**Customer Focus**

***In-take and Individual Service Planning***

We discuss our agency’s commitment to competitive, integrated employment as a preferred option with all new referrals.

Yes

 If yes, please explain.

No

 If no, why not?

We discuss our agency’s commitment to using community integrated pre-employment activities (job shadowing, internships, work trials, volunteerism) to assist people to develop their knowledge, interest and skills for the acquisition of work and career advancement in competitive, integrated employment.

Yes

 If yes, please explain how.

No

 If no, why not?

We discuss our agency’s commitment to using community integrated day supports, if provided, to assist people to develop their knowledge, interest and skills for the acquisition of work or to otherwise make meaningful contributions, to develop relationships with non-disabled peers and to become fully included, valued members of their communities.

Yes

 If yes, please explain how.

No

 If no, why not?

We discuss our agency’s commitment to using meaningful community integrated day supports, if provided, as a wraparound service for those not employed full time who require such supports.

Yes

If yes, please explain how?

No

 If no, why not?

All people we support have person-centered plans that address competitive integrated employment.

Yes

 If yes, please describe how this is assured.

No

 If not, why not?

People are afforded opportunities to explore integrated work options in the community using job shadowing, internships, work trials, volunteerism and other methods.

Yes

 If yes, please describe.

No

 If not, why not?

All the people we support who are pursuing employment have a Career Profile and Job Search Plan or the equivalents.

Yes

 If yes, briefly describe.

No

 If no, describe your process for identifying job interests and pursuing them.

We provide general benefits information for all individuals and their families, where appropriate, referred for pre-employment training or employment placement services.

Yes

 If yes, who provides? What training have they had? How is the counseling funded?

No

 If no, how will this be addressed?

We encourage individualized, professional benefits counseling for individuals who are offered employment.

Yes

 If yes, to whom are individuals referred?

No

 If no, how do people get information on the impact of work on their benefits?

Additional comments