employment

Community-based Services: Structuring services and managing programs

Sara Murphy

MARYLAND EFSLMP WEBINAR SERIES,

JULY 20TH, 2018

Agenda

- The essential elements of community-based services
- Developing meaningful service plans and building individualized schedules
- Managing community-based services and supporting staff
- Measuring success on a programmatic level
- Aligning services/funding in Maryland



How do we help people with I/DD to become active, contributing members of their comunities?

Historically, Community Activities and Day Services were:

An alternative for people not interested (or able) to work

"Outings" or field trips

Activities to fill "down" time (no contracts)

Special events

Recreational opportunities or a chance to socialize with friends

Planned and directed by staff

A New Day for Day Services CONNECT, TEACH, SUPPORT

Today, Community Day Services are being used:

To connect people to their communities

- To explore the idea of working and create pathways to employment
- To build skills that will enable a person to be more independent, self-sufficient and successful
- To augment part-time work schedules and address the "non-work" aspects of life

Community-base Services: Quality Indicators

- Person-centered, individualized
- Purposeful, outcome-oriented
- **Employment-focused**
- Braid and blend services and resources
- Flexible and responsive to individual's circumstances
- **Build social and professional connections**
- **Encourage independence (or increase self-reliance)**

Person-centered, Person-driven

Built around the individual:

- *My dreams and goals- what is the plan to get there?*
- Where do I want to be? My home, my neighborhood
- What are my resources and how can I best use these?
- What do I <u>want</u> to do/learn?
- What do I <u>need</u> to learn to be successful?



Focused on Employment

Employment is the foundation of a meaningful, adult life

Work experiences, volunteering or internships

- Everyone enrolled is required to "give back"
- Exploration/Discovery. Try different employment options and settings
- Develop a work ethic and teach employability skills
- Treat it like a "job"

Volunteering: learning skills, building connections and giving back



Integrated Services vs. a "Program"

Provided in community settings, in real time (not necessarily M-F, 9 to 3)

Services plans and activities are built around the person's "strengths & gifts", not based on "deficits or issues", or contracts available

Stone Soup: provider services, personal networks and public resources are all used to support an individual's goals and his/her participation in community life

Encourage friendships and independence

Program Support/Services

Before:

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
6-6:30 AM									
6:30-7 AM									
7-7:30 AM	Parents ge	sed and ready for his day							
7:30-8 AM									
8-8:30 AM									
8:30-9 AM									
9-9:30 AM		Parents are weekend							
9:30-10 AM						support			
10-10:30 AM									
10:30-11 AM									
11-11:30 AM									
11:30-12 PM		Weive	er Self-Directer	I PCA					
12-12:30 PM									
12:30-1 PM									
1-1:30 PM									
1:30-2 PM									
2-2:30 PM									
2:30-3 PM									
3-3:30 PM									
3:30-4 PM									
4-4:30 PM									
4:30-5 PM									
5-5:30 PM									
6:30-6 PM									
6-6:30 PM									
6:30-7 PM	Mom and Dad provide all support, including meals, transportation and support for activities, etc.								
7-7:30 PM									
7:30-8 PM									
8-8:30 PM									
8:30-9 PM									
9-9:30 PM									
8:30-10 PM									
10 PM-6 AM			Mom and	Dad are over	the territory				

Long Term Service and Support Needs

Schedule courtesy of LifeCourse™

Template by Missouri Family to Family @ UMRC-IND, UCEDD

December 2014

Integrated Supports/Services

TIME

6-6:30 AM

6:30.7 AM

MON

Breakfast

After:

- **Personal Strengths**
- Community-based, **Public resources**
- **Eligibility Specific Services**
- **Relationships**
- Technology

Schedule courtesy of LifeCourse[™]

CHARTING the life course 🛃 🛄 🊺 CD.

Integrated STAR Activities TUES WED THURS FRI SAT Breakfast Breakfast Breakfast Breakfast I-ped while **I-ped while** I-pad while I-pad while I-pad

SUN

Spend

Night with

7-7:30 AM	Mom	walks	Mom walks		Morr	walks	Mom walks		Mom walks				Matt
7:30-8 AM													
8-8:30 AM			Volunteer				Volunteer		Workout				
8:30-9 AM			Fire Station				Fire Station		e	3ym			
9-9:30 AM	Go for	walk	8-N	ioon	Buy	food	8-Noon		Get ready				
9:30-10 AM					& t	ake to			& go to IHD				
10-10:30 AM	Worl	kout			Goo	d Sem.			Volu	nteer			Church @
10:30-11 AM	e 6	iym			Ce	nter			At	IHD			St Ann's
11-11:30 AM	Wate	hтv			Wet	tch TV			with	PCA			
11:30-12 PM				ŧ	Lunc	h with							
12-12:30 PM	Lunch	with	Lund	h with	PCA	help	Lunch with		Lun	ch 🥑			
12:30-1 PM	PCA	help	Firen	iei @	Wo	rkout	PCA	help	Crow	n Cntr			
1-1:30 PM	Libr	ary	E M	aguey		Gym	Wal-	Mart					
1:30-2 PM			Wat	ch TV			With	PCA					
2-2:30 PM	Wate	h TV	& chi	lluntil	Sonic	drink	Wate	h TV	Get ready				
2:30-3 PM	- & c	NIL	football		Chil	Itime	- & c	& chill for game		ame			
3-3:30 PM	Foot	ball	Pootball		Poo	tbell	Pootbell		85	HS			
3:30-4 PM	Prac	tice	Practice		Pra	ctice	Practice		Tip	ers			
4-4:30 PM								Football		tbell			
4:30-5 PM									Ga	me			
5-5:30 PM		,			+			•			Dinne	r with	
5:30-6 PM			Go	visit							Matt	(twin)	
6-6:30 PM			Twins	, Chad	McDonalds								Watch
6:30-7 PM			& Eri	cka in							M	isic	PayPerView
7-7:30 PM			Lav	noen							Con	cert	with
7:30-8 PM	I-pad	when	I-pad while		Northland		I-pad while				with	Matt	Firemen
8-8:30 PM	Morn	walks	Morn walks		Therapeutic		Morn walks						friends
8:30-9 PM					Horseback								
9-9:30 PM					Riding								
9:30-10 PM									+ +		•		
10 PM-6 AM									Spend n with M at his apartm		Matt		
MISSOUT	MISSOURI FAMILY TO FAMILY UMKC-IHD, UCEDD February 2015												

Increase Independence





In the last 15 years,

Employed at Prologis, work hours have increased 87% (15 hrs/wk to 28 hrs)

Day services have decreased 68% (25hrs/wk to 8 hr)

Learning to "plan outings" w/her friends. Date Night

Volunteers at POH with her friends Linda and Nancy

Lives in an apartment with roomates, has a boyfriend- and can make a tasty spinach lasagna

Community Day Services

BUILDING MEANINGFUL LIVES AND PATHWAYS TO EMPLOYMENT

Meaningful (adj.): full of meaning, significance, purpose, or value; purposeful; significant: *a meaningful choice*

- Dictionary.com

Building a Meaningful Life

Start with the person's goals, strengths and passions

Neighborhood/Homebase

Look at life domains and training needs

You are building a social/professional network. Who needs to be in it?



Anna and John, her manager (and neighbor)

Positive Personal Profile

Name: Andrew

Name: Angrew	
Dreams and Goals Get a job and move into my own apartment. Meet a girl friend. Learn to play the saxophone	Interests Plays the piano, loves music, Listens to the radio- a lot, has a garden-trying to grow the biggest pumpkin in placer county, likes the internet, likes people valching. Likes movies, Loves the Simpsons, Art-sculpture especially. Wants to learn a second language. Likes attending the SVS dances.
Talents, Skills and Knowledge Knows a lot about music and genres (especially show tunes, ournet pop artists and country), very strong-likes lifting weights (but does not like to sweat). Taken lots of computer classes, familiar with lots of office equipment (computers, fax, copiers), likes working with "machines" and tools, learns quickly, good memory, familiar with Library of Congress cataloging/shelving system (internship with SFMOMA library), likes gardening- taking horticulture classes at city	Learning Styles Verbal directions should be clear and concise. Modeling new tasks is preferred. Can follow written directions if he is familiar with tasks. Does not like change- introduce and explain any changes- may need reminders if expected to do things differently.
Values Being respected by others. Being smart. Being popular- having friends.	Positive Personality Traits Punctual!, Honest, Candid, Smart, detail-oriented, a man of great resolve, strong self-advocate, Good sense of humor, likes a good joke.
Environmental Preferences Clean, well organized. Casual, hip places (but not loud) - nothing too professional or boring. Quiet but friendly.	Dislikes Chaotic loud places. being interrupted- or being told what to do. Being patronized, condescending, people asking too many questions or interrupting me
Work Experiences WorkLink Internships:1) KQED filing, making labels in DEVO, 2) SFMOMA, shelving art books, 3) Music in schools today= data entry mailings School jobs were cleaning/stocking	Support System Family (mom and dad-very supportive)
Specific Challenges Needs assistance when he has to be 'flexible'. Needs explanation when things change. Sometimes gets angry when things are not going his way. Needs reminders to stay focused. Initiative is a concern.	Solutions and Accommodations Structured tasks, consistent routine. Concrete, concise instruction. Direct feedback.
Career Ideas and Possibilities to Explore: Music School- community Music school, Blue Bear, Crowden Music sc Duplication houses—Olde West, Mixonic, Revolver Records Piano stores: Sherman Clay, Sheet music Plus, Byron Hyott, Music box,	hool, SF conservatory

Stem Grove music festival, the SF opera, the SF symphony,

Positive Personal Profile

What are their dreams and goals? what do people <u>WANT</u> to do?

	Staff: Sam &	Jenny	Date: 2/22/14			
			l of Independence			
TRANSCEN	1	2	3	4	5	
	Never	Rarely	Sometimes	Usually	Always	
Client: Amanda Bartlett	(<25%)	(25%)	(50%)	(75%)	(near 100%)	
WorkLink Annual Assessment of				Spot check,		
Skills and Independence	Direct support & instruction	Direct prompting	Indirect prompting	occassional reminders	Independent	
Home, Health and Safety	a instruction	prompting	prompting	renniders	independent	
Does household chores (cleaning, dishes, laundry)	1 1		3			
	1		5			
Able to buy own groceries	1	2				
Can prepare a meal safely	1	2				
Prepares own meals	1					
Makes healthy food choices	1	2				
Exercises regularly	-	2				
Maintains good hygiene		2				
Controls bodily functions		2				
Appears clean and appropriate in public			3			
Prepares for the day effectively			l	4		
Can tell time or has a functional sense of time			ļ	4		
Aware of weekly schedule					5	
Can say and/or write own name					5	
Knows fire safety				4		
Community						
Is punctual			3			
Maintains consistent attendance					5	
Crosses the street safely					5	
Aware of safety on public transportation					5	
Travels independently on preset routes					5	
Problem solves effectively if lost					5	
Carries ID card, Clipper Card and emergency info					5	
Carries and uses cell phone appropriately	1					
Can complete a transaction at a store					5	
Responsibly monitors spending	1					
Social/Recreational						
Interpersonal skills (greets others, eye contact, etc.)					5	
Learns names of others			3			
Engages in appropriate conversations					5	
Exhibits age appropriate behavior					5	
Knows and adheres to pleasant manners	1 1		3			
Has a positive attitude; friendly, likeable disposition	1 1			4		
Has friends and cares about/shows interest in others				4		
Makes plans outside of program	1 1		3			
Behavior						
Accepts feedback and instruction	1 1	2				
Communicates wants and needs	+ +		1			
Asks for help when needed	1 1	2	,			
Controls temper / manages frustration	+ +	2	1	4		
Flexible when unexpected changes occur	1			4		
Average Score	3.4		L			

Assessment Tool for Community Skills

What do people "need" to learn?

Charting the LifeCourseTM University of Missouri/KC UCEDD

- Sees the person within the context of family & community
- Looks at Life Stages and Life Domains.
- Integrated supports: personal strengths, relationships, community resources, eligibility specific resources, technology
- Creates connections and partnerships to support an individual's goals and life

Who is Julio?

Takes pride in being his own man-loves his independence, lives with friends

- Athletic, basketball and bike riding, SF Giants fan
- Artistic, creative, loves to draw and paint
- Learning to live on his own
- Strong family ties, loving son/brother
- Great sense of humor-very social, likes to be busy
- **Christian/faith is important**

Julio's Weekly Schedule

A team effort

Weekly Schedule

Julio July 9-13th 2018

Day	Time	Activity	Staff		
Mandov	7:00-11:00	Work at IDEO	Matt		
Monday	11:30 – 3:00	Lunch/Sports @ Dolores Park	Jefferson		
Tuesday	7:00-11:00	Work at IDEO	Matt		
Tuesday	11:30 - 3:00	Lunch/Work out with Danny	YMCA		
	7:00-11:00	Work at IDEO	Matt		
Wednesday	12:00-1:30	Lunch with friend?	0005		
	2:00 - 4:00	CCSF Art Class	CCSF		
Thursday	7:00-11:00	Work at IDEO	Matt		
	1:00 – 3:00	Budgeting/Financial Literacy	Paul		
Friday	7:00-11:00	Work at IDEO	Matt		
Fliday		Do laundry, clean house	SVS		
Saturday		Grocery shop (SVS)			
Suggestion		Giants vs. A's 7:00pm (call Simon)			
Sunday	Church/Teach Sunday School				

Julio's "Meaningful" Life?















Managing Community-based Services and Staff

A WHOLE NEW BALL GAME

New Policies & Procedures

Job Descriptions/Evaluations Work hours Risk Management Safety procedures Confidentiality Cell phones Travel reimbursement

New Roles and Responsibilities

Direct Service shift from fulfilling contracts/care to assisting people to play a valued social role and develop an identity

New expectations: teach skills, foster friendships, create pathways to community employment, encourage independence

What training is needed?

Who to Hire?

People-people, "networkers" "community organizers", "connectors"

- **Teachers (not mothers or caretakers)**
- Locals, people from the communities you serve
- Problem-solvers, must be resourceful and creative
- Able to work independently with limited oversight
- Able to take initiative and ownership

Community Connections

Map community resources, establish contacts

Plot people, identify service areas, public transportation, potential meeting spots

Look for community resources or sites with multiple uses

Resource development is everyone's job. Give staff business cards and "leave behinds"



WorkLink's Leave Behind

Community-based Instruction: All about skill building



Real world experience: real people, teachable moments, real tools

HOME base: from home to sites or community meeting spot, not the center

Weekly Schedules:

- Individualized, goal-oriented
- Structured and routine
- Teach hard and soft skills
- Collect data

Scheduling and Staffing

Schedules are goal-oriented & "built to order"

Avoid on-site "classes" or creating a school-mentality Individual vs. group services

Groups/activities are developed to address goals, interests or training needs (Use white boards)

Instructor "selected" to support the group/training

Balance groups (1/3, 1/3 and 1/3)

Small ratios (foster inclusion, teachable, manageable)

Scheduling and Staffing

Schedules are done weekly, activities are structured and consistent

"Air traffic controller" is critical (Program Manager)

Plot 1) work hours, 2) primary goals, 3) set events, then add flexible or random activities

Use floaters/job coaches for individual services, "quick trainings", one-off needs and/or subbing

Blur the lines between programs (Pods, All-hands meetings, "take your co-worker to work" day)



	Alfred	Sally	Jeff	Mary
MONDAY	AM Albert, Anna, Calvin, Jules, Desmond PM Calvin, Brian, Desmond, Stu 9:00 Meet Group 24 Hour Fitness 9:00-11:30 24 Hour Fitness 11:30-1:00 Travel to Westfield/ Eat Lunch/ Travel to Bernal Heights 1:00-3:00 Bernal Heights Community Center 3:00-5:00 Office Hours	Chuck 9:00 Meet Chuck at Church & Market 9:00-10:00 Travel to Reebok Store 10:00-1:00 Chuck at Reebok Store 1:00 Pick up Chuck at Reebok Store 1:30 Drop Chuck off at Church & Market 1:30-5:00 Office Hours	AM Ashton, Fanny, Brian, Mario, Mikael PM Albert & Don(reading), Ashton, DeShawn, Ramone, Mikael, Mey, Wilbur (computer) 9:00 Meet Group at Stonestown YMCA 9:00-11:30 Stonestown YMCA 11:30-1:00 Lunch and Travel to John Adams Campus 1:00-3:00 City College- Reading & Computer Class 3:00-4:00 Travel to Colma w/ Wilbur	AM Ramone, Jurgen, Joe, Don, Mark, Skippy, Wilbur PM Ashton, DeShawn, Ramone, Mikael, Mey, Wilbur (Computer) 8:30 Meet Wilbur at Colma 9:00 Meet Group at the Coffee Bean & Tea 9:30-12:00 American Conservatory Theater 12:00-1:00 Eat Lunch at Westfield and travel to City College 1:00-3:00 City College Computer Class 3:00-5:00 Office Hours
TUESDAY	AM Albert, Mario, Carol, Desmond, Wilbur PM Albert, Calvin, Jurgen, Mey 8:30 Meet Wilbur at Colma BART 9:30-11:30 Family House (Cleaning) 12:00-1:00 Eat Lunch Westfield Mall 1:00-3:00 GreenPeace 3:00-5:00 Staff Meeting	PM Ashton, Fanny, Carol, Kim 9:00-11:30 Office hours 11:30-12:00 Travel to Project Open Hand 12:00-3:00 Project Open Hand 3:00-4:00 Office Hours 4:00-5:00 Staff Meeting	AM Calvin, Fanny, Jurgen, Joe, Don PM Don, Stu, Wilbur, Skippy, Anna 9:00 Meet Group at Starbucks on Bush & Van Ness 9:30-11:30 MDA 11:30-1:00 Westfield Mall/ Eat Lunch, Travel to SF Foodbank 1:00-3:00 SF Foodbank 3:00-4:00 Travel w/ Wilbur to Colma BART 4:00-5:00 Staff meeting	AM Ashton, Brian, Givi, Mikael, Kim PM DeShawn, Ramone, Brian, Mikael 9:00 Meet Group at Stonestown YMCA 9:00-11:30 Stonestown YMCA 11:30-1:00 Travel to Westfield Food Court/ Travel to Red Cross 1:00-3:30 Red Cross 4:00-5:00 Staff Meeting

Be Prepared

Worst case scenario - What is the plan?

- Emergency procedures: minor issues to major disasters
- Staff and participants trained (annually)
- "Cavalry"- staff available to help when needed
- Access to medical information/releases
- Identify escape routes & quiet spaces/rooms
- Medical ID bracelets, "Help me" cards in wallets
- Build a book of "Plan B" activities

Logistics: Transportation

Remember *Independence* is the goal. Use personal and public resources whenever possible

Be the "Planner" vs. "Provider"

Minimize the need for transportation:

- Centralized program site, satellite locations
- Establish meeting spots throughout service area
- Look for walkable locations near person's home
- Cluster participants geographically

Transportation: Be Creative

Create an "I need a ride" network (WhatsApp) for individuals

Create a "Ride Cooperative" car pool for program

County-wide "transit share"

Post request (church bulletins, company break room)

Teach people how to ride a bike

Pay staff to drive their own cars

Fleet of Small, Accessible Vehicles

Ford MV-1's, a six passenger suburban. Ramp/ space for Wheelchair



"I am 43 years old, I have never been in the front seat of a car"

Participant, Franklin County Board of Developmental Disabilities

Communication is Key

- Staff meetings at least twice a month
- **Cell phones are key (staff and participants)**
- Weekly staff/individual schedules
- **Cloud software for client records and daily documentation**

WhatsApp



Encouraging Independence in Community Settings

- **Collect data on level of independence**
 - hard numbers- not qualitative statements
- **Teach problem solving**
- Fade support slowly- No "dump and run"
- Use technology (lifeline, alarms, checklists,..)
- Use peer mentors, small steps
- Celebrate "independence" Wall of Fame
- When services fade *sign-off, change Service Plan*

WorkLink's Independent Travel Affidavit

worklink	INDEPENDEN	T TRAVEL AFFIDAV	ИТ	
NAME	Ξ:	DATE:		
I have been traveling independently throughout San Francisco, prior to entering the program. not need any support traveling in the community.				e program. I do
	trained to various me se places on my own.	eting locations in the co	mmunity and feel co	onfident in my
Agreed Upon S	Sites:			
□ I am rated as a "5" on WorkLink's <i>Community Assessment Inventory</i> (street safety, travel)				
 I am confident in r supervision. 	my ability to travel i	ndependently to and	from community s	ites without
Independent on certain routes: (please list)				
□ Independent on all MUNI/BART routes				
I can cross streets	safely without pro	mpts (data- 100% inde	ependence 3 conse	ecutive months
Marked in	tersections (lights)			
□ Stop signs, unmarked intersections				
□ I understand the dangers of "jay walking"				
I have successfully participated in "Let's Get Lost"				
□ I am able to lead the group to destination				
□ I can use cell phone or my emergency card to get assistance when needed				
□ Carries emergency card in wallet and is confident asking for assistance, able to identify				
appropriate peop	ple in the communit	y to ask for support if	needed.	
By signing this, I , community safety and am co Worklink will no longer be re	onfident in my abilit		pervision in the co	ommunity.
Signature			Date	_
Parent/Care Provider Signature			Date	_
WorkLink Staff Signature			Date	

Measuring Success

HOW DO YOU MEASURE "MEANINGFUL"?

What Outcomes are Important?

- A job, financial security (hours worked, \$ earned)
- **Community engagement**
- Independence (hours of service, accomplishment of goals, Supports Intensity Scale (SIS) score, level of assistance)
- **Friends & connections**
- Health (exercise graphs, endurance, weight, managing diabetes w/o insulin)
- A clean, comfortable, happy home (skill checklists, satisfaction surveys)

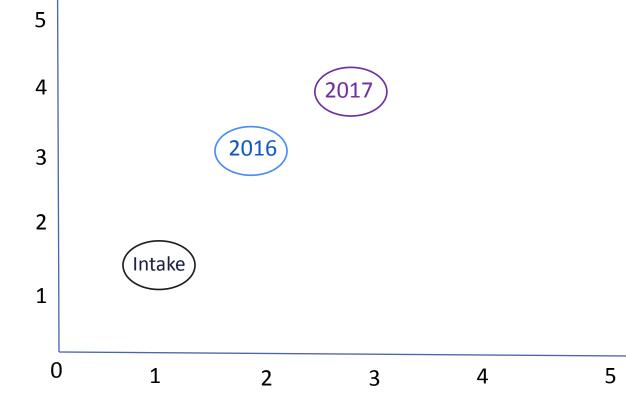
Measures of Programmatic Success

- % of people engaged in community activities
- **Connections/number of friends (not paid staff)**
- % of people working in CIE
- Average number of months from enrollment to placement; placement to stabilization
- Wages/hours increase annually
- **Retention and career growth**
- Customer/Staff satisfaction

WorkLink's Scatterplots

- Visually represents progress on two factors: Employment and Community Engagement /Level of Independence
- Not to show a correlation between employment and community engagement- but to plot two measures of success in one graph for the people we serve
- Motivates the individuals (and program staff)

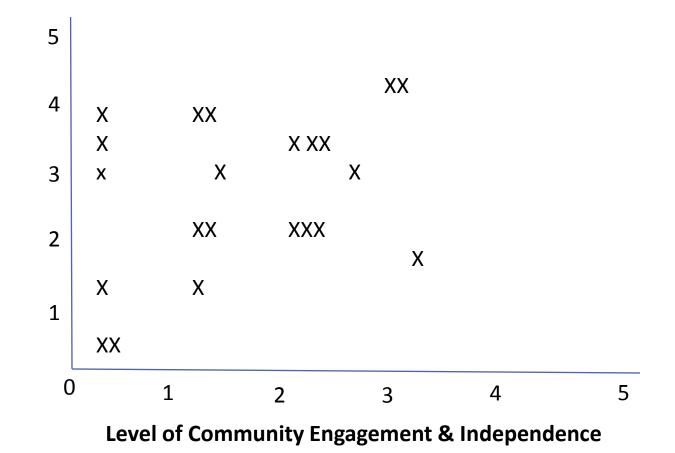
Keeping People Moving Forward Scatter plot for Anna



Employment

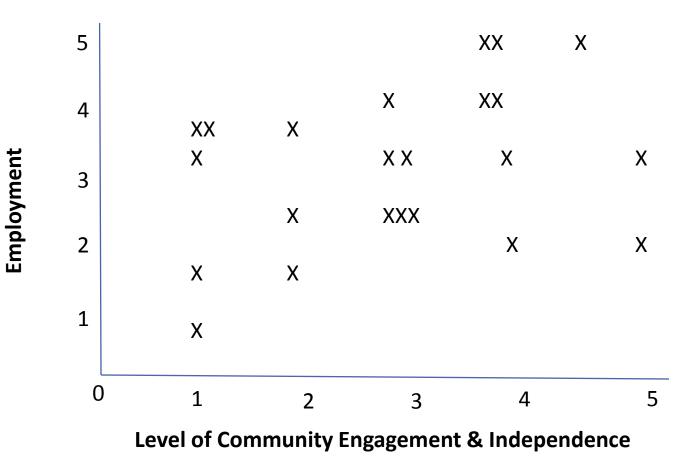
Level of Community Engagement & Independence

Keeping People Moving Forward Scatter plot for WorkLink 2016



Employment

Keeping People Moving Forward Scatter plot for WorkLink 2017



Client Input: How are we doing?

Consumer Advisory Council

Advise leadership regarding program services

Provide in-put on Staff Evaluations

Generate ideas for new services

Safety trainings & office inspections

Peer-mentors/Ambassadors

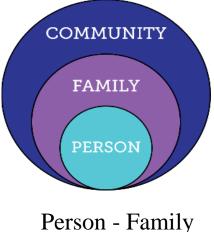




Aligning Services

MARYLAND'S NEW MEANINGFUL DAY

Integrated Services & Supports Across the Lifespan



- Community



Traditional Disability Services COMMUNITY FAMILY PERSON

Integrated Services and Supports within context of person, family and community.

Maryland's Meaningful Day Services

What's happening July 1, 2019? :

Phasing out:

- Supported Employment
- Employment Discovery and Customization
- Daily rates that only allow one service per day

Phasing in:

- New menu of Employment Services
- Hourly rate and flexibility to access various supports daily
- LTSS

Maryland's Meaningful Day Services

•Webinar July 24th at 10am

In-depth walk-through of new services

•Sign up link on DDA training calendar

webinar

Love and work... work and love, that's all there is. These are the cornerstones of humanness.

- Sigmund Freud

Questions?



Additional Resources

- Employment First Lead Center
- > **ODEP EFSLMP Initiative**
- https://www.lifecoursetools.com

EFSLMP Community of Practice

If you are not a current subscriber to ODEP's EFSLMP mailing list, you can register <u>here</u>.

For More Information:



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