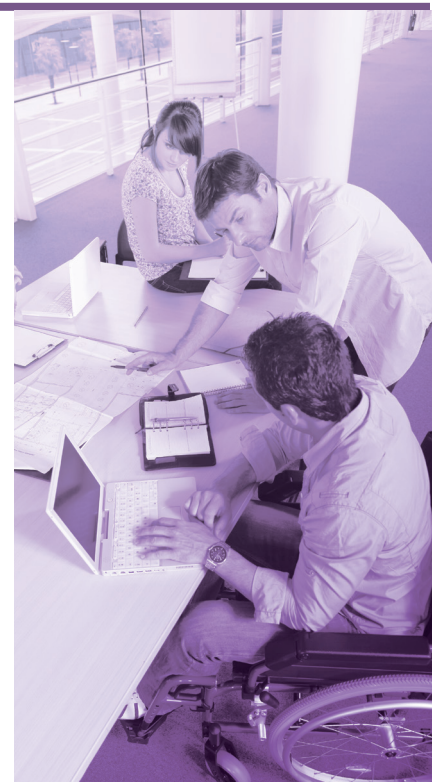


pennsylvania

Employment First Executive Order Summary





ABOUT THIS DOCUMENT

ON MARCH 10, 2016, Governor Tom Wolf signed Executive Order 2016-03, “Establishing ‘Employment First’ Policy and Increasing Competitive-Integrated Employment for Pennsylvanians with a Disability.”

The executive order establishes policy for agencies under the Governor’s jurisdiction, requiring competitive-integrated employment be the first consideration and preferred outcome of all publicly funded education, employment and training, and long-term supports and service programs for working-age Pennsylvanians with a disability.

The executive order directed the departments of Labor & Industry, Human Services, and Education to obtain stakeholder and business input and work with other agencies as appropriate to develop a plan within 120 days to implement the executive order.

Per the requirements of the executive order, a plan was developed and approved by the Governor in September 2016. Per Priority “Implement, monitor, and provide accountability” under the Executive Order Recommendations, this document serves as the progress report that is required to be delivered to the Governor’s Secretary for Policy and Planning within six months of Governor’s approval of the recommendations.

This document lists accomplishments that have occurred, or are in the process of occurring, as a result of the goals and priorities set forth in the executive order.

**PRIORITY**

REVIEW, IDENTIFY, AND CHANGE POLICY TO ALIGN
WITH EXECUTIVE ORDER 2016-03.

RECOMMENDATIONS

- The departments of Human Services (DHS) and Labor & Industry (L&I) are reviewing all existing regulations and policies in order to identify provisions which are, or may be, in conflict with Executive Order 2016-03 and pursuing the adoption of change to ensure that regulations and policy align.
 - ◆ Under DHS, the Office of Developmental Programs (ODP) has developed new regulations and waiver service definitions that support the Executive Order.
 - ◆ Under DHS, the Office of Long Term Living (OLTL) has developed five new employment services, which were added to the COMMCARE, Independence, and OBRA Waivers, and help support the Executive Order.
 - ◆ Under L&I, the Office of Vocational Rehabilitation (OVR) hired a policy specialist who will review all existing regulations and policies.
- OLTL released a bulletin on July 26, 2016, that articulates the values and principles consistent with Executive Order 2016-03.
- OLTL plans to release another bulletin that will review the new employment waiver service definitions.
- ODP has developed new regulations (published proposed 6100 regulations on November 5, 2016) and waiver service definitions (published proposed December 3, 2016) that support the Executive Order and the Centers for Medicare and Medicaid Services Home and Community-Based Services Rule.

**PRIORITY**

RAISE THE EXPECTATIONS OF EMPLOYMENT GOALS
FOR CHILDREN WITH A DISABILITY AT AN EARLY AGE.
WORK WITH PARENTS AND PUBLICLY FUNDED PROGRAMS
TO SHIFT EXPECTATIONS TOWARDS THIS GOAL.

The Office of Child Development and Early Learning (OCDEL) under DHS plans to implement the following actions:

- Creation of guidance documents that will assist Early Intervention Service Coordinators in speaking with families about employment (scheduled to be developed and distributed by September 1, 2017).



- Providing training for Early Intervention Service Coordinators on planning across the life span (scheduled for July and August 2017).
- Implementation of an inclusion policy in order to increase the number of children receiving Early Intervention Services in integrated environments (scheduled to be implemented by local programs by July 1, 2017).

In January 2017, ODP established 19 Communities of Practice, with 46 counties represented.

- The Supporting Families Communities of Practice is designed to teach and mentor families to envision and plan a typical life for their children as they reach adulthood.

OVR will:

- Expand its presence at back-to-school events, orientation, and parent meetings.
- Look into holding regional transition conferences for parents and children.
- Work with IT and press in order to promote success stories of students with a disability.

PRIORITY



PREPARE YOUNG PEOPLE WITH A DISABILITY
TO BECOME WORKING ADULTS WITH A DISABILITY.



OVR will work with the Pennsylvania Department of Education (PDE) to:

- Collaborate with Intermediate Units (IUs), Title I Providers, and schools.
- Expand its Early Reach Program and help fund transition counselors.
- Identify and reduce barriers that exist for vocational rehabilitation counselors so more frequent and consistent participation in students' Individualized Education Program (IEP) meetings by vocational rehabilitation counselors will occur.
- Provide opportunities for public educators to become more informed about Pre-Employment Transition Services and Section 511 of the Workforce Innovation and Opportunity Act (WIOA) requirements.





- Create new and innovative programs to serve individuals with the most significant disabilities in “competitive integrated employment” through the use of Pre-Employment Transition Services (PETS) provider agreements, Innovation and Expansion Grants, and interagency agreements.
 - ◆ **Project SEARCH** is one such program that continues to expand across Pennsylvania that helps individuals with the most significant disabilities to consider competitive integrated employment.
- Collect and share data for required reporting elements for the Work Experience for High School Students with Disabilities Act.

OVR is actively implementing Section 511, which is designed to help individuals engaged in “subminimum wage” employment to become more informed about Vocational Rehabilitation (VR) services and supports that are available to them in order to pursue competitive integrated employment.

- In addition, OVR staff have been, and will continue to be, trained on Section 511 implementation, as well as the provision of PETS that will help students with disabilities avoid entering into segregated settings after high school.
- OVR staff have participated in training on the CMS Final Rule.



PRIORITY

TRANSITION STUDENTS FROM SECONDARY EDUCATION TO ADULT LIFE. GIVEN THE SIGNIFICANT INVESTMENT OF PUBLIC RESOURCES PREPARING YOUNG PEOPLE WITH A DISABILITY TO BE PRODUCTIVE ADULTS, ALL STATE AGENCIES MUST BE COMMITTED TO EMPLOYMENT OUTCOMES, INNOVATION, AND SEAMLESSNESS WHEN STUDENTS WITH A DISABILITY TRANSITION FROM SCHOOL TO WORK.

OVR has added Discovery and Customized Employment to the service definitions within the revised Supported Employment policy and training is currently under way.

- Implementation of this policy will begin in fall/winter of 2017.
- Discovery is a process that identifies the unique contributions offered by people who, due to the impact of their disabilities, might not compete for jobs as well as others.
- Customized Employment is the process of matching the abilities of an individual with the needs of a business, instead of following the traditional method of hiring people and expecting them to perform job tasks predetermined in a standard job description. Instead, customized employment enables a worker to emphasize their abilities and interests, thereby increasing the likelihood



that they will succeed, while at the same time, enabling the business to increase productivity by having the work completed effectively.

OVR will work with PDE to develop an agreement on behalf of districts and Pennsylvania's State System of Higher Education (PASSHE) universities to expand the ACHIEVE model.

- ACHIEVE provides high school to college to work transition, education, and employment services without interruption for students/individuals on the autism spectrum in the commonwealth.
- There are six school districts with high schools currently participating in the program.

ODP:

- Will add Discovery and Customized Employment to the Consolidated and Person-Family Directed Service Waivers, effective July 2017.
- Will implement the advanced supported employment service definition to encourage more providers to participate via an outcomes based payment model.
- Has been collaborating with the Arc of Pennsylvania on the Discovery Initiative in an effort to train nationally certified Discovery consultants throughout the state.
- Is working to expand the P/FDS waiver capacity, which will include the following:
 - ◆ Prioritization of high school graduates for enrollment
 - ◆ Exemption of employment services from the \$30,000 cap on services
 - ◆ A policy to open enrollment for students age 21 graduating from school
 - ◆ Inclusion of Benefits Counseling

In collaboration with OVR and PDE, ODP:

- Developed a template local agreement for use by school districts, the local OVR district office, and the local administrative entity in order to enable consistent data collection and sharing.
- Template will be piloted by one-three school districts, the local OVR district office, and the local administrative entity.
- Developed a braided funding document to promote post-secondary education as a pathway to employment, such as Comprehensive Transition Programs (CTPs).
- Sponsored 15 training sessions stateside for local education, OVR, and ID/autism agencies to achieve joint learning about each other's systems and to build local teams. Trainings were held July-November 2016.



OVR is:

- Expanding partnerships with Career and Technical Centers (CTCs) and developing on-the-job trainings (OJTs) for CTC students.
 - ◆ OVR is helping fund school to work transition services with Berks CTC.
- Working to update their policy to allow payment for Comprehensive Transition Programs via fee-for-service agreements.
 - ◆ OVR has approved fee-for-service agreements with five colleges, with three other agreements in process.
- Looking to introduce a number of new programs, as well as expansion of pre-existing ones this summer.

OLTL and OVR:

- Provided Service Coordination staff with OVR 101 trainings (October 27, 2016; November 2, 2016).



PRIORITY

ASSIST ADULTS WITH A DISABILITY IN GETTING
AND KEEPING A JOB.



OVR is:

- Actively implementing Section 511 of WIOA, which is designed to help individuals engaged in “subminimum wage” employment become more informed about VR services and supports that are available to them in order to pursue competitive, integrated employment.
 - ◆ OVR is currently looking to allocate staff to work on 511 evaluations and meetings.
- Actively seeking to identify opportunities for co-enrollment of people with a disability in applicable workforce programs.
- Regularly evaluating Pennsylvania Career Link sites for Americans with Disabilities Act (ADA) accessibility.
- Encouraging state and partner staff to adhere to a “no wrong door” approach, where individuals with a disability who visit their local PA Career Link site are served by that site, if possible, and not simply referred to OVR.





- Assisting individuals in pursuing self-employment.
 - ◆ Supports eligible individuals in establishing small businesses in order to achieve financial independence as an entrepreneur.
 - ◆ Provides counseling, guidance, training and consultation, as well as matching funds for certain startup expenses.



OLTL:

- Added Benefits Counseling to three of their existing waivers (October 1, 2016; February 1, 2017).
 - ◆ Conducted two Benefits Counseling webinars (January 11, 2017; January 25, 2017).
- Has been in contact with three Social Security Administration (SSA) certified Work Incentives Planning and Assistance (WIPA) programs that currently exist in Pennsylvania (November 1, 2016).
- Has five new service definitions that require industry standard training, including:
 - ◆ WIPA
 - ◆ SSA certification for Career Assessment
 - ◆ Certification from the Association of Community Rehabilitation Educators (ACRE) with a Basic Employment Certificate or Professional Certificate of Achievement in Employment Services, or Certification from the Association of People Supporting Employment First (APSE) as a Certified Employment Support Professional
- Service Coordination:
 - ◆ Conducted six regional trainings for Service Coordinators that emphasized working with participants in order to address their employment goals and provide them with support in seeking and maintaining employment (October 2016-December 2016)
 - ◆ Conducted three employment specific webinars (August 9, 2016; August 30, 2016; September 1, 2016)
 - ◆ Developed a participant review tool that requires Service Coordinators to ask participants about their employment status and goals (September 2, 2016)
 - ◆ Are currently developing an online employment training module for Service Coordinators.



- Community HealthChoices (CHC):
 - ◆ The 1915 (b)(c) waiver application has undergone concurrent executive review and is in the process of being finalized.
 - ◆ The waiver will be effective to coincide with the implementation of CHC.
 - ◆ Five employment services are included in the application.
 - ◆ OLTL is working with fee-for-service providers in order to increase participant employment, and similarly, will do so with CHC Managed Care Organizations (CHC-MCOs) in each zone as the zone goes live.
 - ◆ The CHC grant agreement contains reporting requirements on participant employment status, goals, desire to work, and supports needed to work.

OLTL and ODP have:

- Reached out to Virginia Commonwealth University (VCU) in pursuit of training for benefits counselors.
 - ◆ VCU agreed to provide proposals for conducting two-three Community Work Incentives Coordinator (CWIC) trainings annually in Pennsylvania, and provide ongoing mentoring, technical assistance (TA), and re-certification for CWICs.
 - ◆ VCU will also provide a proposal for supporting Pennsylvania in developing a CWIC unit in the state.

ODP has done the following in accordance with the HCBS Final Rule implementation:

- Launched the Supporting Families Community of Practice designed to teach and mentor families to envision and plan a typical life for their children as they reach adulthood.
- Developed new service definitions, which include Benefits Counseling, in order to support the CMS HCBS rule that will support community participation and competitive integrated employment.
- Participates in the Employment First State Leadership Mentoring Program (EFSLMP), under which providers are given supports, TA, and training in order to transform service models.

ODP:

- Will implement the Community Living Waiver in January 2018, a capped waiver that will include employment services.



- Will add Discovery and Customized Employment to the waivers, which require training and certification for enrolled providers.
 - ◆ All employment service providers will be required to have ACRE credentialing and/or certification from APSE.
- Conducted training programs for all supports coordination entities.
 - ◆ Provided targeted TA to eight supports coordination agencies with high volume caseloads and weak performance utilizing a newly created employment toolkit (created January 2017).

Through the use of the ODP/OVR Budget Memorandum of Understanding (MOU), ODP and OVR are working to:

- Provide mini-grants to providers transforming service models.
- Expand the provider boot camp and TA provided under the EFSLMP program.
- Include ID/autism counselors in each OVR District.
- Hold local events in order to increase knowledge and collaboration among agencies and community stakeholders.

ODP and OVR:

- Held a joint meeting between ODP state center staff and OVR staff in order to discuss collaborative efforts to increase employment outcomes for people living in state centers (held July 15, 2016).
- Currently have two groups of state center staff engaged in Discovery training and certification.
 - ◆ Certification to be completed by February/March 2017 for group one, and May 2017 for group two.

The Office of Mental Health and Substance Abuse Services (OMHSAS) under DHS and OVR are currently working together on the following items:

- Development of an MOU estimated at \$235,000 that is currently under review with DHS legal counsel (Estimated completion date is March 2017).
 - ◆ MOU is being developed to obtain additional funding for increased service capacity and innovation.
- A training for Certified Peer Specialists (CPS) who are deaf and use American Sign Language as their main form of communication is being finalized (Planned implementation date is May 2017).



- A pilot training for CPS planning to work with youth and young adults was completed, and three additional trainings have been planned (Planned implementation date is June 30, 2017).
- An employment data collection question was added to the Block Grant Human Services plans in order to collect baseline data on individuals in the behavioral health system who are in competitive integrated jobs.
 - ◆ Block Grant responses expected back by December 2017.



PRIORITY

TRANSPORTATION. FOR INDIVIDUALS TO SUCCEED ON THE JOB, THEY NEED RELIABLE TRANSPORTATION TO GET TO AND FROM WORK, ON TIME, EVERY TIME.



Under the proposed service definitions within ODP:

- Individuals in residential settings may be authorized for transportation as a discrete service for the purposes of employment.

OVR:

- Will encourage self-employment as a driver for a Transportation Network Company.

PennDOT:

- Is in the beginning stages of a Vanpool Incentive Program to create vanpools across the state that would provide a lower-cost alternative for people to commute to work.

- ◆ The program will invest up to \$1 million annually and is open to government entities, nonprofit entities and transportation companies.

- ◆ ADA-accessible vanpools would be eligible for a monthly subsidy up to \$1,200 per van, and would be eligible for an ongoing \$400-per-month subsidy after the third year.

- ◆ Participants would also be eligible for state investments to cover the cost to convert a van to be ADA-accessible.

- ◆ To qualify for the program, entities must create a new vanpool that has not operated previously to or from the identified destination or origin point.

- ➔ The vanpool must also have at least an expected 60-percent occupancy: five riders for seven-person vans; seven riders for 10-person vans; nine riders for 12-person vans (including ADA); and 11 riders for 15-person vans.





- ➔ To ensure proof of membership, vanpool riders will pay a minimum of \$25 per month, with the final cost determined by providers.
- ◆ When the program is officially opened in May, the application period will be announced via a Pennsylvania Bulletin.
- ◆ PennDOT expects to select the first vanpool program participants in the 2017-2018 state fiscal year.
- Currently has 16 facilities projects either completed, in construction or in design for ADA sidewalk repairs/improvements and restroom improvements.
 - ◆ The projects are being completed at various roadside rest stops, driver license centers, district offices and county offices.



PRIORITY
LEAD BY EXAMPLE:
IMPROVE STATE CONTRACTS.



PennDOT states:

- PennDOT's Driver and Vehicle Services (DVS) contracts with a vendor to provide photo license and facility management services for the Bureau of Driver Licensing.
 - ◆ PennDOT's most current contract began in January 2016 and currently employs approximately 557 full-time and part-time individuals. Under state statute, 75 percent of those employed under this contract must be persons with disabilities.
- Through this contract, PennDOT staffs its 97 Photo License Centers with photo license technicians; the majority being persons with disabilities.
 - ◆ The Photo License Technicians manage the entire photo license transaction, starting with the taking of the customer's photo to the issuance of the final product.
 - ◆ In addition, License Technicians maintain the inventory and security of consumables used in the issuance of a Driver's License/Photo Identification Cards.
- The contract also provides facility maintenance for 82 Driver and Vehicle Services Driver License and Photo License Centers statewide.
 - ◆ As a part of the maintenance services performed under this contract, the contract supports the employment of persons with disabilities to perform janitorial services at PennDOT Driver License and Photo License Centers.
 - ◆ While these cleaning jobs do not create full-time standalone positions, they offer a percentage of hours to each cleaning position.



PRIORITY



LEAD BY EXAMPLE: REDUCE BARRIERS TO COMMONWEALTH EMPLOYMENT.



Governor's Office of Administration (OA) will:

- Review programs from multiple states and the federal government in order to ascertain which components may have value for consideration by the commonwealth, such as:
 - ◆ Establishing an aspirational goal for hiring people with disabilities.
 - ◆ Exploring the possibility of developing a hiring process that explicitly targets individuals with severe physical, psychiatric, and intellectual disabilities for employment in specific commonwealth agencies.
- Create web-based training for managers, supervisors, and employees that focuses on disability awareness and diversity, non-discrimination, and reasonable accommodations (Draft of training to be completed by April 30, 2017; Internal and external review process to be completed by June 30, 2017 with implementation thereafter).
- Review and update “Disability-Related Training for Supervisors & Managers” (Projected completion date is March 31, 2017).
- Develop and utilize standard language within procurement documents that include accessibility specifications (Completed December 31, 2016).
- Implement the first phase of its OneHR initiative, which creates a comprehensive enterprise Recruit-to-Hire program (Roll-out of the Recruit-to-Hire initiative is projected to occur during the first quarter of 2018).
 - ◆ With the roll-out of this program, the commonwealth will be employing best practices for the recruitment and retention of people with disabilities inclusive of:
 - ➔ Ensuring an accessible application.
 - ➔ Utilizing an interview process that mitigates any potential adverse impact applicants’ disabilities might have on their ability to interview but would not adversely impact their ability to perform the job.
 - ➔ Implementing a training program that accounts for, and accommodates, the trainee’s disability.
 - ➔ Implementing a retention strategy focused on employees with disabilities.





- Utilizing current intern positions to expose post-secondary students with disabilities to commonwealth employment. (OVR is working with Workforce Development in order to continue the 2016 internship model with a focus on youth with disabilities.)



PRIORITY
EXPAND PRIVATE-PUBLIC
PARTNERSHIPS.



OVR:

- Will share Harrisburg's model for Employment First Coalition.
- Is currently in the process of finalizing an invitation for bid (IFB) to procure a provider that will develop regional employment coalitions designed to increase customer awareness of employment opportunities, promote collaboration between community agencies and employers, encourage innovation in addressing barriers to employment, and improve services for OVR customers.
- Business Services and Outreach Division provides outreach to any business or employer consultation on tax credits, accommodations, disability etiquette, and other resources to on-board the hire of a qualified person with a disability or to assist an employer with an incumbent employee who becomes disabled.
- Has conducted statewide outreach on the Single Point of Contact (SPOC) model in recent events with Central Penn Business Journal (CPBJ) Best Places to Work and the 2016 PA Workforce Development Association Annual Conference.
 - ◆ OVR staff in each bureau combined district offices designated their Business Services Representative and Counselor to be the local SPOC, who then coordinates and shares employer contact with Workforce colleagues, county human service agencies, and community rehabilitation agencies.



ODP and OVR:

- Will discuss using ODP/OVR Budget Agreement dollars in order to fund a contact to create mini-grants to establish employment coalitions in counties where none exist and enhance current coalitions.

**PRIORITY****INCREASE PUBLIC AWARENESS****ODP, OLTL, and OVR will:**

- Conduct regular employment first updates for the public, and promote OVR social media presence through other state social media and PR efforts (OVR).
- Promote “Works For Me” website when it is updated, and will partner and collaborate on this initiative (OLTL).
- Utilize ODP/OVR Budget Agreement funding to update the website, and possibly staff the toll-free phone line.
- OA will support the development and funding of a public awareness campaign that encourages people with a disability to pursue commonwealth employment in the following ways:
 - ◆ Establishing an Employment First landing page.
 - ◆ Encouraging all agencies to create a link to the Executive Order on their homepage.
 - ◆ Ensuring all websites are user friendly.
 - ◆ Creating a customer specific portal.

**PRIORITY****COLLECT AND COORDINATE DATA****OVR is:**

- Working to add data elements to the Commonwealth Workforce Development System (CWDS) related to labor participation and unemployment rates for Pennsylvanians with a disability.
- Collecting data on the number of individuals referred to OVR; the number determined eligible; and the number for whom competitive-integrated jobs were secured or maintained.
- Working with the Business Services and Outreach Division team in order to create an improved v2.0 Business Services Tool and Event Scheduler in CWDS to allow quarterly tracking of support to new OVR customer hires, title of position, use of On-The-Job Training (OJT) wage reimbursement, offer of tax incentives, accommodation consultation, and/or assistance to a recently disabled incumbent workforce member that an employer wishes to retain.



- Adding a business customer satisfaction survey to track retention of new OVR talent up to two years after hire; the employers overall satisfaction with OVR Business Services support; quality of talent referral and job applicants; total hires, retention, and helpfulness of disability related consultation services.

OCDEL is:

- Working to collect and publish the number of children receiving Early Intervention services in segregated environments and non-segregated environments.

ODP is:

- Working to collect and publish data on all participants enrolled in any HCBS services related to employment services utilizing PeopleStat Data, Supports Coordination Organization (SCO) baseline employment data surveys, and Individual Monitoring Tool employment questions.

OLTL is:

- Working to collect and publish data on all participants enrolled in any HCBS services related to employment services utilizing the Participant Monitoring Tool and Individual Service Plan Data.



PRIORITY
IMPLEMENT, MONITOR,
AND PROVIDE ACCOUNTABILITY.

**The Employment First Subcommittee has been formed.**

- Several meetings have occurred for purposes of implementing the recommendations accepted by the Governor's Office, monitoring progress, and seeking regular input to develop new recommendations.



NEXT STEPS

PER EXECUTIVE ORDER 2016-03, the Employment First Subcommittee will implement the recommendations accepted by the Governor's Office; monitor progress; and get regular input to develop new recommendations.

Progress updates will be made available, on a quarterly basis, to the Governor's Advisory Committee for People with Disabilities and published on the website used by the Governor's Cabinet for People with a Disability.

In addition, a progress report will be submitted to the Governor on an annual basis, following submission of the initial six month progress report.

For questions or concerns, please email:

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