# Hardin County Board of Developmental Disabilities
# POLICY

| Policy Number: AS-1 | Page: 1 | Of: 3 |
|---|---|---|
| Title: Adult Services Employment First | | |
| Regulatory Authority: ODODD Adult Services Rules 5123:2-2-05 (A), (B), (C), (D) & (E) | | |
| Effective Date: 2/19/19, Annual Review Date: May 20, 2025 | | |
| Reviewer/Job Title: Employment Services Director or designee | | |

EMPLOYMENT FIRST

**(A) EMPLOYMENT FIRST**

The Hardin County Board of Developmental Disabilities (HCBDD) will implement the employment first policy of the Ohio Revised Code. Employment services will be directed at community employment and will assume that individuals with developmental disabilities are capable of community employment.

**(B) DEFINITIONS**

(1) "Community employment" means competitive employment that takes place in an integrated setting and encompasses full-time and part-time work and is at or above minimum wage and not less than what is customary for similar work performed by people without disabilities

(2) "Integrated setting" means a setting in the community where individuals interact with persons who do not have disabilities to the same extent as persons without disabilities do in comparable positions including employment settings in which employees interact with the community through technology.

(3) "Prevocational services" are services that provide learning and work experiences from which an individual can develop nonspecific strengths and skills but contribute to employability in community employment, supported work at community-based sites, or self-employment. Prevocational services also includes vocational habilitation funded in whole or in part by a DODD administered waiver and will be provided in accordance with each individual's plan with specific outcomes being sought.

(4) "Supported employment services" means vocational assessment, job training and coaching, job development and placement, work site accessibility, and other services related to employment outside a sheltered workshop and includes the training and support individuals receive to attain and retain employment outside a sheltered workshop.

(5) "Working age" means at least 18 years of age.

**(C) PERSON CENTERED PLANNING**

(1) Each individual of working age and each individual approaching completion of a program or service will participate in an individualized person-centered planning process to identify the individual's unique strengths, interests, abilities, preferences, resources, and desired outcomes as they relate to community employment.

(2) The person-centered planning process will include:

(a) The individual's place on the path to community employment;

(b) The individual's desired community employment outcome;

(c) Clearly defined activities, services, and supports necessary for the individual to achieve or maintain community employment, job improvement, or career advancement; and

(d) Individuals who receive public assistance will be encouraged to obtain a benefits analysis regarding employment. Available resources to obtain a benefits analysis will be identified for the individual prior to job development.

(3) The results of the person-centered planning process, including the individual's desired outcomes as they relate to community employment will be integrated into the Individual Plan (IP).

(4) The results of the person-centered planning process will be reviewed at least once every twelve months and whenever a significant change in employment, training, continuing education, services, or supports occurs or is proposed.

**(D) STRATEGIES AND BENCHMARKS**

(1) The HCBDD will incorporate employment first strategies and benchmarks for increasing the number of individuals participating in community employment.

(2) The HCBDD will collaborate with county workforce development agencies, vocational rehabilitation agencies, and mental health agencies to support individuals to obtain community employment.

(3) The HCBDD will collaborate with school districts in the county to ensure a framework exists to support students with developmental disabilities to obtain community employment and reduce any duplication of effort.

(4) The HCBDD will disseminate resource information to individuals served, families, schools, community partners, employers, and providers of services that facilitate community employment.

(5) The HCBDD will collect and submit to the department individual-specific information regarding the cost of non-Medicaid employment services, employment outcomes for individuals who receive non-Medicaid employment services, and employment outcomes for individuals who do not receive paid employment services but who are engaged in competitive employment or community employment.

(6) The HCBDD will incorporate strategies and benchmarks for increasing the number of individuals of working age participating in community employment services into its strategic plan and will update it periodically.

**(E) PROVIDER REQUIREMENTS**

Providers of employment services will submit a written progress report at least once every 12 months to the individuals' team. Each provider of employment services will also collect and submit individual specific employment data to the Ohio Department of Developmental Disabilities and will disseminate aggregate data regarding employment services and employment outcomes.