

Steering Committee Retreat
August 15, 2007

Attendance: Julia Barol, Ann Marie Campbell, Todd Handler, Karen Kenny, Leonard Kravitz, Michael McAllister, Rosa McAllister, Teresa Myers-Thompson, Shauna Roman, Marianne Roche, Wanda Saab, Michelle Sparling, Kathy Sykes

Retreat Summary

Purpose and Review of the Day

Kathy began the day with a brief address calling for the group to review, revisit and make better our efforts from the past year. Kathy pointed out that the core group has made a significant commitment and needs to be very strong and every one needs to work well together. She said that we need to focus not only on the tasks but also the processes we use and that the whole group should feel very good about the accomplishments from the past year.

Michael then reviewed the agenda for the day and the day proceeded as follows:

Past Year Activities and Accomplishments

Michael introduced an activity designed to highlight twelve of the fifty-five 2010 goals in terms of activities accomplished in the past year. The complete list of the fifty-five goals to be accomplished by September 2010 is contained in *Attachment A*. Each attendee wrote down activities that were accomplished during the past year on separate pieces of paper which were then placed on a list of 12 of the 55 Goals list from the original listing from the 2010 part of the PATH. The goal of this activity was to highlight all of the many accomplishments and achievements of the six groups outside of the parameters of the individual Work Groups (See *Attachment B*).

Discussion then ensued about the activities included in the first four goals listed. The group looked carefully at the activities in each of the four goal areas and suggested actions to be included in FY 2008 (See *Attachment C*).

Identifying Areas of Overlap and Possibilities for Collaboration

Participants were asked to consider a major goal/activity for FY 2008 for the Work Group in which they have been involved. In addition, they were asked to think about how they could collaborate with other Work Groups in accomplishing this activity. Several

ways in which collaboration could take place were discussed (See *Attachment D*). This is an activity that will be continued at the September 21, 07 Steering Committee meeting.

Web Site Review

Rosa facilitated a discussion and review of the philaonthejob Web Page. The Web Page was displayed and the various pages were scrutinized. Rosa developed a list of changes that needed to be made based on the groups' feedback. Rosa will work with Diane Kehoe to make these necessary changes.

In reviewing the section of the website that contained success stories, the group agreed for the need to continue to gather success stories. It was emphasized that there is need to post these stories.

Wrap-up, What's Next

The group developed a list of Products and resources that are to be used by Supports Coordinators, families, General Audiences, Professionals, Job Coaches etc. This list includes both products already completed as well as those that are in the process of being prepared (See *Attachment E*).

Next Meeting scheduled for 9-21-07 at 9:30 am at MRS

Agenda for next meeting includes:

- Review of Transition Best Practices document (Todd)
- Gathering Stories for Web Page (Everyone)
- Draft Work Incentives documents (Julia)
- FY 2008 Work Group Collaboration Activities (Everyone)
- Discussion about engaging the original PATH planning group

Attachment A
Fifty-Five Goals to Be Accomplished By September 2010



Employers are approaching us

The big companies hire

Educated/trained by workers

Policies include people with disabilities

Simplified Social Security System

Funding for those on the Autism Spectrum

All Service and Supports are provided in inclusive settings

Culture of Employment

Best Record in PA regarding employment

A usable data base they we can use and makes sense

Reliable Transportation

From partnerships to support these travel needs

All who want to work can and do

All People graduating from school with a job

Training starts early

And/or explore other next steps

All children are asked what they want to be when they grow up

All Workshops are closed

Funding to Reach our Goals

Acknowledged as a Leader Nationally

Asked to share our "secrets"

Assistive technology available for those needing it

Atmosphere of Tolerance



No delay in transition services

Everyone wants to be involved

Strengthen collaboration with the Philadelphia School District

Identifiable retirement plans

More advertising

Safety Nets in Place

Have jobs they want

Relationships with all the “players”

Blown away by numbers of people with physical disabilities who are working

At the Convention Center

People help pay for the 6-30-2010 party – Bring their co-workers

Mental Retardation (with an “x” through it)

Help people move on, take next steps

Families are on board

Definitions of Eligibility be expanded work with more people

Job developers are the “thing to be”

All employees are job coaches too

Everyone helps

Natural supports

Employment is one of the most profitable services in PA

Employment supports are time limited – natural supports kick in

HR Employers open doors to everyone who wants to work

More self-employed people



Service Preference completed in High School

Bureaucratic processes don't hamper progress

Wholistic view/ of our support/ of lives

Evaluations, referrals, etc that work and are respectful

Relationships forged at work

Spend earning the way they want

Own businesses

Varied jobs

So many jobs we need to find creative ways to celebrate

Attachment B

Accomplishments and Achievements of the Six Groups Outside of the Parameters of the
Individual Work Groups

All Services and supports provided in inclusive settings	Job Developers are the Thing To Be	All Workshops are Closed	Reliable Transportation	Safety Nets are in Place
<p>*SPIN's closure...public conversation re: not everyone going on to inclusive settings & the angst re: this</p> <p>*"we're on the job" stories highlighting people & jobs</p>	<p>*Begin Planning and prep for Employment Mentors course - Establish employment outcomes</p> <p>*Basics of CIE Course attendance increases dramatically spring 07</p> <p>*PR push stories 'slogo' etc really highlight the role of employment specialist as a very cool/fun thing to be.</p> <p>* Employment Supports Symposium: more employment staff attended 06/07</p>	<p>*SPIN reconfiguring</p> <p>*PDDC meeting with executive Director</p> <p>*Some mid level management discussing idea with superiors at internal agency mtgs.</p> <p>*Approaching all providers regarding the numbers of individuals they support that want to work.</p>	<p>*Educating families and individuals about Para transit</p> <p>*Travel training to be discussed, encouraged and done</p> <p>*3 expos held with employment providers and SEPTA para transit</p> <p>*Transition project ensures that schools offer 'transition services' as required as they haven't done anything</p> <p>*Refine ideas for those who have something in place – can be viewed as a support to the district with hopefully with ripple effects</p>	<p>*Back up programs for those working such as NCC</p> <p>*Increased training for SC to include employment</p> <p>*Development of talking points for supports coordinators</p> <p>*Julia Barol is available for SSA benefits counseling</p> <p>*Discussions have begun regarding how to approach/work with/support/ provide training to address safety nets</p>

Hr Employers open doors to everyone who wants to work	A Usable Data Base that we Can use and makes sense	More Self Employed People	All Who want to work can and do	Assistive Technology Available for those needing it
<p>*Honoring employers at awards luncheon who support individuals we serve</p> <p>*Employment forum working with Stacy Kyle of PA BLN to establish a foothold in Phila</p> <p>*Employment awards banquet</p> <p>*BLN Breakfast</p> <p>*A few local employers attended the breakfast hosted by PA BLN at June Employment Symposium</p> <p>*Website</p> <p>*Promotional products listing website</p>	<p>*Len “broke the code” unraveled the #s & helped us see where we really are & highlighted the real issues that exist, where we need to go...</p> <p>*Base line data collected and distributed</p> <p>*Learned that data collection is proving to be tougher than anticipated</p> <p>*Compiled spreadsheet of 142 people in day programs/workshops who say ‘yes’, I want to work’</p> <p>*Increased size of data workgroup – broadens perspective & ideas</p> <p>*Established baseline of number of individuals employed for FY2006 + annual earnings</p> <p>*Created baseline FY 2006 data</p> <p>*Have a working list of individuals receiving day services to approach about interest in work</p>	<p>*Self Employment session at Symposium + entrepreneurs selling their merchandise</p> <p>*Entrepreneurship project – interest w/ Rev. Leon Sullivan Trust Group</p> <p>*Susie Chase Collaboration</p> <p>*Arielle, Adolfo Lena – ppl seeing/ knowing them & their businesses</p> <p>*Supporting Adolfo’s business w/ orders of buttons and magnets</p> <p>*Show casing the self employed at various conferences, meetings, etc</p>	<p>*Survey distributed – half returned</p> <p>*Conducted a ‘who wants to work’ survey for those in day programs and workshops</p> <p>*Having lots of conversations with co-workers, families, friends about employment is for everyone</p> <p>*Robert Hayes, Debbie Wilson, Aqkeem Ray Got jobs through participation in Phila. Transition planning project</p> <p>*Career Planning Workshop –</p> <p>*23 people got jobs!</p> <p>*Continued efforts through the employment forum to debunk the readiness model</p> <p>*Award winner at employ. Symp. Really pushed this ideal</p> <p>*Arielle m’s interest in microboard esp. for business purposes</p> <p>*New referral system for CIE</p> <p>*Updated CIE directory</p> <p>*Meeting at each of the SCO’s to talk up employment for all ie. Transition planning project</p>	<p>*Everyone Communicates is theme for My City, My Place</p> <p>*Shauna graduates from the communication Mentors Course</p> <p>*Discussions about how to approach providers who are working with individuals who communicate in a variety of ways...how to discuss/share/explain employment</p> <p>*More AT/AAC training available</p> <p>*Phila. Push re: AAC & Communication</p> <p>*MH/MR adv. Brd. Interest</p> <p>*more referrals for assmts. All the time</p> <p>*community clinics filled</p> <p>* Created focus on Communication AT</p> <p>*Andrew, Jim, others out there helping in training</p> <p>*Ariele Mabsoute</p>

In Process	Other Activities	No Delay in Transition Services
<p>*VCU Training opportunity available for Job Developers & Employment Specialists</p> <p>*Training or SCs about employment</p> <p>*AT & Communication training by Temple</p> <p>*Video project from pr group</p> <p>*Creative arts as a career opportunity</p> <p>*Increase the number of trainings related to employment</p> <p>*Employment mentors course</p> <p>*SC & the employment process</p> <p>*Work Incentives</p> <p>*Customized employment</p> <p>*Self employment</p>	<p>*Educating top administrators and board of directors regarding CIE and downsizing closing workshops</p> <p>*Continuation of employment forum to promote employment. Meets monthly is an avenue to discuss projects initiatives, etc. being undertaken to learn from each other</p> <p>*Employment mentor's course is born</p> <p>*Connected with former co-workers at SCO's to talk about employment</p> <p>*Full administrative support and visibility</p> <p>*Additional funding for CIE services</p> <p>*www.philaonthejob.org</p> <p>*Website employment calendar</p> <p>*Pr campaign, logo, slogan</p> <p>*Advisory committee met 2 times</p>	<p>*Transition 44</p> <p>*Transition 79</p> <p>*Phila. Transition Planning Project</p> <p>*Transition CD for students on SSI with basic info on SEIE, Sect 301, 1619B, MAWD</p> <p>*New state initiative on transition FY07+ FY08</p> <p>*44 graduates have opportunity to work: 23 have jobs.</p> <p>*79 to be enrolled in waiver</p> <p>*Mtg with Geo. Washington HS during the year to talk with students about plans for life after graduation</p> <p>*Attended ISP mtg. with SC family member, focus person to ensure employment outcome</p> <p>*Presented to the Phila. Transition Planning Project & activities related to Vision 2010</p> <p>*Connecting providers of CIE services to make connections with students prior to grad</p> <p>* Developing relationship with one school at a time in transition</p> <p>*Reading IPS to ensure employment outcome is present.</p> <p>*Meeting families earlier to talk about employment as an outcome</p> <p>*Consistent follow up with SC re: ISP</p> <p>*Career planning workshops for transition age students and families.</p> <p>*Presented to parents group at NEHS + GWHS re: MRS Registration and employment at graduation</p> <p>*Making connections with school district 'front line' people to encourage them to reg. with MRS</p> <p>*Contacting & building relationships at local schools to get into schools to directly push transition to work</p> <p>*Inviting school personnel to be a part of vision 2010</p> <p>*Connecting providers of CIE services to make connections with students prior to graduation</p> <p>*Presented to the Phila. Transition Planning Project & activities related to Vision 2010</p>

Attachment C
Suggested Actions to Be Included in FY 2008

Families on Board (all supporters on board, parents, siblings, persons themselves)

- Make sure to include/expand families in training especially employment related and other training.
- Transition work group has goal to include more parents/family members
- Video clips of families talking for web page and other training venues
- Gather family stories
- Gather stories from people working (simple + short), (pics, video clips)

Transportation

- Connect with Philly Car Share
- Sensitivity training for Septa
- Education for people in Transition and families regarding travel training
- Add info about transportation on the web – site (1 page fact sheet)
- Geared to individuals and families
- Pre-connect with SEPTA (Hank Stahl) to connect people with disabilities

No Delay Transition Services

- Include more SC in transition Work Group
- SC focused on transition at each SCO (knowledge-base)
- Focus on How/Why/When changes in SC happen
- CIE providers establish relationships with high schools

Job Development

- CIE Practices
- VCU = course on-line for Job Coaches
- Stories by Job Developers/Job Coaches
- Finding jobs in other businesses
- Customized Employment – better job matching
- Developing Employment Staff
- Training Requirements for Job Coaches
- Employment Curriculum
- “Valued Roles in the Workplace”
- Beyond the 5 ‘F’ s: Food, Filth, Flowers, Folding & Fetching
- “Jobs as Careers”

Attachment D
Ways in Which Collaboration Could Take Place

Transition	Supports Coordination*	Who Wants To Work	PR	DATA	Capacity Building
Make inroads and Connections with local schools	How to talk to a family and family groups to promote employment	The people who are identified as wanting to work are connected to CIE provider	Getting stories & videos out there	An effective & Efficient 'data collection process'	Strengthening 'Best Practices' with providers
	Employment Expo 10/10				

* Referral Process Change: Supports Coordinator - > Provider / Money Follows Person eff. Mid Sept.07

Attachment E

Products Already Completed and Those in the Process of Being Prepared

Vision for Employment 2010 Products:

Phila On The Job Brochure	SC, General Audience
Life Stages Brochure	families, SC
Expectations from S C for those in transition	SC, families, professionals
Expectations from Supports Coordinators: 16 to 21	Supports Coordinators, families, General Audience
What to ask Employment Providers (Mike's Sheet)	families, SCs
CIE Provider Directory	General
Educational Advocacy Resource List	Professionals
OVR Brochure	
MRS Employment Policy	General, providers
ODP Employment Manual	General
ODP why work brochure	General
<i>To Be Developed</i>	
SSI fact Sheet :	Individuals, Families, SC, Job Coaches, Employment Amb
SSDI fact sheet	Same
Best practices in Transition	General Audience, Families, etc.
CIE Referral Process	Families, SC, Providers, Individuals
Getting to Work: Transportation Options	
Employment Curriculum	
Data Charts	
Video Short: Dream Job	PR Work Group
Video Clips	General for all work groups