

**Agency Conversion to Integrated Services: What can I/we do to support the effort?**

Area of Emphasis	Need to create or enhance	Other Info/Questions/ People to include
<p><b>Strategic Planning:</b>            Are the resources in place to evolve to community integrated employment and other day supports?</p> <ul style="list-style-type: none"> <li>• A Clear Plan</li> <li>• A Workable Business Model</li> <li>• Stakeholder Support/Involvement Board/family/consumers/staff</li> <li>• A Transformation Team</li> <li>• Technical Assistance Resources</li> </ul> <p>Other</p>		

<p><b>Practices/ Procedures</b>  Do our practices and supports lead to community integration and employment?</p> <ul style="list-style-type: none"> <li>• Intake</li> <li>• Consumer Profile</li> <li>• Vocational Assessment</li> <li>• Person Centered Planning</li> <li>• IEP</li> <li>• Day Service Pathway to Employment</li> <li>• Skills Development</li> <li>• Support for Community Employment</li> <li>• Staffing patterns</li> </ul> <p>Other</p>		
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<p><b>Communication</b>  How are we promoting community integrated employment?</p> <ul style="list-style-type: none"> <li>• Consumers/families</li> <li>• Board</li> <li>• Staff</li> <li>• Business community</li> <li>• Website</li> <li>• Brochures</li> <li>• Newsletter</li> <li>• Networking</li> <li>• Office Space Visuals</li> <li>• Peer to Peer (self-advocates and family)</li> </ul> <p>Other</p>		

<p><b>Resources</b> Where might we enhance our use of resources?</p> <ul style="list-style-type: none"> <li>• BHDDH</li> <li>• ORS</li> <li>• Ticket to Work/ Employment Network</li> <li>• Social Security Work Incentives</li> <li>• Sherlock Center</li> </ul> <p>Other:</p>		
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<p><b>Continuous Improvement</b> Do we seek to evolve and implement current and future best practices?</p> <ul style="list-style-type: none"> <li>• Agency Self Evaluation</li> <li>• Stakeholder feedback <ul style="list-style-type: none"> <li>○ Consumer</li> <li>○ Family</li> <li>○ Staff</li> </ul> </li> <li>• Outcome data</li> <li>• Staff Evaluation</li> </ul> <p>Other</p>		
<p><b>Staff Development</b> Do staff have the information, skill, resources and support to operationalize community integrated employment?</p> <ul style="list-style-type: none"> <li>• Orientation/agency mission</li> <li>• Job Descriptions</li> <li>• Job Duties</li> <li>• Supervision/Mentoring</li> <li>• In-service Training</li> <li>• External training</li> </ul> <p>Other</p>		

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<p><b>Innovation/Technical Assistance</b>            What do we need to learn more about?            Where could we tap expertise?</p>		
<p><b>Misc:</b></p>		