DEED / Vocational Rehabilitation Services

VRS Community Rehabilitation Program Advisory Committee

Session Notes from Friday, March 23, 2018 – 9:00 am – 2:00 pm at the VRS St Paul Fairview Office

# Session Notes:

**Committee Objective**

The purpose of the VRS Community Rehabilitation Program Advisory Committee is to provide strategic advice and consultation to DEED/VRS on topics and issues affecting the mutual provision of DEED/VRS and CRP/LUV services to Minnesotans with disabilities. Our efforts to understand issues and to work collaboratively will build and nurture the capacity of Minnesota’s rehabilitation community to advance the employment, independent living and community integration of Minnesotans with disabilities.

Specifically, the VRS Community Rehabilitation Program Advisory Committee will:

1. Represent the perspectives and interests of CRP/LUVs in advancing rehabilitation and employment issues while fostering dialogue and engagement on critical issues throughout the greater rehabilitation community
2. Promote innovative service practices to accelerate the adoption of best practices at a systems level and foster equitable access to quality services on a statewide basis
3. Provide strategic level advice and consultation to DEED/VRS on matters affecting CRP/LUVs
4. Identify key topics and issues affecting CRP/LUVs and DEED/VRS
5. Consider input from subject matter experts and strategic partners in issues affecting economic development, state demographics / population trends, and promising practices
6. Engage in active reflection, spirited discussion and strategic dialogue on critical topics affecting CRP/LUVs and DEED/VRS services to persons with disabilities in Minnesota
7. Provide a forum for the review and discussion of critical VRS and CRP/LUV service delivery topics including, but not limited to: current service delivery practices; new and emerging service needs; identifying best practices; and the consideration of statewide service needs and resources

**2018 Community Partner Members (*listed alphabetically)*:** Lena Balk, Heather Deutschlaender, Josh Howie, Kassia Janezich, Jolene Juhl, Lisa Parteh, Andrea Pearson, Julie Peterschick, Robert Reedy, Krista Stafsholt, Sarah Timmerman, Bobbi VanGrinsven,

**VRS Members:** Kim Babine, Jay Hancock, Jeri Werner, Mimi Schafer, Dee Torgerson

**Sponsor:** Kim Peck, VRS Director

**Co-leaders:** Chris McVey and Jan Thompson

**Facilitator**: Holly Johnson

**2018 Schedule:** Jan 26, Mar 23, Apr 27, May 18, Sep 28, Oct 26, and Dec 7

## March 23, 2018 Session Objectives:

1. Final review and adoption of the 2018 VRS CRP Advisory Committee charter
2. Share updates on Pre-ETS assessments, Placement 101, Extended Employment and DHS employment programs
3. Explore the potential of developing a ‘Job Coaching 101’ to help increase capacity and quality of job coaching services in Minnesota
4. Provide a conduit for sharing relevant, important and timely updates and information for the benefit of vocational rehabilitation community and consumers
5. Develop key messages from the meeting to share with the VR community

**March 23, 2018 Attendees** (*listed**alphabetically*): Kim Babine, Lena Balk, Heather Deutschlaender, Jay Hancock (afternoon), Josh Howie, Jolene Juhl, Chris McVey, Andrea Pearson, Kim Peck, Julie Peterschick, Robert Reedy, Mimi Schafer (afternoon), Krista Stafsholt, Jan Thompson, Sarah Timmerman, Dee Torgerson, Bobbi VanGrinsven, and Jeri Werner

**Members not in attendance:** Kassia Janezich, Lisa Parteh

**Guests:** Tony Gantenbein,Alyssa Klein, Ann Macheledt, Ryan Merz, Marci Jasper

**Facilitator**: Holly Johnson

**Agenda Topics:**

1. Welcome / Overview
2. Adoption of 2018 Advisory Committee Charter
3. Pre-ETS Assessments Update
4. Placement 101 Update
5. Exploratory Dialogue: Creating a ‘Job Coaching 101’
6. Vocational Rehabilitation Community Updates
7. Wrap Up: Next Steps and Key Messages

Adjourn @ 1:45 pm

## Meeting Highlights:

* The Advisory Committee approved and ratified their 2018 charter.
* The Advisory Committee received important updates on Pre-ETS services, Placement 101, the Extended Employment Rule Revision and the new DHS Employment Services.
* The Advisory Committee unanimously agreed upon the need and value of developing a “Job Coaching 101” training to serve Minnesota. They identified several curriculum design considerations covering a broad range of job supports needed statewide including the differences among VR PBA, EE and DHS waiver funded services.

## Next Steps:

1. **Preparation of Key Messages for Distribution to CRP/LUV partners:** The facilitator will work with the Committee leaders to develop key messages from today’s meeting for distribution to the entire distribution list of CRP/LUV partners on the GovDelivery list within one week of the meeting. To verify/add your email to this list please contact Karla Eckhoff at Karla.Eckhoff@state.mn.us
2. **Document Session Notes:** The facilitator will document the complete session notes, including the Key Messages, for VRS Co-leadership review and approval for distribution to key audiences including the CRP Advisory Committee, VRS, and CRP/LUV partners.
3. **Next Meeting:** April 27th at the VRS Fairview Workforce Center location.

# Welcome and Opening

The facilitator opened with a brief overview of the meeting objectives and agenda. Co-chairs Jan Thompson and Chris McVey welcomed and briefly introduced guests in attendance.

# Adoption of 2018 Advisory Committee Charter

The CRP Advisory Committee approved and signed the 2018 committee charter.

# Pre-ETS Assessments Update

At the January meeting, VRS shared with the committee that RSA had recently provided their interpretation that services classified as "assessment" are no longer considered to be Pre-ETS and cannot be categorized under the 15% funding requirement.   At that time, Kim noted that VRS would study the implications and provide an update on their analysis to the VR Community.

At the March meeting, Kim noted that VRS continues to receive technical assistance from RSA related to WIOA and Pre-Employment Transition Services (Pre-ETS) so the VR community should continue to expect additional information coming from RSA in the future. Then Kim introduced guest presenters Alyssa Klein, VRS Transition Specialist and Ann Macheledt, VRS Staff Development, to present an update on Pre-ETS Assessment to the committee. Community partners will have the opportunity to learn more about this recent RSA clarification as part of a VRS Update webinar scheduled for April 17.

Alyssa and Ann’s presentation provided a review of the purpose of Pre-ETS and new RSA guidance, clarification on the distinctions between “assessment” and “exploration”, information on the Pre-ETS coding changes related to assessments, and a preview of steps that will be taken to inform and engage CRPs about the changes.

*“Pre-employment transition services are designed to help students with disabilities to begin to identify career interests that will be explored further through additional vocational rehabilitation services, such as transition services.”*

Any item considered to be “assessment” can no longer be coded as Pre-ETS however “assessment” can still happen as necessary if it is funded with the VRBASIC code. Assessment types no longer qualifying as Pre-ETS service types include: Customized Employment (CE) DISCOVERY, Work/Vocational Evaluation, Situational Assessment, Other Evaluation/Assessment, On the Job Evaluation, Driving Evaluation Assessment, and Rehab Technology Assessment.

While certain activities no longer qualify as Pre-ETS, student "exploration" experiences/activities will continue to be classified as a Pre-ETS activity.  Such activities are defined as being more self-directed in nature, offering a student the opportunity to self-reflect and gain insight regarding their own likes, dislikes and interests.

# Placement 101 Update

Marci Jasper, VRS Placement Specialist and Chris McVey began with a brief history of Placement 101 as context for the Advisory Committee update. The Placement 101 curriculum was developed and launched by VRS and community partners in January 2012 to meet a pressing need. Placement 101 is designed for newer placement staff; however, it can also be attended by seasoned placement staff for refresher training benefits.

After studying ways to update the training to reflect major changes resulting from WIOA and other system transformation sources, the decision was made to transfer the original curriculum to JPD for an updating process and to maintain going forward. Placement 101 will be offered again starting this fall. The JPD (Job Placement Division) of MRA will be conducting the training around the state at an affordable cost.  Going forward, VRS’ will shift from a lead role into a supporting role focusing on addressing VRS specific questions and providing training on the VRS specific parts of the training. JPD will be responsible for the training overall.

The 3-day training content is being updated by Doris Ilies, Productive Alternatives; Stephanie Kruger, Pearl Consulting; and Marci Jasper, VRS. They are also looking at including key partner information in the curriculum including DHS, counties and schools. The first two training days occur in week one with the third day occurring a few weeks later to apply learning. The curriculum’s focus on job development and placement assistance will provide benefits beyond VRS and community partners to others in the community who intersect with disability employment services.

Doris, Stephanie and Marci have met to review the existing Placement 101 curriculum and identified areas for updates and changes which include updates designed to incorporate the Next Generation Placement process redesign. The updated curriculum will also mention waivers without going into details covered by another agency’s training.

Currently, JPD plans to have a ‘train the trainer’ in June and to offer the first training at the MRA conference in September. VRS will help determine the plan for statewide access and flexibility for the training to reach larger numbers. JPD will offer the training at MRA member and non-member training fees anticipated to be approximately $100 and $125 respectively. Marci said there will likely be a flash drive ‘toolkit’ provided to training participants that will include several useful tools.

Robert Reedy expressed gratitude to VRS and MRA/JPD for updating the Placement 101 training and moving this forward in a sustainable, cost effective way. He said he was happy to recommend a few RISE staff for consideration as trainers. Alyssa Klein added that she believes school district work coordinators would benefit from this training. Marci agreed and said that schools were on the list for expanded target audiences once the training is ready for marketing. Chris shared that Wendy DeVore, past advisory member, recommended getting the word out to those partners who offer services to deaf hard of hearing specific training. Chris plans to provide another Placement 101 progress update for this advisory at the April meeting.

# Exploratory Dialogue: Creating a ‘Job Coaching 101’

Building upon the initial January advisory dialogue on job coaching services, the committee conducted an exploratory dialogue on creating a ‘Job Coaching 101’ curriculum for the Minnesota vocational rehabilitation community. With a new infusion of individuals with multiple, significant disabilities seeking VR services because of WIOA, Section 511 and Pre-ETS, VR field staff are seeing an insufficient level of ongoing supports to meet the needs of the more challenging populations we are serving.

VRS Director of Strategic Initiatives & Partnership Chris McVey opened the conversation noting the various frustrations that VRS and community partners continue to experience due to the dearth of job coaches. There is unanimous agreement by the advisory committee on the need and value of developing a ‘Job Coaching 101’ to serve Minnesota’s VR community.

Since the January meeting, VRS has learned of efforts initiated by the Metro CRP Placement Managers group towards the creation of a Job Coaching 101 curriculum. Several CRP members on this advisory and/or staff from their organizations including ProAct, Lifetrack, and Avivo, are part of the work group. Chris invited those members to share more about the efforts thus far with the CRP Advisory Committee.

Members serving on both groups shared the following information from the Metro CRP Placement Managers work so far. Meetings have been taking place to develop objectives and outlines for six modules with different work groups as follows:

* + “The Training Objective is as follows: The Job Coaching for Sustainable Employment training is designed to implement qualified strategies and interventions which result in successful employment. Using best practices and a person-first delivery, this training will clarify and identify employer needs while addressing consumer skills and employment barriers. By establishing roles of the employment support team, this training will identify a coordinated plan of support to include specific job coaching tools and techniques, expectations of communication, and outcomes.”
  + The proposed six key modules are:
    - Module 1 - On-boarding, goal-setting and reporting;
    - Module 2 - Framework and staff role clarification;
    - Module 3 - Rules of Conduct;
    - Module 4 -  Advocacy and building natural supports;
    - Module 5 - Coaching techniques and tools; and
    - Module 6 - Successfully phasing out.

Next, the facilitator guided the advisory committee through a discussion of the six exploratory dialogue questions included in the agenda sent in advance of the meeting. The questions and a summary of the advisory committee discussion on each is provided below.

1. ***Should we work together to create a ‘Job Coaching 101’?***

There is unanimous agreement by the advisory committee on the need and value of developing a ‘Job Coaching 101’ to serve Minnesota’s VR community.

1. ***If so, what would you like to see ‘Job Coaching 101’ include?***

* It must address the broad range of job supports needed statewide with a focus on identifying the needs of the individual from the beginning e.g. thinking of EE implications, etc. Julie asked if training would be limited to job coaching related to helping people finding a job or if it should also include job coaching for the ongoing work with employers’ approaches and expectations. The advisory agreed it needs to be both initial and ongoing.
* Curriculum should cover the full gamut… short term, long term, VR as well as county referrals, disability support levels, the training should be suitable for all direct care staff, include training on how coaches taper off, helping family/other team supports ‘let go’/’taper off’, getting job coaches more involved, instruction on one on one job coaching services funded by VR and what that includes, answer what is a ‘check-in’ and what should you be doing, promote uniformity and consistency in job coaching, and training on creating clear expectations for employers from the beginning particularly around involving employers and coworkers in natural supports.
* Dee… Training should assist staff in addressing the real challenges in techniques for working with the most significantly disabled, IEP meetings and dealing with those fearful of tapering off job coaching when the individual no longer needs or wants job coaching services.
* Kim… The curriculum should include the philosophy and expectations around what job coaching is to help address the wide variation we currently see in Minnesota among county caseworkers, EE/VR, community partners, and other team members. How do we respond to those differences?
* Krista… I’d like to see a toolbox like Placement 101; readily available to new job coaches coming in that need access to training and tools.
* Jolene… Curriculum should cover the general aspects of job coaching that everyone needs to know. However, it is impossible to cover every scenario. When someone is being served under the waiver, it can be different. How can we address all the nuances? Training should address job coaching for both VR and Waiver services given the 20-hour limit on PBAs. What you train to is very different between VR and DHS because of who you are serving and what the funding requires; 245D licensure requirements, person-centered and goal writing; and paperwork differences. What about 3 to 1 ratio work?
* Heather… We’ve got folks transitioning post VR PBA hours over to DHS waiver. The transitions from VR to DHS waiver challenges and authorizations can be complex: the definition of job coaching differs greatly, reporting differs, etc.
* Robert… The use of the word ‘job coaching’ is part of the problem. ‘Job coaching’ is both a job position/title and a function/set of skills. It is not always clear what we’re referring to when we say job coaching. Different community partners staff job coaching differently… some use a generalist approach while others use specialists. Currently, distinctions are used too generically. Funding requirements for 245D, VR(PBA) and EE adds layers of complexity. Expectations of teams vary widely. Teams who do not want services closed contribute to the pressures on limited job coaching capacity. With 245D requirements, you almost can’t close a case because it’s so complicated.
* Josh... There are massive differences in the work job coaches do “teaching the job" to individuals and the coaching that helps keep hired individuals stable in the job. There are also big differences in issues across the state. Greater MN deals with major transportation issues - we don't have a good alternative to providing transportation to the person because there are no other resources. This results in a difficult time in fading from services because we don't have a good way to pay for the services being provided other than to ‘spend time' with the individual through the waiver. Also agree, training is needed to help job coaches address teams who are reluctant to 'fading' job coaching services out when appropriate. Understanding funding differences is important too. VR pays for positive outcomes while DHS pays for time spent with the person. This can be difficult when the services long term begins to fade, and the cost drivers of the service are not adequately paid for as less time is spent with the person.
* Jeri… Recalling what we learned from Placement 101. We created a general curriculum that still provided the flexibility to address geographic differences. There are differences even between rural areas that we need to address to be effective. The curriculum needs to consider the differences in what training is needed based on the area, types of funding available, reliance on DHS, etc.
* Bobbi… We only work with VR funded referrals, so we don’t work with waivers.
* Andrea… We are completing a service redesign for our day programs to add job coaching. This training would be useful for service coordinators and other staff.
* Alyssa… It would be helpful to have training for ‘school to work’ job coaching including para professionals who provide services to students could benefit from this training. With workforce shortages, we could also provide this training to students to get them involved in job coaching peers/others.
* Ann… Helping job coaches interact with employers is a critical need as is helping employers find accommodations for individuals to help them with the jobs and help them learn to perform independently.
* Lena… Similar to some others, our CRP does not work with waivers – only VR. It would be great if the job coaching training can balance how to cover all the general bases and provide resources to deal with special needs.
* Chris… There is a need for cross agency collaboration in the development and maintenance of the training as well as the delivery of the training to ensure latest requirements and sequencing information e.g. VRS, DHS, MDE
* Jan… When is the job coach coaching the individual vs. doing the work of the individual? We need a definition for when an individual can understand and attend to a task vs. when a job coach is doing the job. I am concerned that we are having job coaches coming in who don’t have the opportunity to be properly trained and compensated for the work. Counselors around the state has raised the need for training on special needs so appropriate needs are effectively served.
* Julie… Some of the important categories to cover with job coaching curriculum includes coaching on etiquette and soft skills e.g. dress, phone; technical components for job coaching e.g. cleaning a mirror, systematic; job start and support plan; natural supports; defining and promoting consistency across job coaching; coaching for stability and maintenance; and writing skills/requirements and keeping appropriate documentation.

1. ***How might a ‘Job Coaching 101’ work in terms of delivery and sustainability?***

Opportunity for the Disability Employment Services System to develop and train to some consistent definitions and standards throughout Minnesota. The training might benefit from a similar sustainability model to that developed for Placement 101 with MRA/JPD.

1. ***What perspectives/entities could help create the initial content?***

* **Placement -** consider cross references and connections to job coaching in ‘Placement 101’ curriculum knowing that a ‘Job Coaching 101’ is being developed that can reinforce and build upon ‘Placement 101’.
* **Multiple Funders and Differences** - dealing with the differences in ongoing supports perspectives/expectations from counties, EE, etc. Address VRS concerns regarding demonstration/documentation that quality of job coaching services meets or exceed expectations for what is needed. Differences in the job coaching needed for EE supports vs. waiver supports. Helping to best determine whether VR serves, or DHS serves.

1. ***What is your interest in helping to build it?***

The VRS CRP Advisory Committee is willing to assist in the development/review of a Job Coaching 101 curriculum as helpful/needed.

1. ***What role could the CRP Advisory Committee play?***

Given their groundwork, the Advisory will explore the openness of the CRP Metro Placement Managers to working together. Members of CRP Advisory Committee who also participate in the CRP Metro Placement Managers group will confer and provide an update to the VRS CRP Advisory Committee as part of the April 27th meeting.

# Vocational Rehabilitation Community Topics

### CRP Updates:

* There were no CRP Updates this meeting due to early adjournment to allow interested members to attend a special session on Customized Employment.

### VRS Updates:

### Kim Peck, VRS State Director

* Due to time constraints, Kim referred the floor to EE and DHS updates.

### Kim Babine, VRS Extended Employment (EE) Director

* DEED will be proposing changes to the state rules that govern the Extended Employment (EE) Program this spring.
  + The rule is being revised to reflect principles such as Minnesota’s commitment to person-centered practices, informed choice, and Minnesota’s Employment First policy—especially its focus on competitive, integrated employment.
  + The revision will also align the program with new practices in the broader disability services system driven by the federal Home and Community Based Services (HCBS) rule, the federal Workforce Innovation and Opportunity Act (WIOA) and stepped up enforcement of the Olmstead decision.
  + The rule revision process started 4 years ago and has included 18 months of work by an advisory committee and 8 public forums and meetings, in addition to ongoing engagement of the 27 EE providers.
  + The department is grateful for the significant provider and community input into the development of the proposed rule changes.
  + For more information and to sign up for email updates, go to [mn.gov/deed/eerule](https://d.docs.live.net/a261969a80b1a5da/Documents/Clients/DEED%20Vocational%20Rehabilitation%20Services/CRP%20Advisory%20Committee/2018%20Meetings/Mar%202018/mn.gov/deed/eerule).

## DHS Updates

DHS guests Ryan Merz and Tony Gantenbein provided a status update on transition plans and supporting system updates for the new DHS employment services:

* **Employment Exploration Services:** Community-based services that introduce and explore employment, such as work experiences. Service assists people in making an informed choice about working in competitive, integrated employment.
* **Employment Development Services:** Individualized services that help people find competitive, integrated employment or attain self-employment.
* **Employment Support Services:** Individualized services and supports that assist people with maintaining community employment in an individual or group arrangement.

These services are designed to separate community-based employment from Day Training & Habilitation (DT&H). Enclave or crew work shifts to Support. Center based work activities remain under DT&H. It also replaces Supported Employment Services with Development and Support. Exploration Services allow for experiences to strengthen informed choice decisions.

Ryan and Tony reviewed the high-level Employment Services timeline as follows:

* **June, 2017**: Employment services pass in the Omnibus Health and Human Services Bill during Special Session ([S.F. No. 2, Article 1, Sec. 2](https://www.revisor.mn.gov/bills/text.php?number=SF2&version=1&session=ls90&session_year=2017&session_number=1&format=pdf))
* **October 31, 2017**: Waiver services amendment submitted to CMS
* **March 8, 2018**: DHS received CMS approval for the waiver services amendment
* **July 1, 2018**: Participants begin transitioning to employment services at their annual review
* **July 1, 2019**: By this date, all participants have transitioned to new employment services

DHS is preparing transition training and activities for lead agencies (counties and tribes), service providers, and participants and families. DHS is developing policy guidance as well as competencies for employment specialists. Tony shared draft information on competencies related to Job Search Planning (EES & EDS), Job Development and Negotiation (EDS), Post-employment Support (ESS), and Benefits Planning (EES, EDS, ESS).

Tony provided information on the status of system updates including MMIS. The business plan for system updates and service restrictions/allowances is in place. Employment service codes and modifiers are being selected with a goal of minimizing the amount of MMIS codes lead agencies/providers need to use. Instead, service information is collected through a “6790 Form”. The 6790 form will collect information for all employment services. The form will contain all the fields required in MnSP for: Employment Exploration; Employment Development; Employment Support, 1:1; and Employment Support, Group. Fields are required to generate the rate. Fields will enable DHS to report employment outcomes in required legislative reports without requiring substantial billing complexities.

Regarding licensing, a license will cover all three services – rather than separate licenses for each service. License costs and fees will be like what currently exists under SES. Licensed providers will need to meet 245(d) requirements and ensure staff competency in delivering employment services

Regarding provider enrollment, all service providers who currently have Supported Employment Services (SES) will be automatically transitioned to providers of the three new employment services on a date prior to July 1, 2018. Current DT&H or Prevocational Services provider who do not have an SES license should consider getting a license now to automatically transition in. For new service provider enrollment: Prior to July 1, 2018 licensing will begin accepting applications to be an employment services (Exploration, Development, Support) provider.

For more information on DHS employment services contact: DSD Response Center at [DSD.Responsecenter@state.mn.us](mailto:DSD.Responsecenter@state.mn.us) or 651-431-4300

# VRS CRP Advisory Committee – Meeting On March 23, 2018

Key Messages for the Greater Vocational Rehabilitation Community

*Note: Key Messages are first distributed via .govdelivery approximately one week after the meeting and posted on the DEED website. They are also included at the end of the official full session notes.*

* The CRP Advisory Committee approved and signed the 2018 committee charter.
  + Click here for a link to the committee duties, membership, and minutes: <https://mn.gov/deed/job-seekers/disabilities/councils/crp-advisory.jsp>
* RSA provided recent interpretation that services classified as "assessment" are no longer considered to be Pre-ETS and cannot be categorized under the 15% funding requirement.   However, student "exploration" experiences/activities will continue to be classified as a Pre-ETS activity.  Such activities are defined as being more self-directed in nature, offering a student the opportunity to self-reflect and gain insight regarding their own likes, dislikes and interests.
  + Community partners will have the opportunity to learn more about this recent RSA clarification as part of a VRS Update webinar scheduled for April 17.
* Placement 101 will be offered again starting this fall. The JPD (Job Placement Division) of MRA will be conducting the training around the state at an affordable cost.
  + The 3-day training content is being updated by Doris Illies, Productive Alternatives; Stephanie Kruger, Pearl Consulting; and Marci Jasper, VRS. We are also looking at including information in the curriculum on key partners including DHS, counties and schools.
  + The first two training days occur in week one with the third day occurring a few weeks later after a period to apply learning.
  + Placement 101 is designed for newer placement staff; however, it can also be attended by seasoned placement staff for refresher training benefits.
* Building upon the initial January advisory dialogue on job coaching services, the committee conducted an exploratory dialogue on creating a ‘Job Coaching 101’ curriculum for the Minnesota vocational rehabilitation community:
  + There is unanimous agreement by the advisory committee on the need and value of developing a ‘Job Coaching 101’ to serve Minnesota’s VR community.
  + With a new infusion of individuals with multiple, significant disabilities seeking VR services because of WIOA, Section 511 and Pre-ETS, VR field staff are seeing an insufficient level of ongoing supports to meet the needs of the more challenging populations we are serving.
  + Potential design considerations for a ‘Job Coaching 101’ curriculum:
    - Training that promotes consistent definitions and standards;
    - Covers the broad range of job supports needed statewide such as short term and long term, advanced techniques for working with the most significantly disabled, job etiquette and soft skills, technical skills coaching, job start and support planning, coaching for stability and maintenance, writing skills and keeping appropriate documentation;
    - Building employer relationships and natural supports;
    - Dealing with differences in county perspectives and expectations;
    - Provides a toolbox, like Placement 101, that is readily available to new and existing job coaches, and
    - Understanding differences among VR PBA, EE and DHS waivers funded services including transition between VR to DHS waiver funded services.
* DEED will be proposing changes to the state rules that govern the Extended Employment (EE) Program this spring.
  + The rule is being revised to reflect principles such as Minnesota’s commitment to person-centered practices, informed choice, and Minnesota’s Employment First policy—especially its focus on competitive, integrated employment.
  + The revision will also align the program with new practices in the broader disability services system driven by the federal Home and Community Based Services (HCBS) rule, the federal Workforce Innovation and Opportunity Act (WIOA), and stepped up enforcement of the Olmstead decision.
  + The rule revision process started 4 years ago and has included 18 months of work by an advisory committee and 8 public forums and meetings, in addition to ongoing engagement of the 27 EE providers.
  + The department is grateful for the significant provider and community input into the development of the proposed rule changes.
  + For more information and to sign up for email updates, go to [mn.gov/deed/eerule](https://d.docs.live.net/a261969a80b1a5da/Documents/Clients/DEED%20Vocational%20Rehabilitation%20Services/CRP%20Advisory%20Committee/2018%20Meetings/Mar%202018/mn.gov/deed/eerule).
* DHS guests Ryan Merz and Tony Gantenbein provided a status update on transition plans and supporting system updates for the new DHS employment services - Exploration, Development, and Support Services:
  + On March 8, DHS received CMS approval for the waiver services amendment necessary to support the new services.
  + DHS anticipates that participants will begin transitioning to the new employment services as part of their annual review starting July 1, 2018, with all participants transitioned to new employment services by July 1, 2019.
  + DHS is preparing transition training and activities for lead agencies (counties and tribes), service providers, and participants and families.
  + DHS is developing policy guidance as well as competencies for employment specialists.
    - For more information contact: DSD Response Center at [DSD.Responsecenter@state.mn.us](mailto:DSD.Responsecenter@state.mn.us) or 651-431-4300

*\* End of Key Messages*