

Supported Employment Leadership Network (SELN)
Meeting

Date: August 27, 2015
Location: Sanders Building, Room 207
Time: 10:00-3:00 pm

Attendees: Kelly McNurlin (DDP), Phyllis Astheimer (Family Outreach), Chanda Hermanson-Dudley (VRBS), Jennifer Finnegan (DDP), Randy Winstead (Family Outreach), Mike Hermanson (Disability Transitions), Marla Swanby (Office of Public Instruction), Bill Harant (SILC)

Phone Attendees: Laurel Gebo (DDP), Diana Tavary (PLUK), Lori Idland (DRM)

Roll Call and Opening Remarks:

- Introductions were made throughout the room and by participants on the phone.
- There will be a web-based survey link sent out for members to mark days that work for them to change the monthly SELN meeting since it currently conflicts with the Montana Development Center (MDC) Transition Council which has designated the 4th Thursday of the month as their meeting date. Kelly will consolidate the responses and choose the best day of the month that works for the majority of the members. Kelly submitted the definitions/clarifications that the group worked on last month to Novelene. The latest update is that she will have Stacy Mader review them.

Travel Reimbursements:

- Kelly received approval from Deann to reimburse core non-state employed SELN members for meals and mileage at the state rate. Jennifer showed the form that needs to be filled out to request reimbursement.
- Forms will be available at each meeting and preferably be filled out and turned in before the members leave.

Work on DDP Career Plan re-vamp:

- Kelly reported that an electronic Plan of Care system will be coming at some point in the future which will make it easy to attach to the POC. At the last meeting we had a brief discussion about allowing providers to use their current standard Job/Career Planning forms, but identifying some key components that need to be addressed within all of them.
- Diana Reidelbach gave Kelly a list at the last meeting of the components that are on Job Connection's current Job Planning form. They contain:
 - Status of Initial or Amended
 - Eligible for VR Supports
 - Eligible for long-term supported employment and if so, define
 - Types of Referral Services requested
 - Support Team Members and their contact information

- Plan for transportation to job
- Individual's strengths
- Barriers to employment
- Accommodations needed by the individual
- Things the individual wants the provider to help with
- What kind of job they would like
- Hours per week and wage information
- Estimated billable VR hours to placement
- Individual's responsibilities
- Individual's goals
- Kelly passed out the current Montana Career Planning Document that can be found on the DDP website at: <http://dphhs.mt.gov/dsd/developmentaldisabilities/DDPseln-empl/selninfoandresrces>
- Members agreed that this career planning document needed to be updated and the group will work to come up with the mandatory components/questions providers should have within their job planning/career planning documents. Then SELN will eventually get more feedback from other stakeholders. Once additional feedback is received and adjustments made, then SELN will submit the recommendations to DDP management for feedback and/or approval.

The rest of the meeting we worked on developing ideas and writing some rough questions that we would like to see in all career/job plans that DD providers write. Vocational Rehabilitation members gave input on what would be helpful for their counselors to see within the career/job plan.

Some main things we explored were:

- Writing some SE questions or changing some existing ones to the existing pre-PSP annual individual planning survey that we could pass on to the PSP workgroup.
- Looking at what could be removed from the current career planning document as some questions are already covered in the PSP
- Coming up with some rough questions that we would like to have all providers cover in their current Job/Career planning forms.

Novelene's request for workgroup to address:

- Ran out of time to cover this topic but Kelly did read the topics we still need to cover with regards to those.

Next Meeting: To be scheduled. Based on the Doodle poll, we are looking to reschedule it for September and forward. Watch your emails for more details and finalization!