

## EMPLOYMENT FIRST – QUALITY REVIEW CHECKLIST

This is an example of a quality checklist based on the Rhode Island Employment First Policy establishing an expectation that all students and adults with intellectual/developmental disabilities should and can successfully obtain and sustain work in community integrated settings and earn competitive wages. This checklist can be used to review the quality and implementation of the Rhode Island Employment First Policy at the district level.

District: \_\_\_\_\_

Review Date: \_\_\_\_\_

Promotion of Employment First Policies

- Posters
- Dissemination of RIDE & BHDDH Employment First Policies
- Introduction to State Services
- Information Presentations (Transition Night, Staff meetings, SELAC presentations, etc...)
- Employment First Culture (New Administration/New Educators)

Career Development Plan

- CDP Accessible by Educators (electronic forms, Drop Box/Google, paper versions)
- Evidence of collaboration between ORS, LEA, & BHDDH (email, invites, parent letters, forms, etc...)
- Review of Completed CDPs (CDP Quality Rubric – please see samples)
- District membership of TLS Network, TAC, Self Determination Initiative/Sherlock Center: Job Coach Training, Job Development Training
- Participation in TLS Trainings
- Integrated Trial Work – Data collection Tools

District Transition/Vocational Assessment Scope and Sequence inclusive of Person Centered Planning

- RI Transition Assessment Matrix
- District Scope and Sequence – w/varying evidenced based Transition Assessments for youth with I/DD
- Evidence of Trained Staff in Person Centered Planning processes
- Evidence of Person Centered Planning processes – MAPs, Discovery, &/or Path
- Person Centered Planning processes included in Secondary IEPs & CDPs

Established District protocol for ORS Referral Process (14-21)

- ORS Referral Protocol (LEA Responsible person)
- In school Youth Engaged in ORS Services (ORS Pilot Programs, Project Search, Employment Services)
- Introduction to State Services Packet (Career Fact Sheets, Brochure, etc...)

Established District protocol for coordinating BHDDH applications

- Facilitation of Application (LEA Responsible person)
- Releases of Information
- Informed Choice
- Introduction to State Services Packet (Brochures, Forms, Employment First Policy, printed Application, etc...)

Student(s) participation in School Based Preparatory Experiences:

- District sponsored College Fairs, Career Fairs, and Student Events
- Regional Transition Student Events
- Middle School Student Leadership/Self Advocacy Conference Dare to Dream
- Student Leadership/Self Advocacy Conference Dare to Dream High School
- Work Based Learning, Internships, Career Ready Coursework
- Life Skills Instruction to include Conflict Resolution
- Other \_\_\_\_\_

Quality Transition IEPs:

- Participation in Indicator 13 Rubric (exemplary checklist)
- Use of Assistive Technology
- Evidence of collaboration between ORS, LEA, & BHDDH (email, invites, & transition services)

Benefits Planning

- CDP Cover Sheet verification
- Quarterly Parent Outreach Meetings
- Informational Materials available

*Areas addressed 2019-2020:*

1. Using the CDP Quality Rubric- additional TA and improved use
2. Continued TA for students with the most significant disabilities (sub-TLS)
3. Linking the IEP, CDP, IPE
4. Improving connections between LEAs and adult vendors
5. Continued Job Coaching and Job Development training

Embracing Employment First:

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District/School Barriers/Challenges:

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Technical Assistance (to be provided by RTC):

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*\* If needed a Correction Action plan will be attached\**

Reviewed by: \_\_\_\_\_