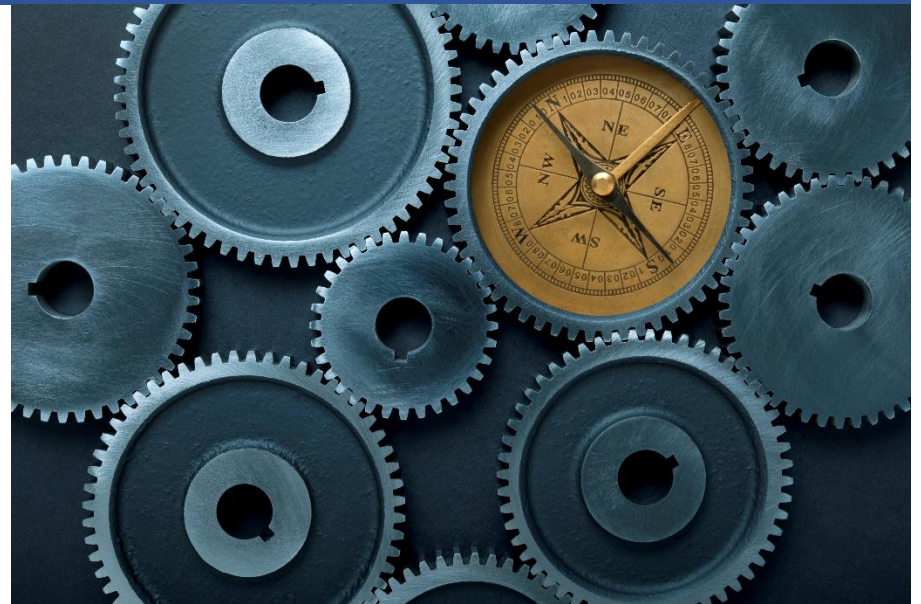


BHDDH I/DD Supported Employment Resource Guide



August 2023

BHDDH I/DD Supported Employment Resource Guide



When it comes to employment, just like everything else in life, each one of us is different. Some will need assistance to find a job, while others require more intensive/long-term support to keep it. Some want to work 40+ hours per week. Others prefer part-time, or maybe even starting their own business.

There are also those who may not be sure if they actually want to work, or if they'd be able to. Work isn't for everyone. Some will consider their options and decide that they're not interested in getting a job. Meanwhile, others who have already worked will say they're ready to retire.



All of these choices are OK! Remember, whatever you decide to do, the key word here isn't "employment;" it's "CHOICE."

Our goal at the Division is to ensure that you have both the opportunity to make informed choices, and the supports you need to reach the goals you've chosen. Work may not be for everyone, but if you think it's for you, then don't let anyone tell you can't do it. Employment First says you can!

Employment First

Rhode Island is one of 46 states focused on Employment First and has an official state policy: that employment in the community is the first and preferred service option for people with disabilities. This promotes community-based, integrated employment as the first option for employment and is part of the national movement toward a greater emphasis on community employment. This echoes a general shift toward services designed to integrate individuals with disabilities into their communities, providing them with the same opportunities and responsibilities as all citizens.

[About APSE - Association of People Supporting Employment First](#)

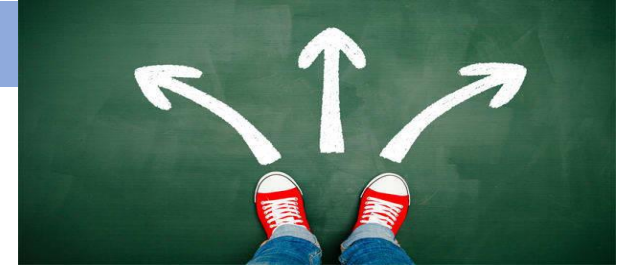
Consent Decree

The State of Rhode Island entered into a Settlement Agreement and [Consent Decree](#) with the United States Department of Justice in 2013 and 2014, respectively. The agreements address findings that the State violated the [Americans with Disabilities Act \(ADA\)](#) by failing to serve individuals with intellectual and developmental disabilities in integrated settings, and by placing youth with intellectual and developmental disabilities at serious risk of segregation. Under the terms of these agreements, the State is committed to transform its service system over a 10-year period of time. The State is required to achieve certain goals each year. The ultimate goal is to provide integrated employment and community services for Rhode Islanders living with developmental disabilities.

Under the terms of the consent decree, the State is working to improve services for:

- **Youth in Transition** – This group includes students who have not yet entered the adult services system. These are students who are ages 14-22, in secondary school, and eligible or likely to be eligible for developmental disabilities services as adults.
- **The "Youth Exit" Population** – This group includes individuals who have left secondary school between September 1, 2013, and August 31, 2016 and are eligible for adult developmental disabilities services.
- **The Sheltered Workshop Population** – This group includes individuals who received services in a sheltered workshop in 2013, the year before the consent decree took effect.
- **The Segregated Day Services Population**- This group includes individuals who received services in a segregated day program in 2013.

Path to Competitive Integrated Employment



1. Referral initiated to BHDDH DDD Adult Services by self/Family, school or agency eligibility/application: [Eligibility and Application | Dept. of Behavioral Healthcare, Developmental Disabilities, and Hospitals \(ri.gov\)](#)
2. Eligibility Determination
3. Supports Intensity Scale (SIS)
The Supports Intensity Scale - A (SIS-A) is a tool that is used to measure supports required for individuals, aged 16 years and older, with intellectual and developmental disabilities. The assessment is done during an interview with individuals and the people who know them well. Rhode Island uses the SIS-A to determine service needs and related levels of funding for individuals receiving developmental disabilities services. [Support Intensity Scale \(SIS\) | Dept. of Behavioral Healthcare, Developmental Disabilities, and Hospitals \(ri.gov\)](#)
4. Resource Allocation/Tiers
 - A portion or all of funds assigned can be used to pay for employment supports.
 - There are also Targeted Employment Funding that can be used, if necessary to reach employment goals.
5. Choose how to manage your funds and services
 - Agency based through one of BHDDH DD licensed providers (see BHDDH DD Provider list below)
 - Individual/Family managed Self-Directed Supports through one of BHDDH DD approved Fiscal Intermediary (see BHDDH DD Fiscal Intermediary list below)
6. Identify employment goals and support needs through Plan Writer/Support Coordinator
7. Referral for Supported Employment Services through assigned BHDDH DDD Social Case Worker
8. Write a plan and start services. Submit ISP with Purchase Order and Employment Goal/Attachment Form [Individual Service Plan Template .docx \(live.com\)](#)
9. Stretch your dollars through Braiding and Sequencing of Funding with Office of Rehabilitation Services (ORS), Department of Labor and Training (DLT), and the Social Security Administration (i.e. Self-Employment program, CVS Retail training, Project Search, Skills for RI, etc.)
10. Questions about how working will affect your benefits?

In the State of Rhode Island there are multiple entities that can provide benefits counseling by a CWIC such as ORS, DLT, BHDDH, and WIPA. A Work Incentives Benefits Specialist can offer support through all stages of employment.

 - If you receive services from ORS-Office of Rehabilitation Services or SBVI, contact your VR counselor.
 - If you receive services from DLT- DEI grant, contact your DEI counselor.

- If you receive funding from BHDDH-DDD, ask your BHDDH Social Worker for an Employment and Earnings Reporting Form [Employment and Earnings Reporting Form 2022 fillable.pdf \(ri.gov\)](#), or ask your Agency Services Coordinator to request work incentives benefits planning on your behalf.

- If you do not receive services from any of the above organizations, contact the Ticket to Work Help Line <https://choosework.ssa.gov/>. The help line will answer your questions and, if needed, will refer you to the Rhode Island Work Incentive Planning & Assistance (RIWIPA) Project.

Choose Not to Work or to Work in a Segregated Setting?

You will need to fill out a Variance Form to document your informed choice. For more information, form, and instructions; [Variance Information | Dept. of Behavioral Healthcare, Developmental Disabilities, and Hospitals](#)

For more information you can go access **A Guide to Accessing Employment Supports from the RI Division of Developmental Disabilities (DDD)** [Guide to Accessing Employment Supports \(ric.edu\)](#)

Additional Information on Supported Employment:

Employment and Earnings Reporting Form

- When individuals are employed, regardless of if they are supported by a provider or self-directed staff, they need to submit an Employment and Earnings Reporting Form (formally ICE-RF). This informs DHS of their income that may be disregarded.
- It is also used to request benefits planning.
- Benefits planning is done by ORS or DD through the Sherlock Center, there is no charge to the individual for this. [Employment and Earnings Reporting Form 2022 fillable.pdf \(ri.gov\)](#)
- Individuals must report their employment earnings to Social Security.
- This should be discussed at each ISP so there are no gaps in reporting. This is different than benefits planning. This can be done by the individual, family, or the provider of employment services.

Supported Employment Staff

- Per our Certification Standards, provider organizations are required to have certified or trained employment staff
- Self-Directed staff *do not need* to be certified or trained to provide employments supports, at this time. They are, however, eligible to attend the Supporting Meaningful Employment Series- an ACRE Certificate based training with the Sherlock Center at no cost. They cannot be paid to attend the training through self-direct dollars.

<https://w3.ri.gov/sherlockcenter/events/smeschedule.pdf>

Questions

Contact your BHDDH IDD Social Caseworker. If you do not know who your caseworker is you can call the main number at 401-462-3421

BHDDH DDD Licensed Supported Employment Providers

Employment Services provider	Location	Address	Contact	Email	Phone
ACCESSPOINT RI	CRANSTON	111 COMSTOCK PARKWAY	Rory Carmody	rcarmody@accesspointri.org	401-941-1112
ACTION BASED ENTERPRISES	WOONSOCKET	141 MAIN STREET	Mike Purcell	mikepurc76@gmail.com	401-597-0402
AVATAR, INC.	WARWICK	33 COLLEGE HILL RD	Erika Middleton	emiddleton@avatarresidential.com	401-826-7500
COMMUNITY LIVING OF RHODE ISLAND, INC.	EAST GREENWICH	1575 SOUTH COUNTY TRAIL	Robert Sasserville	Robert@communitylivingri.com	401-886-9006
EASTERSEALS RHODE ISLAND	PAWTUCKET	150 MAIN STREET	Jack Haughey	jhaughey@eastersealsri.org	401-854-9353
FRANK OLEAN CENTER, INC.	WESTERLY	93 AIRPORT ROAD	Josette Sobers	jsobers@oleancenter.org	401-596-2091
GATEWAYS TO CHANGE, INC.	CRANSTON	1060 PARK AVENUE	Monica Chadwick	mchadwick@gtcinc.org	401-282-9735
GOODWILL INDUSTRIES OF SOUTHERN NEW ENGLAND	PROVIDENCE	100 HOUGHTON STREET	Carol Newberry	cnewberry@goodwillsne.org	401-861-2080
J. ARTHUR TRUDEAU MEMORIAL CENTER	WARWICK	3445 POST ROAD	Charlotte Hingham	chingham@trudeaucenter.org	401-823-0051
JAMES L. MAHER CENTER	MIDDLETOWN	906 AQUIDNECK AVE	Tristan Pennell	tpennell@mahercenter.org	401-302-0566
JUSTICE RESOURCE INSTITUTE	CRANSTON	818 DYER AVENUE	Paige DiBiasio	pdibiasio@jri.org	401-944-5694
LAZO, LLC	JOHNSTON	5 GEORGE WATERMAN ROAD	Iraida Williams	iraida28@hotmail.com	401-233-0314
LIVING IN FULFILLING ENVIRONMENTS, INC. (LIFE)	BRISTOL	490 METACOM AVENUE	Liz Wiedenhofer	lizw@lifeinc.org	401-396-8010
LOOKING UPWARDS, INC.	MIDDLETOWN	438 EAST MAIN ROAD	Sarah Bodington	sbodington@lookingupwards.org	401-339-5515
OPPORTUNITIES UNLIMITED FOR PEOPLE WITH DIFFERING ABILITIES	CRANSTON	1 WORTHINGTON ROAD	Raymond Hudson	rhudson@oppunlim.com	401-942-9044
PERSPECTIVES CORP	NORTH KINGSTOWN	1130 TEN ROD ROAD	Adrienne Tipple	atipple@perspectivescorporation.com	401-294-3990
REFOCUS, INC.	PROVIDENCE	45 GREELEY STREET	Julie Derosier	jderosier@refocusinc.org	401-272-1600
SEVEN HILLS RHODE ISLAND	WOONSOCKET	68 CUMBERLAND STREET	Melissa Charpentier	MCharpentier@sevenhills.org	401-309-7839

SPURWINK/RI	CRANSTON	ONE SPURWINK PLACE	Mary Anne Maciel	mamaciel@spurwinkri.org	401-781-4380
THE ARC OF BLACKSTONE VALLEY	PAWTUCKET	500 PROSPECT STREET	Scott Brousseau	sbrousseau@bvcriarc.org	401-727-0150
THE ARC OF BRISTOL COUNTY, INC. D/B/A PROABILITY	SMITHFIELD	25 THURBER BOULEVARD	Anthony Carlo	acarlo@proability.org	 (401) 233-1634 X3655
THE C.O.V.E. CENTER, INC.	PROVIDENCE	610 MANTON AVE	George Wright	gwright@covecenter.org	401-751-0459
THE CORLISS INSTITUTE, INC.	WARREN	292 MAIN STREET	Julio Tavares	jtavares@corliss.org	401-289-2674
THE FOGARTY CENTER	BARRINGTON	310 MAPLE AVENUE	Kiernan O'Donnell	kodonnell@fogartycenter.org	401-353-7000
THE FOGARTY CENTER	NORTH PROVIDENCE	220 WOONASQUATUCKET	Kiernan O'Donnell	kodonnell@fogartycenter.org	401-353-7000
TOWN OF COVENTRY PROJECT FRIENDS	COVENTRY	50 WOOD STREET	Marlena Davis	mdavis@coventryri.org	401-822-9144
WEST BAY RESIDENTIAL SERVICES, INC.	WARWICK	158 KNIGHT STREET	Sue Raposo	sraposo@westbayri.org	401-738-9300
WHITMARSH HOUSE	PROVIDENCE	1055 NORTH MAIN ST	Katherine Brinkman	kbrinkman@whitmarshcorp.org	401-351-7230
WORK INC.	PAWTUCKET	121 BACON STREET	Courtney DiDonato	cdidonato@workinc.org	401-580-2367
WORK OPPORTUNITIES UNLIMITED CONTRACTS, INC.	PROVIDENCE	TWO REGENCY PLAZA	Trisha Wagner	twagner@workopportunities.net	401-258-3275

Training/Skills Programs

CVS Mock Store Retail Training

AccessPoint RI/DLT/CVS Workforce Training offer an 8 weeks of hybrid training to launch your career! Are you looking for work but haven't yet landed a job? Sometimes it takes both training and work experience to open the door to employment. At our training center we provide both training and real-life work experience. [The Rhode Island Map - Workforce Training \(accesspointri.org\)](https://accesspointri.org)
contact: Jim O'Connor - joconnor@accesspointri.org



RI Developmental Disabilities Council Self-Employment Project

Self-employment offers people with disabilities and others flexibility and control that traditional jobs do not, such as meaningful employment in an area the person has a real passion for, setting their own flexible work hours, being their own "Boss", determining their actual place of employment, working at their own pace, and increasing each person's self-esteem. The Project provides ongoing support for aspiring entrepreneurs to develop their business idea, launch or grow their small businesses, and improve their financial futures. <https://riddc.org/self-employment/>
contact: Sue Babin - suebabin@riddc.org

Skills for Rhode Island's Future

Skills for Rhode Island's Future (SkillsRI) is a nonprofit organization that breaks down barriers to economic opportunity by connecting unemployed and underemployed Rhode Islanders to jobs with socially responsible, civic-minded employers. Collaborating with various Rhode Island state agencies and their service providers to identify new sources of underrepresented talent, SkillsRI's *WorkABILITY* initiative is designed to help meet our employer partner's hiring needs while also considering their goals for diversity, equity and inclusion in the workplace. [SkillsRI WorkABILITY Initiative \(skillsforri.com\)](https://skillsforri.com)
contact: Danna Spencer - dspencer@skillsforri.com

Project Search RI

Project Search is a training program for people living with developmental disabilities that helps prepare them for competitive employment. ORS collaborates with AccessPoint RI, DLT and BHDDH in partnership with Bally's Twin River Lincoln. The adult program for ages 21 to 30 is scheduled to begin August 2023. Program/application information; rcarmody@accesspointri.org

Amos House Employment & Training Program

Amos House is opportunity, a second chance, hope and opportunity. Through our Culinary, Carpentry/Maintenance, and Customer Service/Call Center training programs, and Financial Opportunity Center, we help men and women gain the skills they need to succeed in today's workplace. <https://amoshouse.com/what-we-do/job-training-employment>

Providence Public Library Basic Computer Classes / Digital and Career Navigation

Free basic computer classes for adults at the AmericanJobCenter located at 1 Reservoir Avenue, Providence, RI [Digital Goal - Classes \(google.com\)](https://www.google.com)
Workforce Development/Technology Classes: PPL provides important job readiness support and technology skills training through its free technology & computer classes.

Classes are free and open to anyone, no matter the level of knowledge or experience, whether for personal progress or professional application. You may register for a class online through [PPL's calendar](#). If you need assistance, please call (401) 455-8000. To be notified about future classes as they become available, please [sign up for the PPL Computer Class & Tech News email newsletter](#). [Workforce Development - Providence Public Library \(provlb.org\)](#)

Back to Work RI is an initiative of the Rhode Island Department of Labor and Training designed to train, support, and hire thousands of Rhode Islanders who have been displaced by COVID-19. This is the first and most innovative program of its kind in the country. It's a direct response to the pandemic that's not focused on getting back to "normal," but instead creating a more equal and resilient economy that works for all Rhode Islanders. Through Back to Work RI, we partner directly with employers to ensure Rhode Islanders get the skills they need to secure well-paying jobs in growing industries. We remove obstacles to participation by providing support services like childcare and transportation assistance, so that every Rhode Islander is able to take advantage of these opportunities. While using proven best practices, we are also making serious innovations, like deploying Artificial Intelligence to connect Rhode Island jobseekers with pathways to careers. <https://www.backtoworkri.com/who-we-are?lang=en>

CCAP (Comprehensive Community Action Plan)

CCAP's Employment, Training, and Education Programs assist the youth of Rhode Island ages 14 – 24 through free education, training programs, Work Readiness and Job Placement assistance. We provide a full range of services to youth enrolled in school and out of school. All enrollees are connected with a case manager to assist them in their education or employment goals throughout the program. Cash incentives are given to those who qualify. [CCAP's Learn to Earn Program | GED Classes & Job Training \(comcap.org\)](#)

Resources

RIDDC (The Rhode Island Developmental Disabilities Council)

The Rhode Island Developmental Disabilities Council believes that people with developmental disabilities should fully participate in community life. Men, women, and children should be able to enjoy family life. Children and adolescents should go to school. Adults should work. All should have decent homes, have friends, and live as independently as possible. <https://riddc.org/about/>

RIPIN

RIPIN is a 501(c)(3), charitable, nonprofit organization established in 1991 by a passionate group of parents of children with special needs. These parents recognized that together they could provide support through sharing essential information and helping to find the resources they needed for their loved ones. This peer model continues to be at the heart of our work and has led RIPIN's network to expand statewide. Today we have over 100 employees, most of whom have personal experience caring for a loved one with special health care or educational needs. <https://ripin.org/>

Paul V. Sherlock Center on Disabilities/RI College

The Sherlock Center, founded at Rhode Island College in 1993, is a University Center for Excellence in Developmental Disabilities (UCEDD). UCEDDs are evidence driven and designed to advance policies, practices and research that improve the health, education, social and economic well-being of people with disabilities, their families, and their communities. The Sherlock Center is also a LEND (Leadership Education in Neurodevelopmental and Related Disabilities) Program. <https://w3.ric.edu/sherlockcenter/index.html>



RI APSE

The Association of People Supporting Employment First (APSE) is the only national membership organization focused exclusively on Employment First to facilitate the full inclusion of people with disabilities in the workplace and community. APSE members recognize that everyone has abilities to contribute and their work should be recognized and rewarded with fair pay, creating inclusive workplaces. Employment enriches and adds meaning to every life, and workplaces and communities are enhanced when they embrace differences. Employment First means that employment in the general workforce should be the first and preferred option for individuals with disabilities receiving assistance from publicly-funded systems. <https://apse.org/chapter/rhode-island/>

Advocates in Action

Advocates in Action RI is Rhode Island's Statewide Self-Advocacy organization. An independent, 501(c)3 organization, our mission is to empower people who have a developmental disability to advocate for themselves and others, to support and strengthen the Self-Advocacy movement and to raise awareness about disability issues in the community. We strive to help people become educated about their options, aware of available resources, able to make informed decisions, in control of their own lives, and involved within the community. [Advocates in Action Rhode Island: Rhode Island's Statewide Self-Advocacy Organization](#)

The RI Statewide Independent Living Council

RISILC is a Governor-appointed council that empowers the community through advocacy, education, planning, and collaboration. The SILC promotes the Independent Living philosophy and strives to achieve a Rhode Island where people with disabilities have the opportunity to fully access and participate in the community. Independent Living is a philosophy and movement of people with disabilities that works for self-determination, equal opportunities, and self-respect. For people with disabilities, it means being able to live in the way they choose and in the community of their choice. It is about having control over one's day-to-day life. [Rhode Island Statewide Independent Living Council – together, making a difference \(risilc.org\)](#)

Disability Rights Rhode Island is part of the national network of Protection and Advocacy (P&A) agencies created by Congress, existing in every state and territory, to help secure and advance the rights of people with disabilities. There are a total of 57 P&As in each of the United States, U.S. territories, and District of Columbia. <https://drri.org/>

Rhode Island Works

RI Works is a financial and employment assistance program for parents and families with little to no income who have children high school age or younger. It gives individualized and family supportive services, job readiness, preparation and placement, employment or vocational training and retention services. Recipients can also receive child care, transportation and educational services towards the goal of improved long-term stabilization. <https://dhs.ri.gov/programs-and-services/ri-works-program>

ORS (Rhode Island Office of Rehabilitation Services)

The Rhode Island Office of Rehabilitation Services Supported Employment Services are designed to assist individuals with the most significant disabilities, who have been found eligible for ORS, to find and keep a job in an integrated real work setting, and to earn at least the prevailing minimum wage. Individuals with significant disabilities often do not have opportunity to experience traditional competitive employment or have had that experience interrupted due to the severity of their disability. It is anticipated that the Supported Employment Program will identify, arrange and coordinate the services and ensure access to the ongoing/intermittent supports needed by the individual to obtain and maintain employment. <https://ors.ri.gov/SE.html>

DLT (Rhode Island Department of Labor and Training)

The Rhode Island Department of Labor and Training provides workforce development, workforce security, and workforce protection to the state's workers, employers and citizens, offering employment services, educational services and economic opportunity to both individuals and employers. DLT protects the workforce by enforcing labor laws, prevailing wage rates, and workplace health and safety standards. The department also provides temporary income support to unemployed and temporarily disabled workers. <https://dlt.ri.gov/>

The Governor's Workforce Board

GWB is Rhode Island's primary policy-making body on workforce development matters. We invest in the success of Rhode Island's people and employers. The GWB helps Rhode Islanders find a job and build a career, while helping RI employers meet their demand for talent. We encourage you to explore the site to learn more about the range of services available to employers and workers alike. The GWB and our partners are here to help you. [Home Page | Governor's Work Board \(ri.gov\)](#)

BHDDH

The RI Department of Behavioral Healthcare, Developmental Disabilities & Hospitals (BHDDH) is the second largest department in the state with more than 1,100 employees working in three divisions: Behavioral Health, Developmental Disabilities and the state hospital system, Eleanor Slater Hospital. The hospital is located on two campuses - Cranston and Burrillville. BHDDH provides services to approximately 50,000 Rhode Islanders, and their loved ones, who are living with mental illness and/or substance use conditions, have developmental disabilities, or need Long Term Acute Care in the state hospital system, known as the Eleanor Slater Hospital (ESH). In addition, BHDDH administers funds which support a statewide network of prevention and mental health promotion initiatives. [Welcome | Dept. of Behavioral Healthcare, Developmental Disabilities, and Hospitals \(ri.gov\)](#)

- MyBHDDH DD Employment website [Employment Overview | Dept. of Behavioral Healthcare, Developmental Disabilities, and Hospitals \(ri.gov\)](#)
- MyBHDDH Resources on Employment [Resources on Employment | Dept. of Behavioral Healthcare, Developmental Disabilities, and Hospitals \(ri.gov\)](#)
- MyBHDDH Forms, Policies, and Brochures [Forms | Dept. of Behavioral Healthcare, Developmental Disabilities, and Hospitals \(ri.gov\)](#)
- MyBHDDH Newsletters, Forums and Updates [News And Updates | Dept. of Behavioral Healthcare, Developmental Disabilities, and Hospitals \(ri.gov\)](#)

FEDCAP

Fedcap Rehabilitation is a member of [The Fedcap Group](#) — a global network of agencies dedicated to creating opportunities and improving the lives of people with barriers to economic well-being. Continually innovating in the areas of Education, Workforce Development, Health and Economic Development, The Fedcap Group provides solutions that break down barriers to societal inclusion and economic well-being for hundreds of thousands of children and adults each year. <https://www.fedcap.org/>

Ticket to Work

Social Security's Ticket to Work Program supports career development for Social Security disability beneficiaries ages 18 through 64 who want to work. The Ticket Program is free and voluntary. The Ticket Program helps people with disabilities progress toward financial independence. <https://choosework.ssa.gov/>
SSI Benefits Counseling and the Path to Employment <https://choosework.ssa.gov/library/fact-sheet-benefits-counseling-and-the-path-to-employment>
SSI Working While Disabled: How We Can Help Brochure <https://www.ssa.gov/pubs/EN-05-10095.pdf>

Definitions

Supported Employment

Supported employment refers to service provisions wherein people with disabilities, including intellectual disabilities, mental health, and traumatic brain injury, among others, are assisted with obtaining and maintaining employment. Supported employment is considered to be one form of employment in which wages are expected, together with benefits from an employer in a competitive workplace.

Customized Employment

Customized Employment (CE) represents a specific set of techniques and strategies that differentiate it from other forms of community employment. CE is based on the fundamental elements of Supported Employment, but differs in important ways. CE is not “better” than other approaches, but there are circumstances when CE is a preferred option, especially when an individual faces multiple and/or complex barriers to attaining meaningful work.

Discovery

Discover is the foundation of Customized Employment. It is a proven evidence-based practice of qualitative research that improves employment outcomes for youth and adults with disabilities who experience barriers to employment. Discovery is a structured observational method to understand who the employment seeker is in as many aspects of life as necessary to inform an effective Customized Plan for Employment. Discovery uses an individualized, person-centered approach to learn about a person’s skills, interests, and conditions to then create integrated employment by matching these with business needs. Discovery takes between 24–60 hours over 5–9 weeks. In order for any practitioner to complete discovery services, the practitioner must meet competency review standards.

Job Development

Job Assessment and Development Services are services which assist individuals in engaging in the discovery process, implementation of career development plans, participation in trial work experience, and completion of vocational assessments. [Responsibilities include] Actions to develop, locate and secure employment for individuals in integrated community-based employment settings.

Job Coaching

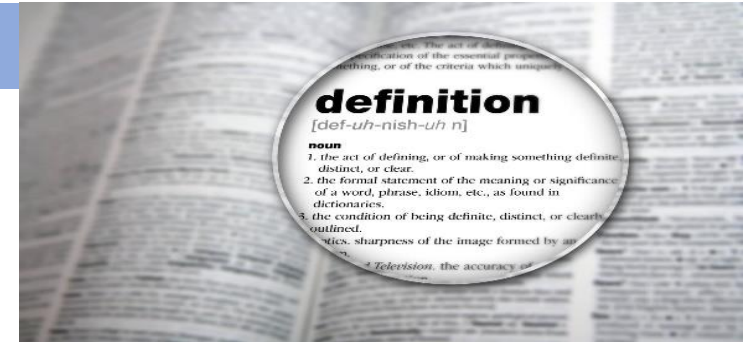
Training for individuals by a job coach, who uses structured intervention techniques to help the individual learn to perform job tasks to the employer’s specifications and to learn the interpersonal skills necessary to be successful as an employee at the job site and in related community contacts.

Retention

Job Retention is defined as an employment outcome and support service necessary for a person to maintain or advance in employment consistent with the person’s strengths, abilities, capabilities, and interests. [Responsibilities include] Short-term or intermittent job coaching, communication with the individual and his/her supervisor to ensure job satisfaction and/or promoting employment enhancement.

Assistive Technology

Assistive Technology (AT): Devices, equipment, or products used to increase, maintain, or improve the functional capabilities of an individual with a disability in their job. Examples of Assistive Technology could include; telecommunication devices, sensory aids and devices, vehicle modifications, computer and computer-related hardware or software, etc.



Competitive Integrated Employment

Employed at a community-based, individual job, hired onto the employer's payroll with or without job supports, full-time or part-time work at minimum wage or higher, with wages and benefits similar to those without disabilities performing the same work, and fully integrated with coworkers without disabilities.

Ability One

The AbilityOne Program is one of the largest sources of employment in the United States for people who are blind or have significant disabilities. Approximately 500 nonprofit organizations employ these individuals and provide quality products and services to the Federal Government at a fair market price.

Provider Paid – Individual

The individual works at a community-based, individual job. Individual is paid by a provider agency or provider subcontractor. Provider is defined broadly to include DD provider agencies, as well as businesses with a mission to employ workers with disabilities (i.e. NISH, Ability One, Cookie Place, agency owned business, affirmative business, etc.). And/or Employer receives wage reimbursement or a subsidy from the provider Agency.

Enclave (Group Employment)

The individual works at a community-based job with 2 or more individuals with disabilities (enclave, work crew, etc.). Individual is paid by a provider agency or provider subcontractor. Provider is defined broadly to include DD provider agencies, as well as businesses with a mission to employ workers with disabilities (i.e. NISH, Ability One, Cookie Place, agency owned-business, affirmative business). Employer receives wage reimbursement or a subsidy from the provider Agency

Self Employed

Refers to small business ownership that is controlled or owned by the individual or in which the individual is considered to be a private contractor AND guided by a business plan. 100% of the business income goes to the individual/co-owners and \$400 in annual earnings expected. The individual reports earnings to SSA and file taxes if income guidelines met. Self-employment would not include a business that is owned or operated by an organization or provider; or an individual's hobby, a chore, or a favor that results in receipt of payment.

Variance

A variance is official approval of something different from the usual expectations. Under the "Employment First" guidelines, the usual expectations are: All people, no matter what disability they have, should have opportunities for real jobs with real wages, and work that matches their skills and interests. All people, with and without disabilities, can work together in integrated work places in the community earning minimum wage or higher. Some individuals may choose not to work at all, or to work in a segregated setting. They would need a variance to document that they have made an informed choice not to work in integrated competitive employment. There are 2 types of variances, described in these Variance Request Forms: 1. Variance for Integrated Day Services Only. 2. Variance to Work in a Segregated Employment Setting [Variance Information | Dept. of Behavioral Healthcare, Developmental Disabilities, and Hospitals](#)

For more information contact:

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BHDDH DDD
6 Harrington Road, Simpson Hall
Cranston, RI 02920
Gerard.MacKay@bhddh.ri.gov or 401-462-5279



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