

## Evaluating Employment Supports

The following questions can help you decide if your employment supports are meeting your needs.

### 1. Employment Status

✓ Are you working now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ If not, do you want to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 2. Career Planning

✓ Did you use Section 29 Career Planning services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ If yes, did the service help you find a job that is a good fit for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, please explain why: <input type="checkbox"/> There was a long wait for the service and you decided not to wait. <input type="checkbox"/> You were not told about the service. <input type="checkbox"/> You had access to the service but chose not to use it. <input type="checkbox"/> Other. Please explain: _____	

### 3. Choice and Control at Work

✓ Did you choose your current job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Do you like your current job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Were you given a job description and information about job expectations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Did you receive training before you started your job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Were any opportunities for improving your skills or learning new skills explained to you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Were future opportunities for getting promoted explained to you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Do you know how and when to ask for help from your supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Do you know whom to contact if you wish to change your employment specialist or work support staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### 4. Reasonable Accommodations

<input checked="" type="checkbox"/> Do you need any on-the-job accommodations to help you succeed at work? Some examples are: <ul style="list-style-type: none"> <li>• Additional staff training</li> <li>• Help with communication</li> <li>• Changes to the environment</li> <li>• Support to help you be mobile</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> If yes, were those accommodations made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Does your employment specialist understand how best to support you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Does your job coach understand how best to support you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Does your supervisor understand how best to support you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### 5. Inclusion

<input checked="" type="checkbox"/> Do you feel you are treated the same as other employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Do you feel welcome, respected, and included by the people you work with?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Do you have a plan for reducing paid supports at work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The following is an assessment tool that identifies seven indicators of quality employment support services. <sup>1</sup>

Quality indicators and relevant questions may differ for individuals with different levels of employment support services.

#### 1. Use of Benefits Planning

Potential questions for measuring the quality of benefits planning include:

<input checked="" type="checkbox"/> Did the agency secure services from a certified Community Work Incentives Coordinator (CWIC) to assist the individual and family in understanding the impact of wages on benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Was a written benefits analysis completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Did the analysis present the impact of employment on all Federal and other benefits programs in which the individual is currently enrolled?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>1</sup> Brooke, V., Revell, G. Virginia Commonwealth University Region III CRP-RCEP Fact Sheet: Quality Indicators for Competitive Employment Outcomes.

## 2. Individualization of the Job Goal

Potential questions for measuring the quality of the individualization of the job goal include:

✓ Were the individual's strengths, abilities, and interests considered when establishing the job goal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Did the individual lead the planning and job assessment process formulating a job plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Did the individual choose the job coach/employment specialist providing primary services and supports?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Is the individual satisfied with the job goal identified and support services planned?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 3. Quality of Competitive Job

Potential questions for measuring the quality of job outcomes include:

✓ Does the individual earn at least minimum wage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Is the individual working at least 20 hours per week?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Is the employer satisfied with the job performance of the individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 4. Consistency of Job Status with Co-Workers

Potential questions for measuring the consistency of job status with co-workers include:

✓ Is the individual employed and paid by a business where work is taking place, not by a service provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Are wages earned and benefits received commensurate with those received by others doing similar work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Are opportunities for advancement consistent with those available to co-workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 5. Employment in an Integrated Job Setting

Potential questions for measuring the quality of employment in integrated settings include:

✓ Is the work site absent of a congregation of workers with disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Are there co-workers who do not have disabilities within the work site with whom the individual has regular contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Are there social interactions with co-workers at the work site (e.g.: during breaks, lunch, or after-hours gatherings of co-workers)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 6. Quality of Job Site Supports and Fading

Potential questions for measuring the quality of job site supports and fading include:

✓ Do job site support strategies match the learning style of the individual and the culture of the job site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Is there evidence of a well thought out plan for fading job supports, designed from the first day of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Is the individual a partner in all aspects of his or her plan for job site support, including the selection of compensatory strategies and the decision to involve co-workers with instructions and support?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 7. Presence of Ongoing Support Services for Job Retention and Career Development

Potential questions for measuring the quality of ongoing support services for job retention and career development include:

✓ Is there a written long-term supports plan and is the plan being implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Are contacts made with the individual at least twice monthly to monitor employment stability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Is there a plan for career advancement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
✓ Do ongoing post-employment support services for the individual include support for changing job settings/re-employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No