



**PRE-EMPLOYMENT & TRANSITION SERVICES
COLLABORATION & COORDINATION STRATEGIES
FOR LOCAL COMMUNITY EFFORTS**

- 1.0 Form a local partnership collaboration team to develop and implement collaboration & coordination strategies**
 - 1.1 Identify relevant partners including: DOR, Regional Center/Developmental Disability Agency, School Districts, Post-Secondary Education, American Job Centers and other local service providers/agencies including: advocacy groups, families, foundations, transportation and other workforce development programs
 - 1.2 Identify technical assistance, if needed for set-up and/or on-going support
 - 1.3 Develop an action plan with a timeline to outline community goals, objectives, activities & outcomes.
 - 1.4 Identify communication techniques to ensure partner opportunities for shared information exchange, problem solving and improved service delivery.
 - 1.5 Promote shared commitment through cross-agency program effectiveness & efficiency
 - 1.6 Share local, state and legislative transition/employment related updates
 - 1.7 Identify, approve and implement cross agency data collection methods and capacity
 - 1.8 Promote the use of best practice collaboration strategies across all agencies & partners

- 2.0 Identify all Pre-Employment Transition Services (Pre-ETS) programs specific to youth and young adults in your community**
 - 2.1 Secure Pre-ETS program summaries (information/fact sheets, brochures, website addresses, etc.)
 - 2.2 Identify eligibility and funding specifics for each program
 - 2.3 Identify Pre-ETS Program Contacts

- 3.0 Identify & connect to all Pre-ETS relevant resources & service agencies in local area/ community**
 - 3.1 Survey all partners to determine resource and service availability
 - 3.2 Develop information access sheets for resources & services
 - 3.3 Identify available & needed disability specific accommodations to ensure access

- 4.0 Identify, develop and provide cross-agency training on Pre-Employment & Transition Services**
 - 4.1 Identify existing training opportunities

- 4.2 Survey all stakeholders to determine specific training needs
- 4.4 Identify subject matter experts in all required and authorized Pre-ETS Services
- 4.3 Coordinate training efforts across agencies to promote improved understanding of partner services, individual with disability access and programming specifics
- 4.4 Develop cross-agency community employment and transition training monthly Calendar
- 4.5 Support increased systems knowledge of Pre-ETS programming

5.0 Develop and/or connect to employment & transition website(s) for all identified stakeholders including underserved populations

- 5.1 Identify the specifics regarding location and host agency
- 5.2 Identify funding mechanism for development, vetting and on-going monitoring and information updates
- 5.3 Develop website layout including easy access for all stakeholder user groups
- 5.4 Identify local, state and federal Pre-ETS related websites to link with, including virtual tool kits
- 5.5 Ensure ADA compliance with website and included materials
- 5.6 Identify specific content i.e., resources, materials and other programming information to include on the website

6.0 Collaborate with local business partners/employers to guide effective Pre-ETS/work workforce development practices

- 6.1 Identify business partners willing to participate in business advisory capacity including: committees, training, surveys, community conversations, etc.
- 6.2 Build capacity of local business partners and employers to support career pathway programming efforts
- 6.3 Identify local current or new business partners who are willing to partner with the local collaborative in providing Pre-ETS opportunities for students with disabilities ages 16-21, including paid and unpaid work-based learning opportunities
- 6.4 Identify business partners willing to promote competitive integrated employment for individuals with disabilities, including students with intellectual and developmental disabilities

7.0 Identify partnerships opportunities for planning & implementing well-sequenced funding for evidenced -based best practice work training, job placement, and job retention

- 7.1 Coordinate efforts at person-centered/person-driven programming to promote competitive integrated employment
- 7.2 Focus efforts and identify methods to the elimination of 1) non-integrated work training and employment sites and 2) subminimum wages
- 7.3 Investigate methods to develop, enhance and improve braided cross agency funding of improved enhanced Pre-ETS Services.