

Appendices

INFORMATION ON STRATEGIC PLANNING LEADERSHIP GROUPS:

- A. Commission on Disability and Employment, membership**
The Commission is the primary Leadership Group for the development and implementation of Maine's Strategic Plan.
- B. Commission on Disability and Employment, statutory authorization**
The full text of the statute outlining the goals and responsibilities of the Commission.
- C. CHOICES CEO Strategic Plan Leadership Group, membership**

INFORMATION ON HOW STRATEGIC ASSESSMENT ACTIVITIES WERE ORGANIZED:

- D. About Action Research**
Description of the Action Research approach to strategic planning and action
- E. Stakeholder involvement in Maine's strategic planning process**
A flowchart showing how major stakeholder groups were engaged in the strategic planning process.
- F. Planning group/activity and constituency table**
A listing and brief description of groups and activities in the planning process, including which major stakeholder groups were represented in each group/activity.

INFORMATION ON STRATEGIC ASSESSMENT REPORTS AND PRODUCTS:

- G. Systems inventory mapping activities**
A description of two important system mapping activities that were a part of the 2005 strategic assessment and planning activities.
- H. Employer Practices and Attitudes Regarding Employing People with Disabilities**
A brief description of a report on research conducted in 2005 with Maine employers.
- I. Logic Models**
Logic models on strategic planning, benefits counseling services, and youth in transition.
- J. Strategic priority setting process**
A description of how the leadership groups chose the six strategic priority areas
- K. Glossary**
A listing of common terms and acronyms that are referenced in the strategic plan.
- L. Strategic assessment findings**
Twelve tables containing extensive strategic assessment data collected in 2005

- ***Working Together***

APPENDIX A

Member Listing for the Maine Commission on Disability and Employment (the primary strategic planning group for this plan)

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APPENDIX B

Authorizing Statute for the Maine Commission on Disability and Employment (the primary strategic planning group for this plan)

Maine Revised Statutes Annotated (MRSA) Title 26 (Labor and Industry), Chapter 25 (Workforce Investment), Section 2006 (Establishment of Maine Jobs Council), Sub-section 5-B

Available online at <http://janus.state.me.us/legis/statutes/26/title26sec2006.html>

Statutory text follows:

5-B. Employment of people with disabilities. In addition to its other duties, the council, through its Standing Committee on Employment of People with Disabilities, referred to in this subsection as the "committee," shall perform the duties of the former Governor's Committee on Employment of People with Disabilities.

A. The committee shall:

(1) Advise, consult and assist the executive and legislative branches of State Government on activities of State Government that affect the employment of disabled individuals. The committee is solely advisory in nature. The committee may advise regarding state and federal plans and proposed budgetary, legislative or policy actions affecting disabled individuals;

(2) Serve as an advocate on behalf of disabled citizens promoting and assisting activities designed to further equal opportunity for people with disabilities;

(3) Conduct educational programs considered necessary to promote public understanding of the needs and abilities of disabled citizens of this State;

(4) Provide information, training and technical assistance to promote greater employer acceptance of disabled workers;

(5) Advise and assist employers and other organizations interested in developing employment opportunities for disabled people; and

(6) Inform the public of the benefits of making buildings accessible to and usable by individuals with disabilities; monitor the enforcement of state and federal laws regarding architectural accessibility; and advise and assist building owners by disseminating information about accessibility and by making technical assistance available when appropriate.

(a) A wheelchair symbol must be appropriately displayed to identify buildings with facilities that are accessible to disabled and elderly individuals; accessibility is determined by the committee.

(b) The symbol required in division (a) must be that adopted by the Rehabilitation International's World Congress in 1969.

(c) Application for display of the wheelchair symbol must be made by the committee, which shall obtain and keep on file a supply of symbols. [1997, c. 683, Pt. D, §9 (new).]

B. The committee shall administer in accordance with current fiscal and accounting regulations of the State, and in accordance with the philosophy, objectives and authority of this subsection, any funds appropriated for expenditure by the committee or any grants or gifts that may become available and are accepted and received by the committee. [1997, c. 683, Pt. D, §9 (new).]

C. The committee shall submit an annual report directly to the Governor and the Legislature not later than September 1st of each year concerning its work, recommendations and interest of the previous fiscal year and future plans. The committee shall make any interim reports it considers advisable. [1997, c. 683, Pt. D, §9 (new).]

D. The committee shall keep minutes of all meetings, including a list of people in attendance. [1997, c. 683, Pt. D, §9 (new).]

E. The committee may employ, subject to the Civil Service Law, the staff necessary to carry out its objectives. The committee may employ consultants and contract for projects it determines necessary. To the extent feasible and reasonable, the committee must be given the staff, facilities, equipment, supplies, information and other assistance required to carry out its activities. [1997, c. 683, Pt. D, §9 (new).]

F. The committee may make necessary rules, not inconsistent with this subsection, for promoting its purposes. [1997, c. 683, Pt. D, §9 (new).]

G. The committee may receive and accept, from any source, allocations, appropriations, loans, grants and contributions of money or other things of value to be held, used or applied to carry out this subsection, subject to the conditions upon which the loans, grants and contributions may be made, including, but not limited to, appropriations, allocations, loans, grants or gifts from a private source, federal agency or governmental subdivision of the State or its agencies. [1997, c. 683, Pt. D, §9 (new).]

[1997, c. 683, Pt. D, §9 (new).]

APPENDIX C

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APPENDIX D

About Action Research

Late in 2004, in anticipation of Maine receiving the CEO (Comprehensive Employment Opportunity) funding award from the Centers for Medicare and Medicaid Services (CMS), staff and planning partners of the former CHOICES Basic MIG (Medicaid Infrastructure Grant) conducted research to improve their understanding of strategic planning methods. As part of this effort, CHOICES project staff at the USM Muskie School engaged an outside consultant with extensive knowledge and experience in strategic planning in both the private and public sectors.

In that overview process, one particular approach to strategic planning emerged that seemed most relevant to Maine's situation, and particularly to the opportunity that the CHOICES CEO grant presented. This approach, called "Action Research," or the "Action Research Cycle (ARC)," most definitely embodies both the Value-Driven and Participatory elements which CMS required as part of the CEO approach to strategic planning. In addition, Action Research stresses that strategic planning is a constant, on-going process that includes environmental scanning, systems change action steps, and evaluation of the success of planning and action so as to help inform the next steps in the ongoing action cycle.

The Action Research Approach to Strategic Planning

Action Research is part of a growing approach to strategic planning that is sometimes called the Learning School, where strategies for change are formed through an emergent process by many people involved in different places within a very complex organization, or system. It allows change to be planned, and implemented by these organizational participants at times acting individually and at times collectively, and very often involves longer-term incremental changes rather than radical change.¹

Some of the reasons why this approach of strategic planning applies best to Maine's interests is explained very well in the following quotations:

"A fundamental premise of community-based action research is that it commences with an interest in the problems of a group, a community, or an organization. Its purpose is to assist people in extending their understanding of their situation and thus resolving problems that confront them...."

"Community-based action research is always enacted through an explicit set of social values. In modern, democratic social contexts, it is seen as a process of inquiry that has the following characteristics:

- It is *democratic*, enabling the participation of all people.
- It is *equitable*, acknowledging people's equality of worth.
- It is *liberating*, providing freedom from oppressive, debilitating conditions.
- It is *life enhancing*, enabling the expression of people's full human potential."

¹ Mintzberg, H., Ahlstrand, B., Lampel, J. (1998). Strategy Safari – A Guided Tour Through the Wilds of Strategic Management. The Free Press, New York. pp. 176 – 185, available in the CHOICES CEO library

“Action research works through three basic phases:

Look - building a picture and gathering information. When evaluating we define and describe the problem to be investigated and the context in which it is set. We also describe what all the participants (educators, group members, managers etc.) have been doing.

Think – interpreting and explaining. When evaluating we analyze and interpret the situation. We reflect on what participants have been doing. We look at areas of success and any deficiencies, issues or problems.

Act – resolving issues and problems. In evaluation we judge the worth, effectiveness, appropriateness, and outcomes of those activities. We act to formulate solutions to any problems.”²

Action Research strategic planning is often defined as a cycle, with four steps:

- a. **Action** – An action is defined and taken in some small, or large way, that may have some type of impact, big or small, on a system. The action taken might be based on the outcome of an earlier process where something was learned.
- b. **Reflection** – Participants in the action process describe feelings, reactions and judgments about the action. What was learned in observing the process, the measured outcome, the premise of the change, and so forth.
- c. **Conceptualization** – What relevant concepts, and particularly individual and system values, will help individuals and the group make sense of the experience described? Theories emerge from the two prior steps, in relation to ideas, generalized explanations, and hypotheses for that action or other future actions.
- d. **Planning Next Action** – The group creates a recipe for future action that is based on the experience, reflections and conceptualizations of this action research cycle.³

Thus, the Action Research approach to strategic planning describes action and evaluation cycles that are repetitive, on-going, and evolutionary. As it applies to Maine’s Strategic Plan to Maximize Employment for People with Disabilities, the Action Research model describes a process whereby the findings of the first-year assessment, as detailed in this plan, will stimulate and facilitate the formation of a number of new action cycles, starting in 2006.

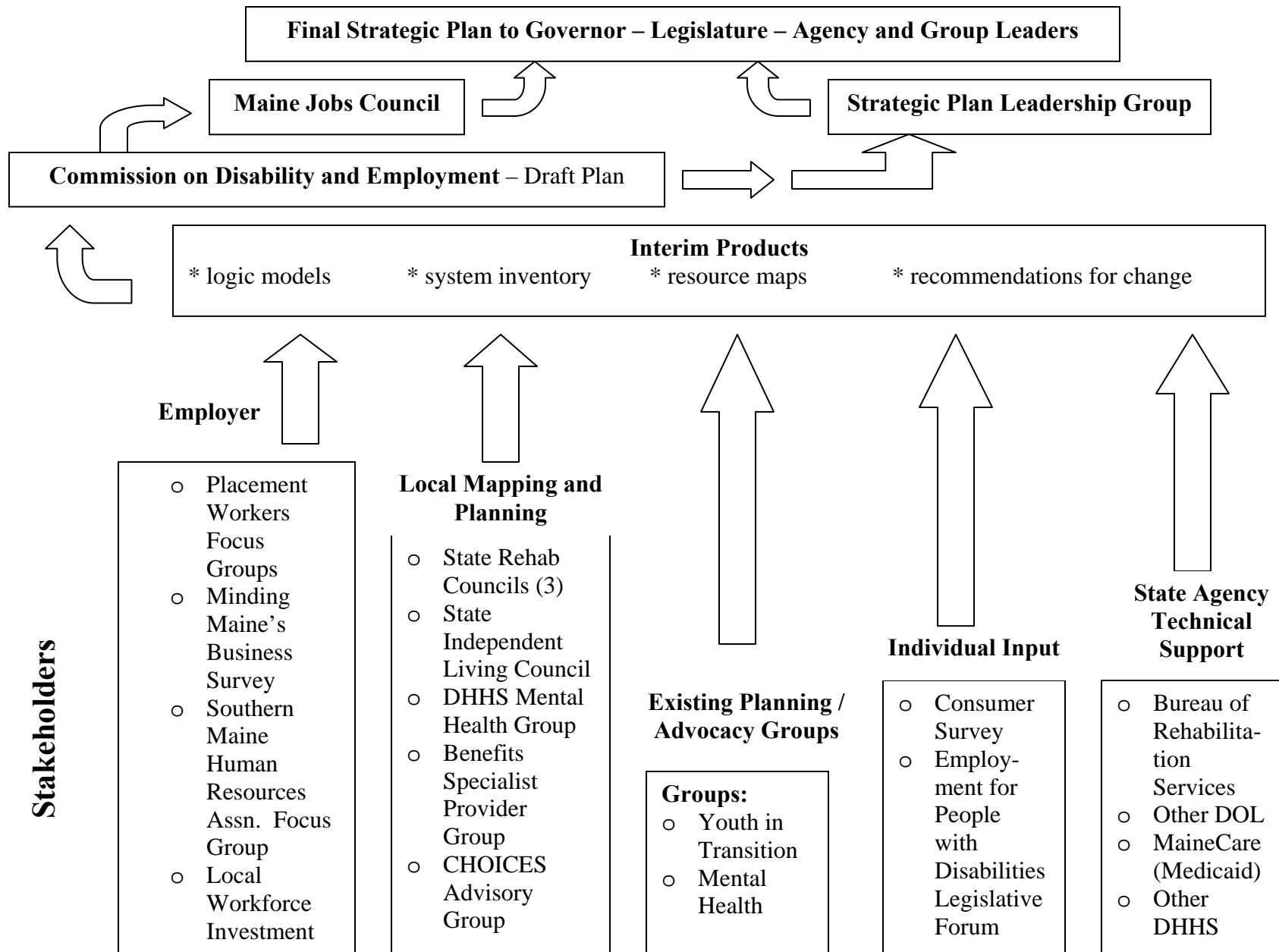
The recommended strategic activities detailed in Section VI of the Plan start the process of translating the intensive planning activities of 2005 into action steps that begin in 2006. Sustained strategic planning built on an Action Research model will help to engage Maine stakeholders in the design and implementation of specific systems development and change activities. These actions, including both individual and group efforts, will result in improved employment outcomes in Maine for workers with disabilities.

² Stringer, E. T. (1999) Action Research: A handbook for practitioners 2e, Newbury Park, taken from the Internet at <http://www.infed.org/research/b-actres.htm>, accessed 11/21/2005.

³ Webber, James B. April 21, 2002. “Action Research Cycle – “The Secret to Success.” Handout provided during training provided to CHOICES CEO staff, January 2005. Available in the CHOICES CEO library.

APPENDIX E

Stakeholder Involvement in Maine's Strategic Planning Process



APPENDIX F

Planning Group/Activity and Constituency

In the table below, column headings C=Consumers, SA=State Agencies, SP=Service Providers, E=Employers, and A=Advocates

STRATEGIC PLANNING GROUP/ACTIVITY	DESCRIPTION	C	SA	SP	E	A	OTHER
Maine Commission on Disability and Employment	Primary CEO Strategic Planning Group – ongoing	X	X	X	X	X	
CHOICES Advisory Group	Area of focus is Buy-In, Ticket, Benefits Planning – MIG 1 focus areas. Ongoing	X	X	X		X	
Maine Jobs Council	State Workforce Investment Board, and thus area of focus is overall Maine workforce – relies on MCED (above) for disability specific planning. Ongoing		X	X	X	X	
CHOICES CEO Strategic Plan Leadership Group	State level CEO leadership group to receive, comment on, and sent on CEO Strategic Plan Report. Met twice in 2005.	X	X	X	X	X	X
Benefits Specialist Provider Group	Area of focus is current and future system of benefits planning services for SSA beneficiaries. Ongoing		X	X			
State Rehabilitation Council (SRC)	Ongoing general rehabilitation service system monitoring and planning group – collecting data for CEO plan as well as helping with	X	X	X	X	X	

STRATEGIC PLANNING GROUP/ACTIVITY	DESCRIPTION	C	SA	SP	E	A	OTHER
	Comprehensive Statewide Assessment. /Ongoing.						
State Rehabilitation Council for the Blind	Ongoing service system monitoring and planning group for rehabilitation services for consumers who are blind or have visual impairments. Ongoing.	X	X	X	X	X	
State Advisory Council to the Division of Deafness Services	Ongoing service system monitoring and planning group for consumers who are deaf or have hearing impairments. Ongoing.	X	X	X	X	X	
Minding Maine's Business Survey	Survey of 400 Maine employers done April and May 2005				X		
Placement Workers Focus Groups	Two groups of workers who develop jobs with employers and place individuals with disabilities into jobs		X	X			
Southern Maine Human Resources Assn Focus Group	One focus group of business representatives who are members of a human resources association				X		
Maine Small Business Alliance	One focus group held in Bangor with small business representatives				X		
Local Workforce Investment Boards	Periodic survey of staff of LWIBS to identify past or current planning activities that inform	X	X	X	X	X	

STRATEGIC PLANNING GROUP/ACTIVITY	DESCRIPTION	C	SA	SP	E	A	OTHER
	CEO process						
Region IV Area Committee on Transition	One focus group of individuals who are members of an area youth transition coalition	X	X	X			
Amistad/NAMI Focus Groups	Two focus groups of consumers with mental health issues and diagnoses	X					
Youth Educators and Advocates of Maine (YEA-ME)	One-two focus groups of youth participants and alumni of this transition group that focuses on employment, education and related outcomes	X					
DHHS MH Regional Managers Group	One focus group of sub-state regional staff who provide and/or manage mental health services for youth and adults		X				
ADA 15th Anniversary Celebration in Augusta	Single day event bringing together many different stakeholders	X	X	X	X	X	X
Development of Statewide Employment Services System Inventory	CEO is developing its own system inventory map, as well as contributing to the development by the Map Jobs Council of a Maine Workforce System Map		X	X		X	
Legislative Forum on Employment Services and Supports for Workers with Disabilities	Key advocates in state pulling together this day- long forum (planned for 10/06); CEO is providing	X	X	X	X	X	

STRATEGIC PLANNING GROUP/ACTIVITY	DESCRIPTION	C	SA	SP	E	A	OTHER
	planning and financial support, will collect data from it						
Consumer Survey	Basic survey for consumers to collect some strategic planning information and suggestions for change. Will be mailed out extensively in late August and also posted on the web	X					
Bureau of Rehabilitation Services State Agency Technical Assistance	Ongoing technical assistance work with the three state BRS agencies to help with current policy issues, funding strategies, comprehensive needs assessment, strategic planning, and related issues	X	X	X			
MaineCare (Maine Medicaid) Agency Technical Assistance	Ongoing technical assistance work with the MaineCare agency to help with Medicaid Buy-In program research and analysis, information outreach, special issues (e.g., Part D), training, needs assessment, strategic planning, and related issues	X	X	X			

APPENDIX G

Systems Inventory Mapping Activities

There are two important system mapping activities that were part of Maine's strategic assessment and planning activities in 2005. These two, which will be explained more in the paragraphs below, are:

- **A Map of Major Maine Systems Providing Employment-related Supports and Services for Individuals with Disabilities; and**
- **An Overall Workforce Development System Map for Maine.**

Map of Major Maine Systems Providing Employment-related Supports and Services for Individuals with Disabilities. This map was developed at the beginning of Maine's strategic assessment efforts, to document and describe major systems that provide employment services and supports for individuals with disabilities in Maine. Several statements below explain how this table was created and is expected to be used:

- Individual rows in the table represent key systems. The columns represent key definitions and/or important elements of each of the system areas.
- We hope that this inventory will guide more strategic resource mapping, which will identify priorities and targets for systems change, as well as the resources and activities that can be applied or are already being applied to improve these systems. We see it as a developmental table always undergoing change, as engaged stakeholders are able to update existing information and capture new information related to systems development related to employment-related supports and services for individuals with disabilities in Maine.
- One column on the table (far right) is used to identify other system change resources which can be linked and coordinated for more effective overall systems improvement – these resources should include other change groups and projects, external opportunities for change (e.g., law change, grant), and similar resources.
- The table appears on the CHOICES CEO web site for use as an ongoing reference to stakeholder involved in project efforts. We expect to add more hyperlinks to the table so that a user can go to other Internet locations for additional information on a particular system. The current version of this map is available at:
http://choices.muskie.usm.maine.edu/Library/High_Level_Systems_Map_051005.doc
- We have encouraged stakeholders to submit information which helps to fill in this table and to ensure accuracy.

Overall Workforce Development System Map for Maine. The CHOICES CEO project has also been an active participant in a larger Maine effort to develop a Workforce Development System map. This larger effort is taking place as a partnership between the Maine Jobs Council, Maine's Department of Labor, and the Maine Development Foundation.

The goal of this effort is to develop a detailed Workforce Development System such as have been developed and are in use in states such as Florida and Texas. These maps, many of which were developed in recent years with funding support from the Rockefeller Foundation, usually include the following information:

- Both federal and state funding within an identified workforce development system;
- Identification for each system of the target population, the access point for services, who provides services, and what services are provided;
- The number served within the specified system; and
- Recommendations for systems improvement and expansion.

In November 2005, surveys are being distributed to many systems representatives to obtain the data necessary to build the map. The data from this survey will be compiled in mid-December. The first draft of a completed workforce development system map is expected early in 2006 and therefore will be available for use in CHOICES CEO strategic planning activities. In addition, the Maine Development Foundation is planning a series of meetings across the state to present the map and discuss the workforce development system. The CHOICES CEO project is discussing a possible partnership role with the Foundation to help to plan and to participate in these meetings, in order to make sure that supports and incentives for workers with disabilities are adequately addressed within the Maine Workforce Development System Map.

APPENDIX H

Employer Practices and Attitudes Regarding Employing People with Disabilities

November 2005.

This report summarizes research conducted in 2005 by the CHOICES CEO project into the nature of employment issues facing people with disabilities and their employers in Maine. The research includes:

- two focus groups with placement workers for people with disabilities, one in Bangor and one in Portland;
- one focus group with human resource managers of Maine businesses, held in Portland;
- a survey of 400 business owners and managers;
- a review of 2000 Census data; and
- discussion of the subject at a meeting of small business managers in Bangor.

The report concludes with the identification of common themes that emerge from the data that came out of the survey and focus groups. These six themes include:

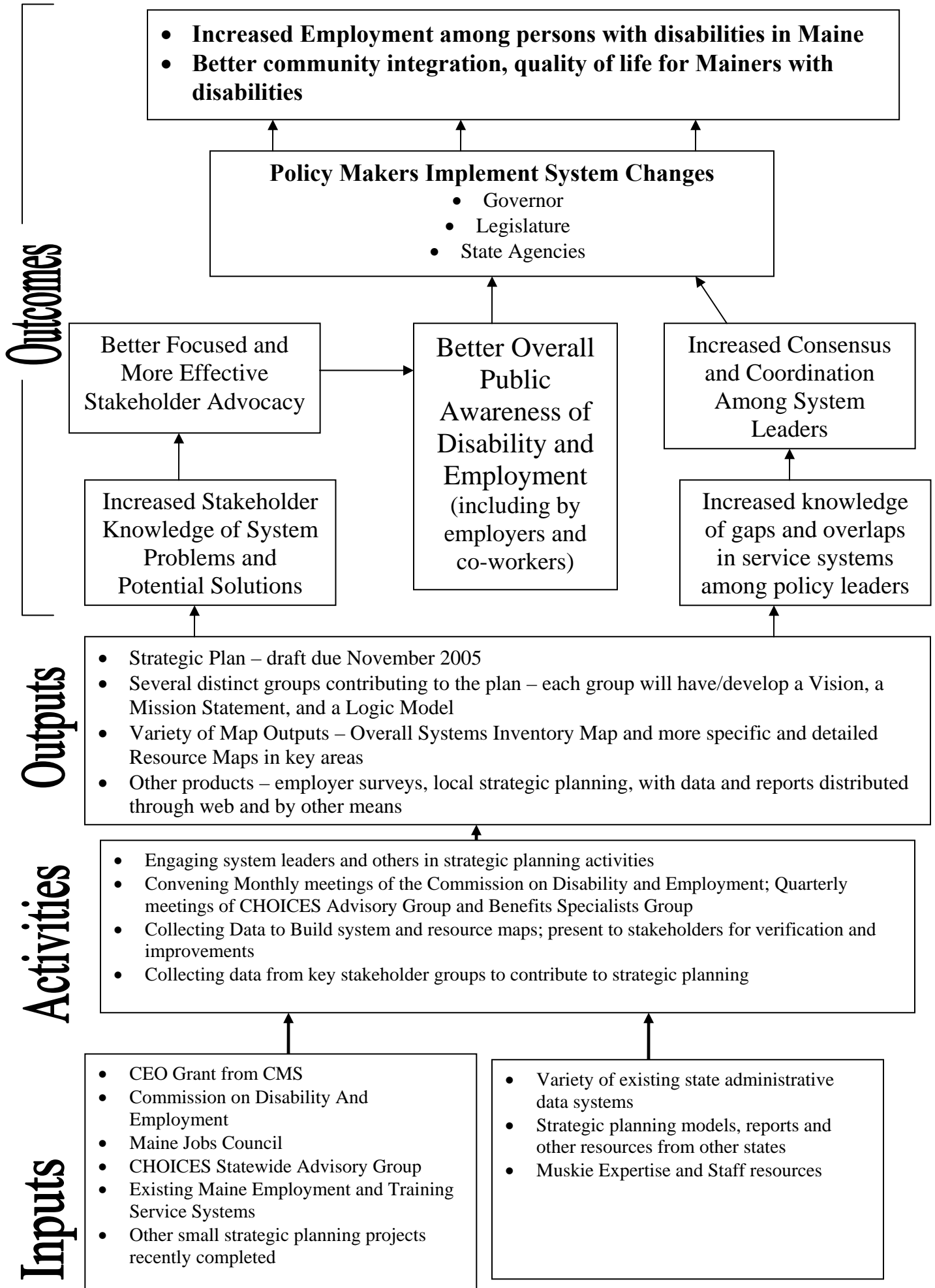
- nothing matters as much as changing employer attitudes;
- a public-private partnership is essential to success;
- the need for easily accessible information;
- transitional employment arrangements make it easier for employers to try out employees, and make the commitment for permanent hires; and
- Tax incentives and subsidies were not discussed often by survey respondents or focus group participants, and past efforts in these directions have had mixed records;
- Both employers and workers are concerned with reducing risks - Strategies to reduce these risks can increase the rate of hiring and retaining workers with disabilities.

The full report is available on-line at

http://choices.muskie.usm.maine.edu/stratplanlib/employer_report.doc

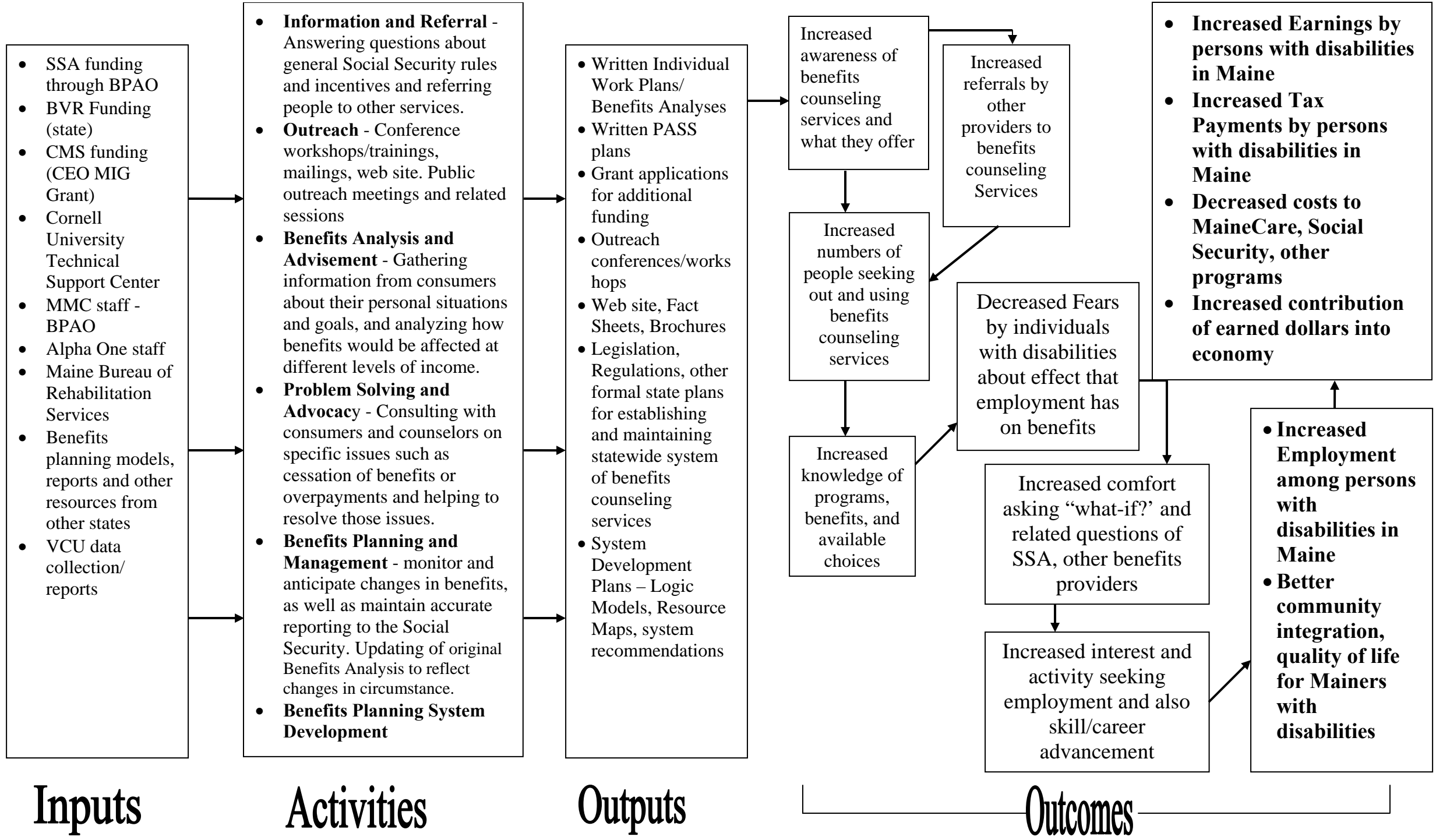
Appendix I - Logic Models

Logic Model 1: Strategic Planning

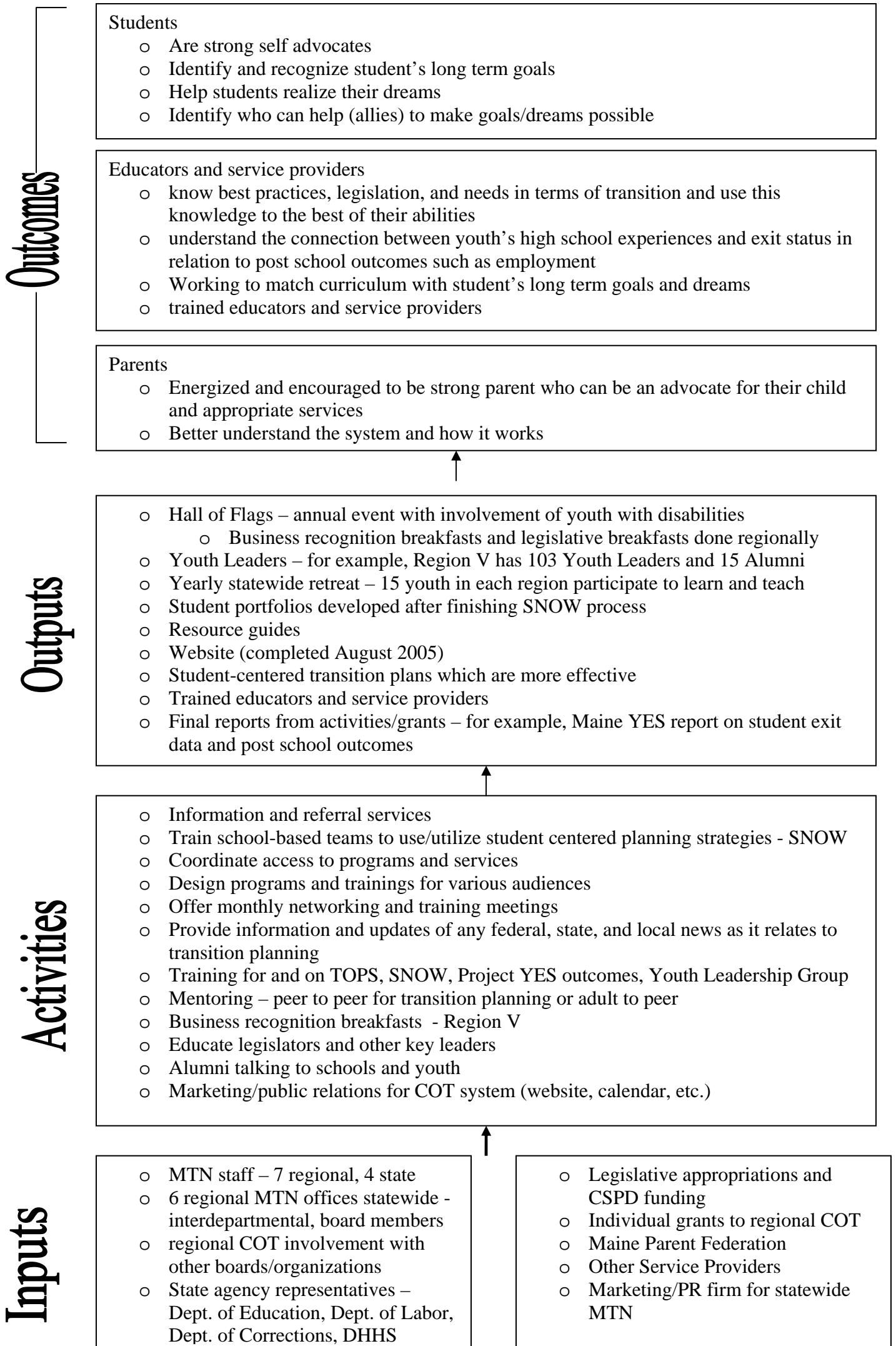


Appendix I Logic Model 2: Benefits Counseling Services

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Appendix I
Logic Model 3: Youth in Transition – Councils on Transition



Appendix J

Strategic Priority Setting Process

Fourteen preliminary proposed strategic planning areas (these are listed in Section V of the Strategic Plan, page 19) were submitted to both the Commission on Disability and Employment, and the CHOICES CEO Strategic Plan Leadership group, for discussion and ranking according to priority.

The results of the voting exercise for both groups led to a relative priority ranking as shown in the tables below. Note that three additional strategic planning areas were added by the Commission to the original list of fourteen.

Explanation of point system: Leadership group members were allotted 105 points each, allowing for the fourteen areas to be ranked individually from a top ranking (equal to 14 points) to the lowest ranking (equal to one point). Other grouping arrangements divided up the same 105 total points – for example, if five areas were equally ranked as the top priority, then the point totals for those top five ranking (14+13+12+11+10=60 points) were divided equally, assigning 60 divided by 5 or 12 points to each of those five areas.

Commission on Employment and Disability		8 members voting	
Priority Area		Avg. Points	Total Points
1	Employer Outreach and Education Campaign	9.3	74.5
2	Better Leadership in Maine on overall Workforce Issues and Employment for Workers with Disabilities	8.9	71.5
3	Post-Secondary Education and Employment Services for Youth in Transition	8.6	69
4	Benefits Counseling System Development	8.4	67.5
5	Maine State Government as Model Employer	8.4	67.5
6	Better DHHS/DOL Collaboration Strategies	8.4	67.5
7	One-Stop Career Center Services for Workers with Disabilities	7.1	57
8	Improvement of Vocational Rehabilitation Service System	6.8	54
9	Transportation Supports for Employment	6.7	53.5
10	In- School Preparation for Post-Secondary Education and Employment	6.6	53
11	Disability and Employment Outcome Measures and Data Integration	6.4	51.5
12	Strengthening MaineCare Incentives for Workers with Disabilities	5.4	43.5
13	Disability Workforce and Employment Business Resource Center	3.9	31

Commission on Employment and Disability		8 members voting	
	Priority Area	Avg. Points	Total Points
14	Reducing Employer Liability Exposure Related to Workplace Opportunities	2.9	23
15	Other - Economic Development	1.8	14
16	Other - Affordable Child Care	1.0	8
17	Other - Personal Care Attendants	0.0	0

CHOICES CEO Strategic Plan Leadership Group		6 members voting	
1	Improvement of Vocational Rehabilitation Service System	9.9	59.5
2	Employer Outreach and Education Campaign	9.7	58
3	Maine State Government as Model Employer	9.0	54
4	Disability and Employment Outcome Measures and Data Integration	8.2	49
5	Post-Secondary Education and Employment Services for Youth in Transition	7.8	47
6	Strengthening MaineCare Incentives for Workers with Disabilities	7.8	47
7	Transportation Supports for Employment	7.7	46
8	Benefits Counseling System Development	7.2	43
9	One-Stop Career Center Services for Workers with Disabilities	6.8	40.5
10	In- School Preparation for Post-Secondary Ed and Employment	6.7	40
11	Better DHHS/DOL collaboration strategies	6.7	40
12	Reducing Employer Liability Exposure Related to Workplace Opportunities	6.4	38.5
13	Disability Workforce and Employment Business Resource Center	5.8	34.5
14	Better Leadership in Maine on overall Workforce Issues and Employment for Workers with Disabilities	5.5	33

In comparing the results of the strategic priority scoring by the two leadership groups, the following six strategic priority areas emerge as the highest priorities:

1. **Employer Outreach and Education Campaign** (scored highest by one group and second by the other group);
2. **Maine State Government as Model Employer** (scored 5th by Commission, 3rd by the CHOICES CEO Strategic Plan Leadership Group);

3. **Post-Secondary Education and Employment Services for Youth in Transition** (scored 3rd by Commission, 5th by the CHOICES CEO Strategic Plan Leadership Group);
4. **Improvement of Vocational Rehabilitation Service System** (scored 8th by Commission, first by the CHOICES CEO Strategic Plan Leadership Group);
5. **Benefits Counseling System Development** (scored 4th by Commission, 8th by the CHOICES CEO Strategic Plan Leadership Group); and
6. **Disability and Employment Outcome Measures and Data Integration** (scored 11th by Commission, 4th by the CHOICES CEO Strategic Plan Leadership Group).

Appendix K Glossary

Assistive Technology: Technology that assists individuals to participate in activities as independently as possible. This can include “low-tech” items (i.e., timers, organizational tools, calculators) as well as more advanced technology (i.e., wheelchairs, computers, talkers).

Competitive Employment: Employment for prevailing wages in an integrated setting (not solely for people with disabilities)

DREAM Chart: A process in transition planning that encourages youth and families to start thinking about the youth’s future: what do they want to do for a career, where do they want to live, how do they want to live their lives?

Job Coach: Person hired by a placement agency or provided through an employer to assist an employee with a disability in learning and performing a job and adjusting to the work environment.

MaineCare Workers with Disabilities Option: Eligibility for MaineCare through this category allows workers with disabilities to earn up to 250% of the Federal Poverty Level (earned and unearned income combined) and still keep MaineCare benefits. Eligibility for this option includes a disability determination according to Social Security guidelines, currently earning a wage from a job, and meeting the financial guidelines. For more information, go to <http://www.maine.gov/dhhs/beas/work> .

Maine Learning Results: Statement of Purpose: (from Preface, *State of Maine Learning Results*) "The Learning Results identify the knowledge and skills essential to prepare Maine students for work, for higher education, for citizenship, and for personal fulfillment. This document defines only the core elements of education that should apply to all students without regard to their specific career and academic plans. "The overriding purpose of the Learning Results is to provide teachers and parents with guidance to improve an existing education system that is already working well for many students in most Maine communities. The adoption of common standards and an accompanying mix of measures which assess learning is widely regarded as the most important next step in improving the quality of public education for all students."

One-Stops (called CareerCenters in Maine): “One-Stop Job Centers” offering employment training, placement and education services; operated by states and funded by the federal Department of Labor. <http://www.mainecareercenter.com/>

SNOW Charts – Strengths, Needs, Opportunities, and Worries

A process used in transition planning that identifies the Strengths, Needs, Opportunities, and Worries in regards to a person’s dreams and goals for the future.

Social Security Administration (SSA): Administers SSI and SSDI
<http://www.socialsecurity.gov>

Social Security Disability Insurance (SSDI): Provides cash benefits and Medicare eligibility to someone with a disability who either has a work history or is the widow(er) or adult child of a person with a work history (i.e., someone who paid FICA tax for the requisite number of years); for most SSDI recipients, Medicare is not available for the first 2 years of SSDI eligibility <http://www.socialsecurity.gov/d&s1.htm>

Supplemental Security Income (SSI): A program for older adults and people with disabilities based on financial eligibility, which provides cash benefits and Medicaid eligibility <http://www.socialsecurity.gov/d&s1.htm>

Supported Employment: The provision of ongoing support from an external source (e.g., a community rehabilitation provider or state agency) to an individual in a paid, community-based employment setting, where the majority of the workers do not have disabilities. Supported employment typically uses a job coach (also known as an employment specialist or consultant) to provide assistance on the job.

Transition: In the special education and rehabilitation fields, the process of a student's movement from school-based, school-sponsored activities and services to community-based and/or adult services.

Vocational Rehabilitation: Programs designed to help individuals with disabilities enter or reenter gainful employment. <http://www.state.me.us/rehab/>

Disability and Employment Related Acronyms

ACT - Assertive Community Treatment

ACT programs offer comprehensive community adjustment services for people with mental illness through a coordinated team approach

ADA – Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a Federal civil rights law. It gives Federal civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in State and local government services, public accommodations, employment, transportation, and telecommunications.

<http://www.usdoj.gov/crt/ada/adahom1.htm>

BRS – Bureau of Rehabilitation Services

Working with its partners in the Maine Department of Labor's Career Center and the rehabilitation community, the Bureau of Rehabilitation Services (BRS) works with persons with disabilities through its three primary service provision units: Division of Vocational Rehabilitation (DVR), Division for the Blind and Visually Impaired (DBVI), Division of Deafness (DoD) <http://www.state.me.us/rehab/>

CEO – Comprehensive Employment Opportunity

The Maine CHOICES CEO (Comprehensive Employment Opportunities) project seeks to develop and implement a comprehensive statewide plan to support more people with disabilities who work, or would like to work. The project will also improve information about, and access to, some key work incentives for Maine people with disabilities. Maine CHOICES CEO builds on the strength of work incentives in MaineCare, Vocational Rehabilitation, and in many other service programs <http://www.choicesceo.org>

CHOICES

Originally formed as an acronym from “Continuing Health Options and Incentives via Coordinated Employment Supports” but now used simply as a stand-alone name to point to both possibility for the worker and the decision making of policy. <http://www.choicesceo.org>

DD - Developmental Disability

A disability whose onset occurs before age 22 and whose effects are expected to be lifelong, such as cerebral palsy, mental retardation, and epilepsy.

DHHS – Department of Health and Human Services

The mission of the Department of Health and Human Services is to provide health and human services to the people of Maine so that all persons may achieve and maintain their optimal level of health and their full potential for economic independence and personal development. Within available funds, the department shall provide supportive, preventive, protective, public health and intervention services to children, families and adults, including the elderly and adults with disabilities. The department shall endeavor to assist individuals in meeting their needs and families in providing for the developmental, health and safety needs of their children, while respecting the rights and preferences of the individual or family. <http://www.maine.gov/dhhs>

DOL – Department of Labor

Maine Department of Labor offers a diverse array of services to Maine workers, employers, and job seekers with the mission of promoting the economic well being of the labor force and employers, attracting and retaining a wide range of employment opportunities, promoting independence and lifelong learning, fostering economic stability, and ensuring the safe and fair treatment of all people on the job.

National <http://www.dol.gov/>

Maine <http://www.state.me.us/labor/>

FSD – Free Standing Day Habilitation

Day habilitation services are those services or training for persons with mental retardation that focus primarily upon behavior management and physical development to promote self maintenance, physical fitness, self awareness, self motivation, and to address sensory, motor and psychological needs. Day habilitation services are generally provided by community-based agencies offering a range of residential and day programs and professional services to persons with mental retardation and in some cases, other disabilities.

IDEA - Individuals with Disabilities Education Act

The federal law that mandates a “free appropriate public education” to all “eligible” children with disabilities (including mental, physical, and emotional disabilities) who, because of their disability, require special instruction in order to learn.

IEP - Individualized Education Program (school)

A plan, mandated by IDEA, that states the goals and services for a student for a period of up to, but for no longer than, one year (it is rewritten each year to reflect changes in the educational program).

ISP - Individual Support Plan (adult service provider)

A formal plan that assesses an individual’s needs for supports; identifies and chooses the natural, generic, and specialized supports that will meet those needs; and plans for the outcome that will enhance the individual’s quality of life.

ITP - Individual Transition Plan

A planning document, required for students with disabilities starting at age 14 and revised on an annual basis, that outlines their transition from school to adult life.

MEA – Maine Educational Assessment

The Maine Educational Assessment (MEA) is designed to measure student and school progress in achieving the high academic standards set forth in Maine’s *Learning Results*. The MEA, created as part of the Educational Reform Act of 1984, was redesigned in response to the Maine Legislature’s statute creating Learning Results, which passed in April of 1996 and includes the following provisions relating to assessment: <http://www.state.me.us/education/mea/>

Student achievement of the learning results . . . must be measured by a combination of state and local assessments to measure progress and ensure accountability. The 4th-grade, 8th-grade, and 11th-grade results of the Maine Education Assessment, the "MEA," are the state assessments used to measure achievement of the learning results. The 4th-grade and 8th-grade MEA must be used to measure achievement of the learning results beginning in the 1998-99 school year. The 11th-grade MEA must be used to measure achievement of the learning results beginning in the 1999-2000 school year. Local school administrative units may develop additional assessments to measure achievement of the learning results, including student portfolios, performances, demonstrations and other records of achievements.

MH - Mental Health

Typically refers to people with mental illness and psychiatric disabilities

MIG – Medicaid Infrastructure Grant

The goal of the Medicaid Infrastructure Grant program is to support people with disabilities in securing and sustaining competitive employment in an integrated setting. The grant program will achieve this goal by providing money to the States to develop and implement the core elements of the Ticket to Work and Work Incentives Improvement Act (TWWIA) of 1999 so as to successfully modify their health care delivery systems to meet the needs of people with disabilities who want to work. http://www.cms.hhs.gov/TWWIA/03_MIG.asp#TopOfPage

MR - Mental Retardation

A developmental disability characterized by slower learning and more concrete thought processes

NCHSD – National Consortium of Health Systems Development

Technical assistance provider to Medicaid Infrastructure Grants such as the Maine CHOICES CEO Project. <http://www.nchsd.org/>

OSEP - Office of Special Education Programs

The federal agency that oversees special education services for children and youth with disabilities from birth through age 21. OSEP is a division of OSERS. <http://www.ed.gov/about/offices/list/osers/osep/index.html>

PAS – Personal Assistance Services

Personal Assistance Services (PAS) refer to help provided to people with disabilities to assist them with tasks essential for daily living. These tasks include bathing, dressing, getting around, toileting, eating, shopping, remembering things, and other activities. PAS, along with assistive technology such as wheelchairs, text readers, and hearing aids, help people with disabilities to participate in activities at home, at work, and in the community. <http://www.pascenter.org/home/index.php>

SE - Supported Employment

The provision of ongoing supports from an external source (e.g., a community rehabilitation provider or state agency) to an individual in a paid, community-based setting, where the majority of the workers do not have disabilities, directed at teaching the tasks of that specific job as they occur, and identifying supports for the individual within the workplace.

Sped, SpEd - Special Education

Education services for children and youth with disabilities.

SSA - Social Security Administration

SSA provides monthly cash benefits to approximately 10 million individuals in the United States with disabilities.

SSDI - Supplemental Security Disability Insurance

A monthly insurance benefit paid to people who either: a) have previous work experience themselves, and have paid Social Security taxes (FICA) for enough years to be covered under Social Security; or b) have a retired or deceased parent who has paid into the system. Individuals on SSDI typically are also eligible for Medicare.

SSI - Supplemental Security Income

A monthly cash benefit that is available from the Social Security Administration to people who have a disability, low income, and few resources; people who receive SSI also automatically become eligible to receive Medicaid medical insurance in most states.

VR - Vocational Rehabilitation

The process of assisting individuals with disabilities to obtain and maintain employment through diverse services tailored to meet the needs of each individual. Each state has a public VR agency.

WIA - Workforce Investment Act

Workforce legislation passed by the U.S. Congress in 1998 that must be implemented by all states by July 1, 2000. WIA replaces the Job Training Partnership Act (WIA) and is the legislation which, among other things, establishes the One-Stop system.

WIB - Workforce Investment Board

The Maine Jobs Council (MJC – state WIB) integrated nine councils into one employment policy board. Its goal was to ensure that the state’s workforce development system helps Maine citizens and businesses compete in the global economy. Local workforce investment boards sets policy, negotiate performance measures with the Maine Jobs Council, certifies training providers/programs, selects One-Stop operators, and charters Career Center sites consistent with the State Plan. The Plan establishes the following functions for Local Boards: Visionary and Leadership, Technical, Oversight, Community Relations, Leveraging of Resources <http://www.state.me.us/labor/mjc/lwibs/>

USDOL - United States Department of Labor

The national agency which oversees federal employment and training programs, including the implementation of the Workforce Investment Act.

