

Advanced Employment ANNUAL REPORT 2016



Dan and Tyler packing online orders for Grocer Key Woodman's West

ADVANCED EMPLOYMENT, INC.
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**ADVANCED EMPLOYMENT, INC.
ANNUAL REPORT 2016**

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**This report is available on our web site
www.advemp.org**

Advanced Employment, Inc. Mission Statement

Advanced Employment is a private, not-for-profit corporation that provides community based vocational services to adults with a wide range of disabilities. Advanced Employment believes that every person should have the opportunity to work in their community. Our mission is to provide the training, assistance and support needed for each individual served by the organization to successfully access and maintain a community job placement.



David at
Electronic Theatre Controls

Kayla at Aveda

ADVANCED EMPLOYMENT, INC.

ADMINISTRATIVE STRUCTURE 2016

Board of Directors

President

Vice President

Secretary/Treasurer

Officer 1

Officer 2

Officer 3

Agency Staff

Executive Director

Program Director

Accounting Assistant

Job Developers

Support Coordinators

Employment Coordinators

Job Trainers



Problems become possibilities when the right people join together. . . Be the Bridge!

ADVANCED EMPLOYMENT, INC.

BOARD OF DIRECTORS – AUGUST 2017

<u>NAME</u>	<u>ADDRESS</u>	<u>REPRESENTATION</u>
David Geier – President Term – 1 year renewable 333-0001 – work 280-9845 – home 1-866-282-1449 – fax dageier@wislaw.net	c/o Geier Homar & Roy Madison, WI 53703 Start June 1992 to present	Attorney GEIER HOMAR & ROY, LLP
Tony Larson – Treasurer; Term – 1 year renewable 846-3711 – work 271-1079 – home 846-9677 – fax TLarson@deforestbank.com	c/o Deforest Community Bank 313 N. Main Street Deforest, WI 53532 Start 1992 to present	Vice President of Business Banking DeForest Community Bank
Susan Crowley – Secretary; Term – 1 year renewable 665-3037 – home/cell Sjcrowley@gmail.com	30 Blue Iris Way Fitchburg, WI 53711 Start December 2006 to present	Vice President, Regulatory Affairs Care Wisconsin 2802 International Lane Madison, WI 53708-0017 608-245-3522
Steve Tenpas – Member; Term – 1 year renewable 266-6963 – work 846-8726 – home 279-0369 – cell 266-0122 – fax stenpas@charter.net stenpas@districtboards.org	c/o WI Technical College District Boards Assoc. 22 N. Carroil Street, Suite 103 Madison, WI 53703 Start June 1992 to present	Assistant Director for Member Learning & Communication WI Technical College District Board Association
Brad Jakei – Term – 1 year renewable 210-1405 – work 210-1401 – fax bjakei@iipros.com	c/o 6430 Bridge Road Suite 240 Madison, WI 53713 Start Aug 2017 to present	Account Representative



Statement of Program Activities

**Advanced Employment, Inc.
6515 Watts Road Suite 105
Madison, WI 53719
1-608-833-7170
EIN # 39-1729438
Administrative rate 15%
Fundraising rate 0 %**

Advanced Employment, Inc. provides vocational supports for persons who experience challenges cognitively and physically in their lives. Vocational supports include Job Development and Placement, job coaching and training. Business Development and management.



Joey and Alex Selfie on their way to Hill Electric

Advanced Employment, Inc. Funding Sources for 2016

Self Directed Services (SDS)

Dane County provides Self Directed Services Model for Community supports in the area of Developmental Disabilities. Clients in the Self Directed Service (SDS) system hire a broker who assists the client in purchasing support services. In 2016 all of the Dane County clients supported by AE were funded under an Administrative contract and each were given a set amount of funding (rate) to purchase all of their services including vocational supports. Year 2016 high school graduates and clients from the Dane County waiting list were also funded for supported employment services with AE through the SDS system. All SDS clients have individual funding agreements with AE. The total amount of funding from SDS for 2016 was \$2,248,510.

CARE WI Partnership Program

Care Wisconsin provides funding for one individual AE supports in both College class support and Work support. The Pre Vocational Supports and Supported Employment Supports are billed hourly to Care Wisconsin. The total amount for funding in 2016 from Care WI was \$30,210

Private Pay Supports

Some individuals not eligible for County or State funding programs hire AE staff to provide training and supports on their job. In 2016 AE worked with 3 individuals with Private Pay funding which totaled \$25,252.

AE We Do Windows

Advanced Employment facilitates a cleaning business that employs individuals with disabilities. Cleaning contracts are with restaurants, businesses and residential homes in Dane County. AE We Do Windows income in 2016 was \$53,294.

AE Personal Shopping

Advanced Employment facilitates a personal shopping business that employs individuals with disabilities to grocery and personal shop for residential customers in Dane County. AE Personal Shopping income for 2016 was \$26,451.

**Wisconsin Department of Workforce Development
Division of Vocational Rehabilitation (DVR)**

DVR provides time-limited funding for targeted clients in the Supported Employment program. Dane County Department of Human Services must make a formal commitment to provide long-term funding for a client prior to a DVR commitment to fund the initial services to that client. In 2016, Advanced Employment, Inc. received DVR income in the amount of \$70,705 from DVR.

Contract Work

Advanced Employment contracts with employers to provide paper route work for a Newspaper and distributing fliers. The income for Contracted Work in 2016 was \$9,996.

**Advanced Employment
Program Services - 2016**



John has worked at WNWC Radio for 14 years

Drawing on community resources for job development contacts are strengths of Advanced Employment staff. At the close of 2016, the agency was supporting 130 clients working for 135 employers and volunteering for 4 organizations in Dane County, Wisconsin.

In addition, Advanced Employment has sought to develop innovative strategies for serving individuals with unique and significant support needs. The agency attempts to balance its mission to provide exclusively work and work-related services with a need to share responsibility with other (e.g. residential) service providers for supporting individuals for whom a 20 - 30 hour work week is not an appropriate goal.

1. METHODS

A. Assessment

Advanced Employment used individualized assessments to determine the needs and preferences of consumers referred by Dane County Adult Community Services. Clients are initially interviewed and observed in their present daytime environments, whenever possible. More formal meetings are held within the first 30 days of service to the consumer. The process of gathering information about, and "getting to know", the individual is centered on the consumer, but involves family members, advocates, other service providers, and county case managers, as appropriate. Advanced Employment staff visit consumers at their current place of employment or other typical daytime activity to observe and collect information about individual's current level of ability, means of communication and mobility, and support needs. These observations supplement and confirm (or contradict) documented information from other sources.

An Individual Consumer Information Form, completed for each individual, documents general, emergency, medical, mobility, vocational, recreational, social, communication, behavioral, and work preference information gathered through the formal meeting and the daytime observation process.

Job Development and Business Development

An individualized approach is used in developing job sites for consumers. Data collected on the Individual Consumer Information Form helps identify each consumer's vocational strengths, preferences and interests. Consumer preferences are respected and input into the job development process is encouraged. Assessment information from school personnel is incorporated into the job development and service plans.

Information from the initial assessments is used to determine the job possibilities appropriate for each consumer. It is Advanced Employment's

goal to develop placements that are good job matches and attempt to pair individuals with like skills. Job development is client-specific; the match between individual and job site will always begin with the client and his or her abilities and preferences. Staff will help clients with little or no work experience learn about potential work environments, to facilitate the client's ability to express preferences. This individualized approach to job development avoids "plugging" people into job sites which may not be appropriate. Job sites are also evaluated on the employer's ability and willingness to adopt the principles of natural supports.

Advanced Employment Job Placement Specialists (Job Developers) make initial job development contacts in person. The Job Developers utilize a wide variety of resources in his/her job development efforts, including responding to advertised job leads, referrals, networking with Board members, employers and other acquaintances, and contacts from the consumer and his/her family. Job placement is an ongoing process at Advanced Employment. All Staff are encouraged to Job Develop and are compensated when positions are found for individuals and the person is employed over 3 months.

The Job Developers keeps a job development log documenting the date of contact, person and business contacted, and the outcome of each initial contact. The log is also used to record employers who are interested but who do not have a job which is appropriate for the consumer. In this manner the agency has developed a "resource file" of prospective employers for future job development.

In 2009 Advanced Employment began assisting individuals to start their own businesses through grants from DVR. In 2015 AE was working with five (5) businesses.



This is Erica's 15th year at Electronic Theatre Controls

B. Natural Supports

Developing natural supports for workers requires careful planning by agency staff and support of individual employers. It is vital that in securing job sites for consumers, agency staff look for positive, enthusiastic employers and good work environments. Since this is a key to successful supported placements, staff must address the need for employers to become involved with direct and normal supervision of the consumer from the first job development contact. Agency staff is responsible for connecting consumers with their employers and co-workers on an appropriate social level. The ability of co-workers to provide natural supports is greatly enhanced as those co-workers get to know and take a genuine interest in the worker with a disability. Staff facilitates this process by always presenting consumers with dignity and respect, and by modeling appropriate interactions for the benefit of both consumer and co-workers. When appropriate, staff will provide more detailed information about a consumer's unique means of communication and will facilitate initial interactions. Employment Coordinators are responsible for supporting not only the consumer, but also his/her co-workers. As positive relationships develop, staff will fade their presence and interventions as much as possible.

D. Behavioral Supports

Any programs developed for consumers with challenging behaviors will be implemented with the approval and assistance of that consumer and other appropriate individuals. Advanced Employment will use positive, non-aversive approaches to helping clients manage their behaviors. Challenging behaviors will not exclude a person from the opportunity for a community job placement. If it is determined that a behavioral intervention is required, a systematic program will be designed specifically for the individual consumer. Minor behavioral challenges may require simple plans developed by staff and, whenever appropriate, the consumer. This plan would be discussed with the consumer and other individuals (e.g. employer, family, broker, residential support provider) as appropriate. Staff will use discretion to keep a positive focus on the client and any behavioral program.

For individuals who have aggressive behaviors and/or more intensive behavioral challenges, a more formal plan of action would be developed. This plan will include the consumer, as well as any family members, advocates, other providers, case managers, or specialized professionals as needed. A team will be formed to develop an individualized intervention program, which will include plans for responding to crises which may occur in any community settings. At the initial team meeting one or more intervention strategies will be developed and an implementation plan devised. The employer will be informed of any details which are necessary to assure the safety and well-being of the consumer and others in the workplace.

Subsequent team meetings will occur as needed. Agency staff will collect appropriate data to measure the success of the program(s), including the frequency, intensity, and/or duration of the targeted behavior(s). Behavioral intervention programs will be monitored on an ongoing basis and be subject to frequent review and revision to ensure that the most effective, positive and appropriate actions are being taken.

E. Coordination of Services

All aspects of the supported employment services will be provided with the philosophy that Advanced Employment staff is part of a network of support that may include other professionals, family and advocates. As stated above, Advanced Employment will involve residential providers, county caseworkers, brokers, families, and advocates in assessment, job development, and any specialized intervention planning. In addition, Advanced Employment is aware of the many other professionals, specializing in transportation, communication, recreation, and other areas, who may be available to provide assistance to certain consumers. Ongoing communication is maintained with each consumer's primary residential support provider through phone conversations, notebooks, and planned or emergency meetings. In-service training for staff includes information on team building, working with others and communication strategies.



**Katie rolls Silverware at Pasqual's in Verona.
Pasqual's employs individuals at all three of their locations:
Verona, Hilldale and East Washington.**

II. QUALITY ASSURANCE

A. Intra-Agency Communication

Communication is a priority at Advanced Employment, and provides the basis for monitoring the day-to-day operation of the agency. Agency staff contacts the office at least once each day, regardless of their schedules, to share and receive information regarding client programming. The entire staff meets bi monthly for agency related issues and client updates. Each Employment Coordinator meets with the Support Coordinators and the Executive Director regularly to discuss client specific issues and vocational plan progress.

B. Program Evaluation

Evaluating progress toward the organization's desired outcomes occurs in a number of ways. Each consumer has an Individual Vocational Plan which identifies specific work and work-related objectives and the means by which those objectives will be achieved. The primary staff person assigned to each consumer is responsible for collecting and evaluating information about the progress of that consumer, as measured against the objectives. Objectives are modified and updated on a regular basis, utilizing input from staff, consumer and employer.

The success of placements is also be measured informally by staff supporting consumers at the job site. Employment Coordinators are responsible for monitoring employer and consumer satisfaction with the job. The quality of any particular placement is measured by a combination of consumer and employer satisfaction, timely achievement of vocational objectives, existence of natural supports and meaningful integration into the work environment, and the level of independence reached by the worker.



Tracy hard at work