

DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES

SUPPORTED WORK INDEPENDENCE PROGRAM
Community Services Brokering Action Plan

Name of Participant:	Date of Referral:
Guardian: (if applicable)	Service Code: CSE or CSB
Community Service Broker:	Phone:
Vocational Rehab Counselor: (CSE Plan only) (if applicable)	Phone:
Supported Employment Provider: (CSE Plan only) (if applicable)	Phone:

Action	Person Responsible	Follow-up Needed SUPPORT STRATEGIES	Timelines for Completion and Estimated Amount of Units	Success Criteria: (How will we know it was accomplished?)

DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES

SUPPORTED WORK INDEPENDENCE PROGRAM

Community Services Brokering Action Plan

Example and Instructions:

Action: Explain the statutory Supported Work Independence Program; Community Services Broker will gather the information needed to participate in the program. If receiving just general service brokering, the Community Services Broker will explain resources and role of broker.

Person Responsible: Name of Community Supports Broker

Follow-up Needed: Meet with (name of person/family) complete paperwork and evaluate long-term support options for employment or general resources. Examples: IRWE, EPAS, transportation, etc.

Timelines: The expected time frame the action item will take (90 days). Please also add the estimated amount of units the action will require.

Success Criteria: How do we know when this goal is met? What will the person/family have accomplished or have in place to indicate the action item was successful?

Key Points to remember:

- Contact should be made within two (2) business days of getting the referral;
- The goal is to find resources outside of DSPD;
- If a person is receiving respite as a short-term limited service on the waiting list, coordinate with the Division Staff to ensure consistency
- A letter must be sent prior to closing the person's case, and cc copy must be sent to DSPD Employment Program Administrator and Managers;
- Release forms must be completed and sent to parties prior to asking for personal information.