# CE Implementation Plan

Employment Seeker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employment Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Understanding Customized Employment

* + Reviewed Introduction to Customized Employment (handout)
  + Watched What is CE? (video)

## Team Members

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role/Relationship** | **Contact Information** | **Chooses (or supports) CE services** |
|  | Employment seeker |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Financial and Non-Financial Employment Goals

1. Financial Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Non-Financial Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Employment and Supplemental Services/Programs Currently Used or to be Explored

|  |  |  |
| --- | --- | --- |
| **Service/Program** | **Currently Using, Referral Needed, Not Interested** | **Plan** |
| Employment services or supports (e.g., PASS, VR, Medicaid HCBS, etc.) |  |  |
| Benefits Planning |  |  |
| Universal and Assistive Technology Expert |  |  |
| Transportation Options |  |  |
| Other |  |  |
| Other |  |  |

## CE Estimated Timeline

1. **Discovery:**

|  |  |
| --- | --- |
| **Discovery Stages** | **Estimated Dates** |
| Stage 1: Home visit, community exploration, conversations with important people, familiar Discovery activities (weeks 1-4) |  |
| Stage 2: Unfamiliar Discovery activities, informational interviews, and verifying vocational themes (weeks 5-10) |  |
| Stage 3 Career narrative (weeks 11-12) |  |

1. **Customized Job Development**

|  |  |
| --- | --- |
| **Customized Job Development Stages** | **Estimated Dates** |
| Stage 1: Create employment plan(weeks 11 – 12) |  |
| Stage 2: Informational interviews, proposals, and negotiation(weeks 13 – 24): |  |

## Home Visit Planning

* When (date/time): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Who will participate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Strategies for successful home visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Community/Neighborhood Observation Planning

* When (date/time): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Who will participate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Communication Plan

The following plan addresses when and how the employment specialist will contact the employment seeker and their team members.

|  |  |  |
| --- | --- | --- |
| **Team Member** | **When (as needed and at least weekly, monthly, quarterly)** | **How (phone, email, in-person, etc.)** |
| Employment seeker |  |  |
| Family |  |  |
| Funder (e.g., VR counselor, case manager) |  |  |
| Other: |  |  |
| Other |  |  |