

**State Training Matrix Summary
Comprehensive Training in Employment Services**

Key:

- **APD: represents review of APD In-Service training (24 hours; Best Practices in Supported Employment & Introduction to SSA Benefits) and Training Resource Network (TRN) online training. Majority of CRPs providing supported employment services to FL VR and FL DBS meet their eligibility requirements by attending one of these two trainings. Required for any CRP providing Medicaid-waiver funding Supported Employment services as well.**
- **DBS: represents the Employment Outcome Professionals II (EOP-II training; Allen Anderson/Dover Training Group). DBS has two certified trainers on staff; EOPII training provided to all DBS staff. Additionally one representative from each CRP must complete this training. EOPII training is also available to CRPs in association with The Florida Association for Rehabilitation Facilities.**

Competency I: Application of Core Values and Principles to Practice (4 hours)		Gaps/More Training Needed
1	All people having the right to work and being entitled to equal access to employment in the general workforce	
2	Zero exclusion	APD
3	Disability etiquette	
4	People First Language	
5	Job seeker strengths interests and talents	
6	Full inclusion in the general workforce	
7	Self-determination and empowerment	
8	Providing services outside institutional and workshop settings	APD
9	Involvement of job seeker in the employment process as a collaborative effort that includes paid and non-paid supports	
10	Impact of employment services history on current practice	APD/DBS
11	Legislation and regulations related to employment	APD/DBS
12	Funding sources for employment services	DBS

Competency II: Individualized Assessment and Employment/Career Planning (6 hours)		Gaps/More Training Needed
13	Rights and responsibilities related to disclosure of disability	APD/DBS
14	Counseling job seeker on disability disclosure	DBS
15	Practices unique to school-to-work	
16	Rapid engagement in the employment process	APD
17	Limitations of traditional vocational evaluation for job seekers with significant disabilities	
18	Motivational interviewing techniques	
19	Interviews with job seeker and others familiar with his/her abilities and work history	
20	Impact of job seeker's demographic cultural and social background	APD/DBS
21	Reviewing job seeker's records and collecting pertinent employment information	
22	Job seeker in his/her current daily routines and environments	APD
23	Benefit analysis for job seeker	DBS
24	Strategies to reduce or eliminate entitlement benefits	
25	Non-work needs that may impact successful employment (e.g. transportation counseling food assistance financial housing)	APD/DBS
26	Job seeker's preferred style of learning skills talents and modes of communication	DBS
27	Integration of relevant employment information into a vocational profile that reflect job seeker's interests goals and aspirations	
28	Community-based situational assessment	
29	Paid work trials and job tryouts	
30	Volunteering	
31	Job shadowing	
32	Informational interviews	
33	Self-employment resources for job seekers	APD/DBS
34	Referrals to appropriate agencies organizations and networks based on career plans	

Competency III: Community Research & Job Development (10 hours)		Gaps/More Training Needed
35	Gathering and analyzing labor trend information	DBS
36	Identifying patterns in job markets	DBS
37	Disability etiquette	
38	Maintaining updated information on businesses type of jobs available and locations of jobs within the community	
39	Developing and communicating effective marketing and messaging tools for employment	
40	Positioning the agency as an employment service	
41	Targeting message to specific audience	
42	Using language and images that highlight abilities and interests of job seekers	
43	Developing job seeker portfolios	
44	Informational interviews with businesses	
45	Mentoring job seekers during the job search process	
46	Workplace culture and climate awareness and sensitivity	
47	Strategies for job matching	
48	Strategies for contacting and communicating with employers	APD
49	Employment proposals based on business and job seekers' preferences	
50	Responding to employer concerns about job seekers' abilities and interests	
51	Responding to employer concerns about job seekers' disabilities	
52	Incentives to businesses when hiring job seekers with disabilities (e.g. tax credits on-the-job training diversity goals)	DBS

Competency IV: Workplace and Related Supports (10 hours)		Gaps/More Training Needed
53	Communicating with job seeker/employee and his/her natural and paid supports	
54	Impact of earned income on entitlements	DBS
55	Transportation for work	
56	Family Support	
57	Housing/residential staff cooperation	
58	Gathering clear expectations from employers	APD

59	Preparing & coordinating for first day on job	APD
60	Developing & implementing job analysis	
61	Ensuring typical employer provided orientation	
62	Ensuring introduction of employee to co-workers	
63	Helping employee meet employer expectations regarding workplace culture	DBS
64	Facilitating co-worker relationships and workplace connections	APD/DBS
65	Identifying employer's training process and supplementing if needed	DBS
66	Recognizing and adapting supports to individual learning styles & needs	
67	Baseline assessment from a task analysis	APD
68	Employee attending typical training program	DBS
69	Training schedule & instructional procedures	APD
70	Positive/negative behavior & intervention supports	
71	Reinforcement procedures including naturally occurring reinforcers and natural cues	
72	Use of data collection to monitor progress	
73	Collaborating with employee employer co-workers and support team to develop and implement a plan and strategies for fading supports	APD
74	Adapting and recommending accommodations to facilitate job performance	
75	Promoting the use of universal design principles	
76	Scope & limitation of funding sources for ongoing support	DBS
77	Access to community resources & supports (e.g. transportation counseling food assistance financial housing)	APD/DBS
78	Impact on benefits/entitlements as earned income changes and ongoing access to benefits counseling (e.g., Community Work Incentive Coordinators)	DBS
79	Collaboration with employees employers and family members to ensure successful employment	
80	Support employees for job and/or career advancement	

