

Job Coach/Skills Trainer Project



Application and Scope of Work

September 2024 – June 30, 2025



**Department of
Education &
Workforce**

Job Coach/Skills Trainer Project Application and Scope of Work September 2024 – June 30, 2025

The Department of Education and Workforce is pleased to announce a Fiscal Year 2025 opportunity to increase the number and capacity of job coaches who serve Ohio's students with disabilities ages 14-21 participating in work experiences.

Specifically, the Department will offer Secondary Transition Enhancement Funds to **build the capacity of new or current school personnel who are or will be acting as a job coach for a student with a disability while the student is working on a job site**. Funds cannot be used for career coaching, career advising, work-based learning coordination or other related roles.

Funding will be available for up to **50** Ohio educational agencies as defined in [Ohio Administrative Code 3301-51-01 \(B\) \(18\)](#). Funds will be awarded on a first-come, first-served basis until the 50 slots are filled.

Funding will be awarded in Fiscal Year 2025 through the CCIP. Project activities must begin after the substantially approved date that has been established in the CCIP. ***Funds must be fully obligated by June 30, 2025.***

Funds can be used by the educational agency to build capacity of new or current school personnel who are or will be acting as a job coach in the following ways:

- Hire a job coach from a service provider or offset the cost to directly hire a job coach.
- Cover the cost for the school district to develop, provide or purchase professional development in the use of instructional strategies such as job duty and task analysis, natural supports and cues, compensatory strategies, prompting procedures, reinforcers, self-management and fading supports.
 - Provide stipends for school personnel to develop or provide professional development.
 - Purchase services from an outside entity to provide professional development.
 - Provide stipends for school personnel serving as job coaches to participate in professional development outside of contract hours.
 - Provide funds toward the cost of out-of-pocket expenses incurred by job coaches who pursue professional development such as coursework or credentialing.

The total amount of the project cannot exceed **\$11,400.00**.

Please complete and return the attached application and scope of work by email to Amy Szymanski amy.szymanski@education.ohio.gov and Karrie Calzo karrie.calzo@education.ohio.gov by 5:00 P.M. on **Friday, August 23, 2024**. Selected applicants will be contacted via email by 5:00 P.M. on September 10, 2024. The selected applicants will upload the approved scope of work into the school district CCIP once funds have been made available.

Job Coach/Skills Trainer Project Application and Scope of Work September 2024 – June 30, 2025

School IRN:

School Name:

IRN for CCIP into which funds will be loaded.

School Address:

Project Contact Name:

Project Contact Position:

Project Contact email address and phone number:

I attest that the school district treasurer is aware these funds must be budgeted in CCIP and **must be obligated by June 30, 2025.**

I attest that funds will be used to build capacity of new or current school personnel to support students with disabilities while they are working on a job site.

Once approved, I will upload this entire application and scope of work into the CCIP.

Project Contact Signature and Date:

Return the attached application and scope of work by email to Amy Szymanski amy.szymanski@education.ohio.gov and Karrie Calzo karrie.calzo@education.ohio.gov by 5:00 P.M. on **Friday, August 23, 2024.**

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Please complete the table and accompanying budget grid below. Applicants might consider using the list of resources at the end of this document** when completing the Scope of Work. Activities may begin after the substantially approved date has been established in the CCIP. **Funds must be fully obligated by June 30, 2025.**

Funds will be used to purchase job coaching services from a service provider.	<input type="checkbox"/> Y or <input type="checkbox"/> N
If yes, please list the following: <ul style="list-style-type: none"> ○ Provider name Click or tap here to enter text. ○ Provider street address Click or tap here to enter text. ○ Cost per skill trainer Click or tap here to enter text. <p>Note that the funds can only be used toward the cost of services rendered by the job coach from the substantially approved date in the CCIP – June 6, 2025.</p>	Anticipated amount: \$
Funds will be used to offset the cost of directly hiring a job coach. If yes, note that the funds can only be used toward the cost of services rendered by the job coach from the substantially approved date in the CCIP – June 6, 2025.	<input type="checkbox"/> Y or <input type="checkbox"/> N
Funds will be used to build the capacity of new or current school personnel who are or will be acting as a job coach.	Select how funds will be used. Refer to a)-d). More than one method may be chosen.
a) Cover the cost for the school district to develop or provide professional development.	<input type="checkbox"/> Y or <input type="checkbox"/> N
If yes, please describe the type and cost of any materials* that will be purchased. Include links to resources as applicable. Briefly describe the professional development training plan. Include the names and titles of individuals who will give the professional development, training format (virtual, in-person) and anticipated number and length of sessions. Click or tap here to enter text.	Anticipated amount: \$
b) Purchase services from an outside entity to provide professional development.	<input type="checkbox"/> Y or <input type="checkbox"/> N
If yes, please describe the topic(s), training format (virtual, in-person) and anticipated number and length of sessions. Also include the anticipated provider name.	Anticipated amount: \$

Click or tap here to enter text.	
c) Provide stipends for job coaches to participate in professional development outside of contract hours.	<input type="checkbox"/> Y or <input type="checkbox"/> N
If yes, please include the training topic(s), anticipated number and length of session(s) and time-frame when session(s) will be provided (i.e. before school, weekend, etc.). Also include the number of job coaches and amount of stipend per job coach. Click or tap here to enter text.	Anticipated amount: \$
d) Provide funds toward the cost of out-of-pocket expenses incurred by job coaches who pursue professional development such as coursework or credentialing	<input type="checkbox"/> Y or <input type="checkbox"/> N
If yes, please describe the type and topic of professional development that will be accepted, how you will confirm completion and approximate amount of funds provided per job coach. Click or tap here to enter text.	Anticipated amount: \$
Anticipated total amount:	not to exceed \$11,400.00

*The Department of Education and Workforce reserves the right to change the number of programs that receive funds and the amount of funds granted. The Department also reserves the right to seek additional information before releasing funds or determining a proposal will not be accepted or funded as submitted.

Object Code	Salaries	Retirement Fringe Benefits	Purchased Services	Supplies	Capital Outlay	Other	Total
Purpose Code	100	200	400	500	600	800	
Instruction							
Support Services							
Governance/ Admin							
Prof Development							
Family/ Community							
Safety							
Facilities							
Transportation							
Nonpublic							
Indirect Cost							
Total							

**** Resources that applicants may consider for use with current and new school job coaches. (Please note that the Department does not specifically endorse or promote any products, providers, or services mentioned below. Any reference to a product, provider, or service is for information only.)**

Employment Specialist Trainings

1. DODD MyLearning- Register and enroll in online trainings through DODD by creating a MyLearning account <https://mylearning.dodd.ohio.gov/>
 - a. Employment First
 - b. [Orientation to Supported Employment](#) – This course provides an introduction to the competencies for effective “Supported Employment” (term referring to supports a person needs to obtain and maintain employment in the community, not as the previous waiver service called supported employment)
 - c. [Integrated Employment Services](#) – This training introduces integrated employment services, through covering the topics of the Plan, Match, Support model; customized employment; the discovery process; social capital; the elements of job analysis; the role of a job coach; employer engagement, including establishing relationships; keys to successful communication; and best practices.
 - d. [Getting to Work: Transportation and Coordination of Supports](#) – This course describes how Opportunities for Ohioans with Disabilities, the Ohio Department of Transportation, and the Ohio Department of Developmental Disabilities work together to support the needs of people the agencies support. It also discusses how to find local resources for transportation needs.
 - e. [Employment First Resources](#) – This resource book contains documents, links and other materials to help develop a southwest Ohio regional community of practice around transformation and building innovative supports around employment, community engagement and Career Discovery. This is not a course.
2. [Employment First Website](#)- There are many training resources located throughout the Employment First website (see below). It is also a good resource to obtain and share information related to the Employment First initiative for an overview and state policy information.
 - a. [Resources > Provider Support](#)- There are many training materials that can be found on this tab.
 - i. Provider Trainings- Access to recordings and presentation materials of trainings that have been offered throughout Ohio.
 1. Augmentative Communication Devices as Employment Supports
 2. Employment Supports for those with IDD and Autism
 3. Employment Supports for those with Physical or Sensory Involvement
 4. Employment using Mobile Technology to Improve Employment Outcomes
 5. Mobile Technology as Employment Supports
 6. Task Analysis for Job Coaches
 7. The Job Matching Process
 8. The Role of the Occupational Therapist in Supported Employment

9. The Role of Rehab Engineering and the Assistive Technology Centers in Supporting Employment
10. Video Resumes and Professional Portfolios
11. Worksite Analysis for Job Coaches
- ii. Provider Support Tools
 1. Work Experience Guide
 2. Volunteering, Internships and Unpaid Work Experiences: Legal and Practical Guidelines
 3. Career Discovery: Exploring what it takes for Employment Success
 - a. Career Discovery Guide
 - b. Career Discovery Tools
 - c. Employment First Fact Sheet
 4. Soft Skills to Pay the Bills: Mastering Soft Skills for Workplace Success
 - a. Curriculum developed by the Office of Disability Employment Policy (ODEP) focused on teaching "soft" or workforce readiness skills to youth, including youth with disabilities. Created for youth development professionals as an introduction to workplace interpersonal and professional skills, the curriculum is targeted for youth ages 14 to 21 in both in-school and out-of-school environments. The basic structure of the program is comprised of modular, hands-on, engaging activities that focus on six key skill areas: communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism.
3. [DirectCourse](#) – DODD has a contract with DirectCourse to offer more than 130 hours of free, online training for Direct Service Providers - Here are some of the courses that are specific to Employment Specialists:
 - i. Supported Employment Overview Courses
 - a. Foundations of Employment Services (4 lessons)
 1. Evolution of Employment Services
 2. Values and Expectations of Work
 3. The Employment Services Professional
 4. Partners in Employment Services
 - b. Funding Employment Services (2 lessons)
 1. Where Funding comes From
 2. Social Security and Additional Funding Sources
 - c. Ticket to Work (1 lesson)
 - ii. Career Planning/Job Development Courses
 - a. Business Perspective (4 lessons)
 1. Serving the Employer Customer: Fostering Responsive, Timely and Business-Driven Customer Services
 2. Understanding and Using Labor Market information to meet workforce needs.
 3. Shifting Perspectives: The View of Business Customers on Hiring and Retaining Workers with Disabilities
 4. Building Strong Business Partnerships
 - b. Employment for People with Disabilities and Criminal Histories (2 lessons)

1. Working with People with Disabilities and Criminal Histories
2. Disclosing to employers and Accessing Supports
- c. Job Creation (3 lessons)
 1. Using Job-Seeker Skills to Target Employers
 2. Identifying Employers' Unmet Needs
 3. Self-Employment
- d. Networking (2 lessons)
 1. The Hidden Market
 2. Elevator Pitches and Informational Interviewing
- e. Principles of Career Development (6 lessons)
 1. Everyone Can Work
 2. Person-Centered Career Planning
 3. Assisting with Barriers to Career Development
 4. Tools and Assessment Strategies for Career Discovery
 5. Using Conventional Approaches
 6. Earnings, Benefits, and Career Choice
- f. Strategies for Job Development Part 1 (4 lessons)
 1. Disclosure, Resumes and Interviewing
 2. Matching Job-Seeker Skills to Jobs
 3. Marketing Materials for Job Development
 4. Using Social Media to Market Job Seekers
- g. Strategies for Job Development Part 2 (4 lessons)
 1. Employer as the Customer
 2. Identifying Employer Needs
 3. Online Applications and Personality Tests
 4. Negotiating the Hire, including Accommodations
- h. Using Work Incentives to Increase Self-Sufficiency (6 lessons)
 1. Why Work? An overview of Work Incentives
 2. Proactive Planning: Staying on Track with Work Incentives
 3. Incentives for People receiving SSDI
 4. Key Incentives for people receiving SSI
 5. There's more to Benefits: Health Care and other Subsidies
 6. The PASS: Helping People with Disability Benefits Create Careers
- i. Employment Supports for People with Disabilities: Exploring Individual Preferences for Job Attainment (5 lessons)
 1. Applying, Interviewing and Making Accommodations for Work
 2. Identifying Individual Employment Preferences, Interests, Strengths and Support Needs
 3. Introduction
 4. Introduction to Employment Supports
 5. Job Opportunities and Job Searching
- iii. On-the-Job Supports/Job Coaching Courses
 - a. Supporting Jobs and Career in the Community (2 lessons)
 1. Employment Supports and Volunteering
 2. Successful Community Employment & Retention
 - b. Performance Coaching and Support Part 1 (5 lessons)
 1. The Role of the Job Coach Outside of the Workplace
 2. The Role of the Employer

3. The First Days of Work and the Employment Support Plan
4. Legal Rights at Work and Self-Advocacy
5. Preparing for Emergencies in the Workplace
- c. Performance Coaching and Support Part 2 (4 lessons)
 1. The Role of the Job Coach in the Workplace
 2. Developing a plan to sustain employment and starting the job
 3. Supporting Employees' Learning Styles
 4. Developing a Task Analysis
4. [Association for Persons in Supported Employment \(APSE\)](#)
 - i. [APSE Online Learning: Supporting](#)
 - a. Live monthly webinars for those who want to support Employment First. Recorded library available, some free.
 - b. APSE Universal Competencies include information on best practices for job supports.
 - c. eLearning Course available for purchase
 1. Financial Literacy: Increasing your Knowledge to Take Charge of Your Finances: Designed for direct support professionals, individuals with disabilities and their families—offers four separate lessons that describe the options available to a person who receives SSI and for a person who receives SSDI. If the individual receives both, then the information in the lesson for people on SSI would be the one to explore. Viewers may be surprised to learn there are actually a number of options available to people who receive Social Security Disability benefits.
 - ii. [Certified Employment Professional Credential](#)
 - iii. [Pre-Approved Continuing Education Directory](#) – Directory of events and trainings that have been pre-approved for CE toward the Certified Employment Support Professional Recertification
5. [Training Resource Network \(TRN\)](#): TRN offers over a dozen on-demand certificate training of 2-4 hours on various topics, such as Person-Centered Planning, Task Analysis, Employment First and more. They also have visual resume templates, electronic employment planning forms and other resources. Available for purchase.
6. [LEAD Center](#) has several live and recorded webinars and events that are geared towards employment and workforce development staff at the state and local level.
7. [Virginia Commonwealth University's Rehabilitation Research and Training Center \(VCU-RRTC\)](#): Resources and training geared to advance evidence-based practices to increase the hiring and retention for individuals with disabilities. VCU-RRTC has several projects that provide research briefs, journal articles, resources and online training:
 - i. [Disability and Rehabilitation Research Project on Customized Employment](#): Project overall objective is to test the effectiveness of customized employment as an intervention to facilitate employment for youth with disabilities.
 - ii. [Employment of Persons with Intellectual and Developmental Disabilities](#): The project goal is to help reduce the continuing high levels of unemployment among people with intellectual and developmental disabilities.

- iii. [Employment of Transition-age Youth with Disabilities](#): Project goal is to generate evidence-based interventions to assist youth to enter competitive integrated employment.
8. OCALI (Ohio Center for Autism and Low Incidence) resources:
- i. [What Works for Work: Evidence-Based Transition Practices and Predictors](#) – Users develop a foundational understanding of evidence-based practices as the first steps. This is accomplished by completing the recommended introductory session. However, there is no “correct” order to view the material. Some experienced users may choose to skip around and sample sessions out of order.
 - ii. [Autism Internet Modules](#) – A set of free modules and courses on working with youth on the autism spectrum. When you View All Modules, you can filter to different categories, including “Autism in the Workplace.”
 - iii. [Assistive Technology Internet Modules](#) – Technology can be crucial to building independence. Find various modules like “AT for Workplace Accommodations” or “AT Transitions” to find ways to incorporate technology into transition planning and services.
9. Office of Disability Employment Police (ODEP) resource: [Customized Employment](#)
10. [ACRE](#) (Association of Community Rehabilitation Educators) online resources