**CCEPD Job Coaching Policy Recommendations**

**Overview**

The CCEPD’s Employment and Training Subcommittee is exploring policy recommendations relating to job coaching that could be made to the Secretary of the Labor and Workforce Development Agency, and the Secretary of the California Health and Human Services Agency.

Policy recommendations should address how various job coaching resources in California are currently incomplete and/or inconsistent across service systems and programs. Information should be complete, consistent, and easy to locate. Also, resources need to include more awareness about the role of supporting employers. Additionally, job coaching trainings should be improved and expanded to enhance both employment outcomes and job coaching careers.

**Job Coaching Training**

Subcommittee members have expressed interest in policy recommendations regarding improving the training for job coaching careers. Trainings from other states were researched and training curriculum developed in Oregon was found to be a best practice.

Through the Employment First initiative in Oregon, Oregon’s Office of Developmental Disabilities Services (ODDS) partnered with Clackamas Community College to develop a 64-hour training curriculum called [Introduction to Supported Employment (ISE)](https://www.oregon.gov/odhs/employment-first/pages/training.aspx). This curriculum qualifies as continuing education credits for ODDS employment providers. The curriculum includes eight modules which are eight hours each and can be presented as a complete course or individually.

Erica Drake, Supported Employment Curriculum Coordinator of Oregon’s ODDS, will discuss the curriculum in the August subcommittee meeting. Potential policy recommendations relating to the expansion of a similar curriculum and training program for California will be discussed.

**Job Coaching Online Employer Resource**

There is a need for a substantial job coaching online resource to assist employers. The CCEPD has done preliminary work to identify topic areas within the broader topic of job coaching and has talked with 13 employers, with assistance from members. This outreach was done for the potential development of a website that may include a collection of short videos, with corresponding information. While existing resources to complete such a project have been explored, they are limited regarding funding and scope. As a result, policy recommendations are being explored as well.

Topic areas currently identified are below:

* General overview of job coaching and the role of job coaching
* General background of different programs with job coaching components
* Clear understanding and agreement of specific program expectations from all partners
* Pre-employment meetings
* Clear communication structure
* Support line
* Schedule of job coach
* Clear role for job coach
* Change in job coaches
* Phasing out of job coach
* Off boarding of employee

The online resource should include a collection of short videos (approximately two to three minutes) on the various job coaching topic areas referenced above with corresponding text and/or fact sheets that might be helpful to employers. This will be presented as a best practices resource. Pre-employment job coaching needs will be included. However, the focus of this project will be on job coaching once employment begins, how it helps the employee develop in the workplace, and how it decreases turnover through job retention.

Videos could be housed on departmental websites, such as the Department of Rehabilitation or the Department of Developmental Services. Depending on the scope, the project may require new funding resources.

**Job Coaching Services Across Systems and Programs**

Given the recent release of the [Master Plan for Developmental Services](https://www.chhs.ca.gov/home/master-plan-for-developmental-services/), interest in policy recommendations related to the implementation of the plan’s recommendations has been expressed by members. Many of the plan’s recommendations address the incomplete and/or inconsistent services across systems and programs throughout the state. While the plan’s recommendations do not directly address job coaching, job coaching can be aligned with some of them. Additionally, some of these policy recommendations may require discussions beyond the topic of job coaching, while some may only focus on job coaching.

**Next Steps**

In the August subcommittee meeting, members should discuss potential recommendations, based on the presentation of Oregon’s “Introduction to Supported Employment” training curriculum. Curriculum should be reviewed to determine if aspects of the training can be incorporated into California’s strategies and initiatives.

For September’s subcommittee meeting, Teresa Anderson, Executive Director of the California Policy Center for Intellectual and Developmental Disabilities, will present on her organization’s [recent report on the impact of the direct support professional workforce shortage](https://www.cpcidd.org/reports/dsp-workforce-crisis/). This organization has recently done work with businesses and has incorporated some of the CCEPD’s questions to employers on job coaching.

After the next two meetings, the subcommittee should discuss what policy recommendations should be made on the topic of job coaching or whether more research is needed. An initial draft of policy recommendations should be discussed in the October subcommittee meeting. Depending upon the extent of recommendations, policy recommendations will be finalized by the CCEPD’s Full Committee in either November or February.