



SCDD Employment First Committee  
Self-Advocate Team 2013 Data Collection Project  
*Team Facilitation and Planning – 2013*  
December 14, 2012  
*Team meeting facilitated by: Board Resource Center*

---

*Employment First Committee Self-Advocate Team Members*

Kecia Weller, Cindy While, Lisa Cooley, Robert Taylor

*Project Description*

Interview 400 self-advocates throughout California between the ages of 18 and 30 years old to learn about their interest in working and barriers that might be stopping them from integrated competitive employment (ICE).

Review interview findings, analyze information collected and present a report to the Employment First Committee at their annual meeting in 2013.

*Team Agreed Project Plan:*

1. Agree on questions to ask participants
2. Determine how to survey interested people in different parts of the state
3. Decide on how many support “check in” meetings needed during the project
4. Decide on what support the team wants to be successful
5. Decide on individual support each member wants
6. Identify support person to create report and graphic presentation
7. Decide where to publish outcomes once project is complete

*Project Plan Detail:*

***What questions will you ask participants?***

- Are you working now in “integrated competitive employment? (ICE)

- Are you earning minimum wage? (\$8.00 per hour)
- Are you earning more than minimum wage?
- If you aren't working, what is preventing you?

***How will you survey interested people?***

- Survey Monkey (use paid version \$25.00)
  - Regional center service coordinators/consumer advocates
  - Area boards (pass on to advocacy groups)
  - Local advocacy groups
- Visit
  - Junior college (one each in So/No Cal)
  - Transition class (one each in So/No Cal)
  - Supported employment agencies (So/No Cal)
- Written survey (postcard size 4x6")
  - Mail copies to area boards to hand out at advocacy meetings
  - Mail to regional centers to hand out at CAC meetings
  - Give out at regional/state conferences (Supported Life, Advocacy)

***What type of team/project support meetings do you need?***

- Check in video or telemeeting “twice a month” with the team
- Use Think, Plan, Do to organize survey procedures before starting
- Each member decides specific support/timelines they need.
- Each member creates a facilitation plan with SCDD facilitator
- Team decides with facilitator what specific support/timelines the team needs
  - Track progress with survey process
    - Help create deadlines
    - Provide extra support as needed by members
    - Help members make appointments and follow up
    - Help distribute surveys

***Help putting it all together – presentation and report***

- Help the team compile and analyze collected information
  - Talk with team about the data, what it says, what it means
  - Talk about the team’s recommendations based on responses
  - Help writing the report
  - Help convert the information into a graph so information is easy to understand
  - Help practice the report before the presentation

## ***Where should we publish our results?***

- Presentations
  - Employment First Committee – annual meeting
  - SSAN – quarterly meeting
  - Advocacy conferences and meetings – SCDD send in application
  - DDS CAC - talk with Nicole Patterson
  - Local CAC in each team member’s region
  - CECY (youth advisory committee)
  - Parent groups – SELPA (in Sacramento, speak with David Lopez, Advocate/Alta)
  
- Online sources
  - DDS – Consumer Corner
  - SCDD – Advocacy page
  - DHHS website
  - Facebook and Twitter
  - APSE website
  - Tarjan – CECY “Youth Advisory Committee”
  - National listserv
  
- Send copies
  - State officials
  - Regional Center – Consumer Advocates
  - Area Boards

## **Project facilitation support (General ideas) Help with...**

1. Designing survey monkey tool
2. Writing letter and survey outline
3. Writing introduction letter to organizations describing survey purpose
4. Finding contact persons @ agencies, high schools and junior colleges
5. Interviewing people - non-English speaking or alternative communication.
6. Contacting Center for Independent Living in Berkeley

**Facilitation support @ Employment First Committee meetings**  
**Presented by: EFC Self-Advocate Team Members**  
**December 2012**

**Outcome: equal participants at committee meetings**

**EFC prep meetings before each meeting to review key areas on the agenda**

- Special pictorial materials (easy to understand and use)
- Post prep session materials on advocacy website for us to review after each meeting
- Review key discussion areas that will be discussed
- Help team develop statements they want to present
- Review meeting format/process
- Provide us with written guidelines and procedures

**Equal access and participation at EFC meetings**

1. Prepare and distribute meeting ground rules to attendees.
2. Departments provide written text of their report (plain language only) before meeting so S/A can review at prep session and contribute to discussion.
3. Provide standardized report template for department reports.
4. Chair reminds attendees before/during meeting to use plain language.
5. Encourage/call on members to contribute/ask questions to ensure meeting reflects ALL participants and their view points and suggestions.

**Department Reports**

6. Reports and key elements: Department reports prepared on PowerPoint slides for committee members to follow. Provide handouts at meeting.

**Committee member interaction/discussion**

7. Always use microphones at meeting.
8. Chair or designated member summarizes comments/key statements.
9. Chair or designated member provides key points on slide (similar to SCDD meeting).
10. Committee group activities: Write instructions on marker board or overhead slide.

**General Recommendations**

1. Minimize difficult language.
2. Equal time for all – no one person dominates.
3. Before moving to new agenda item, review comments/recommendations.
4. Use explanations/plain language examples – clarify acronyms and complicated words.
5. Peer advocates provided an opportunity to respond first to questions (if interested).