



Office for People With  
Developmental Disabilities

**The Employment Training Program  
(ETP)  
WHAT ARE THE BENEFITS?**

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**Purpose, Process, Payoff**

**Purpose:**

To learn more about the Employment Training Program (ETP) for students and adults

**Process:**

Discussion, practice and application

**Payoff:**

Increased knowledge of Adult and Student ETP  
Increased confidence in sharing ETP information to prospective job seekers and other stakeholders  
Greater understanding of the partnership with ETP Supervisors, schools, and agencies

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**OPWDD EMPLOYMENT & EMPLOYMENT RELATED SERVICE OPTIONS**

- COMMUNITY PREVOCAATIONAL SERVICES
- PATHWAY TO EMPLOYMENT
- EMPLOYMENT TRAINING PROGRAM/INTENSIVE SEMP
- SUPPORTED EMPLOYMENT (*EXTENDED OR INTENSIVE SEMP*)

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### DETAILS OF ETP

- Time limited program (depending on individual needs).
- Requires that the training/work site experiences lead to permanent paid employment.
- Close and continual monitoring of the quality of services.
- Requires service providers to complete a Discovery process before job development.
- Provides funding for the intensive services required by individuals.

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### DETAILS OF ETP:

- Assures that job coaching (through providers) is provided at the proper level.
- Wages paid while a person is learning a job
- Alternative to ACCES-VR for individuals with higher support needs
- ETP programs are designed for adults and high school students.

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### ETP FOR ADULTS (INTERNS)

- Wages are funded by OPWDD
- OPWDD Intensive SEMP provides supports
- ETP Discovery (unless completed in Pathway to Employment)
- Paid internship at a community business – leads to employment
- Job Coaching
- Job Readiness Training
- Once employed, the support is OPWDD Extended SEMP

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## How Does Someone Apply for ETP?

- Individuals applying for an ETP internship should complete an application packet with a supported employment agency or support person and submit to an ETP Supervisor for review.
- The applicant must be Office for People with Developmental Disabilities (OPWDD) eligible.
- The ETP Program Supervisor will review the application packet and contacts Care Manager if additional questions.
- Upon acceptance, the ETP Supervisor will work with OPWDD Supported Employment Agency to develop career goals, supports and a paid internship.

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## What is the Employment Training Program (ETP) Supervisor's Role?

- Provide technical assistance and support.
- Review and approve ETP applications.
- Prepare and submit the Request for SEMP Intensive Services for ETP.
- Approve next steps After Discovery is completed.
- Provide on-going Job Readiness Training (JRT) classes.
- Approve internships and coordinate quarterly progress reviews.
- Coordinate hiring, training and temporary wages through New York State.
- Meet periodically with agencies and businesses to monitor progress and provide support.

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## Job Readiness Training

Designed to improve employment-related social and interpersonal skills



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|-----------------------------|---------------------------------|
| ➤ Personal hygiene          | ➤ Coping with stress            |
| ➤ Interviewing skills       | ➤ Health and wellness           |
| ➤ Dressing for success      | ➤ Self-confidence at work       |
| ➤ Positive communication    | ➤ Professional behavior         |
| ➤ Listening skills          | ➤ Overcoming challenges at work |
| ➤ Teamwork                  | ➤ Safety at the workplace       |
| ➤ Conflict in the workplace | ➤ Setting goals                 |
| ➤ Helping coworkers         | ➤ Asking for help               |

May be provided either individually or in a classroom.

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### Why Discovery?




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### What is the Discovery Process?

- Thorough review of records.
- Interviews of individual and circle of support.
- Observations to learn more about the individual in different settings.
- Community based assessments to evaluate overall work performance.
- Objective summary of findings with recommendations.

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### How does Discovery support job development?

- Identifies specific job match criteria
- Provides experience in interest areas
- Educates providers on individualized support needs
- Empowers individual to make informed choices

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### How do staff develop jobs?

- The person and their support team are involved in **job development planning**.
- **Business contacts** and initial networking tasks are shared with the team.
- Job development **activities clearly match** the individual's identified career areas.
- Job developers seek to **understand business needs** in order to develop successful job matches.
- Job developers are familiar with various employment options and develop **customized employment solutions**.

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### How do staff provide quality job coaching?

- Job Coaches are **trained** and evaluated in the provision of individualized vocational supports.
- Job coaching is focused on **building independence and natural supports**.
- Job Coaches **intentionally facilitate positive and mutually rewarding relationships** at work.
- Job Coaches **meet regularly with employers** to evaluate the employee's performance.
- Job Coaches **communicate and plan** regularly with the individual and their support team.

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### ETP PLACEMENT

- Approved by ETP Supervisor based on Discovery findings.
- Placement meeting with employer, intern and employment staff to review expectations.
- Intensive coaching is provided to learn duties/expectations.
- Quarterly progress meetings at the job site with Action Plan.
- Individual is hired by business once meeting expectations.
- Discharged from ETP and receives Extended SEMP.

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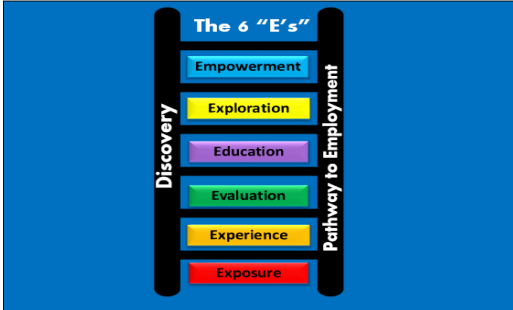
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### Preparing for Competitive Employment




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### ETP FOR STUDENTS (TRAINEES)

- Wages are funded by OPWDD
- School staff provide supports during school hours
- Paid internship at a community placement – provides experience
- Evaluated on the job
- Complete Front Door process
- Align with appropriate OPWDD services prior to graduation

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### How do students apply for ETP?

ETP Supervisors collaborate with schools that:

- Have a community work based learning where students are working but not getting paid.
- Have relationships with businesses in their community
- Have aides to support students on the job.
- Have multiple students who are OPWDD eligible

Once the above criteria is met, the school facilitates the application process for the students with parental involvement.

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To Summarize:

Which Services Fit the Person's Skills, Experience, and Support Needs?

OPWDD Career and Employment Services Options:

Person has no community or work experiences and no Discovery ↓ <ul style="list-style-type: none"> <li>• Pathway to Employment</li> <li>• Community Prevocational Services</li> </ul>	Person has limited community or work experiences and no Discovery ↓ <ul style="list-style-type: none"> <li>• Pathway to Employment</li> <li>• Employment Training Program (ETP)</li> </ul>	Person has community and work experiences and has completed Discovery ↓ <ul style="list-style-type: none"> <li>• Employment Training Program (ETP)</li> <li>• ACCES-VR</li> <li>• SEMP</li> </ul>
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### Any Questions?




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### Thank you!

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### Resources to hand out

- How Can I get Services? The Front Door
- ETP contact sheet
- Transition Planning: from school to adult life
- Brochure – “What Should I Do with My Day?”

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