

**Preliminary Implementation Steps: ViaQuest**

	Preliminary Action Step	How will Action Step be Measured	Responsible Staff/Team	Timeline for Achieving Action Step
<b>1</b>	Finalizing policy changes to reflect a new admissions process	Having the policies finalized	VDS/VES	ongoing
<b>2</b>	Transitioning day programming services toward more community integration, especially employment using more person centered planning and the discovery process for employment		VDS/VES	ongoing
<b>3</b>	Beginning the process of moving to an office which will require less physical space as we strive to increase the percentage of participants in community versus our facilities on a daily basis.	The movement of two offices to better reflect our future direction as a physical space.	VDS/VES	2016
<b>4</b>	Educate and provide some initial training for all staff on Employment First, our direction and how they will be a contributor to the changes	Webinars and other trainings that are offered to help staff transition	VDS/VES	ongoing
<b>5</b>				

The Ohio Department of Developmental Disabilities

Enter Contact Name & Title

Signature \_\_\_\_\_

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