

LOUISIANA DEPARTMENT OF HEALTH  
SAME AGENCY PLAN 2020  
October 31, 2019

**PURPOSE AND GOALS**

On March 19, 2018, Governor Jon Bel Edwards issued Executive Order Number 18-08 establishing the State as a Model Employer Task Force to study and provide recommendations to the goal of increasing employment of people with disabilities by state agencies. This Executive Order also directed each state agency that reports to the Governor to do the following:

- A. Designate a staff person responsible for overseeing the agency's initiatives relative to the order,
- B. Implement strategies for employment of people with disabilities,
- C. Increase awareness of the state's disability supports and services through Louisiana Rehabilitation Services (LRS),
- D. Ensure continued development and implementation of policies, strategies and services, and
- E. Submit a plan by October 31, 2019 describing strategies and policies adopted by the agency, as well as progress in implementing items A, B and C.

In accordance with the Executive Order, Louisiana Department of Health (LDH) has created the following plan to develop policies and strategies aimed at increasing employment of people with disabilities within LDH and agencies that are clients of Human Resources including: Developmental Disabilities Council of Louisiana and Louisiana Emergency Response Network.

**LDH WORKFORCE**

The SAME Task Force report set the goal of 7% of each agency's workforce being comprised of persons living with disability. In order to establish a baseline from which to develop plans to meet the 7% goal, LDH participated in the SAME Task Force Survey which allows employees to self-identify as having a disability. Participation is voluntary. The 2018 SAME Survey Data Report for LDH indicated 2323 (35.9%) of employees responded and 403 (6.2%) of total employees reported a disability. The 2019 SAME Survey Data Report for LDH indicated 1540 (24.4 %) of employees responded and 341 (5.4%) of total employees reported a disability. LDH will review the results of the annual SAME Survey Data each year to assess whether current policies, strategies, and initiatives are striving toward our goal of the Executive Order's goal.

The initiatives below were developed to ensure that LDH meets the Task Force goal as well as improve our ability to recruit and retain the best employees for the state of Louisiana, including those living with disability.

### **LDH STRATEGIES TO INCREASE RECRUITMENT AND RETENTION OF EMPLOYEES WITH DISABILITIES**

1. Marcella Jones, Human Resources Manager B, has been designated as the agency staff person responsible for initiatives relative to the Order;
  - a. The agency designee and LDH staff met with LRS staff to begin the work of identifying available supports and services, and developed methods for increasing awareness of these programs as outlined in section II of this plan.
2. LDH Initiatives to Increase Employment of People with Disabilities Recruitment
  - a. LDH will continue to include "Louisiana is a State as a Model Employer for People with Disabilities" in all job postings effective November 15, 2018;
  - b. LDH established contact in October 2018 with LRS designated Point of Contact to identify resources and services that may assist LDH in recruitment efforts targeting people with disabilities;
  - c. On an annual basis LDH will survey all LDH employees to assess % of each agency's workforce being comprised of persons living with disability. These surveys will be anonymous;
  - d. LDH will continue to provide Louisiana Rehabilitation Services contact with notification emails of current job postings. LDH will continue to maintain contact with the LRS designated Point of Contact to provide information regarding job opportunities to LRS who will help to identify applicants who may be well- suited for identified vacancies. LDH Human Resources will continue to work with Civil Service and hiring managers in an effort to qualify the individuals for vacancies and to provide interview opportunities;
  - e. LDH will place on internet and intranet notice that LDH is a State as a Model Employer for People with Disabilities and include verbiage on applying for positions;
  - f. LDH will utilize the new CPTP web-based trainings available on LEO to provide training to all employees regarding disability awareness and disability etiquette;
  - g. LDH will identify and meet with contacts at secondary education institutions to identify ways to increase recruitment contacts with students with disabilities through tools such as student positions, internships, and job boards by May 1, 2020; and
  - h. Identify and attend one or more recruitment events targeting people with disabilities in the Baton Rouge region by June 30, 2020.
3. Retention
  - a. LDH will continue to provide training to employees regarding disability awareness and disability etiquette. This training may be offered by CPTP.

- b. Newly hired LDH employees will complete this training within the first 90 days of employment.
  - c. LDH provided training to managers regarding working with people with disabilities including ADA, LRS resources, and workplace rights through CPTP.
  - d. LDH HR representatives attended the Windmills Train the Trainer session in 2019. LDH will utilize items learned in this session to continue to provide training to supervisors and managers regarding accommodations, workplace rights, and interviewing.
  - e. LDH shall, on an annual basis, distribute via e-mail training opportunities – this could be included in CPTP notification.
  - f. Provide information regarding LRS resources and services, as well as other resources for accommodations, to employees LDH identifies as potentially needing accommodation with the goal of retaining employees in active employment on a continuous basis.
4. Share information regarding the SAME report and LDH actions with the Local Governing Entities Executive Directors, including contact with LWC designee, during a Human Services Interagency Council meeting by January 31, 2019.

## Louisiana State As a Model Employer Survey Data      September 30, 2019

LDH	2018		2019		Participating State Agencies	2018		2019	
	Employees=		Employees=			Employees=		Employees=	
Participants	2923	35.9%	1540	24.4%	Participants	10255	28.2%	36395	35330
Yes - Disability	403	6.2%	341	5.4%	Yes - Disability	2000	5.5%	1953	5.5%
Physical	95	1.5%	77	1.2%	Physical	506	1.4%	459	1.3%
Intellectual	5	0.1%	10	0.2%	Intellectual	50	0.1%	67	0.2%
Behavioral	118	1.8%	124	2.0%	Behavioral	636	1.7%	620	1.8%
Sensory	43	0.7%	42	0.7%	Sensory	222	0.6%	250	0.7%
Disease	182	2.8%	150	2.4%	Disease	849	2.3%	861	2.4%
doesn't want to report disability type	36	0.6%	16	0.3%	doesn't want to report type	126	0.3%	95	0.3%
affects A Great Deal			12	0.2%	affects A Great Deal			64	0.2%
affects A Lot			18	0.3%	affects A Lot			129	0.4%
affects A Moderate Amount			73	1.2%	affects Moderate Amt			434	1.2%
affects A Little			114	1.8%	affects A Little			684	1.9%
affects None At All			122	1.9%	affects None At All			607	1.7%
SSDI yes			57	0.9%	SSDI yes			362	1.0%
SSDI no			168	2.7%	SSDI no			923	2.6%
SSDI unsure			115	1.8%	SSDI unsure			640	1.8%
<b>No - Disability</b>	<b>1812</b>	<b>28.0%</b>	<b>1128</b>	<b>17.9%</b>	<b>No - Disability</b>	<b>7703</b>	<b>21.2%</b>	<b>6879</b>	<b>19.5%</b>
Does not want to disclose	108	1.7%	71	1.1%	Does not want to disclose	552	1.5%	449	1.3%

Percentages are based on the total number of employees reported by the agency/agencies.

The sum of the numbers listed in the categories of disabilities may be greater than the number listed in the Yes- Disability category due to respondents listing more than one disability category.

State Agencies included Office of the Governor, Division of Administration, Board of Regents, Children & Family Services, Coastal Protection and Restoration Authority, Culture, Recreation & Tourism, Economic Development, Louisiana Dept. of Education, Environmental Quality, Department of Health, Gov. Office Homeland Security & Emergency Preparedness, Insurance, Louisiana Workforce Commission, Natural Resources, Office of Financial Institutions, Dept. of Public Safety & Corrections, Louisiana Dept. of Revenue, Secretary of State, State Civil Service, Dept. of Transportation & Development, Louisiana Dept. of Veterans Affairs, Wildlife & Fisheries and Louisiana Community & Technical College System.