

Disabled Hiring Initiative Report

July 1, 2023 – June 30, 2024



In accordance with Public Act 96-0078, the Director of the Department of Central Management Services and Secretary of the Department of Human Services submit this report to the members of the Illinois General Assembly September 1, 2024



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**Disabled Hiring Initiative Report 2022-2023
(Pursuant to P.A. 96-0078/Senate Bill 40)
September 1, 2024**

MANDATE

Public Act 96-0078 (effective July 24, 2009) requires the Departments of Central Management Services (CMS), Human Services (DHS), Employment Security (DES), and other agencies to develop and implement programs to increase the number of qualified employees with disabilities working in State government.

The Disabled Hiring Initiative Report is submitted annually by CMS and DHS to provide an overview, assessment, and update on the progress of programs and initiatives supporting employment opportunities for disabled workers in Illinois State government. This report will provide information on the following:

1. Programs and Services
2. Outreach and Collaboration
3. Initiatives and Process Improvements
4. Agency Report on Progress of Disability Hires
5. Report on 2023-2024 Directives
6. 2024-2025 Directives

PROGRAMS & SERVICES

Successful Disability Opportunities Program

CMS administers the Successful Disability Opportunities (SDO) Program, which serves to qualify individuals with disabilities for positions within State government. DHS is a partner with CMS in the certification of candidates for the SDO Program. While the program's name has changed over the years, it was initially implemented in 1976.

CMS and DHS work together to build the SDO pool of candidates with disabilities for positions that are available across a wide range of position titles and geographic areas of the State. CMS, DHS, and the Department of Human Rights (DHR) continue to educate agency Personnel Managers and Equal Employment Opportunity Officers about the SDO Program and encourage them to consider individuals with disabilities when making their hiring decisions.

As of June 30, 2024, there are approximately 815 participants in the SDO Program with eligibility to apply for vacant positions throughout the State under SDO Program guidelines. Applicants are required to establish a profile on the electronic career portal and apply directly to targeted vacancies. Counseling, assistance with online platform, and online resources and guides are available.

As of June 30, 2024, employees with disabilities comprised approximately 11.8% of the State workforce, up from 10.4% the previous year, according to the annual Mandatory Disability Survey. Individual initiative participants and State employees with disabilities are identified only through self-disclosure of a disability.

Disabled Workers Trainee Program

This initiative was set in place by Public Act 101-0533, mandating the creation of a training program that will lead to employment with agencies having 1,500 or more employees. The program allocates one position per year to an individual with a disability as defined by the Americans with Disabilities Act. CMS, in partnership with the members of the Illinois Task Force on Employment and Economic Opportunity for Persons with Disabilities (EEOPD), has laid the groundwork, rules, and processes for the new program. This year marks the second year of the program's implementation.

The Disabled Workers Trainee Program (DWTP), as currently structured, allows for one clerical level (Clerical Trainee) title or one professional level (Public Admin Intern) title to be used in the application process, where an individual who meets the required education level of the designated trainee title (High School/Bachelors equivalent respectively) can enter the State workforce, gain experience on the job, and certify into a full-time title within the State of Illinois. The program intends to give those who do not have the means to gain experience an opportunity to gain the required experience through the training program.

Agencies with more than 1,500 employees include the Illinois Departments of Children and Family Services (DCFS), Corrections (DOC), Healthcare and Family Services (HFS), Human Services (DHS), Revenue (DOR), and Transportation (DOT). Agencies that have volunteered to participate include Central Management Services (CMS) and the Illinois Council on Developmental Disabilities. Clerical level trainee titles are exclusively included in AFSCME and would require following all bargaining unit bidding processes in filling the DWTP target title. Below outlines an update on vacancies throughout this reporting period.

Agency	Requisition	# Applicants	Result
CMS	18451	5	Moving clerical position to Recruitment & Retention, from CMS Fiscal, due to lack of candidates. Ready to post.
DCFS	17531	111	Position offered but not filled, still seeking applicants.
DHS	28812	12	Requisition closed/lack of qualified candidates, reposting new position.
DOT	19836	64	Position filled 11/16/23.
DOR	22671	39	Position filled (3 trainees) 1/23/24.
DOC	38551	26	Position in screening for hire.
HFS	39950	143	Requisition closed, reposting with updated application questions.

The program has achieved success in placing trainees within allocated DWTP positions; however, there have been challenges in filling some positions. Agencies have reported conflicts with start dates, working hours, and lack of minimum qualifications as potential barriers to filling posted DWTP positions. These challenges have required agencies to adapt and find flexible solutions to accommodate DWTP members entering the State workforce. An initiative to establish a participating agency working task group has been added, where posting agencies can share best practices and resolve issues at regular intervals throughout the fiscal year.

Alternative Employment Program (AEP)

The CMS Risk Management Division is responsible for the administration of workers' compensation claims for work-related accidents by State employees. One of the primary objectives of the Workers' Compensation Program is to return employees to productive work as safely and quickly as possible. The CMS Disabled Workers Program (DWP) aids in these efforts.

In many situations, workers no longer able to perform their current job duties can perform other work. Workers may be eligible for re-employment through the Alternative Employment Program (AEP), which is administered through the CMS DWP.

CMS DWP staff and CMS Legal staff continue to make themselves available to Risk Assessment staff to provide information about these programs and to explain how they can assist in meeting their objective to return employees to productive work.

Exempt and non-certified employees are potentially eligible for re-employment through the SDO Program, and certified employees are potentially eligible for re-employment through the AEP. Additionally, any on-leave employee may apply to open positions following the bargaining unit bidding processes. Referring eligible employees with worker's compensation claims to these programs is beneficial to the employee, the Risk Management Program, and the DWP.

As of June 30, 2024, 34 State employees on disability leave are actively participating in the AEP. During the 2023-2024 reporting period, 10 employees were placed in various positions through AEP placement. Over the course of the year, the DWP coordinator hosted four workshops with current AEP members, offering workshops to set up profiles, conduct successful job searches, and submit applications, as well as a primer on program guidelines.

Reporting Period	Participating Employees	AE Placements
July 1, 2018 – June 30, 2019	34	7
July 1, 2019 – June 30, 2020	29	6
July 1, 2020 – June 30, 2021	23	3
July 1, 2021 – June 30, 2022	32	5
July 1, 2022 – June 30, 2023	32	9
July 1, 2023 – June 30, 2024	34	10

Veterans Outreach Program and Office of Diversity, Equity, and Inclusion

CMS continues to operate programs for veterans, minorities, women, and individuals with disabilities seeking employment with the State. Program staff routinely provide information about the SDO Program and the Disabled Hiring Initiative opportunities for their clients with disabilities. Staff from the CMS Veterans Outreach Program and CMS's Office of Diversity, Equity, and Inclusion (DEI) attend job fairs and recruiting events in-person and via virtual platforms on a regular basis around the State where information on minority-centered programs is readily available.

Career Counseling by mail, email, or virtually for veterans is offered through the CMS Veterans Outreach Program to provide applicants with an overview of the State employment process. Between the five CMS Career Service Centers, 410 Veterans with Service-Connected Disabilities were verified, counseled, and/or given information about the State of Illinois employment process as well as the SDO Program, compared to 190 in the previous year. This is a 216% increase over the last reporting period,

showing significant strides in the veteran verification process. Continued use of career counseling by email and the addition of a virtual option has increased counseling by 327% this year, outperforming a 5-year average of 1,459 counseling’s per year. Fiscal Year (FY) 2024 saw the completion of 4,784 counseling sessions for Illinois residents. Increased outreach participation coupled with updated counseling procedures have amplified our counselors’ abilities to reach applicants in their homes and ensured a timely response to counseling requests, as well as proactively seeking out counseling opportunities.

CMS’ DWP and DEI staff attended live and virtual career fairs, including specific events for disabled and minority applicants, and provided State employment information to both disabled and non-disabled attendees. These events are highlighted in the career fairs section of this report.

Career Counseling Services for Individuals with Disabilities

Career Counseling continues to be offered through CMS Recruitment & Retention to provide applicants with an overview of the State employment process and, if qualified, the SDO Program. Applicant qualifications are reviewed to provide specific job title recommendations. Career Counseling is offered to applicants via mail, email, phone, or virtually.

The CMS DWP Coordinator counsels disabled applicants and provides information on available accommodations for any job title that might require automated testing. From July 1, 2023, through June 30, 2024, 20 applicants with disabilities were provided career counseling services by email and given information on possible targeted position titles, while others continue to be referred by their established DHS Rehabilitation Services Vocational Rehabilitation Counselor. Adapting to program and application process changes, the DWP’s engagement focus turned to assisting large numbers of applicants with applications as opposed to in-depth career counseling. Additionally, the DWP Coordinator role was enhanced at the time of transitioning to a new Coordinator to incorporate greater outreach, networking, and engagement - allowing for broader engagement opportunities with the disabled community, stakeholders, and partnering State agencies.

Disability Resource Center

To assist State agency staff engaged in the hiring process, as well as current State employees and State job applicants who may need to seek an accommodation, CMS operates as a centralized source of information on reasonable accommodations and provides professional consultation to both State agency staff and job seekers on issues concerning reasonable accommodations in the State employment process. Individuals may contact the CMS Disability Resource Center by e-mail at: CMS.DisabilityResCen@illinois.gov.

Reasonable accommodation requests granted for testing continue to decrease, as very few titles outside of the Upward Mobility Program (UMP) require testing. UMP continues to offer assessments and courses for targeted position titles to State employees, providing career advancement opportunities to more challenging, higher paying positions.

Reporting Period	Testing Accommodations
July 1, 2020 – June 30, 2021	108
July 1, 2021 – June 30, 2022	34
July 1, 2022 – June 30, 2023	11
July 1, 2023 – June 30, 2024	15

OUTREACH, COLLABORATION, AND DISABILITY AWARENESS

Interagency Committee on Employees with Disabilities (ICED)

In 2016, Public Act 99-0314 expanded the Inter-agency Committee on Employees with Disabilities (ICED). Currently, the committee's membership consists of five State Constitutional Officers, six State agencies under the Governor, and seven State employees with disabilities. ICED continues its efforts to date with scheduled quarterly meetings, as well as monthly Outreach and Recruitment sub-committee meetings. ICED sub-committees include the Hiring Process and Review committee, the Nomination committee, and the Annual Awards Ceremony committee.

The main purpose and function of the committee is to provide a forum where problems of general concern to State employees with disabilities can be raised and methods of their resolution can be discussed. Appropriate State agencies provide information for State employees with disabilities by working with those agencies to develop and retain the information, to promote affirmative action efforts about the employment of persons with disabilities. The group can recommend, where appropriate, means of strengthening the affirmative action programs for employees with disabilities in State agencies. The committee completes an annual report on achievements and accomplishments to the General Assembly.

Key highlights of the 2024 Report include:

- Continued from 2023, ICED committee members worked in consultation with other State agencies to create Reasonable Accommodations Guidance for State agencies. The information includes:
 - Frequently Asked Questions (FAQs)
 - Reasonable Accommodations Process and Forms
 - Know Your Rights

Reasonable Accommodations Public Service Announcement (PSA)/Training video

- Continued collaboration with multiple State agencies including Central Management Services (CMS), Department of Human Services (DHS), Department of Employment Security (DES), and the Illinois Task Force on Employment Economic Opportunity for People with Disabilities (EEOPD) to support the creation of model programs for employing people with disabilities.
- The 2023 ICED annual awards celebration was held on October 5, 2023. Award recipients included:
 - Outstanding Employee of the Year – Kim Phipps, Administrative Law Judge in appeals, IDES
 - Outstanding State Agency of the Year – Illinois Tollway
 - Outstanding Legislator of the Year – Representative Theresa Mah and Representative Kelly M. Cassidy
- Goals and Progress throughout the year:
 - Develop and Implement Awareness Campaign
 - Build an Online Community and Resource Portal
 - Research an Interagency Equipment and Reasonable Accommodation Process
 - Create a Statewide Reasonable Accommodation Form

ICED announced the May 16, 2024 IDHS-Division of Rehabilitation Services (DRS) 3rd Annual - Virtual Career Fair meeting, which took place to showcase the State of Illinois as a disability-friendly employer partner with open positions at various skills/knowledge levels and to recruit eligible DRS-Vocational Rehabilitation (VR) customers for those positions. DRS had a total of 117 registered for the event.

Additional event goals were to continue to engage more with Senior Year Transition students by informing them about State of Illinois jobs they may qualify for upon completing their high school diploma and discuss how VR services can support both their short- and long-term employment goals if training/college is needed to meet job requirements for more technical/specialized skills.

All agencies were allowed a brief presentation and this year nine (9) agency representatives participated in the event, which was a significant increase over previous years.



Additional information can be found in ICED's annual report and on their website: <https://iced.illinois.gov/>.

Agency Networking

Central Management Services (CMS), Department of Human Services (DHS), Department of Human Rights (DHR), Department of Employment Security (DES), Department of Commerce and Economic Opportunity (DCEO), and the Department of Veterans Affairs (DVA) have made concerted efforts to continue to network with State Agency Personnel Managers, Equal Employment Opportunity Officers, and Recruitment Program staff to educate them on the Disabled Hiring Initiatives and the SDO Program. Working together, they distribute program information to potential candidates with disabilities.

In addition, regular participation in additional committees to further the advancement of people with disabilities has been paramount to further outreach and networking over the past year. It is important to recognize that multiple committees exist throughout State government with the intent of advancing job placement for those with disabilities. Below is a summary of these efforts and networking in action.

Meetings with Equal Employment Opportunity Officers

The CMS DWP continues to work with and educate agencies about the SDO Program and the Disabled Hiring Initiative. DHR has identified categories of underutilization, including employees with disabilities. Agencies that need to increase the number of employees with disabilities can utilize the SDO candidate database to address those areas of underutilization. CMS has utilized multiple platforms throughout the year to encourage the use of the SDO. Those platforms include routine statewide personnel manager meetings, hiring workshops hosted by CMS Recruitment & Retention, and direct agency interfacing with agency recruitment leaders.

State Employment Webinars/Teleconferences for Persons with Disabilities

The CMS DWP Coordinator presented at three virtual webinars in the 2023-2024 reporting period with DHS Vocational Rehabilitation Counselors, and current and potential rehabilitation services clients regarding the State employment process, the SDO Program, and the DWTP Program. The DWP established a new initiative in Quarter Four (Q4) to improve client handoff between CMS and DHS regarding SDO program members. DWP has hosted four training events for DRS staff, regarding DWP services and intake procedures.

Annual DWP/Disabled Hiring Initiative Training

Per Public Act 101-540, CMS provides agency-wide training to highlight all aspects of the hiring resources allocated to State Agencies and disabled applicants, alike, which highlights the processes for the SDO program, Alternative Employment Program, Reasonable Accommodations, and the Disabled Workers Trainee Program., This information was distributed within a Q&A type format during the bi-weekly personnel management meetings with Hiring & Selection staff. The annual training was held with more than 200 HR staff members from all State agencies.

Career Fairs/Conferences

CMS, DHS, DES, and a multitude of other agencies attended numerous virtual and in-person career fairs and other events over the course of the year. When CMS and DHS did not have representatives in attendance, efforts were made to provide information about DWP to attendees with disabilities by ensuring DWP flyers and program information were available for use by statewide recruitment staff.

This year, program and recruitment staff saw a large-scale shift toward re-establishing onsite job fairs and recruitment events, while also seeing a continuation of virtual recruitment efforts and workshops. The hybrid recruitment space has proven beneficial as it maximizes outreach efforts throughout the state. Below is a partial listing of events that took place between July 1, 2023 – June 30, 2024. Over the course of the year, CMS and DEI attended over 200 events, shattering the previous year's record by nearly 100 events.

Highlighting DHS Bureau of Recruitment services events, DHS recruiters attended over 400 events throughout the course of the year. Their recruitment staff continue to be well versed in CMS and DHS employment programs and benefits, and advocate to the disabled community at all relevant events by providing program flyers, information, and references.

CMS Bureau of Personnel and DEI event highlights (selected from a list of over 200 events):

DATE	Event Summary
7/26/2023	Marion Summer Job Fair
8/4/2023	One Summer Chicago Celebratory Social
8/16/2023	Rep John Egofoke & Sen John Curran Job Fair
8/25/2023	Back to Work Career and Job Fair
9/8/2023	State Rep. Hoan Huynh's Job Fair in coordination with the Uptown Chamber of Commerce
9/14/2023	Senator Villivalam's 50th Ward Job Fair
9/20/2023	Lifeshouse Hiring Event Dixmoor Community Center
9/26/2023	11th Ward Career and Resource Fair
9/26/2023	Roosevelt University Business School Job Fair
10/11/2023	Marion Employment Workshop Hosted by IDES & CMS
10/12/2023	IDRS -- 3rd Annual National Disability Employment Awareness Month (NDEAM) Virtual Event - Day 2
10/17/2023	Mt. Vernon Employment Workshop Hosted by IDES & CMS
10/18/2023	Project H.O.O.D. Resource and Job Fair
10/18/2023	Chicago Southland Hiring Event
10/19/2023	Kennedy King College Networking & Career Fair
10/25/2023	North Suburban Career Connector Hiring & Career Resources Event
10/26/2023	CBO Collective Westside Hiring Event
10/27/2023	Congresswoman Robin Kelly 2nd Congressional District Hiring Event
11/2/2023	Hire a Refugee Job Fair
11/8/2023	Veterans Serving Veterans State of Illinois Virtual Recruitment Event
11/17/2023	Fair Future Job Fair
12/8/2023	Returning Citizens Job Fair Hosted by Senator Mike Simmons
1/17/2024	University of St Francis on Coffee and Careers Event
1/20/2024	Alderman Lamont J. Robinson Job and Career Expo
1/25/2024	Hire-a-Refugee Job Fair
2/15/2024	UR Chicago Alliance Job Fair
2/20/2024	SIU Job & Internship Fair
2/22/2024	Government Career and Resource Fair
3/7/2024	Kennedy King Networking and Career Fair
3/8/2024	Harrisburg HS Job/Career Fair
3/19/2024	ROE 30 Career Fair
3/19/2024	Chicago State University Spring Job Fair
3/20/2024	Lewis University Career Expo
3/21/2024	Will County Workforce Workshop
3/27/2024	John A Logan College Job Fair
3/27/2024	Hanover Township 13th Annual Job Fair
4/3/2024	Shawnee Community College, Job Fair
4/3/2024	Good Will Job Fair
4/6/2024	2nd Congressional District Youth Opportunities Fair
4/9/2024	IDPH Job Fair
4/17/2024	American Job Center Job Fair
4/18/2024	6th Ward Hope and Career Fair
4/19/2024	Centralia High School Career Workshop
4/22/2024	Harry S Truman College Spring 2024 Career Fair
4/24/2024	Job Fair hosted by Sen Johnson & Rep Mayfield
4/25/2024	Joliet Regional College and Career Fair

4/26/2024	Goodwill Workforce Connection Center
5/1/2024	Bloom Township H.S. District 206 2024 Career Expo
5/1/2024	NIU Job Fair
5/1/2024	The Chicago Lighthouse Job club Virtual presentation
5/7/2024	McHenry County Disability Job Fair
5/7/2024	Carbondale Community High School Job Fair Workshop
5/7/2024	Winnebago County Salvation Army Outreach Event
5/8/2024	Summit of Hope
5/16/2024	Alderman William Hall Hope and Career Fair
5/16/2024	IDHS-DRS 3rd Annual SOI Virtual Career Fair
5/17/2024	THE POWERHOUSE CHICAGO EMPLOYMENT & RESOURCE EVENT
5/21/2024	Youth Services Network Job Fair
5/21/2024	McHenry County Workforce Network IDES workshop
5/23/2024	Workshop for Livingston Workforce Services
5/23/2024	The Work Force Connection Job Fair
5/24/2024	Mather High School Spring Career Fair
6/5/2024	State Rep Jackie Haas Free Jobs Fair
6/11/2024	VFW Job Fair
6/11/2024	Dept of Transportation - District 2 Job Fair
6/12/2024	Project H.O.O.D. Career and Resource Fair
6/12/2024	National Able Network Workshop and Job Fair
6/20/2024	6th Ward Alderman William Hall Hope & Career Fair
6/29/2024	Speaker Emanuel "Chris Welch," State Representative 7th District

Division of Rehabilitation Services events:

DATE	Event Summary
7/26/2023	Presentation to Pittsfield Aftercare Center and Jacksonville Correctional Center
9/6/2023	LWIA 23
7/25/2023	Champaign/Springfield Juvenile Justice facility
11/3/2023	IDES at Christian Activity Center in East St. Louis, IL
3/7/2024	Madison County Transition Fair at Lewis and Clark Community College
9/19/2024	GREAT Event Transition Fair-Monroe, Randolph, St. Clair Transition Fair
4/26/2024	Autism Society
2/15/2024	IDOC virtual Re-entry job fair, 8 prisons
4/25/2024	IDOC virtual Re-entry job fair, 8 prisons
4/17/2024	In reach webinar for IDOC parolees
2/22/2024	Chamness Care, Inc.
4/25/2024	District 201 (Belleville) Career Fair at The CAVE in Belleville, IL
4/25/2024	Southern Illinois Re-entry Virtual Job Fair
4/26/2024	Autism Conference
5/1/2024	Transition Fair at MENTA (Alternative School in Belleville)
5/29/2024	Rend Lake College
6/6/2024	MARC event in Goreville

Initiatives & Process Improvements

Disability Survey

CMS works with DHR to conduct an annual survey of State employees to determine the number of employees with disabilities to assist in complying with the requirements of the Illinois Human Rights Act. This information, as well as U.S. Census data, is used to determine which agencies need to address increasing the number of employees with disabilities.

The disability survey is conducted online via a dedicated website. The website enables all State agencies to track and sort data, as well as to generate a variety of reports. When an agency hires or promotes an employee with a disability, or when a current employee develops and reports a disability, it is captured for tracking and reporting purposes.

The website is an efficient, far-reaching survey tool used to gather complete data as compared to its preceding paper-based survey form. Better data establishes an improved base of knowledge to work from, and therefore more effectively targets hires of persons with disabilities. Employees are asked to voluntarily respond to the survey.

The survey website is available year-round and is accessible for new hires to complete, and for current employees to update their disability status. Another important feature of the survey is that it serves to indicate which employees need assistance during an emergency evacuation. The survey reports that 11.8% of the State workforce has a disability.

Survey Data:

Registered Population: 70,388

On Leave: 1,373

Completed Survey: 54,958

Not Completed: 14,057

Has Disability: 8,316

SD process and SD placement

The SD process has undergone an alignment to synchronize with the all-digital application process and shifted structurally in program identification of members and how program benefits are allocated during the hiring process. SD status is applied individually to each requisition to which the member applied. A member who meets the minimum qualifications of the job, and who self-identifies as a valid member of the SD program, will be automatically placed into the interview pool on eligible job postings. Currently, metrics for implementation of these measures are under review using this year's placement data. Effectiveness of benefit application will be continually monitored and highlighted in future reports.

Reporting Period	Testing Accommodations
July 1, 2019 – June 30, 2020	31
July 1, 2020 – June 30, 2021	58
July 1, 2021 – June 30, 2022	38
July 1, 2022 – June 30, 2023	42
July 1, 2023 – June 30, 2024	7*

**Information for this fiscal year represents only six months of data, from July 1, 2023, to December 31, 2023, as the CMS migration from the previous personnel platform to Success Factors Employee Central continues. Additional information and the second half of the year data will be available at a later date.*

Disabled Job Candidates - Access to Non-Code Positions

CMS does not maintain a database of qualified disabled candidates for non-code positions (those positions that are fully exempt from the Personnel Code and therefore do not require validation).

Nearly 10,000 non-code positions in governmental entities are monitored by DHR. DHR has contacted several entities to gauge their interest in qualified disabled candidates. Several governmental agencies with non-code positions have specifically indicated such interest.

To provide a link between disabled candidates and agencies with non-code positions, the following procedures are now established: These agencies can contact DHR when seeking disabled candidates for vacant positions, and DHR then consults with DHS-DRS. The local DRS office covering the region where the position is located has DRS Rehabilitation Counselors alert clients who may qualify for the position.

Agency Report on Progress of Disability Hires – data for last seven reporting periods

This data is based on reporting using the processed date for new hires. Please note that there is a lag between individuals being hired and the personnel transaction being processed. Data for disability hires for this reporting period are for 7/1/2023 through 12/31/2023. Data for the remainder of the year is currently being updated and will be made available when personnel transaction data migration is complete.

Agency	FY'18	FY'19	FY'20	FY'21	FY'22	FY'23	FY'24
CMS	0	1	2	3	0	0	1
DCFS	2	1	2	1	2	3	1
DOC	7	16	9	5	5	5	4
LABOR	0	0	0	0	0	1	0
EPA	0	1	2	3	2	4	0
HFS	10	1	6	6	3	10	0
DHR	0	2	2	2	2	2	0
DHS	15	8	7	41	37	23	17
DoIT	0	1	1	0	0	0	0
IDJJ	3	1	1	0	1	0	0
DNR	0	2	3	0	0	1	0
DPH	0	2	0	0	0	0	0
DOR	5	3	0	2	3	2	0
ISP	0	2	1	0	0	0	0
IDOT	5	3	1	0	0	0	0
DES	8	0	0	4	2	1	4
DHP	0	0	0	0	0	0	0
LOTTERY	0	0	0	0	1	0	1
DVA	4	0	2	2	2	0	0
AGING	1	0	0	1	0	0	0
Military Affairs	2	0	1	0	0	0	0
Fire Marshall	1	0	0	0	0	0	0
ALPLM	0	0	1	1	0	0	0
IWCC	0	0	2	0	0	0	0

CJIA	0	0	1	0	0	1	0
DCEO	0	0	0	1	0	0	0
PTA Board	0	0	0	1	0	0	0
ISP	0	0	0	2	0	0	0
Insurance	0	0	0	0	2	0	0
GAC	0	0	0	0	1	0	0
SRS	0	0	0	0	2	0	0
TOTAL	63	44	44	75	65	53	28*

**Agencies that have reported the hiring of individuals with a disability during the first half of the year are listed.*

2023-2024 Strategic Initiatives

- 1. Continue effectively promoting and increase applicant participation in both the Successful Disabilities Program and the Disabled Workers Trainee Program, showing a positive gain of members in both programs.**

Status: Over the course of the year, Career Service Center staff have attended over 200 events, advertising and advocating for our special programs. In close collaboration with IDOT, IDOR, IDOC, HFS, DCFS, DHS, and a multitude of other State agencies, agency recruitment staff distributed hundreds of flyers about events. As of June 30, 2024, there are 815 members in the SDO program, a 5.4% increase. Due to dual enrollment in both SD and DWTP, this increase is also reflected as a positive gain of membership in DWTP. **Completed and ongoing.**

- 2. Working collaboratively between CMS/DHS-DRS and relevant community groups, reevaluate and evolve the Successful Disability Opportunities Program to serve a broader population of persons with disabilities.**

Status: DWP has coordinated throughout the year with DHS-DRS and has refocused on strengthening the applicant hand-off from a DRS customer transitioning to a SDO member. The program focused on providing training to new DRS staff and aimed to streamline the process. This will allow SDO and DRS staff to focus on cultivating and completing initiatives that can achieve the goal of broadening the SDO pool. **In progress and continuation in FY'25.**

- 3. Evaluate and transition the Alternative Employment Program away from a passive program to an effective and proactive program intended to provide participants with career counseling to match and attain new State jobs.**

Status: The Alternative Employment Program initiated a new process in March 2024, moving away from automatic placement and now requiring AEP members to actively apply for positions. This process required training for AEP members on the new process, as well as in-depth training and integration for Hiring Resource Staff. This new process is now live and being monitored for quantitative data on AE placements. **Completed.**

4. **Develop strong partnerships with agencies that did not report any hiring of persons with disabilities to discuss various SDO practices and increase hirings.**

Status: Working with CMS Personnel, multiple changes in hiring processes were initiated to give disabled applicants greater ability to apply directly for positions. Once established, DWP worked with agencies to establish their DWTP positions. CMS and the DWP is working to re-establish the Disabled Hiring Initiative committee, with this goal being a core tenant of that committee. Re-establishment is aimed for Q1 FY'25. **In progress.**

5. **Continue to work to maintain the number of disabled Illinois residents working for the State of Illinois to above 5%.**

Status: The current State workforce is comprised of 11.8% of State employees who have a disclosed disability. **Completed and increasing FY'25 goal.**

6. **Develop additional interagency and participant resources, training programs, FAQs, videos, templates, and guides, hosted on updated DWP website for 24/7 access and assistance.**

Status: The DWP is working to add annual training to OneNet, allowing for greater access to State employees regarding DWP services. Additionally, updates to program flyers, policies, and guides are in progress. As the DWP has been reorganized into the Statewide Programs section of the Division of Recruitment & Retention, more resources and staff can be refocused toward completion of this project. Additional resources and FAQs were added to the work4.illinois.gov website. **In progress.**

7. **Continue partnering with ICED and EEOPD to develop outreach for disabled applicants regarding State employment and interfacing with involved State agencies on a regular basis. Utilize and synchronize efforts in accomplishing strategic goals.**

Status: CMS, DHS, and the DWPs have continued their participation and growth in ICED and EEOPD. The DWP program coordinator has established herself within both committees and began synchronizing program efforts with committee goals. The CMS Recruitment & Retention division was established in May 2024, hosted within the Bureau of Personnel. With this shift in organization, Disability and Veterans outreach programs will be focusing on statewide program goals and fostering stronger stakeholder relationships, compared to internal bureau goals. **Completed and ongoing.**

8. **Continue efforts to attend and host virtual outreach events targeting disabled applicants and provide agency training on the hiring of qualified disabled applicants, working with DHS-DRS and other partners.**

Status: Annual training was conducted in May 2024 on the statewide hiring touchpoint. This allowed all HR staff from all agencies to participate and view training on processes and programs hosted with the CMS DWP. Additionally, the DWP held four virtual workshops prior to the release of the new AEP process. These virtual workshops assisted program members with SuccessFactors account creation, resume building, document uploads, and job searches. The program also hosted three training events for DHS Vocational Rehabilitative Services staff, informing staff of program procedures and providing training on the overall State of Illinois employment process. CMS realigned program ties between DHS VR and DWP due to new initiatives and staff turnover and fulfilling the requirement for new DRS VR employees to be trained on program processes. **Completed and ongoing.**



9. **Actively engage the 773 participants in the SDO program to apply for positions through emails, announcements, increased communications and program updates, and job alerts.**

Status: With new DRS staff, a new DWP coordinator, SuccessFactors and Employee Central upgrades and implementations, new contract language and implementation, new hiring processes for AEP and SDO, and a divisional re-organization, a significant amount of effort was needed to make necessary changes to realign the program. Once the work was completed, the initiative was started with a review of SDO program membership and an in-depth review of active versus inactive participants and overall eligibility of program members. An intern was assigned to contact each member, verify information, and confirm understanding of program and application changes.

This project is underway currently and may significantly impact the number of participants we currently have in the program. The conclusion of this project will result in new system tools and applications that allow the program to easily reach the program membership base regarding program updates. **In progress and continued to FY'25.**

2024-2025 Strategic Initiatives

1. Continue effectively promoting and increase applicant participation in the Disabled Workers Trainee Program, show positive gain of agencies utilizing the program.
2. Working collaboratively between CMS/DHS-DRS and relevant community groups, evolve the Successful Disability Opportunities Program to serve a broader population of persons with disabilities.
3. Develop strong partnerships with agencies that did not report any hiring of persons with disabilities to discuss various SDO practices and programs and increase hirings.
4. Continue to work to maintain the number of disabled Illinois residents working for the State of Illinois to above 11%.
5. Continue to develop program access to information, resources, and procedures for public and program members, increasing online training and information, social media presence, and interoperability with all State agency HR and recruitment bureaus.
6. Continue partnering with ICED, EEOPD, and DWTP committees to develop outreach for Disabled applicants regarding State employment and interfacing with involved State agencies on a regular basis. Utilize and synchronize efforts in accomplishing strategic goals.
7. Continue efforts to attend and host live and virtual outreach events providing Agency training on the hiring of qualified disabled applicants, working with DHS-DRS, State agencies and other partners. Provide education and training to DHS-DRS about DWP and its sub-programs, ensuring all new staff are regularly trained.
8. Actively engage the 815 participants in the SDO program to apply for positions through emails, announcements, increased communications and program updates, and job alerts.
9. Develop systems to effectively communicate with SDO program members regarding program use and the overall applications process. Focus on SDO active participation to increase SDO hires over the course of the year.
10. Host employment workshops and seminars for persons with disabilities, educating and assisting with the State employment process. Increase outreach events specific to persons with disabilities.