



Optimizing Staffing and Caseloads for Job Coaching

Summary:

This guide offers a framework for improving efficiency and sustainability in maintaining competitive integrated employment (CIE) for individuals with IDD.

It combines operational strategies for structured scheduling, documentation, and travel optimization with a financial model showing how fewer coaches with higher wages can reduce costs without more public funding.

Purpose:

To help SEMP providers, managers, and policy leaders deliver consistent, person-centered supports while improving staff compensation and reducing reliance on public funds.

Key Points:

- Caseload optimization to support ~26 individuals per month per coach
- Digital tools and checklists for efficiency and quality
- Financial scenarios showing cost savings with higher wages
- Benefits: higher staff satisfaction, consistent support, and budget efficiency

Status:

First draft content, aligned with AMSI VRJ1 and AMSI EVI1 standards.

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