

MCBDDS Supported Business Ownership Innovation Guide

The Montgomery County Board of Developmental Disabilities Services (MCBDDS) has created the following guide to assist individuals with developmental disabilities in pursuing self-employment.

The following steps are a framework for use by the organization that works with an individual served (entrepreneur) who may be interested in starting a business. The links located with each step will take you to supporting documents and ideas to assist with the work. Document the entire process. Please share video journals, lessons learned, and resources gained with Jennifer Corcoran at jcorcoran@mcbddds.org so they can be added and shared for future use by others.

1. **Form the Team** – This team will include the core people who will implement this initiative, including the entrepreneur. See our [Form the Team Guide](#).
2. **Initiate Person-Centered Planning** – The team will gather information about the entrepreneur and his/her business ideas. This may take more than one session. See our [Let's Discover Together Guide](#).
3. **Feasibility Study** - The team will determine whether the product or service has a place in the current marketplace. See our [Could the Community Use This? Guide](#).
 - If the team decides to **proceed** with opening a business, move to **Step 4**.
 - If the team decides opening a business is **not** the preferred choice, determine alternate options such as the following:
 - Continue providing support to work toward competitive employment, possibly working in a business started by another individual with disabilities.
 - Explore volunteer opportunities.
4. **Complete Benefits Analysis** - The team will determine the effects on the entrepreneur's benefits if he/she opens a business. See our [How Can I Earn Money? Guide](#).
 - If the team decides to **proceed** with opening a business, review [Let's Build the Business Guide](#) together to determine resources that can be used to move forward. This step may take some time, depending on which resources are chosen as the most useful in defining the route to follow.
 - If the team decides opening a business is **not** the preferred choice, give alternate options, such as the following:
 - Continue providing support to work toward competitive employment, possibly working in a business started by another individual with disabilities.
 - Explore volunteer opportunities.

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5. **Define the Type of Business** – The team will determine the type of business appropriate for the product or service. See our [What Is Our Structure? Guide](#).
 - If the team decides to **proceed** with opening a business, move to **Step 6**.
 - If the team decides a business is **not** the preferred choice, give alternate options such as the following:
 - Continue providing support to work toward competitive employment, possibly working in a business started by another individual with disabilities.
 - Explore volunteer opportunities.

6. **Define Resources Needed to Start the Effort** – The team will determine and document all the resources needed that have not already been secured. Possibly bring in community members to help with the areas of need. See our [What Do We Need to Get Started? Guide](#).
 - If the team decides to **proceed** with opening a business, move to **Step 7**.
 - If the team decides a business is **not** the preferred choice, give alternate options such as the following:
 - Continue providing support to work toward competitive employment, possibly working in a business started by another individual with disabilities.
 - Explore volunteer opportunities.

7. **Write the Business Plan** – The team will write a business plan using any preferred template or by using a consultant through one of the organizations found in [Let's Build the Business Guide](#). An optional template provided by Tom Hess through the Ohio Department of Developmental Disabilities may be used: See the link for this template at [Startup Business Plan Template | Template.net](#).
 - If team decides to **proceed** with opening a business, move to **Step 8**.
 - If team decides a business is **not** the preferred choice, give alternate options such as the following:
 - Continue providing support to work toward competitive employment, possibly working in a business started by another individual with disabilities.
 - Explore volunteer opportunities.

8. **Secure Funding** – The team will determine how to fund the start of the business. See our [Monetary Assistance Guide](#).
 - If the team decides to **proceed** with opening a business, move to **Step 9**.
 - If team decides a business is **not** the preferred choice, give alternate options such as the following:
 - Continue providing support to work toward competitive employment, possibly working in a business started by another individual with disabilities.
 - Explore volunteer opportunities.

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9. **Begin** – The team will assist in the opening of the business and help track the progress, supports, and changes that need to take place as the business grows.

Suggestion: Create a spreadsheet identifying the plan (day-to-day implementation), supports (people involved and roles), and documentation (progress, needs, and successes) as the business starts and grows.