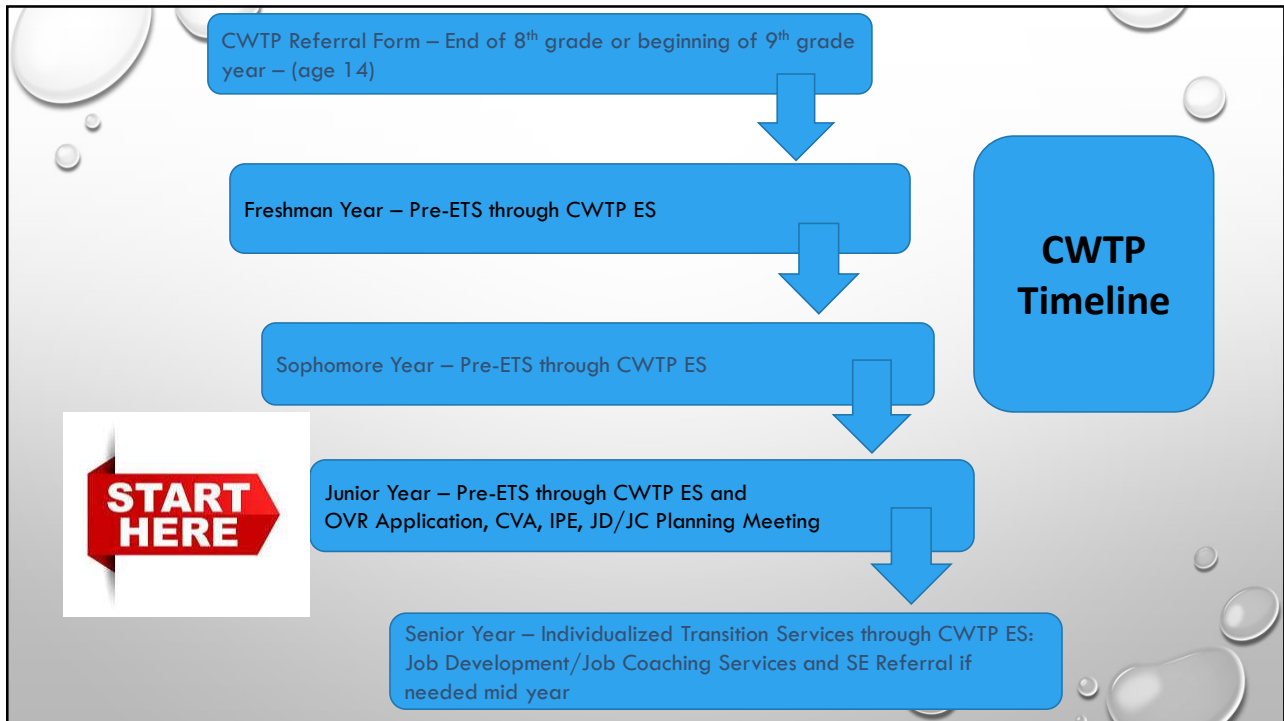


COMMUNITY WORK TRANSITION PROGRAM

TRANSITION SERVICES VIDEO

PART TWO - FOR RETURNING EMPLOYMENT SPECIALISTS

1



2

APPLICATION PROCESS AND TIMETABLE HERE FOR CWTP TRANSITION SERVICES

- BEGINNING OF JUNIOR YEAR – OVR APPLICATION FOR SERVICES –CWTP SERVICES
- SCHOOL PROVIDES NEEDED DOCUMENTATION FOR DETERMINING ELIGIBILITY TO OVR COUNSELOR
- OVR COUNSELOR WILL SCHEDULE THE INTAKE MEETING FOR OVR APPLICATION
- CWTP ES CAN HELP FACILITATE SCHEDULING OF MEETING
- OVR COUNSELOR HAS 60 DAYS TO DETERMINE IF STUDENT IS ELIGIBLE FOR VR SERVICES AND IF THE CWTP IS THE MOST APPROPRIATE PROGRAM
- ONCE THE STUDENT IS DETERMINED ELIGIBLE FOR CWTP SERVICES THE OVR COUNSELOR WILL AUTHORIZE FOR A COMPREHENSIVE VOCATIONAL ASSESSMENT (CVA), THE BEGINNING OF CWTP TRANSITION SERVICES

3

NEED TO KNOW

- CWTP STUDENTS SHOULD CONTINUE RECEIVING PRE-ETS DURING JUNIOR YEAR
- OVR COUNSELOR WILL SCHEDULE MEETING WITH STUDENT FOR VOCATIONAL PLANNING AND WRITING OF THE INDIVIDUAL PLAN FOR EMPLOYMENT (IPE) – AFTER COMPREHENSIVE VOCATIONAL ASSESSMENT (CVA) IS WRITTEN AND APPROVED
- AFTER THE CVA IS WRITTEN THE OVR COUNSELOR WILL DETERMINE IF CWTP CONTINUES TO BE MOST APPROPRIATE FOR STUDENT AND WILL INCLUDE TRANSITION SERVICES ON IPE
- TRANSITION SERVICES CONTINUE (THE CWTP ES MUST FOLLOW ALL GUIDANCE FROM THEIR SPECIFIC SCHOOL DISTRICT ON HOW THEY CAN SAFELY PROVIDE IN-PERSON SERVICES FOR THE CWTP)

4



IN-PERSON SERVICES

THE CWTP EMPLOYMENT SPECIALIST MUST FOLLOW ALL GUIDANCE FROM THEIR SPECIFIC SCHOOL DISTRICT ON HOW THEY CAN SAFELY PROVIDE IN-PERSON SERVICES FOR THE CWTP.

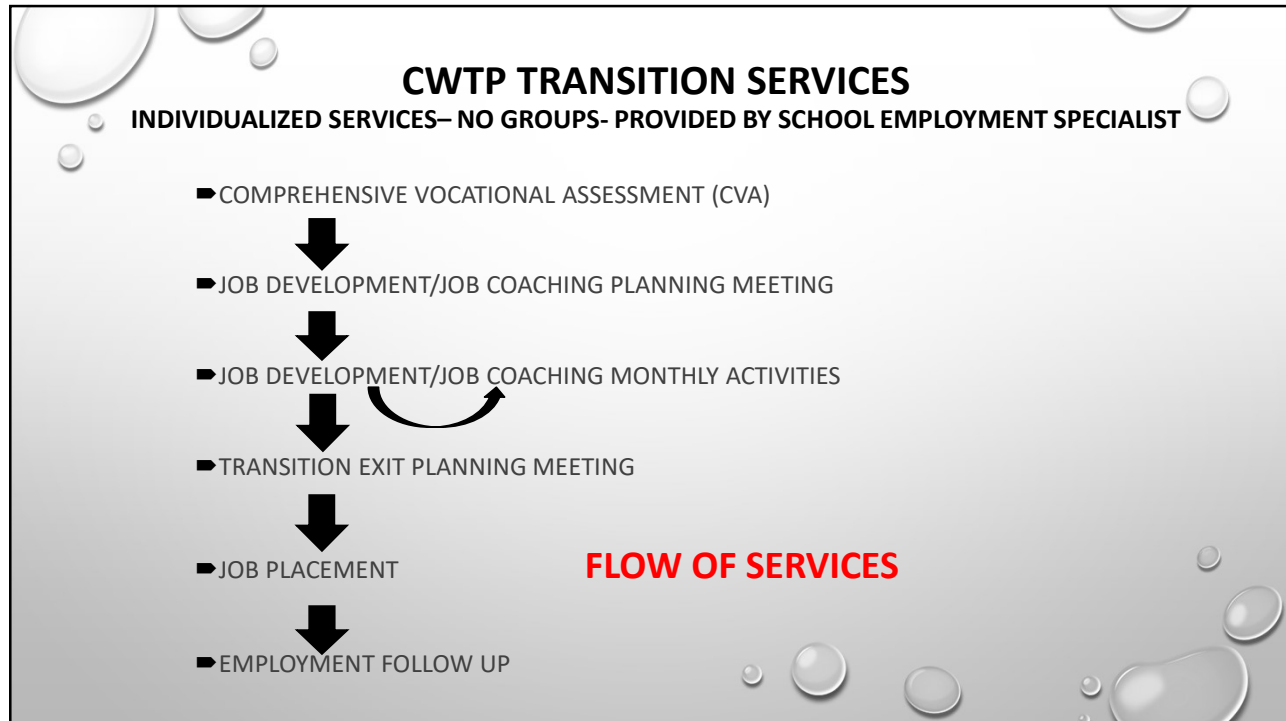
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CWTP TRANSITION SERVICES



IT'S ALL ABOUT INDIVIDUALITY...

6



7

COMPREHENSIVE VOCATIONAL ASSESSMENT (CVA)

SHALL BE CONDUCTED BY THE ES WITH THE PURPOSE OF DETERMINING AN ELIGIBLE STUDENT'S UNIQUE STRENGTHS, RESOURCES, PRIORITIES, CONCERNS, ABILITIES, CAPABILITIES AND INTERESTS AS THEY RELATE TO POST SCHOOL ACTIVITIES AND EMPLOYMENT IN ORDER TO DETERMINE AN APPROPRIATE VOCATIONAL GOAL FOR FUTURE EMPLOYMENT.

OVR WILL SEND AUTHORIZATION TO SCHOOL **(MUST HAVE!!!!)**

***THIS IS NOT A FORM THAT IS SENT HOME FOR FAMILIES* TO COMPLETE!!!**

8


COMPREHENSIVE VOCATIONAL ASSESSMENT (CVA)

<p>► WHO DOES THIS?</p> <p>CWTP EMPLOYMENT SPECIALIST WHO IS WORKING WITH STUDENT AT LOCAL SCHOOL</p>	<p>► WHAT WILL THIS TELL ME?</p> <p>STRENGTHS ABILITIES INTERESTS VOCATIONAL/WORK EXPERIENCE NEEDED SUPPORTS, ETC.</p>
<p>► HOW LONG DOES THIS TAKE TO COMPLETE?</p> <p>CAN TAKE COUPLE WEEKS TO COUPLE MONTHS (PREFER WITHIN 45 DAYS)</p>	<p>► WHAT DO I DO WITH THIS INFORMATION?</p> <p>HELP WITH VOCATIONAL PLANNING, CHOOSING WORK GOAL AND PROVIDE JOB DEVELOPMENT/JOB COACHING</p>

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COMPREHENSIVE VOCATIONAL ASSESSMENT (CVA)

- WE WANT TO LEARN WHAT NEEDS TO BE IN PLACE FOR THE STUDENT TO BE COMPETITIVE INTEGRATED EMPLOYMENT BEFORE EXITING HIGH SCHOOL
- IT IS NOT NECESSARILY BASED ON THE IDEA OF “TEACHING” THE STUDENT VOCATIONAL SKILLS BUT BUILDING ON OUR FINDINGS TO MAKE HIM/HER “JOB READY”.
- LOOK AT WHAT WORKS AND DOESN’T WORK AND WHY
- ACTIVITIES TO GATHER NEEDED INFO TO COMPLETE THE CVA SHOULD INCLUDE (BUT NOT LIMITED TO):
 - OBSERVATIONS (THINK BACK TO YOUR PRE-ETS WBLE ACTIVITIES)
 - *COMMUNITY ACTIVITIES/WORK BASED LEARNING EXPERIENCES
 - *INTERVIEWS
 - INTEREST SURVEYS
 - RECORD REVIEW



*AT THIS TIME MAY NEED TO DO A MODIFIED VERSION OF THIS ACTIVITY

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WHY CAN'T QUESTIONS BE YOUR ONLY MEANS OF GATHERING INFO

- STUDENTS WILL GIVE ANSWERS BASED ON WHAT THEY HAVE EXPERIENCED
- STUDENTS MAY TELL YOU WHAT THEY THINK YOU WANT TO HEAR
- DIG DEEPER THAN INTERVIEW QUESTIONS



11

INTERVIEWS & INTEREST SURVEYS

- TALK WITH THE STUDENT AND FAMILY TO LEARN INTERESTS/SKILLS/GIFTS/ABILITIES.
- IDENTIFY WHO THE PEOPLE ARE IN THE STUDENT'S LIFE THAT KNOW HIM/HER WELL.
- TRY TO FIND OUT WHAT YOUR STUDENT ENJOYS DOING IN DIFFERENT ENVIRONMENTS AND WITH VARIOUS PEOPLE.
- WHERE ARE THE PLACES THE STUDENT SPENDS HIS/HER TIME?



12

IT'S EASY REALLY, IT'S COMMON SENSE...

- PEOPLE

- PLACES

- THINGS



- ALL OF US SPEND TIME WITH PEOPLE.

- ALL OF US SPEND OUR TIME SOMEWHERE.

- ALL OF US SPEND TIME DOING SOMETHING (THINGS).

13

RECORD REVIEW...

- USE CAUTION.

- REVIEW RELEVANT RECORDS BY KEEPING INFORMATION LEARNED IN PERSPECTIVE.


- IF YOU FEEL THAT THE INFORMATION IS NOT NECESSARY TO COMPLETE A CLEAR PICTURE OF WHO THE STUDENT IS, THEN DON'T USE IT.



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OVR COUNSELOR HAS FINAL DECISION


- WHEN WRITING IPE - IS CWTP STILL APPROPRIATE FOR STUDENT (DOES STUDENT WANT TO GET A JOB BEFORE EXITING HIGH SCHOOL?)
- IF NOT, COUNSELOR PROVIDES OTHER SERVICES/CHOICES FOR STUDENT
- IF SO: STUDENT CONTINUES TO RECEIVE CWTP TRANSITION SERVICES



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CWTP TRANSITION SERVICES

INDIVIDUALIZED SERVICES– NO GROUPS- PROVIDED BY SCHOOL EMPLOYMENT SPECIALIST



▶ COMPREHENSIVE VOCATIONAL ASSESSMENT (CVA)

↓

▶ JOB DEVELOPMENT/JOB COACHING PLANNING MEETING

↓

▶ JOB DEVELOPMENT/JOB COACHING MONTHLY ACTIVITIES

↓

▶ TRANSITION EXIT PLANNING MEETING

↓

▶ JOB PLACEMENT

↓

▶ EMPLOYMENT FOLLOW UP

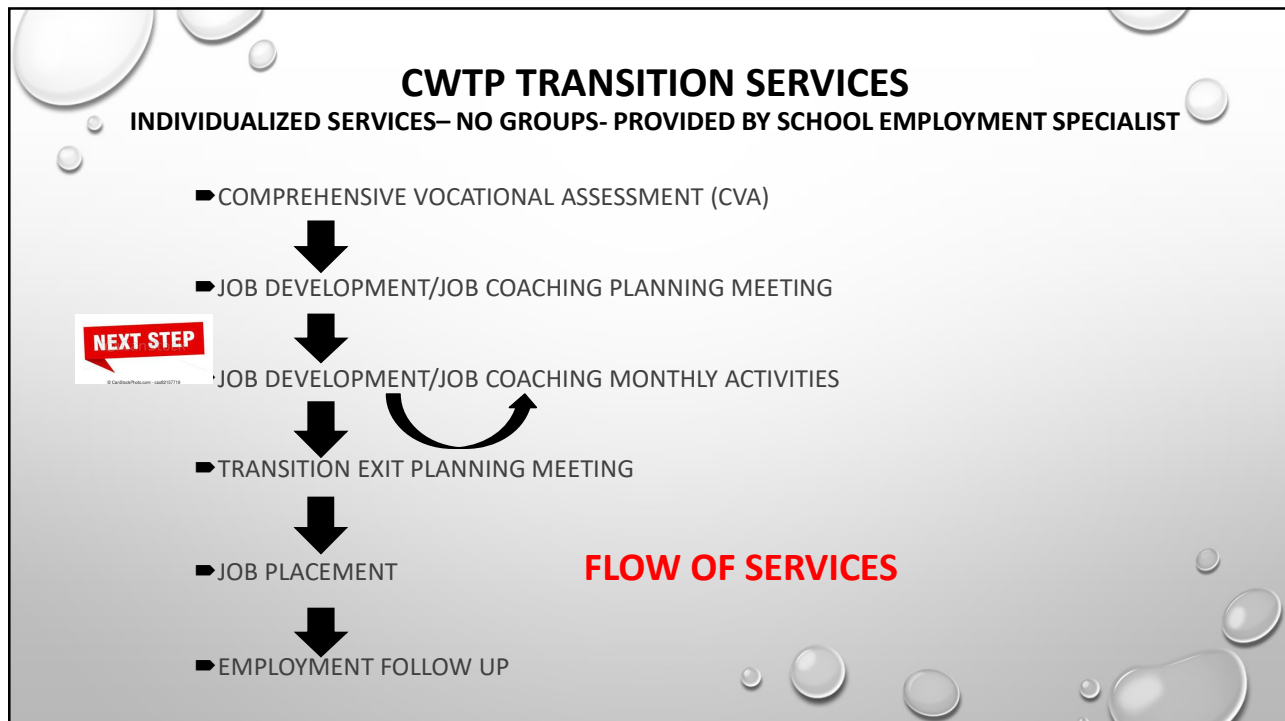
FLOW OF SERVICES

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JOB DEVELOPMENT/JOB COACHING PLANNING MEETING (VIRTUAL)

<p>WHO ATTENDS?</p> <ul style="list-style-type: none"> • STUDENT • VR COUNSELOR • EMPLOYMENT SPECIALIST • PARENT/GUARDIAN – OPTIONAL • OTHER STAFF – OPTIONAL <p>• WHEN DOES THIS HAPPEN?</p> <ul style="list-style-type: none"> • LAST QUARTER OF JUNIOR YEAR 	<p>WHAT DO WE DISCUSS?</p> <ul style="list-style-type: none"> • COMPREHENSIVE VOCATIONAL ASSESSMENT • JOB DEVELOPMENT ACTIVITIES THAT PERTAIN TO VOCATIONAL GOAL • INDIVIDUALIZED SUPPORTS NEEDED • SUPPORTED EMPLOYMENT REFERRAL (OCCURS MID SENIOR YEAR) <p>ES WILL PROVIDE MONTHLY REPORTS AND BILL QUARTERLY</p>
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JOB DEVELOPMENT

- YOU BEGIN WITH WHAT YOU KNOW ABOUT THE STUDENT
- USE WHAT YOU'VE LEARNED FROM THE VOCATIONAL ASSESSMENT AND JOB DEVELOPMENT/JOB COACHING MEETING TO DRIVE YOUR JOB DEVELOPMENT
- NETWORK WITH PEOPLE WHO'VE BEEN HELPFUL
- EVEN THROUGH THE STUDENT IS IN "TRAINING" WE ARE STILL AND ALWAYS ASSESSING:
 - WHAT COULD BE BETTER?
 - HOW CAN I HELP?

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5 things to consider during Job Development



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JOB DEVELOPMENT MONTHLY ACTIVITIES

JOB DEVELOPMENT - ACTIVELY SEEKING A JOB

- RESUME DEVELOPMENT
- JOB SEARCH FOR OPENINGS WITHIN VOCATIONAL GOAL
- NETWORKING/CONTACTING EMPLOYERS
- APPLICATIONS
- FOLLOW UP WITH EMPLOYERS ON CURRENT APPLICATIONS
- INTERVIEW PREP FOR SPECIFIC JOB APPLICATION

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WHAT IS JOB COACHING?

REFERS TO THE TRAINING OF AN EMPLOYEE (STUDENT) BY AN APPROVED SPECIALIST (ES), WHO USES ORGANIZED PRACTICES TO HELP THE EMPLOYEE (STUDENT) LEARN TO PERFORM **JOB** TASKS TO THE EMPLOYER'S SPECIFICATIONS AND TO LEARN THE INTERPERSONAL SKILLS NECESSARY TO BE ACCEPTED AS A WORKER AT THE **JOB** SITE AND IN RELATED COMMUNITY ...



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JOB COACHING MONTHLY ACTIVITIES, BUT NOT LIMITED TO:

- JOB TASK ANALYSIS
- TEACHING/OBSERVATIONS WHILE PERFORMING JOB
- ACCOMMODATIONS NEEDS
- NATURAL SUPPORTS IN PLACE
- SUPPORTS NEEDED

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JOB COACHING/TASK ANALYSIS/JOB ANALYSIS

- "JOB COACHES" MUST BE ABLE TO ASSIST THE JOBSEEKER IN IDENTIFYING PERSONAL INTERESTS, WHICH LEAD TO A JOB OF CHOICE IN THE COMMUNITY.
- "JOB COACHES" MUST UNDERSTAND THE BUSINESS COMMUNITY AND HOW INDIVIDUALS WITH DISABILITIES **ADD VALUE** TO THE WORKPLACE.
- "JOB COACHES" MUST IDENTIFY WORKPLACE SUPPORTS THAT ASSIST THE INDIVIDUAL WITH A DISABILITY IN BECOMING EMPLOYED **TODAY** INSTEAD OF REQUIRING THE INDIVIDUAL TO **GET READY** FOR A JOB **SOMEDAY!**
- TO HELP YOUR STUDENT LEARN THE INTERPERSONAL SKILLS NECESSARY TO BE ACCEPTED AS A WORKER AT THE JOB SITE
- IN ADDITION TO JOB-SITE TRAINING, JOB COACHING INCLUDES RELATED ASSESSMENT, JOB DEVELOPMENT, COUNSELING, ADVOCACY, AND OTHER SERVICES NEEDED TO OBTAIN AND MAINTAIN EMPLOYMENT
- TASK ANALYSIS IS THE BREAKDOWN OF HOW A TASK IS ACCOMPLISHED, INCLUDING A DETAILED DESCRIPTION OF BOTH MANUAL AND MENTAL ACTIVITIES
- TASK ANALYSIS CAN BE USED TO HELP STUDENTS GAIN INDEPENDENCE
- EVERYONE USES TASK ANALYSIS AT SOME POINT, EVEN IF IT IS UNCONSCIOUSLY
- JOB ANALYSIS IS AN EXTENSION OF JOB DEVELOPMENT; A WAY TO LEARN MORE IN DEPTH INFO, OR A FINAL WAY TO MAKE SURE EVERYTHING IS AS IT SHOULD BE

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JOB DEVELOPMENT/JOB COACHING SERVICES:

INDIVIDUALIZED, TARGETED WEEKLY JOB DEVELOPMENT/JOB COACHING AND TASK ANALYSES EXPECTED IN AN INTEGRATED SETTING IN THE COMMUNITY.

EXPECTED PRACTICE 20 HRS. PER QUARTER, PRORATED IF LESS AT \$35 PER HR.

PAYABLE UPON COUNSELOR RECEIPT OF INVOICE AND MONTHLY REPORT OF WEEKLY ACTIVITIES.

ES WILL PROVIDE MONTHLY REPORTS AND BILL QUARTERLY (BY THE 5TH OF NEXT MONTH)

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CWTP TRANSITION SERVICES

INDIVIDUALIZED SERVICES– NO GROUPS- PROVIDED BY SCHOOL EMPLOYMENT SPECIALIST

- ▶ COMPREHENSIVE VOCATIONAL ASSESSMENT (CVA)
- ▶ JOB DEVELOPMENT/JOB COACHING PLANNING MEETING
- ▶ JOB DEVELOPMENT/JOB COACHING MONTHLY ACTIVITIES
- ▶ TRANSITION EXIT PLANNING MEETING
- ▶ JOB PLACEMENT
- ▶ EMPLOYMENT FOLLOW UP



FLOW OF SERVICES

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TRANSITION EXIT PLANNING MEETING (VIRTUAL)

WHO ATTENDS?

- STUDENT
- VR COUNSELOR
- EMPLOYMENT SPECIALIST
- PARENT/GUARDIAN – OPTIONAL
- OTHER STAFF – OPTIONAL
- INVITE SE PROVIDER IF REFERRED

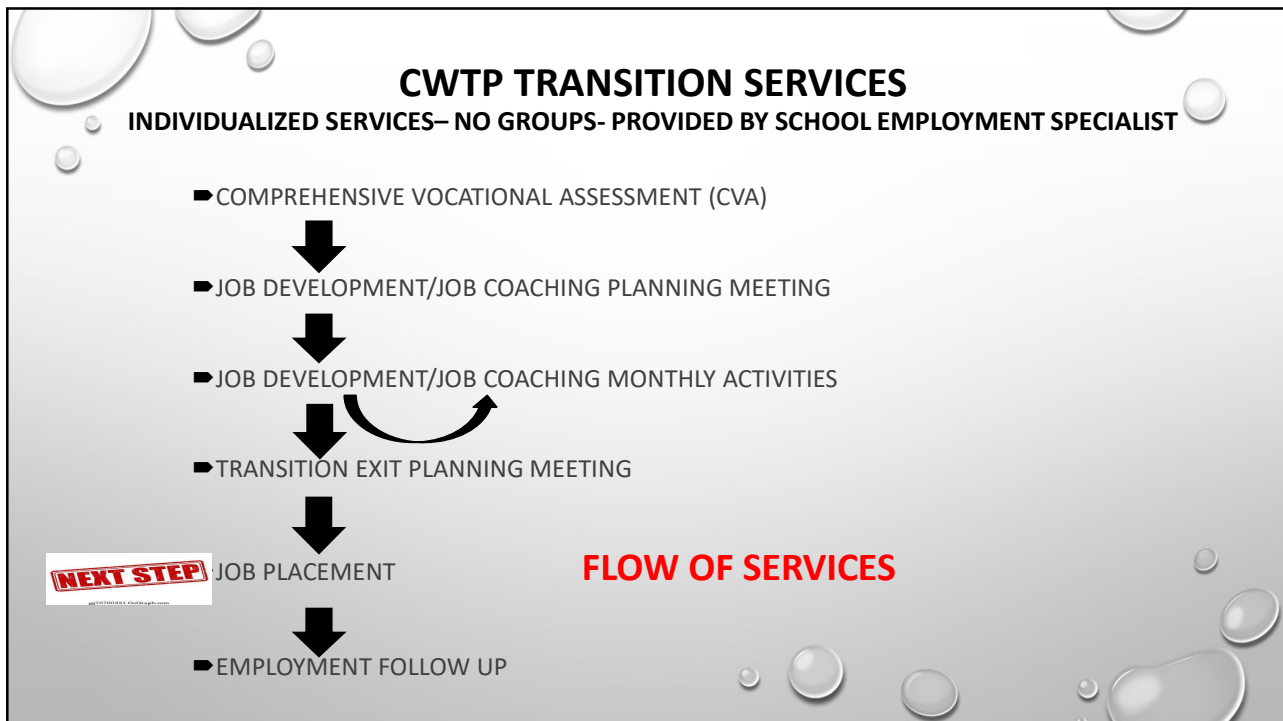
WHEN DOES THIS HAPPEN?

- LAST QUARTER OF SENIOR YEAR OR LAST YEAR BEFORE EXIT

WHAT DO WE DISCUSS?

- EMPLOYMENT
- SUPPORTS IN PLACE
- FOLLOW UP
- WHAT IS NEXT AFTER HIGH SCHOOL
- SUPPORTED EMPLOYMENT TRANSITION AND IF PCEP IS NEEDED

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JOB PLACEMENT AND REPORT

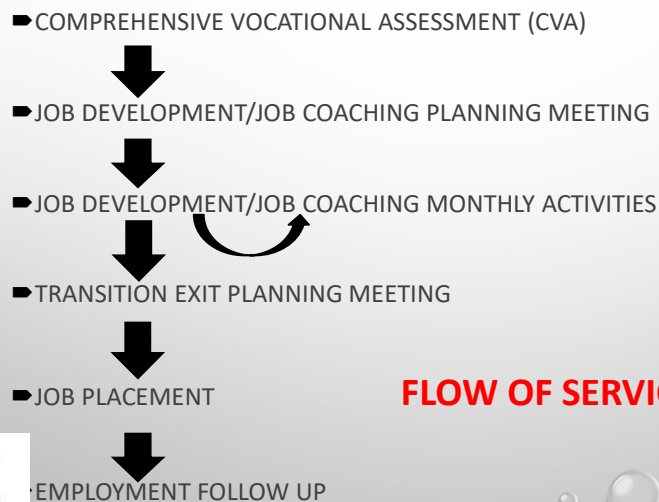
ES WILL WRITE/SUBMIT REPORT FOR BILLING IF:

- THE STUDENT IS EMPLOYED AT LEAST ONE DAY BEFORE EXIT /GRADUATE FROM HIGH SCHOOL
 - THE STUDENT IS COMPETITIVELY EMPLOYED IN AN INTEGRATED WORK SETTING.
 - THE STUDENT IS EMPLOYED IN SPECIFIC VOCATIONAL GOAL AGREED UPON CURRENT IPE OR LATEST AMENDMENT
-
- REPORT MUST BE COMPLETED WITH ALL INFORMATION ABOUT CURRENT JOB
-
- ABSOLUTELY **CANNOT** WRITE/SUBMIT REPORT WITH PROJECTED POST-SCHOOL OUTCOME AS VOCATIONAL GOAL ON IPE
-
- ONE TIME BILLABLE SERVICE PER STUDENT, \$800.00

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CWTP TRANSITION SERVICES

INDIVIDUALIZED SERVICES– NO GROUPS- PROVIDED BY SCHOOL EMPLOYMENT SPECIALIST



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EMPLOYMENT FOLLOW UP

EMPLOYMENT SPECIALIST:

- MONITOR CONSUMER WORKING UP TO DAY 60 (DAY 1 STARTS THE DAY AFTER EXITING HIGH SCHOOL)
- WORK WITH SE PROVIDER
- PHASE OUT SUPPORTS
- ENSURE NATURAL SUPPORTS IN PLACE IN EMPLOYMENT
- WRITE/SUBMIT A REPORT FOR BILLING 60 DAYS OF STABLE EMPLOYMENT

COUNSELOR:

- AUTHORIZE BEFORE JUNE 15
- RECEIVE REPORT (EITHER END OF JULY OR SOMETIME IN AUGUST)
- READ AND APPROVE REPORT
- APPROVE BILLING FOR PAYMENT
- FOLLOW UP WITH CONSUMER AND SE
- FOLLOW POSITIVE EMPLOYMENT OUTCOMES PROCEDURES BEFORE CLOSING CASE

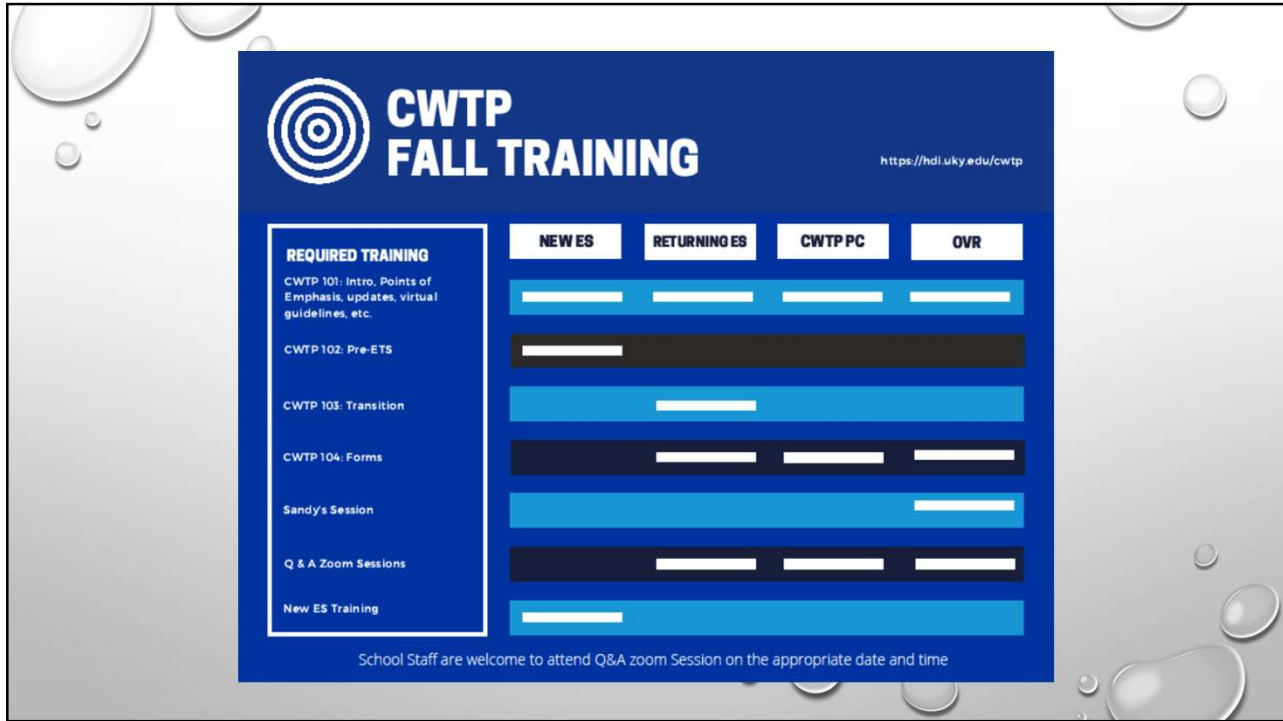
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TRANSITION VIDEO COMPLETED

PROCEED TO NEXT VIDEO

EMAIL QUESTIONS TO ONE OF THE CWTP STAFF FOR QUESTION AND ANSWER ZOOM MEETING

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The image shows a registration page for CWTP Fall Training. It features a blue header with a target icon and the text "CWTP FALL TRAINING" and the URL "https://ndi.uky.edu/cwtp". Below the header is a table with columns for "NEW ES", "RETURNING ES", "CWTP PC", and "OVR". The table lists various training sessions with progress bars indicating registration status. A "REQUIRED TRAINING" section on the left lists sessions like "CWTP 101: Intro, Points of Emphasis, updates, virtual guidelines, etc.", "CWTP 102: Pre-ETS", "CWTP 103: Transition", "CWTP 104: Forms", "Sandy's Session", "Q & A Zoom Sessions", and "New ES Training". A note at the bottom states: "School Staff are welcome to attend Q&A zoom Session on the appropriate date and time".

	NEW ES	RETURNING ES	CWTP PC	OVR
CWTP 101: Intro, Points of Emphasis, updates, virtual guidelines, etc.	Progress bar	Progress bar	Progress bar	Progress bar
CWTP 102: Pre-ETS	Progress bar	Progress bar	Progress bar	Progress bar
CWTP 103: Transition	Progress bar	Progress bar	Progress bar	Progress bar
CWTP 104: Forms	Progress bar	Progress bar	Progress bar	Progress bar
Sandy's Session	Progress bar	Progress bar	Progress bar	Progress bar
Q & A Zoom Sessions	Progress bar	Progress bar	Progress bar	Progress bar
New ES Training	Progress bar	Progress bar	Progress bar	Progress bar

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