## Community Work Transition Program

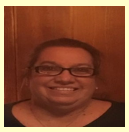
# Welcome:
# Intro Video

### 2020-2021 Fall Training

### www.hdi.uky.edu/CWTP

1

## CWTP Staff and Administrators

UK/HDI: Trina Hewlett 

Stacy Henderson

Patricia Wilkerson

Jill Griffiths

OVR CWTP Administrator: Sandy Conder

KDE CWTP Consultant: Allison Johnson

2

## CWTP Partners & funding

### Office of Vocational Rehabilitation

(OVR) (VR) (VOC REHAB)

Kentucky career center (KCC)

- Pay local school districts for authorized services provided by Employment specialist (ES) to participating students
- 2/3 funding of the technical assistance provided by HDI

### Kentucky Department of Education

(KDE)

- Provides funds for HDI personnel & training opportunities
- 1/3 funding of the technical assistance provided by HDI

### Human Development Institute

(HDI)

University of KY (UK)

CWTP Staff:

- Provides Training
- Technical Assistance
- Monitoring
- Auditing

3

## What is the CWTP? (Community Work Transition Program)

- Started in 1984: Fee-for-service program
- Formerly known as Community Based Work Transition Program (CBWTP)
- CWTP Provides individualized services to students with significant disabilities statewide
- Local Educational Agency (LEA) or Local school districts must have current contract to participate in CWTP

4

## What is CWTP? (cont.)

- The CWTP is a cooperative effort between participating local school districts, Office of Vocational Rehabilitation (OVR), Kentucky department of education (KDE), and Human development Institute (HDI)
- CWTP Objectives currently aligns with the following laws:
  - Workforce Innovation & Opportunity Act (WIOA) of 2014
  - Every Student Succeeds Act (ESSA) of 2015
  - Individuals with Disabilities Education Act (IDEA)

5

## This Year's Line Up

- Intro video - (watching now)
- Pre-ETS video – mandatory for New Employment Specialists (ES)
- VR video – For OVR Counselors and Assistants (Sandy Conder)
- CWTP Transition Services video – mandatory for returning ES
- Forms video – mandatory for Returning ES, New ES, PCP, OVR
- **Time frame for completing training videos Sept. 1st through 7th**
- Question & answer zoom meeting with CWTP Staff – All are welcome
- Two day NEW ES – All new ES – Date/time - TBD

6

## Updates & Changes

- New CWTP OVR Administrator
- New CWTP KDE Consultant
- Approval to Participate CWTP form **now** CWTP Referral form
- NEW Timeline
- CWTP
  - Virtual - Pre- ETS
  - Virtual Transition Services
- Employment Transition Planning Mtg **now** Job Development/Job Coaching Planning Mtg.

7

## New CWTP OVR Administrator

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8

## New CWTP KDE Consultant

***Allison Johnson, M.Ed.***
Exceptional Children Consultant
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9

## Goal of CWTP

For participating students to gain the skills needed for competitive integrated employment before exiting high school:

- Competitive – equal or greater pay as other employees just hired in same position and at least minimum wage
- Integrated – working alongside people without disabilities and not exclusive for individuals with disabilities
- Employment – Employed before they exit/graduate high school

10

## Differences between CWTP and other school Transition programs

- Schools must have current CWTP contract – every year
- CWTP has own referral form: preferably at end of 8th grade (age 14 at least) or beginning of 9th grade
- Pre-employment transition services can be individual or groups up to 4
- We want these Students to apply for OVR services beginning Junior year or year prior to exit
- We want these students to have Comprehensive Vocational Assessment (by School's CWTP Employment Specialist)

11

## Differences between CWTP and other school Transition programs (cont.)

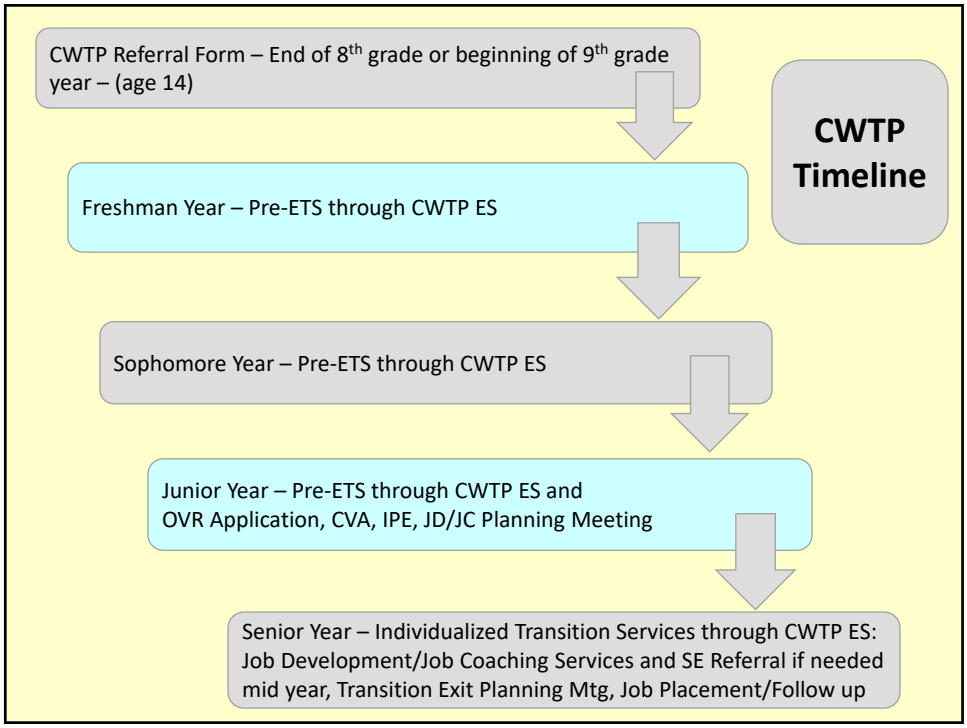
- CWTP student should be in IPE (OVR) status around mid Junior year
- CWTP provides individualized Transition services
- CWTP Employment Specialist (ES) works for local school
- Specific to employment outcomes: we want them to be employed before they exit/graduate high school

12

## Points of Emphasis:

- Target population – Students with significant disabilities. A significant disability is presumed for those receiving Social Security benefits. For all others, to be considered significantly disabled, an individual is expected to require multiple vocational rehabilitation services.
- Referral for Pre-ETS flows into application process for VR services
- Individual Transition Services:
  - Job development
  - Job coaching

13




14

## Who should be referred to CWTP?

Student must:

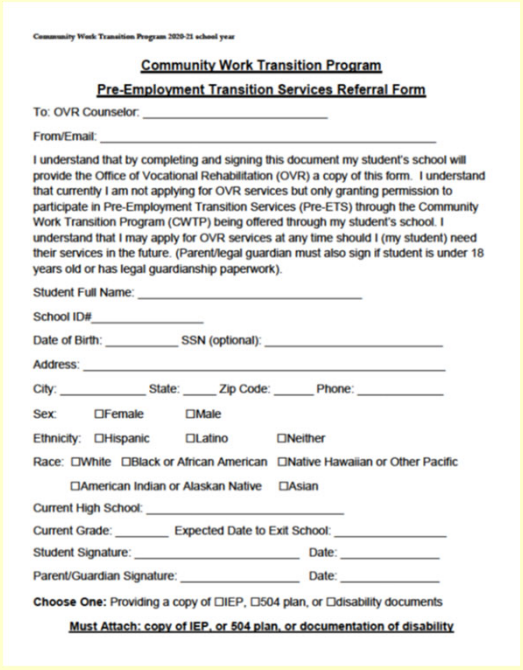
- Be in secondary school
- Be age 14 through 21
- Have a significant disability
- Be interested in employment before and after they exit high school
- Want to work with an Employment Specialist
- Have time in their schedule to participate fully

15

## CWTP Referral Process

- The school district will have a transition meeting for every student with IEP at age 14 (8th grade or of 9th grade)
- Transition will be discussed
- OVR Counselor Can be invited
- CWTP should be discussed and chosen if most appropriate at that meeting
- School should have CWTP referral form completed and signed
- School should send CWTP referral with support documentation to local OVR end of 8th or beginning 9th grade

16



Community Work Transition Program 2020-21 school year

**Community Work Transition Program**

**Pre-Employment Transition Services Referral Form**

To: OVR Counselor: _____

From/Email: _____

I understand that by completing and signing this document my student's school will provide the Office of Vocational Rehabilitation (OVR) a copy of this form. I understand that currently I am not applying for OVR services but only granting permission to participate in Pre-Employment Transition Services (Pre-ETS) through the Community Work Transition Program (CWTP) being offered through my student's school. I understand that I may apply for OVR services at any time should I (my student) need their services in the future. (Parent/legal guardian must also sign if student is under 18 years old or has legal guardianship paperwork).

Student Full Name: _____

School ID#_____

Date of Birth: _____ SSN (optional): _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Sex: ☐Female ☐Male

Ethnicity: ☐Hispanic ☐Latino ☐Neither

Race: ☐White ☐Black or African American ☐Native Hawaiian or Other Pacific ☐American Indian or Alaskan Native ☐Asian

Current High School: _____

Current Grade: _____ Expected Date to Exit School: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**Choose One:** Providing a copy of ☐IEP, ☐504 plan, or ☐disability documents

**Must Attach: copy of IEP, or 504 plan, or documentation of disability**

**CWTP Referral form**

17

# Supporting Documentation for CWTP Referral Form

**REFERRAL MUST HAVE AT LEAST ONE SUPPORTING DOCUMENT FROM THIS LIST:**

- Copy of current IEP
- Copy of current 504 Plan
- Copy of medical document that states diagnosis and/or disability
- Statement from school staff from a review of school records
- Case note documenting counselor observation
- Letter verifying student receives social security benefits

18

## Guidelines for Providing Virtual CWTP Services

- Virtual communication
  - Google classroom, Zoom, other face-to-face formats
  - Electronic signatures
- Please keep in mind that the CWTP are unique services. All services should go above and beyond what school typically provides
- The key is finding the ones that keep your CWTP students engaged.
- Verify services
- Many lessons can be converted to a virtual format, but some may not.
- Keep in mind that all activities that are virtual must be related to employment
- Preparation and planning are crucial to the activity success

19

## Guidelines Cont.

- Recorded lessons (DVD, YouTube, or other video type recording)
- Appropriate virtual games for CWTP students must not be only activity each week
- Must provide CWTP Pre-ETS and Transition services to meet the unique needs of each student
- Everything still needs to link to employment
- All activities are with CWTP ES present for questions and discussions throughout activity, and through approved virtual communication.

20

## Guidelines Cont.

- **CWTP Transition Services**:
  - Modified Vocational Assessment can be used during COVID-19 restrictions. This will **NOT** be accepted if schools are providing in-person services.
  - Job Development/Job Coaching Planning Meeting
  - Job Development/Job Coaching monthly Activities
    - Essential Services for individuals are those services that are required in order for an individual to obtain and maintain their employment.
    - These must be VR Counselor approved prior to providing services.
  - Transition Exit Planning Meeting.
  - Job Placement and Employment Follow Up Transition Services

21

## Guidelines Cont.

For **students without Technology access**:

- CWTP ES can mail CWTP Packets to student, or pick up/drop off options may be available through local school/CWTP ES
  - The student must not be expected to complete and return packet on their own
  - Phone calls should only be utilized if the student does not have access to internet and/or technology outside of the school building
  - Packets can contain, paper copy of activity, game, questions, answer sheet, list of skills, jobs, question prompts, personal journal pages, practice application sheets, mock interview questions and answers, job descriptions, employer information, and/or any other documents that the ES will be using during activities.

22

# 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.**

23

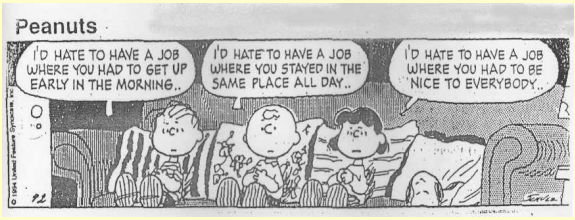
**Virtual - Pre-Employment Transition (Pre-ET) services through the CWTP Employment specialist (ES)**

- Job exploration counseling
- Work based learning experiences
- Post secondary opportunities
- Work readiness training
- Self-advocacy instruction

ES should provide monthly notes by 5th of Next month

24

# CWTP Transition Services




**It's all about individuality…**

25

# CWTP Transition Services
# Application process and timetable

- Beginning of Junior Year or year prior to exit
- School provides needed documentation to OVR Counselor for determining eligibility
- 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
- Once the student is determined eligible for CWTP services, the OVR Counselor will authorize for a Comprehensive Vocational Assessment (CVA),
  - The CVA is the first Transition Service

26

## Additional Information

- CWTP students should continue receiving Pre-ETS during Junior year
- OVR Counselor will schedule meeting with student for vocational planning and writing of the Individualized Plan for Employment (IPE)
- OVR Counselor will determine if CWTP continues to be most appropriate for student and will include Transition Services on IPE
- Transition Services continue

27

## Cwtp Transition services
## These are all individualized – No groups

- 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

28

## 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**

29

## Comprehensive Vocational Assessment (CVA)

- Who does this?
  - CWTP Employment specialist who is working with student at local school
- How long does this take to complete?

  Can take couple weeks to couple months (prefer within 45 days)
- What will this tell me?
  - Strengths
  - Abilities
  - Interests
  - Vocational/work experience
  - Needed supports, etc.
- What do I do with this information?
  - Help with vocational planning, choosing work goal and provide Job Development/Job Coaching

30

## OVR Counselor has final decision

When OVR writes Individual Plan for Employment - Is CWTP still appropriate for student (does student want to get a job before exiting high School?)

- If not, OVR counselor provides other services/choices for student
- If so: Student continues to receive CWTP services – ES will start to provide JD/JC services.

31

## Recap - Vocational Goal

Specific Vocational goal

- Based on CVA
- Consumer choice
- OVR Counselor approved
- Written on IPE
- Note: IPE goal is foundation for JD/JC

32

## Job Development/Job Coaching Planning Meeting (virtual)

Who attends?
- Student
- VR counselor
- Employment specialist
- Parent/guardian – optional
- Other staff – optional

When does this happen?
- Last quarter of Junior year

What do we discuss?
- Comprehensive Vocational Assessment
- Job Development activities that pertain to vocational goal
- Individualized Supports needed
- Supported Employment referral (if needed - occurs mid Senior year)

ES will provide report and billing statement.

One time billable per student of $200.00

33

## Job Development monthly activities

- Job development - The performance of activities which ultimately result in obtaining and/or creating work opportunities which match the IPE goal and the employment conditions, preferences, and contributions of persons with disabilities
- 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 by the 5th of next monthly

For example but not limited to:
- 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

34

## Job Coaching monthly activities

Job coaching - employment gained

- Job Task Analysis
- Teaching/observations while performing job
- Accommodations needs
- Natural supports in place
- Supports needed

Payable upon counselor receipt of invoice and monthly report of weekly activities by the 5th of next monthly

35

## Transition Exit Planning Meeting (Can be 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

ES will provide report and billing statement.

One time billable per student of $200.00

36

## Job Placement

- The student must be competitively employed in an integrated work setting.
- The job must be attained prior to exiting high school, in the vocational goal as described on the Individual Plan for Employment (IPE), with natural supports in place.
- Payable upon invoicing and documentation of job on the job placement report

37

## Job Placement Report

Employment Specialist (ES) will write/submit report for billing

- Student must be employed at least one day before exit /graduate from high school
- Completed with all information about current job
- Absolutely **cannot** write/submit report with projected post-school outcome as vocational goal on IPE
- Must be employed in specific vocational goal agreed upon current IPE or latest amendment
- One time billable service per student, $800.00

38

## Employment Follow Up

Employment specialist:

- Monitor student working up to day 60, starting the day after exiting high school (The CWTP Employment Specialist will not work 60 consecutive days)
- The amount of time needed for follow-up should be individualized to student's needs
- Transition to Supported Employment (SE) provider (if determined SE is needed) after Day 60 of stable employment
- Payable upon counselor receipt of invoice & Employment Follow-up Report.
- Report must note the consumer's (student) employment status is stable.

39

## Employment Follow Up

VR 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 CWTP ES
- Facilitate transition from CWTP ES to SE Provider, if needed

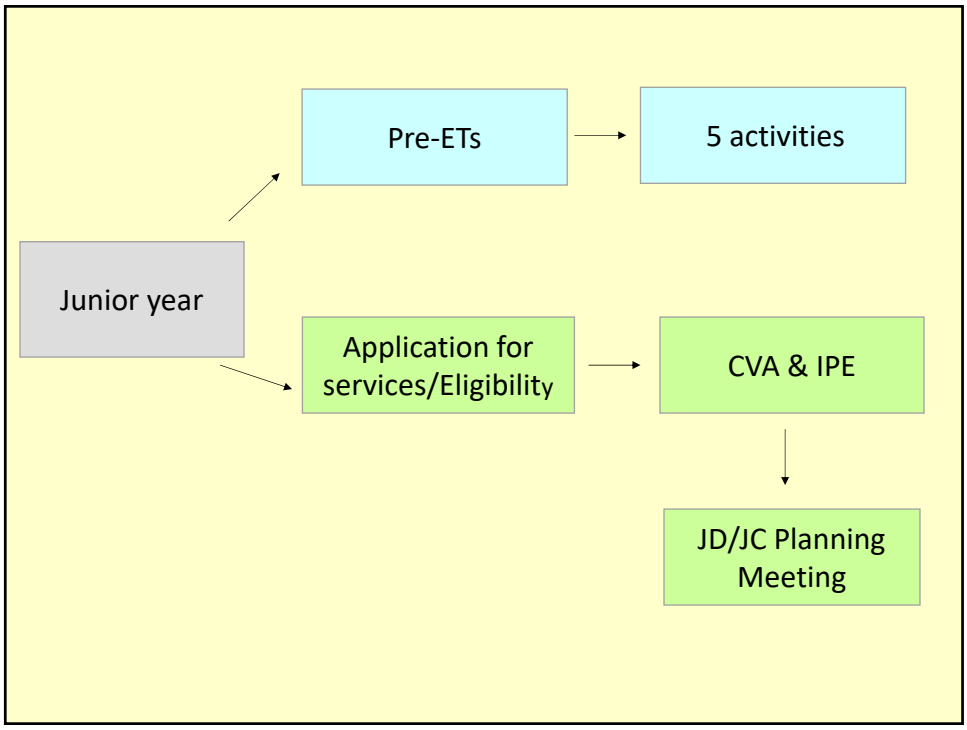
40

# Junior Year

**CWTP Employment Specialist continues to provide Pre-ETS**

| OVR Application/Eligibility | CVA/IPE | JD/JC Planning Meeting |
|---|---|---|
| CWTP Primary Contact/ES can help facilitate the process of application for OVR services (CWTP Transition Services) beginning of junior year (or year before high school exit). Sends needed documentation to VR counselor.<br><br>VR Counselor gathers documentation needed for eligibility with assistance from the school<br><br>VR Counselor conducts Intake meeting with student and parent or guardian<br><br>VR Counselor determines student eligibility, based on OVR eligibility criteria<br><br>Once eligible, VR Counselor sends Authorization for CVA to CWTP Employment Specialist | •CWTP Empoyment Specialist completes the CVA and submits (45 days) to VR counselor, typically fall of junior year (or year before high school exit).<br><br>•OVR Counselor receives and reviews CVA & approves<br><br>•OVR Counselor schedules IPE meeting<br><br>•OVR Counselor conducts Vocational planning<br><br>•OVR Counselor, with student, selects vocational goal<br><br>•OVR Counselor determines all individualized services needed<br><br>•IPE Implemented mid- junior year (or year before high school exit). | •Employment Specialist schedules Job Development/Job Coaching Planning Meeting in the last quarter of the junior year (or year before high school exit).<br><br>•Attendees develop a plan to achieve desired competitive integrated employment before high school exit.<br><br>•Attendees discuss specific Job Development activities based on the student's vocational goal, that will start at beginning of senior year (or last year of high schoo)<br><br>•Attendees discuss Supported Employment referral, if on IPE |

41




42

## Senior Year

**Job Development**
Beginning of senior year (or year of high school exit)

- CWTP Employment Specialist provides Job Development activities
- Individualized activities to help student search for and apply for employment
- Based on Vocational goal on IPE or IPE Amendment
- Interview prep and networking with employer

**Job Coaching**
Once the student gains employment

- CWTP Employment Specialist provides Job Coaching
- Job task analysis
- Teaching/observations while working
- Accommodation needs
- Supports needed
- Natural supports in place

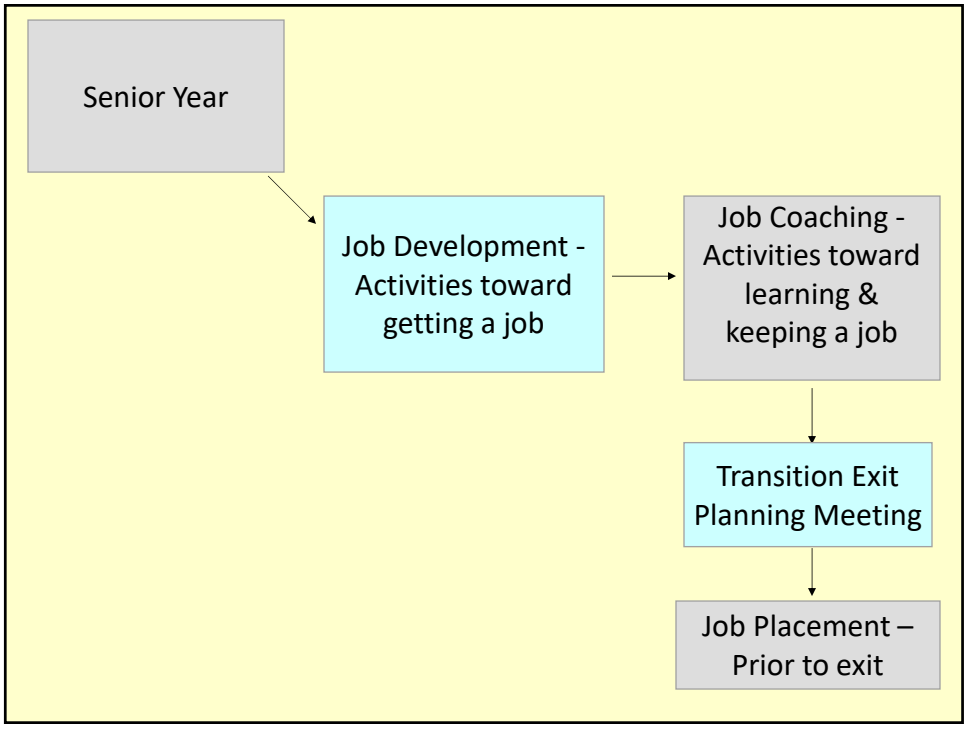
**Transition Exit Planning Meeting**
Last quarter of senior year (or last year of high school

- CWTP Employment Specialist schedules meeting
- Attendees discuss employment, supports in place, next steps after high school, Supported Employment transition and SE process and PCEP, if needed.
- Job Development/Job Coaching continues

**Job Placement**
Attained prior to graduation or exit from high school

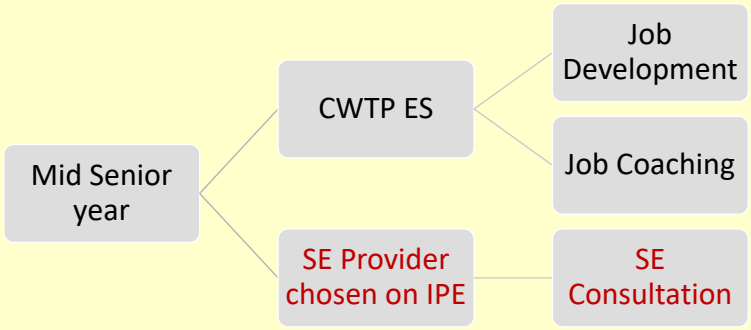
- Student employed in competitive integrated work setting
- employment is in the vocational goal on IPE
- natural supports are in place
- student is in good standing with employer and satisfied with job
- ES submits Job Placement Report after student exits high school

43




44

## Supported Employment Referral



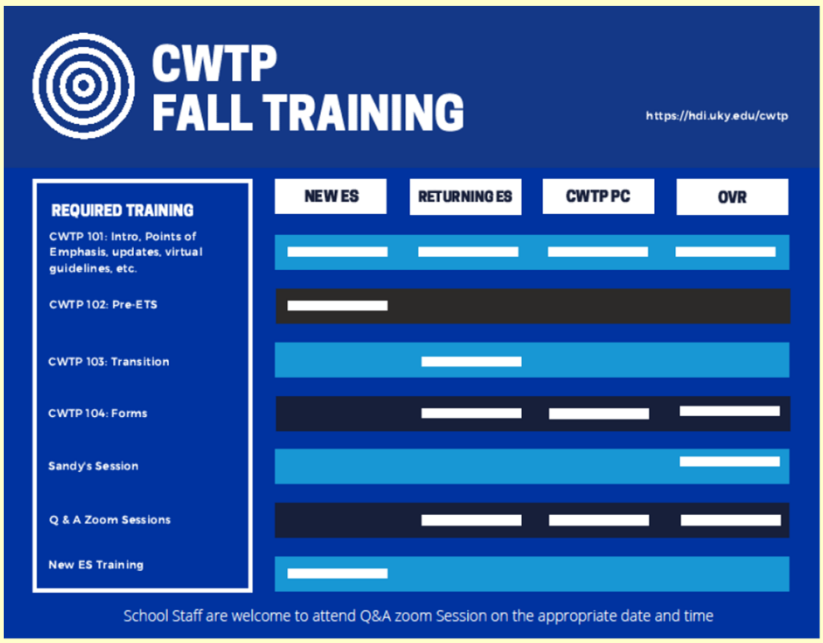

45

## For Billing Statement Approval

Before the OVR Counselor approves any billing statement for payment each quarter:

- They will have **READ AND Approved** ALL monthly reports, ALL monthly activities, and all other reports they receive for each billing statement

46




47

## Fall training lineup

- **Everyone** registered watches and completes 2020 CWTP Fall Training Intro's/ Points of Emphasis/ updates/ virtual guidelines/etc.
- **Returning ES's** watch and complete Transition session.
- **New ES's** watch and complete Pre-ETS session.
- **New ES** will be given dates and times of New ES training.
- **OVR Personnel** watch and complete Sandy's session.
- **Returning ES's** watch and complete Forms session.
- **CWTP Primary Contact** watch and complete Forms session.
- The **Returning ES, CWTP Primary Contact, and OVR** will be given directions to attend the Q&A zoom session on the appropriate date and time.
- **School Staff** are welcome to attend Q&A zoom Session on the appropriate date and time
- Once the **Q&A zoom session** is over certificates of completion will be generated.

48

## Contact Information

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49

## You have completed the Intro Video

## Proceed to next video

50