

APPENDIX B



ADULT DAY PROGRAM SERVICES REVIEW SESSION II

SEPTEMBER 7, 2017



HARBOR
REGIONAL
CENTER

**SUMMARY
SERVICE REVIEW SESSION I**



ADULT DAY SERVICES REVIEW SUMMARY AUGUST 2, 2017

ATTENDANCE:

Twelve (12) parents of ten (10) HRC clients were in attendance at the first adult day services review session on August 2, 2017. This does not include the one (1) HRC Board member/advisor who is also a parent of an HRC client who was participating as part of the Board Review Panel. In addition, there were four (4) representatives from three (3) adult day service programs in attendance. One representative from the State Council on Developmental Disabilities and one representative from the Office of Client Rights Advocacy were also present.

PRESENTATION SUMMARY:

Ms. Colleen Mock, HRC Director of Community Services, facilitated the review session. She then shared with the participants three (3) documents which had been developed and published by Harbor Regional Center and which are pertinent to individuals transitioning from the school system to adult services. She advised the participants that these booklets were currently under consideration for revision and suggestions for changes would be welcome.

Ms. Mock also shared the two (2) HRC handouts: one that describes the range of day program models within the Harbor Regional Center service area and the second that describes the HRC Adult Resources Team (ART). She introduced Mr. Rick Travis, Manager of the Health Services Team who spoke briefly about the membership, purpose and process of the HRC Adult Resources Team.

Next, Ms. Mock discussed the current Harbor Regional Center policy on adult day services and shared the adult day service policies of seven (7) other regional centers in Southern California.

At the end of the meeting, Ms. Mock invited the participants to sign up if they are interested in touring an adult day program. Three (3) families signed up to tour day programs in the Long Beach area and two (2) families and one service provider signed up to tour day programs in the Torrance area.

HANDOUTS:

The following documents were handed out to those in attendance:

- Service Review Meeting Protocol
- Board Member Review Panel and Staff Facilitator names and roles
- Summary of Adult Day Services Review Schedule
- Harbor Regional Center booklet "Planning for Your Future: A Roadmap to Your Goals"
- Harbor Regional Center booklet "Working with the Schools on Transition: A Booklet for Parents of Younger Teens"
- Harbor Regional Center booklet "Facing Transition: A Look at Your Adolescent's Future"
- Harbor Regional Center handout: "Work and Day Activity Services"

- Department of Developmental Services handout: “Home and Community-based Services (HCBS) Final Rule—for Consumers and Families”
- Harbor Regional Center handout: “Adult Resource Team (ART)”
- Harbor Regional Center Supported Adult Day Activity Policy
- Adult Day Services Policies for seven other Southern California regional centers

QUESTIONS/COMMENTS

There was a question about the effect employment might have on SSI and other benefits and whether there are financial incentives for people who work.

Some parents expressed concern about various aspects of job coaching. There was agreement that job coaching should not be entirely faded out, but rather maintained, at least minimally, on an ongoing basis.

Some questions arose concerning the HRC Adult Resources Team. It was confirmed that HRC does have a standard format that is used by service coordinators for their presentations and recommendations from the ART. It was also confirmed that, while typically the ART provides three day program options for families to explore, additional options may be suggested and provided upon request.

There were also several questions about HRC’s current day programs. Ms. Mock advised that, while HRC day programs offer a range of hours of service, we have heard from families they would like to have more choice of programs longer than 4 hours and that we are placing priority on this as we develop new programs. Ms. Mock also responded that when a client/family is not satisfied with a given day program, HRC will provide them with other options to explore. Finally, Ms. Mock shared that some programs do have waiting lists but that there are always others with vacancies so that clients can be accommodated elsewhere while they await an opening in a preferred setting.

Ms. Mock responded to a question about whether HRC could provide funding for horseback riding by explaining that changes to the Lanterman Act in 2009 prohibited the centers from funding therapies that are not “evidence based”.

One parent expressed her hope that HRC could provide some help for clients who are resistant to identifying as disabled and therefore resistant to accepting HRC supports.

The representative from the State Council on Developmental Disabilities thanked HRC for holding the service review meetings and noted that they can help to educate parents and clients.

Ms. Mock advised that the second Adult Day Services Review Session is scheduled to take place on the evening of September 7, 2017 from 6:30 pm to 8:30 pm in HRC Conference Room A4. During this meeting we will share information on the number and demographics of HRC clients who participate in each type of day program. We will share detailed information about the service providers themselves. We will review with those present the HRC Expectations for Adult Day Activities and the Quality Review Format HRC uses when conducting periodic reviews of the programs. We will share the various materials that service providers use to implement their programs and that are available to them from our HRC Resource Center. We will also hear from a client who participates in one of the programs.

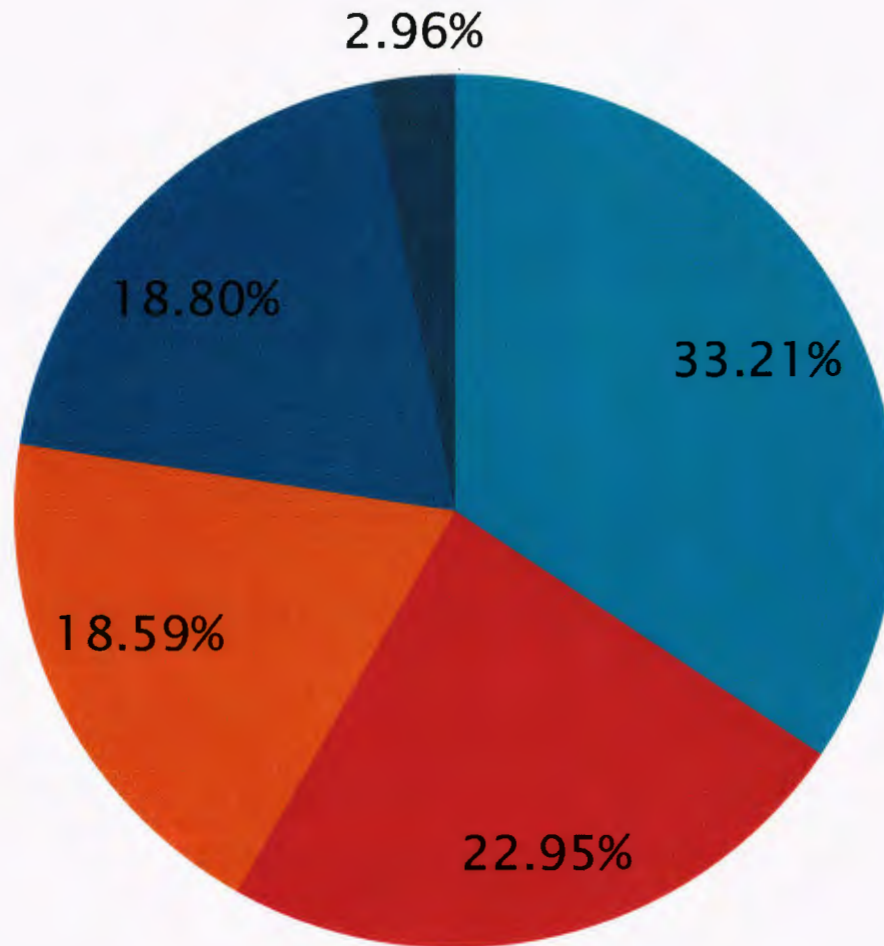


HARBOR
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ADULT DAY PROGRAM MATERIALS & DATA

HRC Data-6395 Clients 18YRS+

- DAY PROGRAM
- NOT WORKING
- EMPLOYED
- ATTENDING SCHOOL
- LOOKING FOR WORK



Harbor Regional Center

Adult Day Services Sites by Service Provider, City Location, and Type of Program

Long Beach (15)

Type of Program

Ability First	Adult Development Center
Ambitions California	Look-A-Like
A.R.T. Center	Creative Art Program
Adult Basic Learning Environment	Adult Development Center
ARC-Long Beach	Day Treatment Activity Center
Cole Vocational Services-Bixby	Therapeutic Services
Cole Vocational Services	Community-Based Inclusion Services
Cole Vocational Services	Community-Based Inclusion Services
Dungarvin California	Partial Community-Based Inclusion
Integrated Life	Partial Community-Based Inclusion
Life Steps Foundation	Look-A-Like
Paramount Learning Center	Therapeutic Services
Social Vocational Services	Community-Based Inclusion Services
Unlimited Quest	Community-Based Inclusion Services
Westview Services	Inclusion Center

Lakewood (2)

Social Vocational Services-	Partial Community-Based Inclusion
Social Vocational Services- Lakewood East	Partial Community-Based Inclusion

Cerritos (1)

Easter Seals	Partial Community-Based Inclusion
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Signal Hill (2)

Brighter Outlook

Adult Development Center

Cole Vocational Services

Therapeutic Services

Norwalk (4)

Cole Vocational Services

Partial Community Based Inclusion

Dungarvin

Partial Community-Based Inclusion

Easter Seals

Partial Community-Based Inclusion

Social Vocational Services

Therapeutic Services

Bellflower (4)

Easter Seals

Partial Community-Based Inclusion

Independent Focus

Look-A-Like

Injoy Life Resources-Artesia

Partial Community-Based Inclusion

Injoy Life Resources-Rosecrans

Partial Community-Based Inclusion

Carson (4)

Ambitions California

Partial Community-Based Inclusion

Moneta Learning Center

Therapeutic Services

South Bay Vocational Center

Look-A-Like

Social Vocational Services

Partial Community-Based Inclusion

Lomita (1)

Social Vocational Services

Community-Based Inclusion Services

San Pedro (3)

Cole Vocational Services

Partial Community-Based Inclusion

ECF Art Center

Creative Art Program

Easter Seals

Partial Community-Based Inclusion

Torrance (10)

Breakthrough Services	Look-A-Like
California Elwyn	Look-A-Like
Canyon Verde	Day Treatment Activity Center
Cole Vocational Services	Partial Community-Based Inclusion
Cole Vocational Services	Community-Based Inclusion Services
Easter Seals-Cota	Community-Based Inclusion
Easter Seals	Partial Community-Based Inclusion
Integrated Life	Partial Community-Based Inclusion
Social Vocational Services	Partial Community-Based Inclusion
Social Vocational Services	Community-Based Inclusion Services
Social Vocational Services Old Town	Community-Based Inclusion Services

Redondo Beach (1)

Social Vocational Services	Community-Based Inclusion Services
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Hermosa Beach (2)

ARC Southwest	Adult Development Center
ICAN California Abilities Network	Adult Development Center

Manhattan Beach (1)

Evolve	Look-A-Like
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**HARBOR REGIONAL CENTER
Adult Day Programs**

	TOTAL (May 2017)	%	Total Clients (over 18 yrs)	%	Day to Total
TOTAL CLIENTS	2,192		6,297		35%
Gender					
Male	1,285	59%	3,879	62%	
Female	<u>907</u>	41%	<u>2,418</u>	38%	
TOTAL	2,192		6,297		
Age					
Average Age	39.89				
Youngest	18				
Oldest	86				
Ethnicity					
White	843	38%	2,048	33%	
Hispanic	668	30%	2,215	35%	
African-American	265	12%	911	14%	
Asian	353	16%	915	15%	
Other	<u>63</u>	3%	<u>208</u>	3%	
TOTAL	2,192		6,297		
Language					
English	1,762	80%	5,030	80%	
Spanish	298	14%	965	15%	
Other	<u>132</u>	6%	<u>302</u>	5%	
TOTAL	2,192		6,297		

**HARBOR REGIONAL CENTER
Adult Day Programs**

City	TOTAL (May 2017)	%	Total Clients (over 18 yrs)	%	Day to Total
Long Beach	576	26%	2,040	32%	
Torrance	320	15%	780	12%	
Norwalk	206	9%	566	9%	
Bellflower	186	8%	446	7%	
Carson	179	8%	369	6%	Above
Lakewood	135	6%	338	5%	
Cerritos	119	5%	232	4%	Above
San Pedro	90	4%	319	5%	
Lomita	66	3%	133	2%	Above
Artesia	66	3%	116	2%	Above
RPV/PVE/RHE	59	3%	188	3%	
Wilmington	52	2%	248	4%	Below
Harbor City	46	2%	105	2%	
Redondo Beach	33	2%	148	2%	
Manhattan Beach	11	1%	53	1%	
Signal Hill	8	0%	33	1%	
Other	<u>40</u>	2%	<u>183</u>	3%	
TOTAL	2,192		6,297		

**HARBOR REGIONAL CENTER
Adult Day Programs**

Program Types	Number of Clients (May 2017)	%	Total Authorized Amount	Authorized /Client	Total Expenditures	Expenditures /Client	Utilization	Average Days /Client
Inclusion Center	755	34%	\$1,625,993	\$2,154	\$1,379,500	\$1,827	85%	19
Partial Day Inclusion Center	584	27%	\$1,475,941	\$2,527	\$1,240,752	\$2,125	84%	19
Look-A-Like	216	10%	\$411,200	\$1,904	\$326,206	\$1,510	79%	22
Therapeutic Day Services	265	12%	\$843,080	\$3,181	\$676,802	\$2,554	80%	18
Adult Development Center	150	7%	\$214,336	\$1,429	\$201,519	\$1,343	94%	19
Day Treatment Activity Center	81	4%	\$98,898	\$1,221	\$83,571	\$1,032	85%	19
Creative Art Program	73	3%	\$126,906	\$1,738	\$104,316	\$1,429	82%	17
Behavior Management Program	62	3%	\$115,108	\$1,857	\$91,633	\$1,478	80%	19
Other	6	0%	<u>\$16,754</u>	\$2,792	<u>\$13,342</u>	\$2,224	80%	14
TOTAL	2,192		\$4,928,216	\$2,248	\$4,117,642	\$1,878	84%	19
 Non-Ambulatory Differential	 30				 \$9,190	 \$306		

**HARBOR REGIONAL CENTER
Adult Day Programs**

	Number of Clients (May 2017)	%	Total Authorized Amount	Authorized /Client	Total Expenditures	Expenditures /Client	Utilization	Average Days /Client
Service Providers								
Social Vocation Services	648	30%	\$1,464,824	\$2,261	\$1,240,504	\$1,914	85%	19
Cole Vocational	295	13%	\$785,151	\$2,662	\$642,150	\$2,177	82%	19
Easter Seals	230	10%	\$514,460	\$2,237	\$448,472	\$1,950	87%	20
Injoy Life Resources	114	5%	\$294,023	\$2,579	\$250,859	\$2,201	85%	20
Dungarvin California	108	5%	\$278,500	\$2,579	\$227,547	\$2,107	82%	19
Integrated Life	96	4%	\$247,344	\$2,576	\$202,914	\$2,114	82%	19
Moneta Learning Center	62	3%	\$198,585	\$3,203	\$152,350	\$2,457	77%	18
Ambitions California	53	2%	\$111,546	\$2,105	\$82,045	\$1,548	74%	16
Paramount Learning Center	44	2%	\$140,513	\$3,193	\$110,572	\$2,513	79%	18
ECF Art Center - San Pedro	40	2%	\$74,424	\$1,861	\$52,423	\$1,311	70%	15
Canyon Verde	39	2%	\$49,976	\$1,281	\$42,616	\$1,093	85%	19
Life Steps Foundation	37	2%	\$57,058	\$1,542	\$34,165	\$923	60%	13
Unlimited Quest	36	2%	\$78,569	\$2,182	\$67,182	\$1,866	86%	20
Ability First	35	2%	\$53,073	\$1,516	\$47,141	\$1,347	89%	20
Westview Services	33	2%	\$65,846	\$1,995	\$57,572	\$1,745	87%	20
ICAN California Abilities Network	32	1%	\$41,493	\$1,297	\$30,616	\$957	74%	15
A.R.T. Center, Arts & Services	31	1%	\$50,241	\$1,621	\$49,778	\$1,606	99%	19
Breakthrough Services	26	1%	\$51,847	\$1,994	\$49,072	\$1,887	95%	22
Independent Focus	26	1%	\$37,778	\$1,453	\$29,733	\$1,144	79%	16
Arroyo Developmental Services	20	1%	\$37,067	\$1,853	\$31,023	\$1,551	84%	19
California Elwyn	20	1%	\$26,839	\$1,342	\$20,713	\$1,036	77%	16
Other (under 20 Clients)	<u>167</u>	8%	<u>\$269,059</u>	\$1,611	<u>\$248,194</u>	\$1,486	92%	
TOTAL	2,192		\$4,928,216	\$2,248	\$4,117,642	\$1,878	84%	19



HARBOR
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**ADULT DAY PROGRAM
EXPECTATIONS**



Harbor Regional Center

Expectations for Adult Day Activities
Serving People with Developmental Disabilities

This document describes Harbor Regional Center's expectations for day activities. It reflects what family members of clients involved in day activities, day activity service providers, and regional center staff has told us a good day activity experience should be like. We look forward to working in partnership with our day activity providers to help them move their services steadily closer to these expectations.

Mission

1. The organization's mission statement specifically promotes respect for people with disabilities and participation of people with disabilities in the community.
2. Employees know and can explain the meaning of the mission statement.

Client Choice and Individualization

3. The organization may have entry and exit criteria based on reasonable parameters, but otherwise entry and exit are determined by client choice.
4. Clients are offered choices about the kinds of activities offered.
5. Clients are helped to access generic resources in the community.
6. Clients are encouraged and helped to use public transportation whenever possible.
7. Clients have a choice whether they engage in work or other activities.
8. Clients engage in activities that are purposeful or meaningful (e.g., they achieve something, they learn a skill, or they enjoy the activity).
9. Each client selects from a range of options the activities in which he or she is involved.
10. Client groupings are determined by clients' choice of activities; as a result, groupings may change as clients' selections change.
11. Clients exercise their choice of scheduled days and hours from within a reasonable range of schedule options including late afternoon, evening, and weekend hours.

Communications with Families or Residential Service Providers

12. The organization asks for input about the day activity services from families, residential service providers, and regional center staff.
13. There is a prescribed method of written communication between day activity staff and the client's home.
14. Communication between the day activity and the client's home is two-way.
15. Communications from the day activity to the client's home focus on actions taken or required.

16. Day activity employees participate in, at a minimum, an annual regional center planning meeting for each client.

Staff/Client Interaction and Communication

17. Employees communicate effectively with each client using the client's preferred method of communication.
18. Employees speak to clients in a respectful manner.
19. Employees know personal facts about each client, including his or her likes and dislikes.
20. Employees are aware of each client's medication needs.
21. When in the community with clients, employees carry basic medical information (medications, allergies, etc.) about each client in case there is a need for emergency medical care.
22. People who need help with personal hygiene have a choice of who helps them.

Staff Support

23. Employees receive initial training that includes, at a minimum, learning about the clients, as well as basic methods of interaction and communication.
24. Employees receive ongoing training that includes methods for engaging clients in activities that are purposeful or enriching for the clients.
25. Employees are encouraged to attend outside training conducted by the regional center or other organizations.
26. Direct care employees are observed at least twice a month in the community by direct supervisors.
27. Each manager observes staff in the community at least once per month.
28. Staff are given a budget of at least \$10.00 per client per week to support activities in the community.
29. Direct care employees are paid at least 150% of minimum wage.
30. Direct care employees are paid for a minimum of six hours per month to participate in non-direct care activities such as supervisory meetings and training.
31. Direct care employees are paid for a minimum of one hour per day to participate in non-direct care activities such as preparation and debriefing activities.

Program Resources

32. The organization may maintain different staff-to-client ratios for activities in the community and on site, but the overall ratio must be *no less* than 1 to 3 at all times
33. There is an effective and reliable mechanism (e.g., toll-free phone number, cellular phone, etc.) for staff to communicate with the site when they are in the community with clients.
34. The organization possesses comprehensive and easy-to-use written materials setting forth plans for meaningful activities on site and in the community.
35. The organization maintains sufficient supplies, games, and equipment for a variety of

client activities (e.g. craft materials, TV and VCR, videos, bicycles, exercise equipment, etc.).

36. The organization has several computers as well as appropriate software for client use.

Transportation

37. The program maintains its own vans, in good repair, for use in transporting clients.
38. The program possesses at least one van with a maximum capacity of 7 persons for each 15 enrolled clients.
39. Employees do not transport clients in their personal vehicles.
40. When clients are being transported, at least one staff person in addition to the driver is present in the van to provide supervision.

Physical Environment

41. The building housing the site is in a safe neighborhood.
42. The site is clean, in good repair, and maintained at a comfortable temperature.
43. The site has comfortable and functional furnishings that are appropriate for a variety of client activities.
44. The site has features that make it an inviting and enriching place to be.
45. The site has bathroom facilities that provide privacy for clients.
46. The site has full kitchen facilities, including running water, sink, dishwasher, refrigerator, stove, storage cabinets, as well as tables and chairs for dining.
47. The space available for client activities is not less than 150 square feet per client.
48. The site is used by no more than 15 clients at any one time.
49. For programs designated as primarily "community-based," clients engage in activities in the community at least 2/3 of the time; for programs designated as primarily "site-based," clients engage in activities in the community at least 1/3 of the time.



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DAY PROGRAM REVIEW

HARBOR REGIONAL CENTER DAY PROGRAM REVIEW

Program Name: _____

Vendor Number: _____

Program Type: _____

Date: _____

Completed By: _____

[If yes, write the finding. If no, what is the plan?]

EXPECTATION	YES	NO	COMMENT
1. Does the mission statement specifically promote respect for people with disabilities and participation of people with disabilities in the community? <i>[Review program description; review other documentation available on-site]</i>			
2. Can staff member explain the meaning of the mission statement? <i>[Interview staff members]</i>			
3. Is entry to and exit from the program determined primarily by client choice? <i>[Review program design; ask staff about specific clients who have left - was it client's choice?]</i>			
4. Do clients have opportunities to give input about the kinds of activities offered? <i>[Determine if this is reflected in program self- evaluation]</i>			
5. Are clients assisted in accessing generic community resources? <i>[Review client schedules]</i>			
6. Are clients encouraged and assisted to use public transportation? <i>[Determine if clients have bus passes; ask staff members about the ways in which clients travel]</i>			
7. Do clients choose whether they engage in work or other activities? <i>[Ask clients]</i>			

HARBOR REGIONAL CENTER DAY PROGRAM REVIEW

EXPECTATION	YES	NO	COMMENT
8. Do clients participate in paid work? <i>[Gather information on work sites and number of clients working and percentage of time working while in the program]</i>			
9. Do clients engage in activities that are purposeful or meaningful? <i>[Observation of client activities]</i>			
10. Can each client select his or her activities from a range of options? <i>[Observation of process]</i>			
11. Are client groupings determined by clients' choice of activities? <i>[Review client schedules]</i>			
12. May clients choose the days and hours they attended the program, including choices of late afternoon, evening, and weekend hours? <i>[Review program hours and schedules]</i>			
13. Does the organization ask for input about the day activity services from families, residential service providers, and regional center staff? <i>[Determine if this is reflected in program evaluation]</i>			
14. Is there a prescribed method of written communication between day activity staff and the client's home? <i>[Review sample of written communications]</i>			
15. Is there two-way communication between the day activity and the client's home? <i>[Determine if this is reflected in program evaluation]</i>			
16. Do communications from the day activity to the client's home focus on actions taken or required? <i>[Determine if this is reflected in program evaluation]</i>			

HARBOR REGIONAL CENTER DAY PROGRAM REVIEW

EXPECTATION	YES	NO	COMMENT
17. Day activity staff participates in, at a minimum, an annual regional center planning meeting for each client. <i>[Review regional center record for a sample of clients]</i>			
18. Do staff members communicate effectively with each client using the client's preferred method of communication? <i>[Ask staff how they communicate with different clients; determine if this is reflected in program evaluation]</i>			
19. Do staff members speak to clients in a respectful manner? <i>[Determine if this is reflected in program evaluation]</i>			
20. Do staff members know personal facts about each client, including his or her likes and dislikes? <i>[Interview staff members]</i>			
21. Are staff members aware of each client's medication needs? <i>[Review client records; determine if record includes information on side effects; ask staff about specific clients]</i>			
22. When in the community with clients, do staff members carry basic medical information about each client in case there is a need for emergency medical care? <i>[Review materials carried by staff in community]</i>			
23. Do people who need help with personal hygiene have a choice of who helps them? <i>[Ask staff how they ensure this]</i>			
24. Does initial staff training include, at a minimum, learning about the clients, as well as basic methods of interaction and communication? <i>[Review documentation of staff training; review log reflecting when staff received training on specific topics]</i>			

HARBOR REGIONAL CENTER DAY PROGRAM REVIEW

EXPECTATION	YES	NO	COMMENT
25. Do staff receive ongoing training that includes methods for engaging clients in activities that are purposeful or enriching for clients? <i>[Review documentation of staff training; review log reflecting when staff received training on specific topics]</i>			
26. Is staff encouraged to attend outside training conducted by the regional center or other organizations? <i>[Ask director/manager how they encourage staff participation in such training, what incentives are provided]</i>			
27. Direct care staff is observed at least twice a month in the community by direct supervisors? <i>[Review supervisory schedule]</i>			
28. Does each manager observe staff in the community at least once per month? <i>[Review manager schedules]</i>			
29. Is staff given a budget? If so, how much per client per week to support activities in the community? <i>[Review record of disbursements]</i>			
30. Is direct care staff paid at least 150% of minimum wage? <i>[Review payment records]</i>			
31. Is direct care staff paid for a minimum of six hours a month to participate in non-direct care activities such as supervisory meetings and trainings? <i>[Review staff schedules and payment records]</i>			
32. Is direct care staff paid for a minimum of one hour a day to participate in non-direct care activities such as preparation and debriefing? <i>[Review staff schedules and payment records]</i>			
33. Does the program have paid consultants? <i>[List all paid consultants type of consulting and hours provided monthly]</i>			

HARBOR REGIONAL CENTER DAY PROGRAM REVIEW

EXPECTATION	YES	NO	COMMENT
34. Does the organization maintain an overall staff-to-client ratio of no less than 1 to 3 at all times? <i>[Review staff schedules]</i>			
35. Is there an effective and reliable mechanism (e.g., toll-free phone number, cellular phone, etc.) for staff to communicate with the site when they are in the community with clients? <i>[Ask staff how they communicate; review written policy]</i>			
36. Does the organization possess comprehensive, easy-to-use written materials setting forth plans for meaningful activities on site and in the community? <i>[Review all available materials; look for materials in addition to HRC booklet, "Places to Go, Things to Do"]</i>			
37. Does the organization maintain sufficient supplies, games and equipment for a variety of activities (e.g. craft materials, TV and DVD, videos, bicycles, exercise equipment, etc.)? <i>[Examine equipment, determine age appropriateness]</i>			
38. Does the program belong to the HRC Resource Center and are they accessing materials and information? <i>[Give examples of how they have used the HRC Resource Center]</i>			
39. Does the organization have at least one computer per 15 enrolled clients as well as appropriate software for client use? <i>[Observe; determine age appropriateness of software]</i>			
40. Does the program maintain its own vans, in good repair, for use in transporting clients? <i>[Observation]</i>			
41. Does the program possess at least one van with a maximum capacity of 7 persons for each 15 enrolled clients? <i>[Observation]</i>			

HARBOR REGIONAL CENTER DAY PROGRAM REVIEW

EXPECTATION	YES	NO	COMMENT
42. Does staff transport clients in their personal vehicles? <i>[Ask staff about policy; look at client schedules and ask staff how clients were transported for specific activities]</i>			
43. When clients are being transported, is at least one staff person in addition to the driver present in the van to provide supervision? <i>[Ask staff about policy; observe clients being transported]</i>			
44. Is the building housing the site in a safe neighborhood? <i>[Observation]</i>			
45. Is the site clean, in good repair, and maintained at a comfortable temperature? <i>[Observation]</i>			
46. Does the site have comfortable and functional furnishings that are appropriate for a variety of client activities? <i>[Observation; note whether furnishings are age appropriate]</i>			
47. Does the site have features that make it an inviting and enriching place to be (for example, pictures on the walls, plants, and other decorations)? <i>[Observation; note whether decorations, etc. are age appropriate]</i>			
48. Does the site have bathroom facilities that provide privacy for clients? <i>[Observation]</i>			
49. Does the site have full kitchen facilities, including running water, sink, dishwasher, refrigerator, stove, storage cabinets, as well as tables and chairs for dining? <i>[Observation]</i>			
50. Is the space available for client activities at least 100 square feet per client?			

HARBOR REGIONAL CENTER DAY PROGRAM REVIEW

EXPECTATION	YES	NO	COMMENT
51. Is the building housing the site in a safe neighborhood? <i>[Observation]</i>			

Additional Comments:

Day Program Representative

Date

HRC Provider Relations Specialist

Date

6/2017

7/3/17



HARBOR
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RECOMMENDED MATERIALS

Harbor Regional Center Recommended Materials for Independent/Supported Living Skills

The following books and videos which are available in the HRC Resource Center contain current information for parents and caregivers of people with disabilities. These materials offer significant resources for support and understanding of particular disabilities as well as identification of stages of development required for life planning. Many other books and videos are available for check-out in the resource center.

Books

1. Get Fit! Cookbook: A Guide to Healthy Eating for Adults with Disabilities, by Harbor Regional Center & Frank D. Lanterman Regional Center
The information in this book is designed as a guide to healthy food choices. The menus are suggestions for nutritionally-balanced meals; they are not designed to address other special diet needs such as those of a person with diabetes or high cholesterol.
2. Places to Go...Things to Do, by Harbor Regional Center
This book is designed for service providers of day activities for adults with developmental disabilities. It is designed to help them provide individuals in their care with a variety of day activities which are meaningful and bring purpose and pleasure into their daily life.
3. 21st Century Life Skills (Series)
This series of 10 books plus cd resource guide includes instruction on community resources, consumer spending, household tasks, health and safety, etc. must be checked out as series.
4. CBSP: Community Based Social Skill Performance Assessment Tool, by Michael Bullis, Ph.D.
This assessment tool was designed for both males and females, ages 14-21 years, with emotional or behavioral disorders. This test will allow you to accurately assess an individual's social skill performance in the home and in the community, providing you with the essential data required to establish appropriate, individualized curriculum.
5. Community-Based Vocational Training (instructor's guide), by Jill Wheeler
This program identifies way to provide community-based vocational training to people with developmental disabilities. It includes information on development of nonpaid job sites, ways to prepare participants for community integration and paid employment.
6. Community Success, by Don Bastian
This instructional book is an illustrated encyclopedia of community based skills.

Sixty commonplace activities such as using restrooms, crossing streets, and shopping at the department store are illustrated step by step. Appropriate social skills are integrated into each activity.

7. Daily Experience and Activities for Living, by Edward P Doyle and Joyce K Beam
The 6 booklets each with a guide should be used when teaching independent living skills to clients. It includes sections on housing, transportation, nutrition, health, working, etc.
8. Daily Living Skills Worksheets, by Linda Harrison
This book contains worksheets to be used with people with developmental disabilities who are preparing to live more independently.
9. Focus on Transition: A Workbook for Independent Living Skills, by Klein, Evelyn R. and Hahn, Shelly E
This workbook is intended to help teachers/caregivers/support personnel foster independence in daily functioning as clients prepare to enter the adult world.
10. Home Cooking Picture Cookbook, by Ellen Sudol
This three-ring binder contains plastic coated pages that lead an individual step-by-step through the recipes. A supplemental instructor's guide is available to use together in a classroom setting.
10. Lifestyle Easy Cookbook, by Joy Graves
This large easy to read cookbook includes 10 categories of meals for menu planning.
11. Look 'n Cook Lesson Plans, by Ellen Sudol Catalano
This book is written for independent use at home or as an educational, cooking, and shopping curriculum for schools, group homes and day service facilities. It teaches food preparation, meal planning, and shopping skills to people with little or no cooking experience. Use easily recognizable fresh and brand name products, step-by-step pictures to illustrate recipes and color-coding.
12. Look 'n Cook Microwave, by Ellen Sudol Catalano
This second part of the two-book, Look 'n Cook, curriculum includes easy to make illustrated microwave recipes.
14. Members of the Community, by Lee Hamill and Ann Dunlevy
Community outings and classroom activities are linked to teach special needs students essential community skills. This text includes a variety of activities in various community locations including: Grocery store, mall, library, video store, restaurant, hospital, post office, kitchen and airport. Book comes with accompanying CD-ROM containing printable files of worksheets.
15. Moving Out: A Family Guide to Residential Planning for Adults with Disabilities,

by Dafna Krouk-Gordon & Barbara D. Jackins

Finding the right residential situation for an adult child with an intellectual disability doesn't have to be overwhelming. The authors share decades of experience counseling families on housing options to help parents prepare themselves and their children for a new living arrangement

16. Personal Success, by Don Bastian
This is an illustrated guide to personal care skills the book is also completely reproducible for use as a teaching tool.
17. Promoting Health and Safety Skills for Independent Living, by Martin Agran, Nancy E. Marchand- Martella, Ronald C. Martella.
This resource provides effective behavioral-instructional strategies for teach essential personal safety skills.
18. Stepping Out, by Ilene M. Schwartz
This book along with CD-ROM is a complete and comprehensive community based instruction curriculum. It includes checklists and instructions for community outings.

CDs

19. How to Make A Good Decision Volumes 1,2,3
This product is designed to be used by adults with MR/DD who need concrete help in problem solving and have difficulty with abstract reasoning. It can be used independently, one-on-one with staff with staff assistance or in groups. All actors featured in the CDs are adults with MR/DD. The CD's feature real-life situations that teach individuals to problem-solve by. This is a 3 disk cd in set: How to Make Good Decisions at Home, How to Make a Good Decision in the Community and How to Make a Good Decision in the Workplace or Day Program

VIDEOS/DVDS

20. Becoming Money Smart-1, by James Stanfield Company
This video curriculum contains 3 VHS tapes plus a manual which includes objectives, lesson introductions, guided discussion question and activities. Topics include how to become a savvy consumer and avoid cons, how not to become a compulsive shopper, and how not to become a spendthrift.
21. Becoming Money Smart-2, by James Stanfield Company
This video curriculum contains 3 VHS tapes plus a manual which includes objectives; lesson introductions guided discussion questions and activities. Topics include how to avoid blowing your budget, how to avoid being duped and scammed and how to be safe while shopping.

22. Being With People Set 1, by James Stanfield Company
The Being With People program will help service providers teach the essential social skills needed to establish positive relations with friends, dates, housemates, authority figures, strangers and much more.
23. Being With People Set 2, by James Stanfield Company
This is the second set in the Being With People series which teaches the essential social skills needed to establish positive relations with friends, dates, housemates, authority figures, strangers and much more. The manual is in set 1.
24. Community Man, by James Stanfield Company, Inc.
Community Man promotes independent living by teaching individuals with developmental disabilities all they need to know about community resources. This curriculum teaches important social skills for successful independent living like how to interact with medical staff, pharmacists, police and the fire department.
25. Date Smart 1 & 2, by James Stanfield Company, Inc.
This curriculum teaches techniques to support the choice of abstinence how to date responsibly and how to avoid trouble. Social skill, setting dating boundaries, saying no, remaining abstinent, using clear communication and avoiding sexual harassment are all covered in this 2-part series.
26. First Impressions: Female Hygiene 1 & 2, by James Stanfield Company
This comprehensive material includes an instructor's guide along with the DVD. This material provides practical information on the importance of hygiene, grooming appearance and attitude.
27. Fast Food Nutrition, by Meridian Education Corporation
Fast food often gets a bad rap – and for good reason! In this video, Rickey and Genevieve explore the world of fast food with humor as they help viewers learn how to make the healthiest choices when eating on the go at fast-food restaurants.
28. First Impressions: Hygiene for Males, by James Stanfield Company
This material consists of four modules each of which present information in a skill area essential to making a good first impression.
29. Home Cooking, by Attainment
This video provides entertaining instruction in nutritious meal preparation.
30. Keeping House, by Attainment
This entertaining and humorous video will assist professional and families in teaching people with developmental disabilities how clean house, inside and out and how to develop housekeeping routines.

31. LifeFacts, by James Stanfield Company
This edition of LifeFacts teaches smart strategies to identify when to offer trust, and when not to. This curriculum presents critical skills to help avoid exploitation.
32. Living with Diabetes, by Films for the Humanities & Sciences
This DVD features patients talking candidly about the difficult by necessary step of cutting back on foods that exacerbate the disorder, and how they have made exercise a part of their daily routine. The importance of blood pressure and cholesterol along with glucose levels is also emphasized.
31. Looking Good, by Attainment
This motivational video provides assistance in teaching daily routines of personal care and grooming.
32. Microwave Ovens, by Meridian Education Corporation
This DVD promotes the advantages of using a microwave safely. It shows what container to use and not to use and how to heat up some basic types of food.
33. On Your Own, Independent Living Skills: Practical, Healthy Cooking, by Meridian Education Corporation
Moving away from home means moving away from home-cooking too; a fact that escapes many young adults new to life on their own. This video will show viewers how easy it can be to read a recipe, measure out ingredients, prepare all sorts of meats and vegetables, package up and store leftovers, and clean up the kitchen so everything is sanitary and neat. Kitchen safety is stressed.
34. Plan Your Day, by Attainment
This video will assist families and caregivers teach people with developmental disabilities how to set and stick to schedules. It emphasizes the importance of being on time.
35. Safe and Strong: Personal Safety Strategies for People with Developmental Disabilities, by Lucaswrites Educational Multi Media, Inc.
Four DVD's that focus on Safety in the Community, Sexual Assault, Home Alone Safety and Interaction with Law Enforcement. Curriculum is designed to be viewed by professionals and families with individuals who have developmental disabilities.
36. Select-A-Meal, by Attainment
This video reviews the social skills and table manners which are needed in order to eat out in a nice restaurant. The presentation is very entertaining and humorous.
37. Shopping Smart, by Attainment
This motivational video may be used by caregivers to assist adults with disabilities learn to shop and plan a grocery store routine in a set sequence. It is

presented in an entertaining way complete with plot twists and humorous situations.

38. Think Before You Click: Playing it Safe Online, by Human Relations Media
This video helps teach important rules and strategies to stay safe while surfing the net. Viewers learn to “Think Before You Click” in order to avoid embarrassing themselves and hurting others. It also highlights how to keep yourself and others safe online.

Harbor Regional Center Recommended Materials for Nutrition

The following books and videos which are available in the HRC Resource Center contain current information for parents and caregivers of people with disabilities. These materials offer significant resources for support and understanding of particular disabilities as well as identification of stages of development required for life planning. Many other books and videos are available for check-out in the resource center.

BOOKS

COOKBOOKS

1. The Dash Diet Cookbook by Mariza Snyder, Lauren Clum, and Anna Zulaica
Packed with amazingly tasty recipes, creative meal plans and complete nutritional information, this cookbook makes following the DASH diet a snap. The 140 easy-to-make recipes provide a mouthwatering way to eat great, lose weight, lower blood pressure and prevent diabetes without feeling deprived.
2. Diabetes, What to Eat by Better Homes Garden
The essential cookbook and everyday guide on what to eat when you have diabetes. Diabetic Living magazine's trustworthy resource for anyone living with diabetes gives over 200 recipes and essential advice on what to eat in order to control blood sugar, feel better, and enjoy delicious meals every day.
3. Eat Well Feel Well by Kendall Conrad
In "Eat Well Feel Well," Conrad shares more than 150 recipes for quick and easy dishes for casual meals and elegant dinner parties alike. Dozens of recipes for snacks, desserts, breakfast dishes, and beverages will help you integrate the Specific Carbohydrate Diet (SCD) way of eating into your family's lifestyle with ease, grace, and creativity.
4. Get Fit! Cookbook by Harbor Regional Center and Frank D. Lanterman Regional Center
The information in this book is designed as a guide to healthy food choices. The menus are suggestions for nutritionally-balanced meals; they are not designed to address other special diet needs such as those of a person with diabetes or high cholesterol.
5. Gluten-Free Cooking for Kids by Phil Vickery
"Gluten-Free Cooking for Kids" equips parents with everything they need to know to provide their child with a balanced and delicious gluten-free diet. Fully illustrated, it contains over 70 original recipes, divided into chapters for baby food, lunchboxes, cooking on their own, party food, and more!

6. Healthy Snacks for Kids by Penny Warner
This book details a variety of nutritious foods that can be made quickly and will be enjoyable to your children. It includes recipes and helpful hints for getting your kids to eat right.
7. Kinder Krunchies by Karen S. Jenkins
A collection of recipes for children and parents to make together with a focus on children gaining independence in their skills. It provides discussion tools to be used by parents while cooking together with their child.
8. Lifestyle Easy Cookbook by Independent Living Skills Project
The Lifestyle Easy Cookbook is based on the concept of step by step cooking. The Lifestyle Easy Cookbook provides challenging and comprehensive resource material especially designed for use by people involved in literacy and independent living skills programs.
9. Look 'n Cook for Microwave Ovens by Sudol Eileen
This two book curriculum includes easy-to-make illustrated recipes and a lesson plan guide for the instructor.
10. Low-fat, Low-sugar Recipes for the Prader-Willi Syndrome Diet by Donna Unterberger
This comprehensive cookbook contains unique and creative low-fat, low-sugar and low-calorie recipes, fun ideas and tidbits that help ease the burden of children who have to live their lifetime on a diet.
11. Retro Kids Cooking- Timeless Recipes for Cooks of All Ages by Richard Perry
Geared to cooking by kids, this book includes simple and fun recipes to be enjoyed by all ages.

INFORMATIONAL BOOKS

1. ASD—The Complete Autism Spectrum Disorder Health & Diet Guide by R. Garth Smith, Susan Hannah and Elke Sengmueller
One of the diet therapies that families often try is the gluten-free, casein-free (GFCF) diet. Although the research is still somewhat divided, some families who try the GFCF diet report reduced ASD-associated symptoms in children with milk and/or wheat allergies, suspected food sensitivities, or gastrointestinal symptoms. This book provides balances and healthy meal plan options and delicious GFCF recipes that can be enjoyed by the whole family.
2. The Cooking Book by Laura J. Colker
A book that not only includes fun recipes for foods and fun projects, but also helps you to see how kids cooking fosters personal growth and accomplishments.

3. The Gluten-Free Gourmet Cooks Fast and Healthy by Bette Hagman
In keeping with the times, Bette Hagman has created the perfect book for those who must put together a gluten-free meal at the end of a long working day. In "The Gluten-Free Gourmet Cooks Fast and Healthy," Hagman emphasizes time-saving mixes aimed at the working family, using bread machines successfully with safe flours, and cooking with less fat and sugar.
4. Meals without Squeals by Christine Berman and Jacki Fromer
A guide to learning how to read nutrition labels, what the Food Guide Pyramid is, nutrition resources in the community and recipes that can be made to maintain a healthy diet.
5. Raising Low-Fat Kids in a High-Fat World by Judith Shaw
Encourages parents in helpful and inspiring ways to teach their children to eat in a healthy low-fat manner that tastes good too! Includes recipes from the author's own collection to kick start your healthy eating habits.
6. Special Diets for Special Kids (One and Two) by Lisa Lewis
Outlines special diet needs of children with autism and other related developmental disorders, including the aspects of gluten-free diets. Research based and hands on practice help parents to understand the special nutritional needs of their child.
7. Super Nourishment for Children with Autism Spectrum Disorder
Super Nourishment for Children with Autism Spectrum Disorder by Angelette Muller
Helping to increase your understanding of nutrition and autism, this book explains how diet supports the function of the brain and body, including learning, attention, and sensory processing.

VIDEOS

1. Armchair Fitness (Gentle Exercise) by Program Development Associates
A 30-minute program for persons with limited strength and range of motion, this video begins with a slow and easy warm-up. Teacher Betty Switkes progresses through a gentle full-body routine including a seated dance and a refreshing relaxation with Broadway style music.
2. Aut-Erobics by Autism Movement Therapy
Autism Movement Therapy combines structured movement with music connecting the left & right hemispheres of the brain for a while brain cognitive re-mapping approach.

3. Beverage Basics for Healthy Families by Lemon-Aid Films, Inc.
This video offers some practical tips for weaning babies from the bottle, outlines the latest portion size guidelines for juice and milk, and illustrates the amount of sugar in common beverages.
4. Create a Green Plate (MyPlate Dietary Guidelines) by Learning ZoneXpress
When's the last time you ate off a pyramid? The Create a Great Plate MyPlate Dietary Guidelines DVD is based on the USDA's new MyPlate Campaign.
5. Ease into Fitness by Iris Media
In this 35-minute workout, three fitness trainers take you through a program designed to condition your whole body. Developed by disability fitness specialists, this video workout combines careful coaching with music and fun.
6. Eating Healthy on a Budget by Lemon-Aid Films, Inc.
"Eating Healthy on a Budget" provides expert tips and strategies on how to make your dollar go further at the grocery store without sacrificing nutrition. This video will introduce views to "unit pricing," explore the pros and cons of purchasing food in bulk, uncover with supermarket gimmicks to avoid, and explain the advantages of choosing fresh and seasonal foods over processed and pre-packaged products.
7. Health Advocacy Program by Steve Holburn, Christine Cea and Anne Gordon
The Health Advocacy Program (HAP) is an activity-based curriculum to teach adults with developmental disabilities how to maintain a healthy lifestyle. Twenty lessons, each approximately one hour in length, provide basic information for improving nutritional health and physical and emotional well-being.
8. Healthy Habits = Healthy Children by the Meridian Education Corporation
Keeping toddlers and young children in tip-top health requires nutritious foods, adequate sleep, and exercise. This video will review the nutritional requirements for children, appropriate serving sizes, and the importance of variety, balance, and moderation in their diet. Along with healthy eating habits, we'll look at exercise and wellness patterns to teach to young children who can benefit from them as they grow into adulthood.
9. Home Cooking by Ellen Sudol
The recipes featured in Home Cooking are practical and down-to-earth, yet flavorful and nutritious. The ingredients are common and easy to get, yet attractive and appetizing when served. Good cooking brings family and friends together in an atmosphere of camaraderie and good fellowship—and if you follow this curriculum, with a minimum of elbow grease.
10. Fast-Food Nutrition by the Meridian Education Company
Fast food often gets a bad rap—and for good reason! High amounts of saturated fat, trans fat, sugar, and sodium, plus a lack of fruits and vegetables, make most

fast foods a great choice for flavor but a questionable choice in terms of nutrition. In this video, Rickey and Genevieve explore the world of fast food with humor as they help viewers learn how to make the healthiest choices when eating on the go at fast-food restaurants.

11. Feed Me! Kids and Nutrition by Learning Seed

This videos explains how we can use MyPyramid For Kids to help them develop healthy eating and exercise habits. It also explores the psychological problems often encountered when feeding children.

12. Fruit Rainbow by Iris Media, Inc.

Fruit Rainbow is an easy step to a healthy diet. It shows teens and adults how to add fruits to their daily diet.

13. Kids and Family Food Issues by Learning ZoneXpress

Getting children to eat can be a constant battle for some parents, while other parents may find themselves restricting foods to thwart weight hain. In “Kids and Family Food Issues,” childhood feeding specialist Dr. Katja Rowell presents segments that address many feeding issues that families with young children may be facing while offering practical solutions to make meals a pleasant experience for both parents and children.

14. Kids' Meals by Alternative Cook

This video provides fun and easy-to-make gluten-free, dairy-free, and low cholesterol recipes that'll make everyone dig in! These meals are sure to make your kids jump for joy and you'll learn cooking techniques that will empower you in the kitchen.

15. Mind Your Own Body- You Are What You Eat by PBS Video

A video that helps you understand how your body turns what you eat into energy and how eating right helps you to do this. It emphasizes healthy lifestyles, prevention, and new health information. This video is made for children in 6th through 8th grade.

16. Nutrition for Infants and Children by the Meridian Education Corporation

This video explains the importance of good nutrition for newborns, infants, and toddlers and examines its beneficial effects on their growth and development.

17. Nourishing Healthy Preschoolers by Learning Seed

Using USDA's Guidelines, we show how meals can include a variety of nutritious foods, how to determine appropriate portion sizes, how to make snacks healthy, and how to encourage physical activity.

18. On Your Own, Independent Living Skills by the Meridian Education Company

Moving away from home means moving away from home-cooking too, a fact that, surprisingly, escapes many young adults new to life on their own. After

watching this video, viewers will see how easy it can be to read a recipe book, measure out ingredients, prepare all sorts of meats and vegetables, package up and store leftovers, and clean up the kitchen so everything is sanitary and neat.

19. Picky Eaters (Mealtime Tips for Parents) by Lemon-Aid Films, Inc.

This video is designed to offer realistic tips and strategies for parents who feel they're struggling with picky eaters.

20. Practical Parenting (Kids and Food) by the Meridian Education Company

A shocking number of American children suffer from obesity and eating disorders. This video offers parent practical tips on managing a child's weight and eating habits.

21. The Family Meal by Fanlight Productions

Obesity is second only to smoking as the leading cause of preventable deaths in the United States. Ironically, in the midst of this epidemic, American families are chronically under-nourished. It has been suggested that one cause of today's obesity crisis is the decline of the family meal.

22. The Food Guide Pyramid by Cambridge Educational

A video that helps you to understand what the food pyramid is and how it can help you live a healthier life. Provides application for the concepts in everyday life.

23. Walk Your Way to Fitness (3 Discs) by Iris Media, Inc.

9 workout video lessons on each disc to implement walking, strength, flexibility, dancing, and aerobics, along with a beginners lessons to help you get started on your healthier path to lifetime fitness.

24. Work Out with Sonny and Pedro by Iris Media

Walk, dance & stretch your way to fitness with 9 beginner and intermediate workouts for people with intellectual disabilities with Sonny and Pedro.

25. Yoga for Children with Special Needs by TRP Wellness

Yoga instructors Aras Baskauskas and Britt Collins take the children through a yoga routine and point out different suggestions regarding your children's specific special needs. Yoga promotes mental and physical well-being, allowing kids to strengthen their bodies while simultaneously calming themselves.

Harbor Regional Center Recommended Materials for Service Providers about Leisure and Recreation

The following books and videos which are available in the HRC Resource Center contain current information for parents and caregivers on service providers and leisure and recreation. These materials offer significant resources for support and understanding of service providers and leisure and recreation as well as identification of stages of development. Many other books and videos are available for check-out in the resource center.

Books

1. Accessible Gardening for People with Physical Disabilities by Janeen Adil
Accessible Gardening for People with Physical Disabilities provides gardeners of all levels with practical knowledge on how to design, plant, and maintain a garden that suits your special needs.
2. Places To Go.....Things To Do by Harbor Regional Center
This book, created by the Harbor Regional Center, shows different activities that you can participate in even if you may have a disability.
3. Making School and Community Recreation Fun for Everyone by Moon
Making School and Community Recreation Fun for Everyone is an exciting book that answers the challenge of inclusion with a workable plan for opening recreation programs to everyone in the community!
4. Sports and Recreation for the Disabled by Michael J. Paciorek
Sports and Recreation for the Disabled is a book designed to make dreams come true... to actualize the right of all individuals to sport... to empower active, healthy leisure practices throughout life. This book presents more than 50 activities which provide a whole spectrum of activities for people with disabilities.
5. Adapted Games & Activities by Pattie Rouse
In this book you'll discover more than 80 fun games and activities to enhance success while challenging students with cognitive disabilities to think and use their physical abilities.
6. Community Recreation and People with Disabilities by Stuart J. Schleien
This book is written to help people with disabilities be included in community recreation, this practical book equips readers to design, implement, and evaluate recreation programs.

7. Lifelong Leisure Skills and Lifestyles for Persons with developmental disabilities by Stuart J. Schleien
This resource offers a wealth of practical strategies-all extensively field tested and data based-for helping individuals with developmental disabilities learn leisure skills.

Videos

1. Leisure Works! by Iris
This learning program is about leisure for adults. Whether you're old or young, you can learn how to increase opportunities for fun in your life. If you live in a group home, or with a family-if you're a parent, a child, a direct support provider, or a resident-this program can work for you.

Flashcards

1. Specific Natural Activity Program (SNAP) Curriculum Flash Cards

Harbor Regional Center Recommended Materials for Service Providers on Safety and Community Access

The following books and videos which are available in the HRC Resource Center contain current information for parents and caregivers on safety and community access for adults. These materials offer significant resources for support and understanding of safety and community access for adults as well as identification of stages of development. Many other books and videos are available for check-out in the resource center.

BOOKS WITH INSTRUCTIONAL CD

1. Community Success by Don Bastian
Community Success is an illustrated guide of community-based skills. This book is primarily designed for individuals with cognitive or communication disabilities who participate in community-based instruction.

2. Members of the Community by Lee Hamil and Ann Dunlevy
Members of the Community is a worksheet based book that is used to facilitate community-based learning for students who have developmental or cognitive disabilities.

3. Stepping Out by Ilene M. Schwartz
Stepping Out presents a complete and comprehensive community-based instruction (CBI) curriculum. While the programmatic approach is designed to initiate pre-outing activities and rehearsals in the classroom, its focus is to take instruction out of school and into the community.

4. Life in the Community by Steven Taylor, Robert Bogdan and Julie Racino
This innovative book series highlights efforts in communities nationwide to improve the quality of life for people of all abilities.

VIDEOS

1. Becoming Safety Smart- 2 by The Life Smart Curriculum
Becoming Safety Smart allows a special needs child to have a comprehensive grasp of all the community services available and when to use them.

2. Community Man by James Stanfield
Community Man allows a special needs child to have a comprehensive grasp of all the community services available and when to use them.

3. Safe & Strong I-IV by Aquarius Health Care Media
All four of the Safe & Strong videos teach children with developmental disabilities how to react during different situations. The situations include safety in the community, sexual assault: victim/witness, home alone, appropriate interactions, and law enforcement.
4. Fire Safety Training by Icarus Films
This video is designed to provide a basic overview of fire prevention for people with developmental disabilities and for persons providing them services.
5. Caregiving Series: Fire Safety by Health Care Training Systems, Inc.
This video teaches the causes of fires, how to prevent a fire from starting, and how to respond appropriately once a fire starts.
6. Caregiving Series: Fall Prevention by Health Care Training Systems, Inc.
This program teaches how to reduce the risk of falls inside and outside of The home while encouraging independence.

Recommended Website

www.ddssafety.net

www.dds.ca.gov

Consumer Corner: Emergency Preparedness, Feeling Safe, Being Safe

www.redcross.org

Guide: Preparing for Disaster for People with Disabilities and other Special Needs

www.fema.gov

Numerous documents to be downloaded

Harbor Regional Center Recommended Materials for Staff Training

The following books and other materials are available in the HRC Resource Center contain current information for staff and caregivers of children and adults. These materials offer significant resources for support and understanding of particular disabilities as well as methods and techniques to teach and increase independent living skills. Many other books and other materials are available for check-out in the resource center.

Books

1. 'Get Fit Cookbook' A Guide to Healthy Eating for Adults with Disabilities, by Harbor Regional Center and Frank D. Lanterman Center
The information in this book is designed as a guide to healthy food choices. Nutritionally balanced recipes and menus are included many with photo illustrations. It also includes healthy eating tips, food storage guidelines, rules and tools for the kitchen.
2. Places to Go...Things to Do, by Harbor Regional Center
Harbor Regional Center wrote this book to help provide individuals and caregivers with activities that are meaningful and bring purpose and pleasure into daily life. It is intended to be used as a starting point or source of ideas to create interesting and engaging "Places To Go... Things To Do."
3. Stepping Out, by Ilene M. Schwartz
This book along with CD-ROM is a complete and comprehensive community based instruction curriculum. It includes checklists and instructions for community outings.
4. Self-Determination Across the Life Span, by Deanna J. Sands Ed. D
This particular resource offers suggestions on how to promote independence in individuals with disabilities through self-determination. It emphasizes the need for self-esteem and skill training as important factors necessary for independence and choice.
5. Positive Behavioral Support, by Lynn Kern Koegel
This book explains which strategies and approaches make inclusion possible for individuals who engage in extreme challenging behaviors. It includes case studies, research-based strategies, and thoughtful discussion pieces written by leaders in behavior intervention.
6. Members of the Community, by Lee Hamill and Ann Dunlevy
This book contains reproducible worksheets which assist an instructor to integrate academic learning with real life experiences in order to prepare people with developmental disabilities to live independently. Includes CD-ROM of worksheets.
7. Person-to-Person, by Gething, Lindsay

INTENDED AUDIENCE: parents and professionals Through individual case studies, this book stresses the uniqueness of the individual with a disability. It is important for people to realize that individuals with disabilities are people - first, and disabled - second. They have to deal with all the same concerns and responsibilities of everyday life faced by everyone. A variety of issues such as personal adjustment, education, sexuality, employment, parenthood, and family & community living are explored under separate chapters. These issues are addressed for various disabilities including cerebral palsy, epilepsy, hearing impairment, visual impairment, etc.

VIDEOS/DVDS

7. Caring for The Elderly, by Films for the Humanities and Sciences
This program provides an overview of the various methods of care available for the aging, from day care centers and group housing to respite care and nursing homes.
8. Everyday Actions, by Monarch Educational Material
This is a therapeutic tool for parents, therapists, and educators in teaching individuals diagnosed with autism and other developmental disabilities.
9. First Impressions: Grooming for Males/Females, by James Stanfield Company Incorporated
First Impressions is a four video curriculum to be used to teach appropriate grooming skills to people with developmental disabilities. It includes an instructor's guide which emphasizes the importance of hygiene, grooming, appearance, and attitude.
10. Nonviolent Crisis Intervention - Volume 1, by Crisis Prevention Institute, Incorporated
In this video one can learn how to de-escalate individuals before they become aggressive by explaining nonverbal intervention techniques, and exploring staff attitudes and reactions.
11. Nonviolent Crisis Intervention - Volume 3, by Crisis Prevention Institute Incorporated
This volume addresses situations in which team intervention is not an option, and singular intervention is necessary. Provided are strategies to enhance your own safety and security in these situations
12. Seven Common Emergencies, by Torrance Memorial Medical Center
Emergency care physicians from Torrance Memorial Medical Center talk about how to handle common emergencies such as fractures, lacerations, burns, stroke, fever, bites, and stings. Also discussed is first aid and using 911.

13. Using Visual and Behavioral Cues in the Home, by Robin Allen
This two hour video provides parents, professionals and other caregivers with practical visual and behavioral strategies to enhance communication, prevent disruptive behaviors, and increase their child's independence in performing daily life skills. Topics include: schedules and routines, choice boards, self help skills, chores, setting expectations, community visual cues and resources.
14. LifeFacts: Managing Emotions, by James Stanfield Publishing Company Incorporated 1992
This program is about feelings and how they can be managed. The 4 core emotions of sadness, anger, fear, and happiness are emphasized.
15. Safe & Courteous Wheelchair Handling, by Cicero, NY Program Development Associates 2006
This program provides insights on types of wheelchairs, planning for outings, handling a wheelchair inside and outside of a facility and how to relate to a person in a wheelchair.
16. HIPAA Compliance,
INTENDED AUDIENCE--SERVICE PROVIDERS, PROFESSIONALS, FAMILIES
This DVD reviews the HIPAA regulations governing confidentiality, etc.
17. Self Determination: Enabling People to Make Choices, by Cicero, NY Program Development Associates 1992
INTENDED AUDIENCE--PROFESSIONALS This program can be used by staff to help people with developmental disabilities in making decisions that affect them. Areas presented include: identify personal preferences, overcome barriers, provide functional teaching and supports, decision making responsibility and consequence.
18. Age Appropriateness: Achieving Adult Status, by Ciscero, NY Program Development Associates 2005
INTENDED AUDIENCE--PROFESSIONALS This is session 2 of the 6 part The Principles and Practices of Building Community series. The implications of developmental age, mental age and mind of a three year old are thoroughly explored. The audience is introduced to a variety of age-appropriate training, media, behaviors, and leisure materials preferred by individuals with developmental disabilities.
19. Skills of Courtesy: Quality of Interaction, by Ciscero, NY Program Development Associates 2005
INTENDED AUDIENCE-PROFESSIONALS This is the first DVD in the Principles and Practices of Building Community training series. This session is presented by Dr. Thomas Pomeranz who asks the audience to look at the lives of people with disabilities through a new set of lenses. He introduces the concept of "disabilityism" and how behaviors an unwittingly cause discriminatory actions.
20. Supported Routines: Best Practice Strategies for a Fulfilling Life by Ciscero, NY Program Development Associates 2005
INTENDED AUDIENCE-PROFESSIONALS This is the 3rd session in The Principles and Practices of Building Community series. It details how supports

- should be delivered to allow individuals with cognitive, physical and/or behavioral challenges to participate in all aspects of their life.
21. Positive Behavioral Supports: Meeting Unmet Needs by Ciscero, NY Program Development Associates 2005
INTENDED AUDIENCE--PROFESSIONALS This DVD is session 4 of the Principles and Practices of Building Community series. It focuses on dealing with anger and its' consequences which is one of the most difficult and important challenges faced in supporting people with developmental disabilities.
 22. Universal Language: It's All in How You Say It by Ciscero, NY Program Development Associates 2005
INTENDED AUDIENCE--PROFESSIONALS This DVD is the 5th of 6 in The Principles and Practices of Building Community series. In it the presenter discusses the importance of using Universal Language to heighten sensitivity to the impact of language in promoting respectful relationships regarding people with developmental disabilities.
 23. Instructional Strategies by Ciscero, NY Program Development Associates 2005
INTENDED AUDIENCE-PROFESSIONALS This DVD is the 6th and last in The Principles and Practices of Building Community series. It provides an expansive explanation of best practice technology for facilitating skill acquisition to assist viewers to enhance their training skills.
 24. How to Manage Medications by Healing Arts Communicatioins 2007
INTENDED AUDIENCE--PROFESSIONALS, FAMILIES This video program teaches safe practices for administering and storing various types of medications. Warning signs of improper use are also provided.
 25. DIABETES MANAGEMENT FOR PERSONS WITH MENTAL ILLNESS AND DEVELOPMENTAL DISABILITIES by FARLEY, BECKY, RN 2009
INTENDED AUDIENCE--SERVICE PROVIDERS, FAMILIES, PROFESSIONALS This training video helps professionals who provide care to people with developmental disabilities who have diabetes to understand diabetes. IT explains how diabetes is recognized and manager with emphasis on teaching the person to take an active role in the management of their diabetes.
 26. Pressure Ulcers in Adults: Prediction and Prevention by Memcom Trainex
INTENDED FOR PROFESSIONALS--- THIS DVD DISCUSSES PRESSURE ULCERS IN ADULTS.
 27. Understanding Depression by Films for the Humanities and Sciences 2004
Intended Audience: Professionals and Families This video shows the effects of a depressive illness on the affected person and her family and friends. It focuses on current research into depression and explains the medications and psychosocial therapies that can help eliminate the symptoms of the disease.
 28. How to Help Someone Who Uses a Wheelchair
INTENDED FOR FAMILIES AND PROFESSIONALS This program discusses transportation aids such as wheelchairs, walkers, crutches and canes.
 29. Infection Control by Karpinski, Marion, R.N. Healing Arts Communications
Intended Audience: Parents and Professionals This video teaches care providers basic principles and procedures of infection control necessary to reduce germs and create a safe, healthy environment.

30. Direct Support Professional Training: Department of Developmental Services
<http://www.dds.ca.gov/dspt/>

YouTube Channel Videos

1. Making My Own Choices -- Kyle's Own Room in a Group Home
<http://youtu.be/24JdlxR8kPQ>
2. Making My Own Choices -- Billy and Brian Living with a Family
<http://youtu.be/e00Jelll1-l>
3. Assisting The Patient With Self-Administration of Medication
<http://youtu.be/Zp5uoqX02sE>
4. Kids and Psychotropic Medications - Part 1
<http://youtu.be/iXa4w6fBTHQ>
5. Feeling Safe Being Safe Training
<http://youtu.be/OV0kxGOK6fk>
6. Dental Care at Home
<http://youtu.be/FxluSztlsBk>
7. Hand Washing and Gloving
<http://youtu.be/q3zylUp1BIQ>

HARBOR REGIONAL CENTER

Recommended Materials for Supported Employment

The following books and videos which are available in the HRC Resource Center contain current information for parents and caregivers of people with disabilities. These materials offer significant resources for support and understanding of particular disabilities as well as identification of stages of development required for life planning. Many other books and videos are available for check-out in the resource center.

Books

1. A Guide to Successful Employment for Individuals with Autism, by Marcia Datlow Smith
This book acts as a practical guide in helping individuals with autism find successful employment. The book addresses all aspects of job placement for persons with autism including strategies for assessing workers, networking for job opportunities, and tailoring job supports to each individual.

2. California's Road Map to Assistive Technology and Supported Employment by Donna Dutton, Paula Johnson, Caren Sax
This book introduces the basic concepts of assistive technology utilization by people with disabilities as they relate to supported employment.

3. Employment for Individuals with Asperger Syndrome or Non-Verbal Learning Disability by Yvona Fast
This book includes information for employers, agencies, and career counselors on assisting individuals with Asperger Syndrome to find employment. The book offers practical and technical advice on everything from job hunting and interview techniques to "fitting in" in the workplace.

4. Facing the Future by Dale Di Leo
This book provides a collection of the best practices in supported employment and gives providers thoughtful and practical strategies for improving the quality of supported employment.

5. Get a Job Curriculum, by Corinne Thomas-Kersting, CCC-SLP & Dona Schumacher, OTR/L
This curriculum teaches such competencies as the ability to self-examine one's strengths and weaknesses, creative problem-solving skills, self-confidence and assertiveness, advocacy skills, and accepting responsibility. Book comes with a CD-ROM containing printable handouts.

6. High School Transition that Works by Maryellen Daston, J. Erin Riehle and Susie Rutkowski

For more than 15 years, thousands of young adults with intellectual and developmental disabilities have benefited from Project SEARCH, the highly successful business-led internship program that prepares students for competitive, integrated employment. Developed by the founders of Project SEARCH, this accessible guidebook is your key to using principles of this effective transition model to help young adults succeed at a fulfilling job of their choice.

7. INNOVATIONS - How to Teach Self-Instruction of Job Skills by Martin Agran, Stephen C. Moore
This book addresses the use of self-instruction on the job to help people with intellectual disabilities to acquire and manage good work behavior.
8. Keys to the Workplace, by Michael J. Callahan
This book introduces a unique, easy to implement process for developing and carrying out individualized effective job search plans for people with disabilities. It presents step-by-step instructions for teaching employees, analyzing tasks, motivating workers, and collecting data on jobs and employee performance.
9. Learning to Work, by Dr. Caroline Ramsey Musselwhite & Laurel Beck Richardson
This book provides engaging and age-appropriate reading materials for adolescents and young adults who do not read conventionally. The 18 photo-illustrated stories are intended to be read with a partner. The work-themed stories feature a simple, consistent structure using repetitive phrases and sentences to help students focus on text. Photos correspond closely to the stories content.
10. Making It Work: Keeping the Focus of Supported Employment on Consumers by William T. Allen
This book provides ways to help make sure that people with developmental disabilities have the opportunity to experience job satisfaction and to keep focus of supported employment on the consumer.
11. More Than a Job, by Paul Wehman
This consumer-driven book provides professionals and job coaches with step-by-step strategies for helping people with physical and developmental disabilities find meaningful employment.
12. Real Work for Real Pay, by Paul Wehman and Katherine J. Inge
This groundbreaking text advances a critical element of empowerment for people with disabilities; inclusive, competitive, and meaningful employment opportunities. This is an authoritative collection of current best practices, employment theories and policies, and specific tools that support positive change in the workplace.

13. Self-Directed Employment by James E. Martin, Ph.D.
This book provides information for professionals to help guide and support people with mild, moderate or severe disabilities, as they become successful at self-directed employment.
14. Supported Employment: A Step-by-Step Guide, by Urbain, Cathleen
This booklet is for persons who want supported employment. It explains how to obtain or improve supported employment and describes the system that provides this service.
15. Supported Employment Handbook by Valerie Brooke, Katherine Inge J.
This manual provides a contemporary training resource on implementing supported employment using a customer-driven approach.
16. Supported Employment Research by Paul Wehman, John Kregel, Michael West
This handbook addresses many issues affecting supported employment programs such as current trends in service delivery; experiences of community employment agencies; funding; natural supports; and transition issues.
17. The Inclusive Corporation, by Griff Hogan
This book addresses all the issues of disability as it relates to all the areas critical to effective business management. The author presents disability-related information and resources that will be useful to business managers.
18. The Way to Work: How to Facilitate Work Experiences for Youth in Transition, by Richard G. Luecking
This practical guide helps those involved in the transition of people with disabilities facilitate satisfying work experiences for youth.
19. Working Together: Workplace Culture, Supported Employment, and Persons with Disabilities, by David Hanger & Dale Di Leo
Working Together presents a new approach to assisting individuals with significant disabilities achieve meaningful careers. This book stresses the important of using natural support systems to achieve full acceptance of the individual with disabilities as a worker in workplaces. Central to the approach are strategies based on the authors' experience with facilitating social inclusion in these workplaces.

VIDEOS & DVD'S

20. A Partnership that Works, by Harbor Regional Center
This video highlights Harbor Regional Center's commitment to helping individuals with developmental disabilities become contributing members of the work force through supported employment.

21. Appearances Count, by Irene M. Ward & Associates
Appearances Count is an innovative DVD that will make it easy for you to teach these essential grooming and hygiene skills. Humor makes it easy for you to discuss sensitive topics that can sometimes be difficult to talk about. Effective, motivational and practical- this fast-paced, ready to use training resource will keep the attention of people with various types of disabilities.
22. Coaching Winners, by Attainment Productions
This staff development video shows job coaches, special educators, and others who work with people with disabilities how to run a successful community - based supported employment program.
23. Connections in the Workplace, by June Stride, Ed. D, illustrated by, Anthony Zammit
Student reader includes 35 stories featuring Maria and Jerome as the primary protagonists. Each story has a student activity page and vocabulary exercises. Topics covered include: Cell phone etiquette, avoiding job responsibilities, becoming a trustworthy employee and appropriate social behavior. Teacher's Guide provides several additional worksheets per story that assess comprehension, vocabulary and the understanding of the underlying social skills. Use PDF CD to access printouts. Software reads the stories aloud to students with professional narration. Choose word-by-word or natural speech narration.
24. Creative Career Development Strategies by David Hammis
This video addresses the various social security work incentives and career development strategies for people with significant disabilities.
25. Disabilities in the Workplace, by Films for the Humanities and Sciences
This video was intended to promote the development and growth of supported employment also to help the non-disabled to understand the problems and needs of people with disabilities.
26. Employability: Integrating People With Developmental Disabilities Into The Workplace, by Woolworth Corporation
This is a documentary film which focuses on the experiences of people with developmental disabilities in a variety of workplace situations. Its primary message is that it makes good business sense to integrate people with developmental disabilities into the workplace.
27. Employees with Disabilities, by Program Development Associates
This DVD focuses on successful people with disabilities working in a wide range of careers and work settings. This DVD helps employers and employment specialists appreciate the contributions, creativity and enthusiasm that people with disabilities bring to the workplace.

28. Everybody's Working, by Attainment Company
This video features exciting success stories of five employees with disabilities. The target audience of this video is people with disabilities who are getting ready to work.
29. Every One Can Work, by Paul Wehman
This motivational video features compelling interviews with all the major players in a supported employment placement: supported employees, job coaches, family, and employers. It covers the following issues: self-advocacy, job coaching, learning teamwork, transitioning, natural supports, and work place accommodations and adaptations.
30. Facilitating Workplace Supports, by TRN Inc.
This DVD examines the use and benefits of natural supports in the workplace for employees with disabilities.
31. It's All Part of the Job, by Attainment
This DVD features real life workers with developmental disabilities and interviews with their employers. It focusses on job skills that everyone needs to remember.
32. Job Coaching Strategies: A Handbook and Video Guide for Supported Employment, by Steve Tenpas
Handbook features real-life examples to illustrate techniques and strategies and provides useful forms like functional assessments and work site analysis. DVD focuses on the successful supportive employment of Nick, a young man with multiple disabilities. Interviews with his parents, job coach and employer reinforce concepts discussed in the manual. It also features and step-by-step assessment interview with an expert explanation of each topic by Janer Estervig.
33. Unlocking Doors: Supported Employment for Californians, by California Department of Rehabilitation
Introduces the supported employment program and provides background information. Four participants in the program talk about their jobs and their experiences. Their employers discuss the benefits they have received from having a disabled employee. Also, this video is closed captioned.
34. Working 1, by Cindy Chandler, Bob Ginther & Phillip Mountrose
Working 1 is a revised DVD series that addresses the most important aspects of getting and keeping a job. The format includes interesting and informative interviews with actual employers talking about characteristics that are distinct in a quality employee.
35. Workplace Disabilities Beyond Wheelchairs, by World Educational Resources
This DVD talks about jobs that people who are extremely disabled can have.



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**FRIDAY
SEPTEMBER 8TH
2:00PM - 5:00PM**
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407 N. Harbor Ave., San Pedro, CA 90731

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CVS San Pedro

407 N Harbor Ave., San Pedro, CA 90731

Light refreshments will be served.

Please join us for our newest Harbor Regional Center
Partial Inclusion Day Program!

We are thrilled to show you what our development
team has been up to. Please stop by for a tour and
get a feel for the environment now serving individuals
with intellectual and developmental disabilities.

For more information, please contact
Tanisha Stewart at (424) 477-5460

All food items will be prepared to meet dietary
restrictions & modifications.