

APPENDIX F



EMPLOYMENT SERVICES

WRITTEN INPUT

HRC Employment Services
Policy and Procedures – Suggestions and Comments

Transition Planning

- Combine (to simplify) and revise/update HRC materials including but not limited to the following booklets and videos/DVDs:
 - Booklet: Facing Transition: A Look at Your Adolescent's Future
 - Booklet: Working with the Schools on Transition
 - Booklet: Planning for your future
 - Handout: Work and Day Activity Services
 - Video: Hand in Hand Early Intervention – Transition
 - Video: Adult Transition
- Be sure to add information regarding "Internships" as a transition/ employment option
- Add content that addresses not only competitive integrated employment, supported employment, and internships but also customized employment and micro-enterprise.
- Ensure consistency of any transition planning content across any other HRC documents
- Post documents on HRC website
- Offer quarterly or semi-annually Parent and Family Training classes on Transition planning
- What about training on Transition planning to school districts and SELPAs?
- Train Client Service Representatives to ensure they are aware of available transition planning materials and resources (e.g., employment specialists, job developers, etc.) for clients/clients' families and then inform clients/clients' families about such materials – as well as available training sessions - at annual IEP/IPP meetings.

HRC Employment First Policy – Great document

- Suggest adding: "Opportunities for competitive integrated employment shall be given the highest priority for working age individuals with developmental disabilities, regardless of the severity of their disabilities."
- Add outcomes to the policy – such as, increase number of
 - Individuals in CIE
 - Individuals earning wages at or above minimum wage
 - Transition plans that include employment outcomes and services for those 14 years and older

HRC Expectations for Job Development – good document

- Provide this document to clients/clients' families attending HRC's Employment Orientation session and clients/clients' families attending the Job Preparation Classes.
- Make sure Client Services Reps are familiar with such document.

HRC Job Preparation Classes (to be delivered in the future by an HRC provider (SVS))

- Tailor curriculum and class instruction to the individual (lecture/classroom style does not work for everyone)
- Allow parents/ care providers to attend session with client

Job Development Services Providers – provide list of supported employment services providers for better transparency to clients/ client's families seeking such services. This gives them choice/options. (Often only one option (one provider) is presented to client/ client's families - be it employment services provider, adult day program provider, etc.)