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# Pre-Employment New Staff Orientation

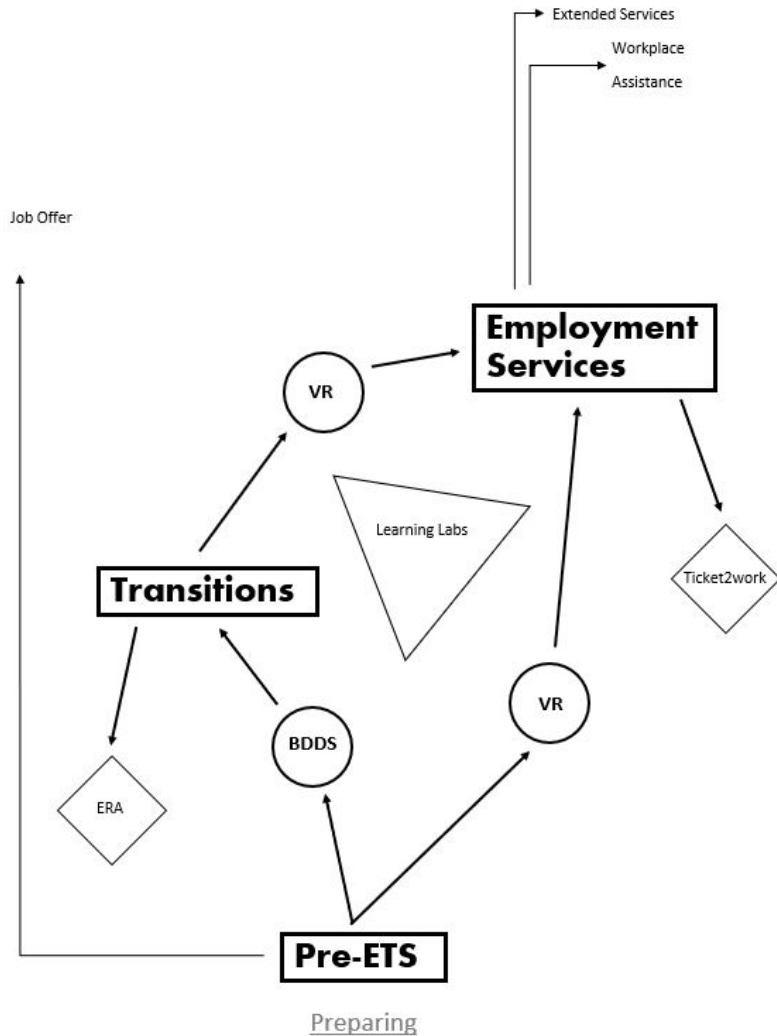




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# What is Pre-ETS

- Allows students to gain life skills through employment or independent living.
  - Partners with area schools to provide services.
  - Contracted Counties; Allen, Whitley, and LaGrange
  - Year around program with additional programming during school breaks
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# Employment Department Overview

**BDDS Waiver:** Allows additional services to student throughout their life like group home, BC services, day program, etc.

**Vocational Rehabilitation (VR):** A government agency that allows an individual to work towards their employment goals.

**Summer Programming:**

- Dream Teens
- Future Leaders: Internships
- Easterseals Transitions Academy (ETA)

# Intake Process & Documentation

1. Intake Packet
  - a. Intake Page
  - b. Consent
  - c. ROI (School)
  - d. ROI (VR)
  - e. Program Outing
2. Copy of most recent IEP/504 plan
3. Pre-Assessment

# Billing Process & Resources

## 5 Core Service

1. Job Exploration
2. Work Based Learning
3. Workplace Readiness
4. Instruction in self Advocacy
5. Counseling in Post-Secondary

# Job Exploration

*Exploring Careers*

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Examples include but not limited to;

- Interest inventory results
- Non-traditional employment options
- Identifying career pathways
- Career Speakers



# Work Based Learning Experience

*Based at work/community*



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Examples include but not limited to;

- Job Shadowing
  - Volunteering
  - Workplace Tours
  - Field Trips
  - Non/Paid internships
  - Simulated workplace Experience
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# Workplace Readiness

## *Soft Skills*

### Social/Interpersonal Skills    Independent Living Skills

- Communication
- Teamwork
- Problem Solving
- Professionalism
- Respectful
- Positive Attitude
- Conflict Resolution
- Good Hygiene
- Time Management
- Money Management
- Nutrition
- Developing Friendships
- Appropriate dress and behavior



# Instruction in Self-Advocacy



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Examples may include but not limited to;

- Disability understanding and disclosure
- Asking for accommodations
- Decision making
- Setting personal goals
- Problem solving
- Positive self talk

# Counseling in Post-secondary

*Education after High School*



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Examples include but not limited to;

- Attending a college tour
  - Discussion of education requirement for a job
  - Understanding Financial Aid
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# Things to remember

- Billing must be entered 8 hours post service
- Never double bill
- You can bill on assessments, portfolios, surveys, etc
- *Everything is billable\**

# Formatting a note

[Category], [Time Frame], [# of min], [# of students].

Ex: Workbased learning, 9a-11a, 120 min, 4 students. Today the students went to Pizza Hut for their work experience....

# Writing a note

Purpose: Document the progression of the students success and deficits

What to include:

- Tasks the student was working on
  - Did the task get completed
  - At what prompt level
    - Independent
    - Verbal
    - Physical
- What the participant did well
  - Arriving to work area on time/independently
  - Increasing productivity
  - Adding another responsibility
- What the participant struggled with
  - Not staying focused
  - Unable to complete tasks without prompts
  - Coming back from break late



# Note Examples

The Note; Lucas discussed what it mean to self-advocate for himself. We also discussed other topics on self advocacy. Lucas looked up some of the vocabulary words that were on the board that tied into self-advocacy to help further the understanding of the lesson

Corrected note; Lucas discussed the definition of self advocacy. Lucas also discussed other topics on self-advocacy like; self disclosure, asking for accommodations, etc. Lucas discussed why these topics are important and how it helps in the workplace. Lucas also researched other vocab words that mean the same as self advocacy like; Self support, independence, etc. This broadens the students vocabulary, at the same time helping the student fully understand what it means to self advocate.

What billing category?

# Note Examples

The Note; Lucas worked at Pizza Hut. Student interacts with kids, does admin work, and helps coworkers when needed. Lucas did a great job and needed no prompting.

Corrected note; Lucas participated in his work experience at Pizza Hut. The student interacted with the kids by playing games with them. The student also completed admin work with occasional prompting to stay on task. The student assisted co-workers when he noticed the lobby was getting busy. Lucas needed occasional prompting and will work towards working more independently. He has a goal of receiving one prompt each hour.

What billing category?

# Note Examples

The Note; Lucas worked on filling out applications. Lucas had several sample application to fill out. Lucas struggled on the application process, but once he had help, he did good filling them out.

Corrected note; Lucas discussed what an application is and why it important. The student discussed different information that goes on the application. The student filled several sample applications to fully grasp the idea of information needed. Lucas struggled with knowing his address, phone number, and other personal information. The student will work on knowing his personal information by completing one application everyday.

What billing category?



# Stipend Process and Resources

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## Information needed

1. Stipend Letter/Acknowledgment
2. Direct Deposit form
3. W-9
4. Time Card
5. Google Form
6. Job Requisition

# Resources

## Trial Work Periods

- SSDI Recipients
- \$1,040/ Month (2023)
- 9 trials in 5 year span

## Student Earned Income Exclusion

- SSI Recipients
- \$2,220/ Month; \$8,950/Year (2023)

# Closing a Student

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## Information needed

1. Portfolio
  - a. Resume
  - b. References
2. Post- Assessment
3. Termination/Exit Summary form
4. Survey
5. VR/Waiver Referral Form

# Abuse Neglect & Exploitation (ANE)

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- ❖ Staff goes and gets lunch while billing on students.
- ❖ Staff tells a student they cant have lunch because its not lunch time yet.
- ❖ Staff doesn't support a student while in the bathroom because they are uncomfortable.
- ❖ Staff takes pictures of a student(s) on an outing and shares them to a social media site without written consent.

# Quiz

Q:What acronym is used for the program?

A: Pre-ETS

# Quiz

Q:What are the 5 areas of focus in Pre-ETS?

1: Job Exploration

2: Work Based Learning

3: Workplace Readiness

4: Instruction in Self Advocacy

5: Counseling in Post-Secondary

# Quiz

Q: What 3 pieces of information is required for an intake?

1: Intake Packet, MOU, IEP

2: Intake Packet, Post-Rubric, Billing

3: Intake Packet, Pre-Rubric, IEP/504

# Quiz

Q: What 4 documents are required to close a student?

1: Resume, Post-Rubric, Survey, Term Form

2: Resume, Survey, IEP, Pre-Rubric

3: Resume, Post-Rubric, Survey, IEP



# Quiz

Q:The student must have an IEP or 504 for Pre-ETS services?

True

False

# Quiz

Q: What government agency funds the Pre-ETS program?

1: VR

2: FSSA

3: SSA

4: DNR

# Quiz

Q: Name 3 schools we are partnered with?

Northrop

Columbia City

Northside

Whitko

Anthis

Whitko CA

Wayne

Churubusco

Southside

# Quiz

Q:What is the purpose of Pre-ETS?

The purpose of Pre-ETS is to offer students 14-22 with an IEP or 504 additional resources to gain work skills or independent learning skills.Students can do this through work based learning or in a classroom setting.

# Quiz

Q:What are 2 other branches in our employment department?

1: PDG

2: Transitions

3: Supported Employment

4: Pre-ETS

5: Dream Teens

# Quiz

Q: What documentation is required for stipends?

1: W9, Direct Deposit, Google form, MOU

2: W9, Google Form, Job Req, MOU

3: W9, Direct Deposit, Google form, Job req

4: W9, IEP, Post-Rubric, Job Req

# Quiz

Q: When students are getting ready to graduate, what programs, services, and/or supports can we refer student to?

We can refer students to numerous program in the community. We can refer them to VR or waiver services depending on their goals. From there the student can