



Revised: 10/19/07

## Skills Enhancement Program for Adults (Life Skills) Service Description

### PURPOSE:

The purpose of Life Skills is to offer adult participants, ages 26-49, a service designed to combine skill development with vocational training and paid work opportunities. Skills learned will focus on key areas of social functioning in order to increase their overall success in gaining and maintaining long-term employment.

### OBJECTIVES/GOALS:

While there are several of important life skills for our participants to learn, Life Skills program has organized them into social skill areas to make it easier to identify, and determine appropriate interventions. To accomplish this goal, Life Skills provides opportunities for participants to improve individual, social competencies within four areas of life skill development:

- **Learning to know-“*analytical competency*”:** problem solving, critical thinking, decision-making, and understanding consequences to actions/behavior
- **Learning to be: “*personal competency* ”:** survival skills, managing stress, feelings, self-awareness, self-expression, personal advocacy
- **Learning to live together: “*social competency*”:** interpersonal communication, negotiation, assertiveness, teamwork, empathy and trust
- **Learning to do: “*physical and vocational competency*”:** able to achieve task- oriented objectives

(Adaptation from Delors Four Pillars of Learning)

Each participant will partake in a person-centered planning process, including individual goal planning, Individual Placement Plans (IPP’s), individualized schedules etc. Through the person-centered planning process, the participant will determine the areas of life skill development they need help with to meet their personal and professional goals. Life Skills design focus on improving six areas of social functioning: **(1) Socialization, (2) Community Integration, (3) Educational Attainment, (4) Employment Readiness and Production Services, (5) Leisure and Recreation, and (6) Family Involvement,**

### BASIC SERVICES:

- **HOURS & LOCATION** – Operation hours are Monday thru Friday, 9:00 a.m. – 3:30 p.m. with activities primarily taking place in the community as well as at our 875 Stanton Road facility. Individual program schedules may vary according to needs.
- **STAFFING** – Approved program design requires 1 staff person for every 8 participants.

- **ACTIVITIES** – Life Skills activities utilize a variety of methods to teach each area of skill development. The service model promotes *adaptability*- to address emerging needs and interests as changes occur, the service delivery is tailored made to “*fit*” participants capabilities; support *integration*- to fuse social development domains with identified competencies, *interchangeable*- allow opportunities for shifting between two or more competencies either separately or simultaneously; and *continuous*-developing life skills is an ongoing, life-learning process that continues through out the lifespan.
- **SUPPORTS** – Each participant has a case responsible person appointed to assist with service coordination. Community Gatepath™ works closely with care provider to ensure health and well-being. In addition, participant receives services from Adult Education teachers.
- **WAGES** – Wages are determined by the specific site employer and are competitive with other individuals at that site who have similar jobs. Community Gatepath works hard to find a suitable employment match for every trainee but can not guarantee placement.

**ENTRY CRITERIA / ESSENTIAL REQUIREMENTS:**

1. Shows personal involvement and interest in achieving goals required to work independently in the community.
2. Expresses personal interest in attending and participating in program services.
3. Able to participate in activities with a 1:8 ratio setting (1:3 during outings)
4. Attends program services a minimum of 80% of scheduled days.
5. Meets the basic grooming and dress expectations of the program.
6. Attends to basic self-care needs, e.g. toileting, feeding, etc.
7. Be between the ages of 26 to 49 years.
8. Be eligible for Regional Center services.
9. Have legal documentation to work in the U.S.
10. Upon entry, must have medical evaluation and TB test performed within one (1) year of entry. After intake, we request a medical evaluation be done no later than every three (3) years, to ensure services meet the changing health needs of each individual.
11. Restroom breaks for personal hygiene needs during break times only.
12. Have no convictions of a criminal offense (felony or serious misdemeanor)

**EXIT CRITERIA:**

1. No longer meets entry criteria.
2. Transfer into another service based on need or preferred choice of activities.

3. Demonstrates behaviors that require a need for more intensive interventions &/or that would negatively affect the health and safety of other participants and staff (e.g. physically aggressive/assaultive behaviors) despite utilizing various behavioral improvement techniques.

## **SERVICE DESCRIPTION RECEIPT**

This acknowledges that I have received a copy of the Skills Enhancement Program for Adults (Life Skills) and I understand that it contains important information about the services I will receive as a trainee of this agency. This relationship is based on the mutual consent between myself (the trainee) and Community Gatepath. Community Gatepath or I can terminate the relationship at any time.

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Participant Signature

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Date

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Community Gatepath Representative

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Date