



## **SPECIAL NEEDS Service Description**

### **PURPOSE:**

The purpose of Special Needs is to serve persons with developmental disabilities who express interest in work activity and thrive in a vocational training setting. Our special needs service provides participating with extensive vocational training and behavioral improvement techniques to assist and promote other employment opportunities available in the community.

### **OBJECTIVES/GOALS:**

The goals of this service are to assist each trainee to achieve their full potential in the following:

- Behaviors Generally Accepted in a Community Workplace Environment
- Work Skills Needed for Maintaining Successful Employment

Individualized objectives/goals are developed with each trainee and other members of their planning team. The outcomes of each objective is assessed and measured on a monthly basis.

Short-term behavioral objectives are developed with each trainee and other members of their planning team and monitored daily.

### **BASIC SERVICES:**

- **HOURS & LOCATION** – Operation hours are Monday thru Friday, 9:00 a.m. – 3:30 p.m. with activities taking place at our 875 Stanton Road facility. Community-based work opportunities for trainees are also available at various businesses in the community. Individual program schedules may vary according to needs.
- **STAFFING** – Approximately a 1 staff person for every 8 trainees.
- **ACTIVITIES** – Production (collating, packaging, mailing, etc.) and custodial training. Opportunities for community job training, are also available to trainees including classes on career counseling and planning, and classes on computer skills.
- **SUPPORTS** – Each trainee has a case responsible person appointed to assist with service coordination and career planning. Additionally, short-term behavioral plans are developed when needed by regional center behavioral consultant with support from program staff.
- **WAGES** – Wages are determined by the Department of Labor training wage guidelines. These guidelines require Community GatePath™ to determine wages by means of a time and motion study of the Trainee's performance and productivity and rate that against the established standard of productivity of a non-disabled worker in a similar position.

## **ENTRY CRITERIA / ESSENTIAL REQUIREMENTS:**

1. Expresses personal interest in achieving goals.
2. Able to work independently in a 1:8 ratio setting (1 staff to 8 trainees) Using individualized behavioral improvement plans, trainee should demonstrate a motivation to meet the basic standards of a workplace environment, e.g.
  - a. Cooperating with others
  - b. Receptive and responsive to feedback
  - c. Respectful of personal boundaries & the possessions of others, etc.
3. Works at a productivity rate of at least 10%. (State of California Habilitation requirement.)
4. Attends program services a minimum of 80% of scheduled days. (State of California Habilitation requirement.)
5. Able to be at work (on the work floor) from 9:00 a.m. – 3:30 p.m. from Monday through Friday.
6. Takes breaks for personal needs for no longer than 15 minutes per work period. (4 work periods throughout workday.)
7. Shows a willingness to meet the basic grooming and dress expectations of the program.
8. Independently attends to basic self-care needs, e.g. toileting, feeding, etc. or have an attendant.
9. Be 18 years of age or older.
10. Be a Department of Rehabilitation referral.
11. Be eligible for Regional Center services.
12. Upon entry, must have medical evaluation and TB test performed within one (1) year of entry and every three (3) years after.
13. Have legal documentation to work in the U.S.
14. Have no convictions of a criminal offense (felony or serious misdemeanor)

## **EXIT CRITERIA:**

1. No longer meets entry criteria.
2. Ability to main general work behaviors expected in a more independent work environment.
3. Transfer into another service based on need or preferred choice of activities.
4. Demonstrates behaviors that require a need for more intensive interventions &/or that would negatively affect the health and safety of other trainees and staff (e.g. physically aggressive/assaultive behaviors) despite utilizing various behavioral improvement techniques.