

SERVICE INFORMATION FORM

(7/2016)

Instructions:

1. Enter your County's name(s) on the blank line provided.
2. Under "**ESTIMATED NUMBER OF PEOPLE TO BE SERVED**" enter the number of clients that you expect to receive serves under this program during the contract fiscal year.
3. Under "**TARGETED OUTCOMES**" write a Target, Benchmark or Change statement. The statement should be Specific, Measurable, Attainable, Realistic, and Time-bound.
 - Target Statements - state specific levels of achievement.
 - Benchmark Statements - include comparative targets, generally related to other time periods or organizations.
 - Change Statements - include the increase, maintenance, or decrease in behavior, skill, knowledge or attitude, etc.
 - ✓ Ideas for outcomes can be selected from: the Criteria for Evaluation; the County Guidelines, Washington State's approved plan for the Individuals with Disabilities Education Act (IDEA) tool;
 - ✓ The County Plan where the focus is on quality improvement and/or
 - ✓ Other best practices documents.
4. Under "**GOAL**" indicated what is to be achieved - typically a broad statement responsive to real needs, challenges, opportunities, or potentials for the future.

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_____JEFFERSON_____ COUNTY/COUNTIES
AND THE
DEVELOPMENTAL DISABILITIES ADMINISTRATION

CHILD DEVELOPMENT SERVICES

These services are designed to meet the developmental needs of each eligible child and the needs of the family related to enhancing the child's development. Services may include specialized instruction, speech-language pathology, occupational therapy, physical therapy, assistive technology, vision services and to the maximum extent appropriate are provided in natural environments.

ESTIMATED NUMBER OF CHILDREN TO BE SERVED: 10 Children

TARGETED OUTCOMES:

Goal	Objective	Task	Performance Measure	2015 Projection	2016 Planned
Goal 1: Meet the developmental needs of each eligible child and families related to enhancing the child's development.	Offer services that may include specialized instruction, speech-language pathology, occupational or physical therapy, assistive technology, and vision services. To the maximum extent possible, provide these services in natural environments.	Participate with all Early Intervention Services Providers in order to access as many funding sources as possible for specialized therapeutic and/or educational services.	# of persons in Child Development	10	10
		Support effective communication, cooperation, knowledge and comprehensive partnership between all Birth-to-Three providers in Jefferson County.	Total # of Units of Service	120	120

GOAL:

Providers and funders of Early Intervention services will continue their efforts to create a seamless Birth to Three System, with an emphasis on comprehensive County wide cooperation, knowledge, and communication between all Birth-to-Three providers in Jefferson County. Progress will be documented in the client's file, i.e. 100% of the time.

County Authorized Signature

Date

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PRE-VOCATIONAL SERVICES/SPECIALIZED INDUSTRIES

These services are a part of an individual's pathway to integrated jobs in typical community employment. These services are intended to be short term and include many of the elements described in Individual Supported Employment and offer training and skill development for groups of workers with disabilities in the same setting. Services are provided by agencies established to provide services to people with disabilities.

ESTIMATED NUMBER OF PEOPLE TO BE SERVED:

TARGETED OUTCOMES:

NO PRE-VOCATIONAL SERVICES IN JEFFERSON COUNTY.

GOAL:

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COMMUNITY INFORMATION ACTIVITIES

These activities are to inform and/or educate the general public about developmental disabilities and related services including: information and referral services; activities aimed at promoting public awareness and involvement, community consultation, capacity building, and organization activities.

ESTIMATED NUMBER OF PEOPLE TO BE SERVED: 100-29,000 People

TARGETED OUTCOMES:

Goal	Objective	Task	Performance Measure	2015 Projection	2016 Planned
Goal 1: Inform and/or educate the general public about developmental disabilities services.	To oversee activities which promote public awareness and involvement, community consultation, capacity building, and organizational activities.	Use media, local newsletters, campaigns, community forums, workshops/trainings and a public commentary at every Board meeting.	# of campaigns, community forums, workshops, trainings, etc.	12	10
		Support the Partners, (formal and informal) with the Jefferson County Transition in order to review gaps, needs and services in order to build goals and objectives that will create a successful Jefferson County off-site Transition Program.	# of meetings with partners-(Schools, Parents, DVR, DDA & Providers)	4	4
	Ensure the accommodation and inclusion of people with developmental disabilities.	Participate in local and statewide meetings that relate to developmental disabilities.	# of meetings statewide meetings	11	12

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COMMUNITY INFORMATION ACTIVITIES Continued

Goal	Objective	Task	Performance Measure	2015 Projection	2016 Planned
Goal 2: Continued To inform and/or educate the general public about developmental disabilities services.	DD County Coordinator will support and maintain strong working relationships and open lines of communication with County Providers.	Continue positive networking relationships with the Port Townsend & Chimacum Special Education Directors by supporting effective High School Transition Programs.	# of transition guides, transition portfolio workbooks and How to Create a Portfolio Workbook completed	15	25
		Support the DD Advisory Board, provide orientation of the DD Program to new Board Members and make available an updated <i>DD Advisory Board Manual</i> . Support a community planning process and an Advisory Board in-services when appropriate.	Update DD Advisory Board Manual (Pass/Fail)	PASS	PASS
		Organize Advisory Board In-Service (Pass/Fail)	PASS	PASS	
		Continue to staff the Transition Network MTGs that include Adult Providers, School Personnel about the Transition options and Adult Service Systems.	# of Transition Network MTGS	4	4
		When conducting onsite program evaluations conduct educational opportunities on; i.e., <i>Program Planning and Evaluation, Health Safety and Regulatory Oversight Compliance, Individual Rights, and Contractual Outcome Attainment</i> .	# of evaluations	2	2

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COMMUNITY INFORMATION ACTIVITIES Continued

Goal	Objective	Task	Performance Measure	2015 Projection	2016 Planned
Goal 3: To provide information, education, and emotional support to families of children with developmental disabilities and to provide referrals to professionals.	To promote parent and professional partnerships in Jefferson County.	Update the DD Resource Guide, and the Guide to The Working Age Adult Policy and Pathway to Employment.	# of Resource and Policy and Pathway to Employment Guides.	150	150
		Support a local Parent-to-Parent, (P2P) Program. Newsletters provide information about health and education services, legislative activity, policy development, conferences, and workshops/trainings.	# of newsletters sent to Jefferson County families of adults and children with developmental disabilities	130	130
		Support the local People First Chapter for Adults by providing training and individualized mentoring in self-determination, self-advocacy, and other skills, and by providing outreach, & education at Jefferson County events. Support is also given to increase membership.	# of People First meetings	5	4

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OTHER ACTIVITIES

The 568.90 category is reserved for special projects and demonstrations.

568.91 Unavailable

568.92 Projects in support of clients (not easily tracked back to a specific working age client) or that directly benefit a client(s), but client is not working age. Examples include planning services like benefits planning and generic job development i.e., Project Search.

568.93 Start-up projects – are projects that support an agency or directly benefit the agency. Examples include equipment purchases and agency administrative support.

568.94 Partnership project – The intent of the Partnership project is to provide funding to counties to develop collaborative partnerships with school districts, employment providers, DVR, families, employers and other community collaborators needed to provide the employment supports and services young adults with developmental disabilities require to become employed during the school year they turn 21.

ESTIMATED NUMBER OF PEOPLE TO BE SERVED:

TARGETED OUTCOMES:

NO OTHER ACTIVITIES FUNDED BY DDA IN JEFFERSON COUNTY.

GOAL:

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COMMUNITY ACCESS SERVICES

These services are individualized services provided in typical integrated community settings for individuals in retirement. Services will promote the persons' competence, integration, physical or mental abilities. Services assist individuals to participate in activities, events and organizations in the community in ways similar to others of similar age. These services may also be available for working age individuals for whom an Exception to Rule has been approved.

ESTIMATED NUMBER OF PEOPLE TO BE SERVED: 3-5 People

•TARGETED OUTCOMES:

Goal	Objective	Task	Performance Measure	2015 Projection	2016 Planned
Goal 1: Increase the participation of people with developmental disabilities in volunteer activities, community events and organizations while enhancing their quality of life & independence.	Support and encourage volunteer experiences by acting as a consultant and by assessing client's interest in volunteer experiences on a monthly basis.	Provide training and support in social and communication skills and, when applicable, in job-related skills for the volunteer activities.	# of persons in Community Access	3-4	3-4
		Assure the creation and continuance of community contribution and community relationships.	Average Outings Per Month, Per Client	2 - 4	2-4
			Total # of Outings	120-180	120-180
		Document all progress through the Individual Program Plan or Person Centered Future planning/profile.	Average Hours Per Month, Per Client	11	11

GOAL:

To provide services, training & support that assist people with disabilities to participate and contribute in volunteer activities, community events and organizations in ways similar to other community members, while enhancing their quality of life & independence. Progress will be documented in the client's file, i.e. Community Access Progress Report 100% of the time.

County Authorized Signature Date

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INDIVIDUAL SUPPORTED EMPLOYMENT

These services are a part of an individual's pathway to employment and are tailored to individual needs, interests, abilities, and promote career development. These are individualized services necessary to help persons with developmental disabilities obtain and continue integrated employment at or above the state's minimum wage in the general workforce. These services may include intake, discovery, assessment, job preparation, job marketing, job supports, record keeping and support to maintain a job.

ESTIMATED NUMBER OF PEOPLE TO BE SERVED: 19-26 People

TARGETED OUTCOMES:

Goal	Objective	Task	Performance Measure	2015 Projection	2016 Planned
Goal 1: Assure that each individual can pursue and maintain gainful employment, at or above the state's minimum wage.	Create either a Vocational Client Plan with goals for clients to pursue or maintain gainful employment or a Person Centered Profile which delineates individual skills.	Provide client support in the form of on-the-job coaching/training and modification of the work situation while establishing natural supports within the business.	# of persons earning wages	21	20-23
		Provide training and support in social, communication, self-care, and job skills (such as attendance, task completion, problem solving and safety) that are essential to workplace success.	# of persons receiving services	24	25
		Supply a variety of vocational vendors to assist persons with developmental disabilities to obtain and continue integrated employment.	Average wage per hour	\$10.29	\$10.29
		(This task is shared with the previous task)	Average Monthly Hours	25	25
			Average Monthly Wage	\$272.60	\$272.60
			Total Hours worked	6,300	6,300
			Total Gross Wages	\$68,697	\$68,697
			Total County Funding	\$168,266	\$168,266
			Cost Benefit Ratio	0.28	0.28

SERVICE INFORMATION FORM

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INDIVIDUAL SUPPORTED EMPLOYMENT Continued

Goal 2: Create the opportunity for people with disabilities to make informed choices about the workplace and about future employment options in the community.	Conduct a review meeting every six months for program participants. Include an evaluation and update of the Vocational Client Plan goals and objectives.	# of 6-month review meetings	56	56
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GOAL:

Each individual shall have a Vocational Employment Plan or Person Centered planning/profile-("Pathways to Employment" Plan), which reflects the goals needed to pursue or maintain gainful employment. Each individual shall receive supports needed to implement the plan. Progress will be documented in the client's file, i.e. Vocational Employment Progress Report 100% of the time.

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GROUP SUPPORTED EMPLOYMENT

Group Supported Employment services are a part of a pathway to Individual employment. These are supervised employment and training activities in regular business and industry settings for groups of no more than eight (8) workers with disabilities. The workers are individuals who have a demonstrated need for ongoing supervision and support in order to maintain employment. Typical program examples include enclaves, mobile crews, and other business-based programs employing small groups of workers with disabilities in integrated employment.

ESTIMATED NUMBER OF PEOPLE TO BE SERVED:

3-4 People

TARGETED OUTCOMES

Goal	Objective	Task	Performance Measure	2015 Projection	2016 Planned
Goal 1: Create and implement a Vocational Client Plan for each individual.	Ensure that workers who have demonstrated a need for ongoing supervision and support can gain and keep employment in regular business and industry settings.	Supervise employment and training in regular business and industry settings for groups of no more than eight (8) workers with disabilities.	# of persons in Group	4	4
		Provide training and support in social, communication, self-care, and job skills (such as attendance, task completion, problem solving and safety) that are essential to success in the workplace	Average Wage per Hour	\$9.47	\$9.47
			Average Monthly Hours	43	43
			Average Monthly Wage	\$410.00	\$410.00
			Total Hours worked	2048	2048
			Total Gross Wages	\$19,386	\$19,386
			Total County Funding	\$34,561	\$34,561
			Cost Benefit Ratio	.56	.56

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GROUP SUPPORTED EMPLOYMENT Continued

Goal 2: Create the opportunity for people with disabilities to make informed choices about the workplace and about future employment options in the community.	Conduct a review meeting every six months for program participants. Include an assessment of the need for continued Group Employment Services and an evaluation and update of the Vocational Client Plan goals and objectives.	# of 6-month review meetings	8	8
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GOAL:

To assure that each individual shall have a Vocational Employment Plan or Person Centered planning/profile-("Pathways to Employment" Plan), which reflects the goals and objectives needed to learn/gain employability skills within Group Employment services and to pursue gainful employment in the community. Each individual shall receive supports needed to implement the plan. Progress will be documented in the client's file, i.e. Vocational Employment Progress Report 100% of the time.

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TRAINING

Planned, structured activities for the purpose of providing, or improving, or enhancing job-related knowledge and skills of staff, providers, volunteers, or interning students in the provision of developmental disabilities services. Also training activities include enhancing program-related skills of board and advisory committee members.

ESTIMATED NUMBER OF PEOPLE TO BE SERVED:

TARGETED OUTCOMES:

1. DD County Coordinator will provide Local Employment Vendors, Community Providers, Families, People with Disabilities and School Personnel the opportunity to access webinars and workshops/trainings at least twice a year.
2. DD Coordinator may provide or develop presentations to the Jefferson County Community, DD Board, and Parent Groups on the following subjects:, Bridging the Gap between School & the Adult world with Effective Transition Options, Introduction to Adult Services, Exploring Work & Valuing Employment, Navigating the School System with an Eye on the Future, Residential Options, DD Life Opportunities Trust, Guardianship 101, Social Security Basics, The IEP and You, How to Create a Video Portfolio/Resume.
3. DD Coordinator will provide an updated DD Board Manual for each DD Advisory Board Members.

GOAL:

To assure that trainings that are provided or attended improve or enhance the skills and knowledge of volunteers and/or providers up to 100% of the time.

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