

It's up to you!



A guide for adults with developmental
disabilities who want to work
and be active in the community

October, 2018

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A guide for adults with developmental disabilities who want to work and be active in the community

With information about support services, local agencies, and other valuable resources



Introduction	2
Figuring out what you want	3
Get started	
Work with others	
Identify your interests, strengths, and needs	
Understanding the services	10
Individual Supported Employment	
Community Inclusion (Access)	
Getting to work	
Funding your supports	12
The nature of public funds	
Developmental Disabilities Administration	
Other funding possibilities	
Interviewing the agencies	15
What do you need to know about the agency?	
What does the agency need to know about you?	
Make the appointments	



Closing the deal	18
About your paperwork	
Setting your goals	
Measuring your progress	
The County role	

Local service providers	21
Career Quest	22
Community Resources, Inc.	24
Creative Employment Services	26
Exceptional Foresters Inc. (EFI)	28
Morningside	30
Vadis	32

Resources	34
State and federal agencies	
Local resources	

Worksheets

Helpful people	3
Things I like	5
Things I am proud of.	6
Things that worry me and things that might help	8
Summing it up.	9
My Plan.	35
Progress Notes.	36

Welcome

This guide is your introduction to some of the services and supports that are available in Thurston and Mason Counties. It was put together to help you organize your ideas, explain programs that might meet your needs, help you understand the service system, and offer some help as you pick an agency to work with you. We hope this workbook will help you bypass some of the confusion and problems that people often have when they look for help.

Inside you'll find descriptions of local agencies that are currently qualified to work with adults with a developmental disability. People in these agencies can work with you to identify your interests and skills. Depending on the type of service you are authorized to receive, they can help you find a job or possibly join a club or community organization.

Finding your place in the community begins with you. Agencies can play an important part but they need to know who you are and what you want. We encourage you use this guide and to write down important information as you think about getting a job. Don't be shy about your ideas and be sure to ask your friends and family to help—sometimes they have important information!

Community participation—work, friendships, independence, a chance to learn, and the opportunity to contribute—can be attained once you make the commitment and get started. We hope this guide is just the beginning.

Best wishes,

Jennifer Popckhakim, Anneliese Cole, Naimat Gilal
Thurston County Public Health and Social Services
Developmental Disabilities Program
- October 2018

Figuring Out What You Want

Get started

Getting a good job and finding your fit in the community starts with understanding who you are and figuring out what you want. It's a process that can take time and a good deal of effort—you won't want to do it alone. Think of a few good partners to help you out. They should be people who can offer support through tough times, add to your good ideas, and make your work fun.

You can start by asking only one person who is close to you—someone you trust and with whom you are comfortable. As you go through the steps in this book, you'll want to include others who can help. By the time you're done, you'll know lots of new people and you'll be on your way to making things happen.

Let's get started.

Helpful people

Add to your list as you think of new people who can help.



Name and phone number

Work with others

Figuring out what you want in life and then making it happen can't be done alone. You will be meeting and talking to lots of people. It's important to remember to be patient and help out by letting people know what you think. Listen to what others have to say and take part in meetings and planning sessions as much as you can. You have a very important role. You know the most about yourself. ***Don't take a back seat and let others plan your life.***

Let others know what you think

The people you'll be working with need to know what you like and what you want to do. Help them understand your dreams, interests and skills. It's also important to share your concerns and fears.

Listen to what others have to say

Find out what other people are thinking. They may know things about you that you have a hard time seeing. They can tell you about their experiences with the system, jobs they've had, and different community activities. Remember, listening doesn't mean just being quiet. It's important to understand what people say— so if you don't understand something, be sure to ask questions.

Get involved as much as you can

Work closely with people and you will be successful. Write things down in this book or have someone help you record the new information you gather along the way. Working with others is good practice for when you go out on interviews and meet new people.

Identify your interests, strengths, and needs

Do you have ideas about where you want to work? If so, it's important to make sure that the job ideas match your interests, skills, and needs. If you are not sure about work or if you are unclear about what the community has to offer, it's even more important that you have a clear picture of your interests, skills, and needs. Follow your interests. They can lead you to where you want to go.

Interests

It's a good idea to start by thinking about the things you like. Your interests are the key to your future. If you like doing something, you might be pretty good at it and that can lead you to figuring out what skills you have.

Take some time to think and talk about the things you do. Where are the places that you like to spend time? What do you like doing? Do you like being around people? What are the favorite parts of your day? What do you look forward to doing? Do you like sports, shopping, going to church, or eating at restaurants? Do you watch television? What are your favorite programs? What are your hobbies? Are you an outdoor person? What is it about these things that make you happy and want to keep doing them? Get to the core of these questions and you'll be able to list your interests.

Things I like

List the places where you like to spend time and the things you enjoy. List all your interests. If you've worked, include the things you liked doing.

Strengths

Each of us has unique strengths and abilities. But sometimes we have a hard time recognizing our own gifts. That's why it's a good idea to ask others for help when you get to this part. When you look for a job or meet new people, you will want to make a good impression. Employers want to know about your talents and the things you have to offer. What do people like about you? Do you like to learn new things? Are you dependable? Honest? Do you work hard? Do you get along with people?

If your main interest is work, you'll want to pay special attention to your skills. Skills are those things you are good at. They might include tasks that you do well at home or school. Think about all the things you've done. What skills do you have from other jobs? For example, if you've worked at a nursery, what did you like most—transplanting and watering plants? Or were you better at working with customers? Can you read instructions, file, make change, count, or measure? Are you good with your hands?

Things I am proud of

*Think about your strengths and your practical skills.
What are the things you are good at and like doing?*



Needs

In addition to figuring out your interests and skills, it's important to think about your needs. As you explore ideas for the future, things will not always be perfect. There will be times when you'll need to compromise—consider things that aren't exactly what you want. There will be times when you turn down things because they don't meet your needs. Balancing desires and needs and knowing when to compromise can be challenging.

We all have things about us that we can't control or that we won't budge on. When figuring out your needs, it's helpful to take a good look at yourself—who are you? What are your support needs? Are you someone who gets along with people or are you someone who doesn't like being around lots of people? Are you grouchy in the morning? When you do things, are you slow and accurate or do you do things fast and make some mistakes? Do you have physical limitations like a hard time lifting or walking about? Do you need help using the bathroom? How are your hearing and vision? Do you take medication? Do you need to work indoors?

Listing these things is about finding the right fit in the community. In addition to listing those things that explain what you can and cannot do, it's important to think about support needs. What kinds of things are helpful? If you have a rough time in the morning, is it helpful to have someone remind you to get to bed early? If you make mistakes at work, what is the best way to remind you to slow down and check for accuracy?

It's very important to know what you need when you are looking for a job. How much money do you need to earn? What kind of people do you want to work with? Do you need health insurance? Does it matter when you work? Part-time? Evenings? Weekends? What are the things you really need and what are the things you can compromise on?

Finally, don't forget about Social Security. Getting a job could mean a change in your benefits. Stay updated on the rules. Recent changes mean you can earn more money so be sure you have the most current information as you plan.

Things that worry me and things that might help

Think carefully and list the things that could be **troublesome** as you look for work or ways to be active in the community.



Think about those things that worry you and list ideas that might be **helpful** as you look for work or community activities.

Summing it up

You've gathered a lot of information and learned valuable things about yourself. Now, it's time to pull it all together so it will be helpful to others. Answer the questions below from all the information you've gathered and put those things that are most important at the top of your list.

I want to do things that take advantage of my interests in:

I want to be able to use these skills:

I want people to know these good things about me:

I do not want to do these kinds of things:

My life will be better if I have these things:

I need these things in a job:

Understanding the Services

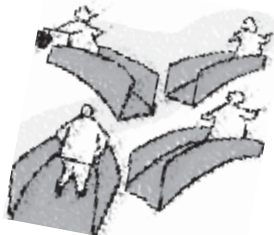
By now, you and the folks you have asked to help you have an idea of your interests, skills, and support needs. If not, that is something that you should do right away. It's also something you will want to keep updated as things change.

Now it's time to introduce you to some of the agencies and people that are in your community. Thurston and Mason Counties have many fine service organizations that provide a variety of services and assistance. These organizations can be divided into two groups—government agencies and private companies. In general, the government agencies determine eligibility, help with planning, and manage public funding. Private companies provide direct services.

Most of the private companies are nonprofit organizations; but that does not mean they work for free. They have expenses and charge for their services. The agencies listed in this guide are companies that contract with the County—that means they have agreed to follow certain rules when they work with you and in exchange, the County pays them for helping you.

One of the first things you'll need to do is meet with a state Developmental Disabilities Case Manager. He or she will review the different types of County Support Services and work with you to figure out which one is best for you. It would be helpful, but not necessary, to share the information you've gathered about yourself from the first part of this guide.

The system of County Support Services helps people with developmental disabilities pursue active lives, earn a living, and make meaningful contributions to the community. Most people want to use Support Services to get a job of their own. A good job means money, a feeling of pride and independence, and an opportunity to make new friends. A small number of people are not interested in work because they are retired or have other things going on in their lives that keep them from working. In an attempt to address both of these needs, we offer the following services:



Individual Supported Employment – Job development, on-the-job training, and follow-up services to help you find and keep your own job in the community. The exact services will depend on your needs and your ability to help with the search for a job. Generally, you can expect help in figuring out what kind of work best fits your interests and abilities. Services may also include the development of a job with an employer, training and support to your new supervisor and co-workers so everything works smoothly on your new job. You'll get plenty of help to learn your new job through on-the-job training. You'll also get help making adjustments to the workplace and when new job duties pop up as time passes. One of the best parts of this service is that the people who help you find the job and learn the job duties will stay in touch with you and the employer to make sure things are working for both of you.



Community Inclusion (Access) – While most people of working age want to be employed in their community, employment may not be feasible for a small number of adults with developmental disabilities. Community Inclusion (Access) services assist individuals to participate in activities that promote individualized skill development, independent living and community integration. This service provides individuals with opportunities to develop personal relationships with others in their local communities and to learn, practice, and apply life skills that promote greater independence and community inclusion.

Once you and your case manager have determined which support service will best meet your needs, it's up to you to check out and choose the agency that you want to work with to achieve your goals.

Getting to work

When you are figuring out what kind of job you want to do, you will also have to think about how you will get to work. Where and when you work can be affected by what transportation is available. Some people take the bus, while others use the Dial-a-Lift van service. The bus company in Thurston County (Intercity Transit) and the bus company in Mason County (Mason Transit Authority) provide these services at no or low-cost. Some people walk, bike, or ride in a car. The agency you work with can help you figure out what works best for you, or your Case Manager might have some ideas for how you can get to your job. In the end, just like doing your job while at work, getting to and from work is your responsibility.

Funding Your Supports

The nature of public funds

For people with developmental disabilities, federal and state funds combine to form the primary source of long-term support. However, *it is important to know that public funds for these services are limited.* So, even if you qualify for assistance, you may not be guaranteed funding. Government agencies and private companies cannot help everyone who comes to them asking for publicly funded assistance. It's a good idea to sign up as soon as possible and put together a backup plan in case public funding is not available.



Developmental Disabilities Administration

If you want public funds to pay for services, you will need to work with a Case Manager. Case Managers work for a state government agency called the Developmental Disabilities Administration (DDA). If you are already a client with DDA, you can call your Case Manager to schedule a meeting to talk about what services you are eligible to receive. If you live in Thurston County and you're not

sure who your Case Manager is, call the Tumwater office at (360) 725-4250. If you live in Mason County, call the Shelton office at (360) 432-2039.

If you want to apply to be a client of DDA all you need to do to get started is call 1-800-248-0949 and ask them to send you an application packet. Sometimes applications are hard to complete. If you would like some help with the DDA application, you can call Anneliese Cole of the Thurston/Mason Developmental Disabilities Program, (360) 867-2518.

The Developmental Disabilities Administration awards the money that pays for employment services to the County. The County works with Case Managers to be sure that people get what they need and that the services are good.

Your Case Manager can let you know if there will be a wait for public funding. If you are new to the system and are signing up for services for the first time, or if you have just moved to the area, it is likely that you will have to wait until funding becomes available.

If you have money of your own, you might want to consider paying for support services yourself. You can call any of the agencies in this book to find out what they can do for you and how much they would charge to help you out. Your Case Manager or the people who work for the private agencies may also be able to connect you to other funding sources.

Other funding possibilities

As you consider funding from other government programs, you should remember that it is a two-part process. First, **you must be eligible**. Each government agency will have its own guidelines and ways of doing things. Second, if you meet their requirements, **you'll need to follow their rules**. Some agencies only offer short-term or one-time funding. If so, they might also ask that you have long-term funding from the Developmental Disabilities Administration before they will be able to help.

The most important thing is to understand the rules of the program. Know what they can do for you and know your responsibilities.

Division of Vocational Rehabilitation

Most of the private agencies listed in this guide have worked with the Division of Vocational Rehabilitation (DVR). They can help you get connected to a Vocational Rehabilitation Counselor. DVR Counselors focus on employment and they can help you put together a plan to find a job and get the training you need to learn that job. Sometimes that's all it takes! If you don't need long-term support to keep your job, they could be just what you need! If you need extra help (for a long time) in order to keep your job, DVR can help you get started with a supported employment job, but they may need to know that you have long-term support available before they begin working with you. The Division of Vocational Rehabilitation only offers time-limited funding.

Services for the Blind

The Washington State Department of Services for the Blind (DSB) provides a variety of programs to blind and visually impaired persons of all ages. People whose vision is not correctable by ordinary eye care are candidates for this service. Their services are similar to those offered by the Division of Vocational Rehabilitation. This might be worth checking out if you are visually impaired.

Social Security Administration

Recent changes in Social Security rules have removed many barriers for people with disabilities who want to go to work. **Now you can earn more money and hang on to your medical benefits.** In addition, Social Security offers several kinds of work incentives to encourage people with disabilities to seek employment. Examples of these incentives include Plan for Achieving Self-Support (PASS) and Impairment-Related Work Expenses (IRWE). Both the PASS and IRWE provisions under the Social Security Act may help a person with disabilities obtain vocational rehabilitation services and supported employment services, including services for an extended period of time.

Interviewing the Agencies

Before you start receiving a service you'll need to pick the agency you want to work with. This booklet has the names, phone numbers and service descriptions of the agencies qualified to provide employment and Community Inclusion (Access) services in Thurston and Mason Counties. Some agencies specialize and do not provide all of the services available in the county. At times, agencies may even be full, that is, they may be helping as many people as they can handle.



It is up to you to find the agency with the right fit for you and to be sure you are happy—it's best to visit each agency that looks interesting. You can go on your own or with a friend. We recommend going with a friend so you can talk it over afterward. If you choose to have a partner, it is very important that you ask questions and provide as much information as possible.

Here are some helpful hints:

Know which service you've been authorized to receive. Your Case Manager will work with you and let you know that when you meet.

Use this guide to find the agencies that provide the service you want. In the back you'll find a list of agencies and their services. You can put a check by the service you want to talk about.

Ask plenty of questions and share your ideas when you are interviewing. This will help you know if you will be comfortable working with the agency. Finding a job and making new friends can be a lot of work. It's important to trust the people you will be working with.

What do you need to know about the agency?

Think about what you want to ask. There are sample questions next to each provider's description but you will want to come up with some questions of your own. Here are some samples with tips on what to look for:

What kind of jobs have you found for people with skills like mine?

Look to see if most of the jobs are the same kind. It's better if there is variety. Have they helped others find jobs like the ones that interest you?

What kind of help does your agency provide?

Depending on your needs, look to see if you'll get on-the-job training. Do they provide transportation training? Training to co-workers? How will they help you once you have learned the job? Will they help you make friends or do they stick just to skill training?

How experienced are the people who will be working with me?

Ask to meet the people who will be working with you. How good are they? What have they accomplished? What will they do for you? Can they deliver what you want? Ask about what happens if you are unhappy with the service.

What will your agency do if I am unhappy or if I lose my job?

Find out what happens if you lose your job. Will they help you find another? Will they help if you want to find a better job?

How big is your company? How much time will you spend with me?

You want to know how much time will be spent helping you every month. Find out how many customers each of their staff are responsible for. What are the average wages for the people they have helped? How are wages and benefits negotiated? What does the community think of this company?

Think about what you want to know and write down the questions on the pages next to the agency descriptions. If you have lots of questions, that's great. Write your questions on a separate piece of paper. It's also a good idea to talk with others who have used the services to see what they have to say.

What does the agency need to know about you?

It is important to ask lots of questions when you are trying to pick an agency. It's also very important to give information to the agency. You are looking to develop a partnership and it's best if you start by sharing information.

You will be off to a good start if you go to the agency with the information you collected in the first chapter of this guide. Each agency you talk to will be interested in learning about your interests, skills, and support needs. It will also be helpful if you can give them an idea of how much funding you have available. If you will be using County funding, the Case Manager can help you figure that out. If you will be paying for the services out of your own pocket, you'll need to see how much you can afford. It's also a good idea to let the agency know if you'd like help understanding Social Security work incentives.

Make the appointments



Now that you have your list of questions and information about yourself, it's time to contact the agencies and set up your interviews. Call each agency you want to get more information about and arrange to meet with someone who can answer your questions. You could get the information over the phone but we recommend a face-to-face meeting. That way you can see if the people you will work with look like they are a good match and you can get an idea of how their offices look. You will get some sense of how valuable you are going to be as a customer just by visiting the people in the agency.

If you have trouble making appointments over the phone, you might want to get help with this part. If you are going to your appointment with another person, it is a good idea to let the agency know that up front so there are no surprises. Once you have an appointment, write down the name of the person you'll be meeting with, the date and time, and the place you'll be meeting.

It's *not* a good idea to change an appointment. If something important does come up; be sure to let the agency know as soon as possible and set a new appointment when you call.

When it's time for your meeting, you want to be on time. Just like you'll be looking at the agency to see if you want to work with them, they will be looking at you to see if they will be able to help you. Being on time will be a good start. Once you are settled in and comfortable you can start by letting the person know you are looking for an agency to help you.

Tell them a little about yourself and then let them know that you have some questions. Be sure you get all your questions answered before you leave. As we mentioned earlier, it's a good idea to go to this meeting with a friend. It's nice to have someone to talk to about your meeting. You might even want to write down all the positives and negatives from the meeting. That way it will be easier to compare several agencies.

If after you've interviewed several agencies you still can't decide, you might want to talk with a couple of the agencies again. It's important to be respectful of their time, but it is also important for you to be happy with your decision.

Closing the Deal

Once you've identified the kind of support service you'll need and selected the best agency for you, it's time to do the paperwork. You are making an important decision and like any important purchase, it's a good idea to put things in writing. Here is a summary of the things that will happen.



Note: If you will be paying for your own services you might want to consider some of the next steps and set up an agreement with the agency you selected to help you.

About your paperwork

Once you've figured out which agency you'll be working with, you'll need to let your DDA Case Manager know so they can contact the County and the agency and get the paperwork started. It begins with a County Service Authorization—a form that helps the agency, County and DDA agree on the type of service you'll

get and the amount of money the County will make available to pay for your services. After everyone has signed the County Service Authorization form, your Case Manager will give you a copy for your records.

Setting your goals

One of the first things you'll do is put together an Individual Work Plan for yourself. Someone from the agency you've chosen will meet with you to figure out the things that you want to accomplish by working with the agency. You will also come up with ideas on how to make those things happen and set some dates to reach your goals. It's important to be clear about what you want and to believe that the steps toward your goals will work. Deadlines are also important because you need a way to measure progress toward the things you want.

The Individual Work Plan is very important! It is a way for you and the agency to be clear about what you want and how they will help you. It is a starting point, and there will be opportunities to make changes along the way.

You may want to ask someone to help you develop and review it to be sure it meets your needs. It's a good idea to have someone who can help you talk about what you want now and for the future. The information you put together when you started this booklet will be very helpful. It would be a good idea to include some of the people from your "helpful people" list on page three. You may even want to invite your Case Manager. Once you are happy with the plan, you'll need to sign it—it's your contract with the agency. A person from the agency will also sign it and pass it on to your Case Manager and the County. If you have a legal guardian you may want them to be part of your planning meeting because they'll need to sign your plan too.

Measuring your progress

Every six months the agency you work with is required to do a progress report. There will be another meeting—much like your Individual Work Plan meeting—to review the progress you and



the agency are making toward your goals. If you have accomplished the things you wanted, it will be time to come up with new goals.

If the deadlines on your original plan have passed and you are not close to where you thought you'd be, it's time to come up with different ideas on how to get you to where you want to be. Or, you may want to drop your original ideas and come up with new goals that you want to work on.

When you are done reviewing your accomplishments, you should have a fresh set of goals and deadlines. When things go well, reporting and planning will happen every six months, but it's important to remember you can always talk with people who work at the agency about how things are going. Let them know if things aren't going well. If things *are* going well it's important to let them know that too.

If you've been with an agency for a while and things aren't going well, you need to talk with the staff at the agency. It's important that they understand your problems and that you give each other a chance to fix things.



Every agency has a grievance procedure to address the concerns of customers who are unhappy. If nothing works, you may want to begin shopping for a new agency. Changing agencies or programs should not be taken lightly. You will need to call your Case Manager and you'll need to work together to figure out what program or agency might be best for you. The process will look a lot like when you signed up to receive services the first time.

The County role

The Thurston County Public Health and Social Services Department manages funding from the Developmental Disabilities Administration and contracts with local agencies to provide services for adults with developmental disabilities in both Thurston and Mason Counties.

The County, in cooperation with its community partners:

- Develops and oversees services to meet the employment needs and encourage community participation.
- Assesses community needs, identifies resources, and allocates funding to provide the most benefit to individuals with disabilities and the community.
- Collects service outcome information and monitors spending to assure that services are directed to meet the needs of each individual.
- Monitors and reviews program services delivered by community agencies to assure service quality and ongoing improvement.

County staff is available if you get stuck or would like some help:

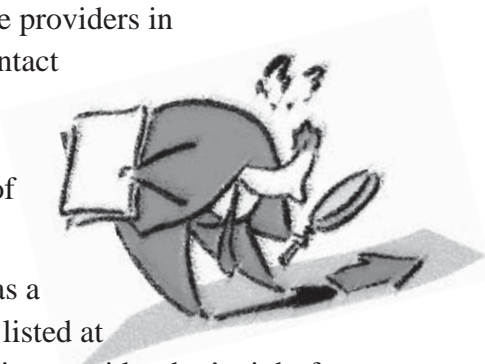
* **Anneliese Cole** (360) 867-2518

* **Naimat Gilal** (360) 867-2519

Local Service Providers

The following information was provided by the service providers in Thurston and Mason Counties. Each summary lists contact and address information and a description of services offered by the organization. There is also a statement that sums up their way of working and lists the types of payment methods they are willing to accept.

The organizations are listed alphabetically and each has a contract with Thurston County to provide the services listed at the bottom of the page. It's up to you to select the service provider that's right for you.



Career Quest

2026 Olympic Hwy N #201
Shelton, Washington 98584

Olympia office *by appointment only*

1107 Eastside Street SE #B
Olympia, WA 98501

Website: www.careerquest.biz

Telephone: 360-427-7300

Email: cquest@hctc.com

VRS: 866-327-8877

TDD: 360-833-6388

**We provide vocational services in Thurston *and* Mason Counties
We can meet with you in our Olympia or Shelton office.**

Career Quest works together with you as a team to explore and develop your interests and opportunities. Individualized plans are developed with you to identify your personal goals. We emphasize a good job match and assist you with all aspects of your employment success. Services for you may include assistance with:

- Exploring and developing your job interests, ideas and goals; this can include worksite visits, job shadowing, sampling “tasks,” skill development, etc.
- Employment preparation and presentation skills, including resume, cover letters, application process, and interview practice
- Job search and development activities
- Job coaching, customizing your skills and duties, etc.
- Transition into the workplace: new employee orientation, communication, etc.
- On-going services, including job coaching, adjustment to changes in duties and/or worksite staff, new skill training, resolution of work issues, etc.

We have worked with many successful employees in a wide variety of work settings including, but not limited to: clerical positions with businesses, state and local government; shipping & receiving; mail clerk; equipment repair; stocking; warehouse; print shop; restaurant; self-employment; assembly; retail including super stores, grocery; maintenance/janitorial, and more!

Career Quest also provides specialized service - and works successfully with individuals on the Autism Spectrum - including customized employment to maximize one’s contribution.

County Contracted Services:

- ✓ Individual Supported Employment
- ✓ Community Inclusion (Access)
- ✓ Representative Payee – Mason County only, by referral
- ✓ Intensive Community Support Services – Mason County only, by referral

Interview notes

My authorized service

- Individual Supported Employment
- Community Inclusion (Access)



Appointment information

Date: _____

Time: _____

Contact name and phone: _____

Questions:

name

phone

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____
2. _____
3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____
2. _____

Things that concern me:

1. _____
2. _____

Community Resources

208 West Bay Drive
Olympia, Washington 98502

Telephone: 360-943-6257
Fax: 360-705-2338
Email: heather@community-resources.com

Community Resources is committed to a philosophy of support that promotes shared leadership and responsibility. We believe in the importance of building on existing skills and opening up opportunities for learning new skills.

Community Resources offers individualized supports through our Community Inclusion (Access) Program that encourages the people we support to be active and visible in their community. Our services are designed around the individual's vision and based on goals developed from this vision. Community Resources' trained and qualified staff provide support to assist people in taking advantage of the opportunities for belonging and personal growth within their community.

Some of the activities that Community Resources has provided support for include:

Attending college; creating, displaying and selling works of art; being politically active; staying in contact with friends and family; improving communication and other vital community skills; volunteer work; and operating a small business.

If you would like to learn more about the services Community Resources offers, please contact Heather Schehr at the above number. We look forward to meeting you!

Community Resources, Inc. accepts the following funding: Thurston-Mason County Social Services funding and Private Pay.

County Contracted Services:

✓ Community Inclusion (Access)



Interview notes

My authorized service

- Community Inclusion (Access)

Appointment information

Date: _____

Time: _____

Contact name and phone: _____

Questions:

name

phone

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____

2. _____

3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____

2. _____

Things that concern me:

1. _____

2. _____

CREATIVE EMPLOYMENT SERVICES

Morningside

Mailing: P.O. Box 7936
Olympia, Washington 98507-7936
Physical: 809 Legion Way SE
Olympia, Washington 98501
Telephone: 360-943-0512
TTY: 360-754-5368
Fax: 360-943-8466
Email: mail@mside.org
Website: www.morningsideservices.com

Creative Employment Services provides Individual Supported Employment for clients who are eligible for the Developmental Disabilities Administration (DDA)'s Community Protection Program.

The program offers trained and certified support staff that provides job coaching, intensive training services, and line-of-sight supervision for clients with Community Protection funding from the DDA.

Clients receive quality employment services including individualized person-centered planning, assessment and job development, focused on identifying and creating the necessary supports and services, to help participants achieve their employment goals.

Creative Employment staff and programs meet national accreditation standards that are maintained every three years through the Commission on Accreditation of Rehabilitation Facilities (CARF). Morningside staff receive ongoing training and are encouraged to maintain a current knowledge base of trends and innovation in the provision of supports to individuals with disabilities.

Morningside accepts the following funding for this program: Thurston-Mason County Social Services, DVR, and Public School Funds.

County Contracted Services:

✓ Individual Supported Employment

Interview notes



My authorized service

Individual Supported Employment

Appointment information

Date: _____

Time: _____

Contact name and phone: _____

Questions: _____ *name* _____ *phone*

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____

2. _____

3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____

2. _____

Things that concern me:

1. _____

2. _____

Exceptional Foresters Inc. (EFI) Olympia office by appointment only
Mailing: 2009 West Railroad Avenue 509 Washington Street SE
 Shelton, Washington 98584 Olympia, WA 98501
Telephone: 360-426-0077 Email: mercedezbournes@team-efi.org
Fax: 360-426-4989 Website: www.team-efi.org

SERVING THURSTON & MASON COUNTIES

Founded on the belief that everyone benefits from fully participating in community life, EFI has been supporting people with disabilities in Mason and Thurston Counties since 1957. EFI empowers people with disabilities to contribute to their community by building their sense of dignity and self-worth, through employment that meets their needs. EFI Vocational Services provides employment support services for Individual Supported Employment, including services to clients enrolled in the Developmental Disabilities Administration's Community Protection Program.

Employment:

EFI Vocational Services is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) for Employment Planning Services, Job Development, Job Site Training and Job Supports Services.

EFI staff takes the time needed to understand who you are. Discovering your abilities and your needs are critical in finding that right employer, so you can be successful. Our on-the-job training and support services help you learn and settle in to your new job. We'll be by your side to help you get acquainted with your new employer and co-workers. We stay with you until you know your job and the surroundings. We visit you and the employer occasionally to assist with any new tasks and help resolve concerns or job needs that may come up. We succeed when you succeed.

EFI accepts the following funding: Thurston-Mason County Social Services funding, DVR funding, Private Pay, Pass/IRWE and Public School Funds.

County Contracted Services:

- ✓ Individual Supported Employment
- ✓ Community Inclusion (Access)
- ✓ High School Transition -- Thurston and Mason County

Interview notes

My authorized service

- Individual Supported Employment
- Community Inclusion (Access)



Appointment information

Date: _____

Time: _____

Contact name and phone: _____
name *phone*

Questions:

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____
2. _____
3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____
2. _____

Things that concern me:

1. _____
2. _____

Morningside

Mailing: P.O. Box 7936
Olympia, Washington 98507-7936
Physical: 809 Legion Way SE
Olympia, Washington 98501

Telephone: 360-943-0512
TTY: 360-754-5368
Fax: 360-943-8466

Email: mail@mside.org
Website: www.morningsideservices.com

For over 50 years, Morningside has provided quality employment services to people with disabilities and their families. Morningside believes that individualized person-centered planning focused on identifying and creating the necessary supports and services, helps individuals achieve their employment goals.

Morningside offers Individual Supported Employment Services. We support people in looking at different jobs in the community and figuring out which is the right job for them. Areas of focus include individual jobs, high school transition, and government employment.

Morningside's staff and programs meet national accreditation standards that are maintained every three years through the Rehabilitation Accreditation Commission. Our staff receives ongoing training and the agency encourages employees to maintain a current knowledge base of trends and innovation in the provision of supports to individuals with disabilities.

Morningside accepts the following funding: Thurston-Mason County Social Services, DVR, Public School Funds, Private Pay, Private Insurance, Department of Services for the Blind and several other funding sources.

County Contracted Services:

- ✓ Individual Supported Employment
- ✓ High School Transition -- Thurston County

Interview notes



My authorized service

Individual Supported Employment

Appointment information

Date: _____

Time: _____

Contact name and phone: _____

Questions: _____ *name* _____ *phone*

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____

2. _____

3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____

2. _____

Things that concern me:

1. _____

2. _____

Vadis

Deanna Wentz, Vice President of Program Services deanna@vadis.org
Corporate Office Address: 1701 Elm Street, Sumner, WA 98390
Phone: (360) 516-6484 Fax: (253) 863-2040
Website: www.vadis.org

The mission of Vadis is to provide people with disabilities opportunities and experiences to fulfill their economic and human potential

**Contact our Professional Job Developer and Employment Consultant at
(360) 701-7177**

When exploring your options, consider an organization that listens to you and works for you. We work in partnership with job seekers, families, residential providers and the community to help people reach their highest potential.

Our *Individual Employment* services have a reputation of quality employment and long-term job retention. Our job match process is exemplary. We partner with businesses to create successful employment opportunities. We tailor support to each person we serve. We teach businesses how to support their own employees with disabilities, encouraging natural supports in the workplace.

Types of Jobs Developed recently? Last year, Vadis developed full and part time jobs in the areas of manufacturing, helping/social services, retail, food services and animal care.

What to Expect Once you have selected Vadis and we have completed your enrollment we work with you to:

- * Plan for your career with an individualized, person-centered emphasis
- * Help you to develop a unique resume and prepare for your job search
- * Provide professional job development, stressing a good job match
- * Help you prepare for your first day of employment
- * On-the-job support (Job Coaching)
- * Train your supervisor and coworkers so they know how to support you and you are a strong team-member at your job

Service area and referral sources: We accept referrals from Thurston-Mason County Social Services, DVR and Department of Services for the Blind in Thurston and Mason Counties—We meet you and work with you in YOUR community.

County Contracted Services:

- ✓ Individual Supported Employment
- ✓ High School Transition -- Thurston and Mason County

Interview notes



My authorized service

Individual Supported Employment

Appointment information

Date: _____

Time: _____

Contact name and phone: _____

Questions: _____ *name* _____ *phone*

Sample questions: How many people have you found jobs for? Where do the people work? How long do the jobs last? How long does it take to get a job? What do you expect of me? What are my responsibilities?

Things I want to ask

1. _____

2. _____

3. _____

After the interview notes

Things I liked about the agency and staff:

1. _____

2. _____

Things that concern me:

1. _____

2. _____

Resources

State and federal agencies

Developmental Disabilities Administration

Thurston County Branch

Point Plaza East, Building 2, 3rd Floor
6860 Capitol Boulevard SE
Tumwater, WA 98501
mailing: P.O. Box 45315
Olympia, WA 98504-5315
Phone: 360-725-4250

Developmental Disabilities Administration

Mason County Branch

2505 Olympic Highway North, Suite 440
Shelton, WA 98584
Phone: 360-432-2039

Developmental Disabilities Administration Intake & Eligibility

Tacoma DDA
1305 Tacoma Ave. South
Tacoma, WA 98402
1-800-248-0949
www.dshs.wa.gov/dda

Note: If you are a client with DDA and would like to request a service, please call 1-(888)-707-1202.

Department of Services for the Blind (Washington State)

4565 - 7th Avenue SE
Lacey, WA 98503
Mailing Address:
P.O. Box 40933
Olympia, WA 98504-0933
Phone: 360-725-3846

Division of Vocational Rehabilitation

Thurston County Branch

6639 Capitol Boulevard South
Tumwater, WA 98501
Voice/TTY: 360-664-3060

Division of Vocational Rehabilitation

Mason County Branch

2505 Olympic Highway North, Suite 420
P.O. Box 458
Shelton, WA 98584
Phone: 360-432-2110

Social Security Administration

402 Yauger Way SW
Olympia, WA 98502
Toll free: 1-866-755-6199
TTY: 1-800-325-0778

Local Resources

Thurston County Public Health and Social Services has developed a comprehensive ***Resource Guide for Individuals with Support Needs***. The County also supports a variety of programs for people with developmental disabilities and families who have children with developmental disabilities. Please call **Naimat Gilal** at **(360) 867-2519** for more information about these resources.

My Plan



GOALS

Goals are those things that you want to have happen as the result of working with an agency. If you want a job, that's your goal.

It's important that your goals are clear. If you want an office job working with computers and filing, your goal should say that. Once you and the agency agree on your goals, write the most important ones below.

1. _____

2. _____

ACTION STEPS

Action steps are the things you and the agency need to do to make your goals happen. If you want that office job, an action step might be for you and your agency to contact ten employers that have the kind of work you want. Each of your goals should have several action steps and due dates. Write your action steps below and be sure you and your agency follow through with them.

Action steps for goal #1

Due date

a) _____

b) _____

c) _____

Action steps for goal #2

Due date

a) _____

b) _____

Progress Notes