

Pre-ETS at-a-Glance 2021

STUDENTS:

- 14 to 21 with – (a) an IEP that includes post-secondary transition planning; (b) a 504 plan; or (c) a documented disability and is attending secondary, postsecondary, or other recognized education.
- Students have to be between 16 and 21 to participate in work-based learning. NO H.S graduates can be served after grad

OUTREACH, RECRUITMENT, AND COORDINATION:

- Outreach materials will not be distributed without prior DSHS/DVR approval (APPROVED)
- All outreach, recruitment, and curriculum materials and resources will include required DSHS/DVR fund source statement and the DVR logo. (APPROVED)
- All service delivery will be coordinated with the DVR Regional Transition Consultant.

TRAINING:

1. Workplace Readiness Training & Self Advocacy - workshops using DVR-approved curriculum to teach commonly expected skills that employers seek from most employees & self-advocacy skills

Hours: Up to 40 (each) for Work Readiness and Self Advocacy - up to a total of 80 hours.

of Students: 250
Yr Rd & Summer 2021:
CD: 50+
GA: 43+
OK: 20+

Reporting/supervision requirements:

- Sign-in sheet for each training session
- Individual student log of training hours
- Roster submitted to DVR 10 days in advance
- Staff supervision (1 staff/15 students)

2. Individual Work-based Learning Activities – each DVR potentially eligible or eligible student will participate in at least one career exploration activity away from the school setting

- **Job Site Tours:** individual or groups of students observe a variety of jobs at the same location (no more than 2/student/year)
- **Job Shadows:** Individual students visit worksites to observe a specific job/employee based on their vocational interests (no more than 2/student/year)
- **Informational Interviews:** student meets 1-on-1 with employer at the worksite to ask questions and learn about occupations based on their vocational interests (no more than 4/student/year)

Hours: Varies

of students: 300
Summer 2021:
CD: 60+
GA: 50+
OK: 29+

Reporting/supervision requirements:

- Roster submitted to DVR ten days in advance
- Staff supervision (1 staff/5 students)

3. Paid Work-based Learning Experiences in a competitive, integrated workplace setting (employs people with and without disabilities) based on students' vocational interests (1 level of WEX per year totaling up to 120 hours)

Hours: 40-120 hrs

of students: 200
Summer 2021:
CD: 40+
GA: 35+
OK: 15+

Reporting/supervision requirements:

- Staff & student agree to appropriate level of WEX; once started, can only change to lower level
- Students paid minimum wage
- Staff maintains time sheets
- Worksite supervision (1 supervisor/5 students)

OUTCOMES

Each student receives:

- **Certificate of completion** presented to the student, copy retained by SkillSource
- **Student portfolio** which must include:
 - Summary of training topics and/or work-based learning experiences the student completed
 - Skills that the student acquired during training
 - Sample résumé, employment application, and employment related references
 - Other student-selected items that showcase their accomplishments during training
- **Student evaluation** of training that includes a section for self-reflection

MONTHLY REPORTING:

- **Pre-ETS Info & Consent Form** for each participating student (consent of parent, guardian and/or student)
- **Summary of outreach and recruitment activities**
- **Invoice** to bill for and log student data and services completed during the month
- **Student Timesheets**
- **Copies of received student training evaluations**