

Pre-ETS at-a-Glance 2023

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 experience. 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 120 (each) for Work Readiness and Self Advocacy (in a 12-month period)

of Students: 160
Yr Rd & Summer 2023:
CD: 60
GA: 60
OK: 40

Reporting/supervision requirements:

- Sign-in sheet for each training session
- Individual student log of training hours
- PreETS Group Service Delivery Outcome Report
- 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. (Students can do 8 WBL activities in a 12 month period)

- **Job Site Tours:** individual or groups of students observe a variety of jobs at the same location
- **Job Shadows:** Individual students visit worksites to observe a specific job/employee based on their vocational interests
- **Informational Interviews:** student meets 1-on-1 with employer at the worksite to ask questions and learn about occupations based on their vocational interests

Hours: Varies

of students: 86
Summer 2023:
CD: 33
GA: 33
OK: 20

Reporting/supervision requirements:

- Roster submitted to DVR ten days in advance
- Staff supervision (1 staff/5 students)
- PreETS Group Service Delivery Outcome Report

3. Paid Work-based Learning Experiences in a competitive, integrated workplace setting (employs people with and without disabilities) based on students' IEP or HSBP goals (1 WEX per year)

Hours:
40 hrs Minimum
120 hrs Maximum

10 hr/wk Minimum
12 Weeks Maximum

of students: 43
Summer 2023:
CD: 17
GA: 17
OK: 9

Reporting/supervision requirements:

- Staff & student agree to appropriate amount of hours in WEX.
- Students paid minimum wage
- Staff maintains time sheets
- PreETS Group Service Delivery Outcome Report
- PreETS WBL Agreement
- Worksite supervision (1 supervisor/5 students)

OUTCOMES

Each student receives:

- **Certificate of completion** presented to the student, copy retained by SkillsSource
- **PreETS Group Service Delivery Outcome Report**
- **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**
- **PreETS Group Service Delivery Outcome Report** for each participant
- **PreETS Group Setting: Work-Based Learning (WBL) Agreement**
- **Copies of received student training evaluations**