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Reproducibles

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Samples

Job Site Analysis 66

A four-page form that helps you organize relevant information about the training site and the skills required for each job.

Letter of Understanding 70

This one-page letter sets forth the expectations and requirements for both the employer and the school.

Confirmation Letter to Employer 71

This cover letter specifies the details of the student's placement.

Permission Letter to Parents 72

This one-page letter contains specific information about a student's work site and a permission form to sign and return.

Recorder Patti Johnson

Date of analysis 9/10/06

Business Madhatter's

Type of business Restaurant/bar

Address 4621 University Ave.

Telephone 256-8585

Contact person(s) Tom Gervasi

Title Manager

Environmental inventory

List each department or work area and the primary activities or tasks performed by employees.

Work Area 1

Bar

Number or employees 2

Activities and tasks

Wash glasses

Stock supplies

Operate cash register

Serve drinks and snacks

Talk to customers

Work Area 2

Kitchen

Number or employees 2

Activities and tasks

Prepare salads

Prepare sandwiches

Stock supplies

Sweep & mop floors

Rinse dishes

Operate dishwashing machine

Put washed dishes away

Work Area 3

Restrooms

Number or employees 1

Activities and tasks

Clean facilities

Sweep & mop floors

Stock supplies

Work Area 4

Restaurant

Number or employees 4

Activities and tasks

Seat customers

Take food & drink orders

Serve food & drinks

Bus tables

Sweep & mop floors

Required skills

List the specific skills required in each work area. (Skill categories match those on the Functional Assessment Report.)

SKILL	WORK AREA (BAR)	WORK AREA (KITCHEN)
Reading	<i>Identify specific beverages</i>	<i>Directions on dishwasher</i>
	<i>and snacks</i>	<i>Ingredients and amounts</i>
		<i>for salads & sandwiches</i>
Math	<i>Measurement of liquor</i>	<i>Use of scale to weigh ingredients</i>
	<i>Number of drinks/snacks ordered</i>	<i>Counting to 5</i>
	<i>Use of cash register to total bills</i>	
Money	<i>Give change</i>	<i>None</i>
Time telling	<i>Notify customers of “bar time”</i>	<i>None</i>
Fine motor	<i>Handle money</i>	<i>Cutting, chopping, spreading,</i>
	<i>Make drinks—measure</i>	<i>operating dishwasher, handling</i>
	<i>Operate blender</i>	<i>dishes & silverware</i>
Gross motor	<i>Walk back & forth behind bar,</i>	<i>Coordinate movements in kitchen</i>
	<i>obtaining desired items</i>	<i>with other staff (small space)</i>
Receptive communication	<i>Listen for orders</i>	<i>Listen for orders from waitstaff</i>
	<i>Listen to customer questions &</i>	
	<i>attempts at conversation</i>	
Expressive communication	<i>Respond to customer questions</i>	<i>Respond to coworker questions &</i>
	<i>& comments</i>	<i>comments</i>

SKILL	WORK AREA (BAR)	WORK AREA (KITCHEN)
Problem solving	<i>Making drinks not familiar with;</i>	<i>Running out of supplies; special</i>
	<i>running out of supplies; dealing</i>	<i>orders; broken equipment</i>
	<i>with disruptive customers</i>	
Initiative	<i>Keeping bar area clean & orderly;</i>	<i>Keeping area clean & orderly;</i>
	<i>asking customers for their orders</i>	<i>obtaining additional supplies</i>
		<i>when needed</i>
Vision	<i>Normal vision required</i>	<i>Normal vision required</i>
Hearing	<i>Need to sort out patron orders</i>	<i>Need to hear orders clearly</i>
	<i>from surrounding noise</i>	<i>despite noise distractions</i>
Strength	<i>Lift buckets of ice</i>	<i>Lift containers weighing 10-15 lbs.</i>
	<i>6-7 hour shifts with no break</i>	<i>4-5 hr. shifts with one 15-min.</i>
		<i>break</i>
Memory	<i>Patrons' orders</i>	<i>Ingredients for sandwiches</i>
	<i>Mixtures for drink orders</i>	<i>& salads</i>
Interaction	<i>Taking orders; engaging in</i>	<i>Receiving orders from waitstaff;</i>
	<i>conversations with patrons</i>	<i>working as team member with</i>
		<i>other kitchen staff</i>
Adaptation	<i>Weekly shift changes; price</i>	<i>Weekly shift changes; food item</i>
	<i>changes; specials</i>	<i>changes (amounts & ingredients)</i>
Writing	<i>Filling out beverage order forms</i>	<i>None</i>

Environment

List other areas within the business like breakroom, cafeteria or locker that a student might use.

Area <u>bathroom</u>	Area _____	Area _____	Area _____
Skills needed _____	Skills needed _____	Skills needed _____	Skills needed _____
<u>Operate soap</u>	_____	_____	_____
<u>dispenser, hand</u>	_____	_____	_____
<u>dryer & facilities</u>	_____	_____	_____
_____	_____	_____	_____

Accessibility

Describe the accessibility of the work site. **All on one floor—doorways & bathrooms accessible to wheelchairs**

From school or home (how would student get to work site?) **On bus line from school**

Within business—restrooms, entrances, exits, stairs or elevators, locations of breakroom, cafeteria, restrooms. **All accessible**

Atmosphere

Describe the personal appearance of most employees (business wear, casual, uniforms). **Casual—jeans and T shirts; kitchen staff wear aprons.**

Describe the environmental conditions of the business (temperature, noise level, lighting, safety concerns). **Noisy when patrons are there, especially during lunch time—kitchen noisy and somewhat hectic; kitchen can get warm at times.**

Describe the overall pace of the work site (hurried, slow, varied, relaxed). **Varied, depending on number of customers—can get very hectic and hurried.**

Describe interactions observed between employees and between employees and supervisor. **Very friendly—lots of good natured joking; everybody is on first name basis.**

List nearby places suitable for additional community training experiences (restaurants, banks, grocery stores). **Library—2 blocks; bank—1 block; game arcade—1 block; several restaurants nearby.**

Comments and observations: **Manager very open to new ideas—diverse staff and customers.**

Letter of Understanding

Dear Mr. Gervasi,

Thank you for your willingness to participate in our **Community-Based Vocational Training** program. This letter of understanding sets forth the following responsibilities and expectations.

Employer

1. The student will be permitted to engage in training activities that are similar to those engaged in by other employees of the business.
2. The student will receive the same consideration given to other employees with regard to safety, health and other general employment conditions.
3. The student will be regarded as a trainee and will not be expected to replace an existing employee. The student will not be expected to be in attendance during any time that school is not in session.
4. Work experiences of the student will be considered training and no wages will be offered.
5. An attempt will be made to give at least a 2-week notice to the school if, for whatever reason, the employer no longer wishes to participate in the **Community-Based Vocational Training** program.
6. Feedback from the employer about the **Community-Based Vocational Training** program will be provided via the **Employer Satisfaction Questionnaire** at least twice during the student's placement.
7. The student is not guaranteed any offer of paid employment following the training period.

School

1. School personnel will assume all responsibility for training and supervision of the student unless other arrangements are agreed on by the employer, the school, and parents or guardians.
2. School personnel will provide relevant information about the student to other employees and supervisors as requested or needed.
3. Liability for the student and the school personnel working with the student will be assumed by the school district.
4. School personnel will coordinate and supervise student transportation to and from the work site.
5. School personnel will be responsible for evaluating the student's performance and in communicating this information on a regular basis to relevant educational staff and parents.
6. School personnel will be available to meet with the employer and/or employees as needed to discuss any problems or changes that occur.
7. An attempt will be made to provide at least a 2-week notice if, for whatever reason, the student will no longer be participating in the **Community-Based Vocational Training** program at this locale.

Patti Johnson	Vocational Trainer	10/18/06
School personnel	Position	Date
Ted Gervasi	Manager	10/25/06
Employer	Position	Date

Confirmation Letter to Employer

Dear **Mr. Gervasi** _____,

This letter is to confirm the arrangements that have been discussed regarding your participation in our **Community-Based Vocational Training** program.

Name of student **Paul Worthington** _____

Name of school supervisor **Patti Johnson** _____

Phone **692-5841 x39** _____

Days and times of training **Monday & Wednesday 1:00-3:00 p.m.**
(days) (times)

Primary tasks and activities **Making salads & sandwiches; routine
custodial tasks including sweeping & mopping floors**

Dates student will not be at work site **Dec. 21-Jan. 3, Feb. 28,
Mar. 11-18, Apr. 10**

(Other dates may be added as school calendar is completed.)

Duration of training: from **11/2/06** to **6/10/06**
(month/day/year) (month/day/year)

If you have any questions about this information, please let me know as soon as possible so modifications can be made. I am looking forward to working with you and your staff and trust that **Paul** will benefit tremendously from the training opportunities you are providing.

Sincerely,

Patti Johnson
Vocational Trainer

Permission Letter to Parents

Dear Mr. & Mrs. Worthington,

Arrangements have been made to provide Community-Based Vocational Training for Paul at Madhatter's Restaurant, as described below.

If you have questions about any of the information, please give me a call. If not, please fill out the permission slip at the bottom of this sheet and return it as soon as possible. Thank you!

Vocational Trainer Patti Johnson Phone 692-5841 x39

Training Site

Name of business Madhatter's Restaurant

Type of business Restaurant/bar

Location 4621 University Ave.

Days of training Mondays & Wednesdays

Times of training 1:00-3:00 p.m.

Primary tasks Making salads; general custodial

Supervision

Provided by Patti Johnson & Mike Tenneyson (aide)

Position Vocational Trainer & Instructional Aide

Transportation

School van or bus Private car Public bus Walk

Other _____

Person responsible for coordinating and supervising transportation Patti Johnson

Money, special clothing or materials needed by student None

Starting date 11/2/06

.....

(Cut on dotted line)

I give permission for _____ to participate in the Community-Based Vocational Training program as it has been described above.

Parent or guardian signature _____ Date _____