

CBWTP Q & A

Q. What is the Community Based Work Transition Program (CBWTP)?

A. The Community Based Work Transition Program (CBWTP) is designed to provide a positive beginning in the world of work for special education students during their last two years of high school. It serves students having a range of abilities who need personalized support exploring potential careers, pursuing challenging work experiences, maintaining employment, and seeking job advancements in their communities. The CBWTP is a cooperative effort between participating local school districts, the Kentucky Department of Education (KDE), Office of Vocational Rehabilitation (OVR), the Office for the Blind (OFB), and the Human Development Institute at the University of Kentucky (HDI).

Q. What transition services does the CBWTP provide?

A. The CBWTP can help school districts meet transition services in the areas of a) vocational instruction, b) community experience, c) employment, and d) functional vocational evaluation.

Q. Who is eligible for the CBWTP?

A. The CBWTP is for special education students who are in their last two years of high school. It is for students, who because of the nature of their disability, require a *personalized* vocational service in order to obtain and maintain employment. The student and his or her family must also have expressed a desire for the student to obtain employment, and to be in the program. There must be equal access for students with the most significant disabilities. Students must be eligible for Office of Vocational Rehabilitation (OVR) or Office for the Blind (OFB) services. Eligible students are those for whom other school-related vocational training or career education experiences are not sufficient in obtaining and maintaining employment.

Q How are students referred?

A. The student's Admissions and Release Committee (ARC) makes referrals for the CBWTP. Referrals should typically be made to the OVR or OFB in the spring prior to the student's final two years of high school. It is best to have a designated individual at each school district, such as a teacher who is familiar with all the incoming students, to facilitate the referrals between the ARCs and OVR/OFB (The student employment coordinator should *not* be responsible for coordinating the referral process). This designated individual will refer students expected to be eligible for the CBWTP to the OVR/OFB counselor assigned to the school district.

Q. Who pays for the program?

A. The CBWTP is jointly funded by the Office of Vocational Rehabilitation, the Department of Education, and Local Education Authorities. Funds provided by the OVR are used to pay local education authorities (school districts) for services provided to students through the program, as well as for two thirds of the technical assistance provided through HDI. The Department of Education provides funds for CBWTP training opportunities and one third of the technical

assistance provided through HDI. Local education authorities (school districts) fund the remaining costs not covered by OVR to implement the CBWTP.

Q. What is the money that is provided to school districts used for?

A. The money is used for student employment coordinator salaries, fringe benefits, transportation and supplies. OVR will reimburse school districts for actual milestones/outcomes achieved and billed to OVR by the employment coordinators during students' participation in the CBWTP.

Q. How do schools apply for the CBWTP?

A. Schools can request an application from OVR and/or CBWTP staff or on the web page, (www.ihdi.uky.edu/cbwtp). Schools submit their application to OVR. OVR reviews each application and then contacts each school district with their approval and cost of the program for the school district. *School districts pay a minimum of 25% of the program cost.* OVR reimburses the schools for up to 75% of the program cost; the percentage of overall OVR reimbursement is dependent upon actual district costs and the number of participating students who achieve their vocational milestones (see below).

Q. How does OVR reimburse school districts?

A. School districts are reimbursed by OVR for the student achieving milestones/outcomes that have been agreed upon by the student, the school, and the OVR counselor. All services to be billed must be specific to a particular student and must pertain to the student's participation in the CBWTP.

Q. Will schools make money from the CBWTP?

A. No. The cost for individual districts will vary depending upon the actual cost of the program and the percent of students who have positive employment outcomes (having a paying job for 60 days after graduation) upon graduation.

Q. Can Student Employment Coordinators work with students not in the CBWTP?

A. Yes. School districts can use the Student Employment Coordinators in other capacities as long as schools provide the vocational services entitled to the students through OVR as designated on each student's Individualized Education Program (IEP) and Individual Plan for Employment (IPE).

Q. Is there more paper work with the new CBWTP requirements?

A. No. Changes have been made this year to improve the CBWTP. The paperwork has not increased, and what is required has proven to help school districts receive their reimbursement, supplement the cost of the program, and show progress toward students' post-secondary goals. Paper work is reviewed each year to minimize the work required by the student employment

coordinator. We ask for feedback and suggestions on how to make the paper work easier at all trainings.

Q. What are the milestones/outcomes for students participating in the CBWTP?

A. The milestone/outcomes for each student participating in the CBWTP consist of:

1. *Initial planning meeting.* A meeting to discuss what initial evaluation information is being requested by OVR and how it will be obtained.
2. *Monthly evaluation services and monthly report.* Services provided by the employment coordinator (Job Coach) on behalf of the student in order to determine a good job match.
3. *Functional evaluation assessment.* A comprehensive summary of vocationally relevant information obtained through the provision of monthly evaluation services to determine the student's *individual* vocational strengths, preferences, interests, abilities, capabilities and needs.
4. *Individual plan for employment meeting.* A meeting to discuss the findings of the Vocational Evaluation Report, as well as to allow the OVR Counselor to develop the Individualized Plan for Employment (IPE) based on the student's interests, preferences and needs. *The IPE Planning Meeting Note*, completed by the employment coordinator and submitted to the OVR Counselor is designed to capture an overview of relevant information from the *IPE Planning Meeting*.
5. *Monthly training services and monthly reports.* Services provided by the employment coordinator to the student in order for the student to obtain and maintain the employment goal(s) as documented on the IEP and IPE.
6. *Job Placement.* The desired end result or goal of the CBWTP is that the participating student will obtain positive post school outcomes (paid employment /positive employment outcomes) in a job consistent with the IPE goal.
7. *Exit meeting.* This is an opportunity for the student, OVR Counselor, employment coordinator and other interested parties to discuss final steps in the CBWTP; such steps would include updating contact information, reviewing the IPE, amending the IPE if necessary and assuring referrals have been made to adult service providers as necessary.
8. *Follow-up.* Employment Follow-up services are designed to assist students with finalizing natural supports and troubleshooting issues that may arise in the first 60 days after exiting school to ensure that the student maintains employment. The amount of individual time needed for Employment Follow-up will be unique to each student who participates in the program.

Q. What are Performance Expectations?

A. Individual school Community Based Work Transition Programs are expected to meet yearly performance expectations. Performance expectations are based on participating students who

graduate with a paying job in an integrated work setting and maintain employment in the chosen vocational goal (as documented on the Individual Plan for Employment (IEP) for 60 days after exiting school. *At least 50% of exiting seniors should complete the program with a paying job in an integrated setting, and maintain that employment for at least 60 days.*

Q. Will schools be asked to leave the program if they do not meet their performance expectations?

A. No. Individual programs that do not meet their yearly performance expectation target number will be assisted to develop a Program Support Plan. The Support Plans are designed to help individual programs in identifying areas of assistance only. For example, the CBWTP may need to provide individual support to a Student Employment Coordinator to help with job development for a specific student, and that would be noted in the Support Plan.

Q. What are the responsibilities for the school administrator?

A. School administrators coordinate application to CBWTP, hire student employment coordinator(s), and oversee CBWTP for quality.

Q. What are the responsibilities for the Student Employment Coordinator?

A. The student employment coordinators (hired by school districts):

1. Coordinate student evaluations – determine (with the student) the nature of preferred job characteristics (including preferred job tasks, co-workers, work environment...), and identify types of businesses and employers that are consistent with the ideal.
2. Work with employers and students to develop and negotiate personalized jobs based on preferred job characteristics.
3. Facilitate student instruction on the job.
4. Maintain needed documentation.
5. Provide input to teachers on students' performance.
6. Actively seek advancements for the students.

Q. What are the responsibilities for the teacher?

A. Teachers:

1. Coordinate the development of the Individualized Education Program (IEP) and measurable post secondary goals.
2. Implement the Individualized Education Program.
3. Assist with completion of each student's vocational evaluation.
4. Provide support and expertise to the student employment coordinator(s).

Q. What are the responsibilities for the OVR/OFB counselors?

A. OVR/OFB counselors:

1. Determine student eligibility for the CBWTP.
2. Develop an Individualized Plan for Employment (IPE) for all eligible students.
3. Review all reports (monthly and vocational evaluation) and billing statements to determine quality of reports and to pay schools their reimbursement based on the milestones/outcomes completed by the student and the student employment coordinator.
4. Support and provide expertise to the student employment coordinator(s).

Q. What are the responsibilities for the student and his or her family?

A. The student and his or her family:

1. Contribute ideas for designing the evaluation (what is known, what kinds of information need to be learned...)
2. Participate in employment planning meetings including the development of the Individualized Plan for Employment (IPE).
3. Provide feedback to student employment coordinator.

Q. What are the responsibilities for the CBWTP staff?

A. CBWTP staff at the Human Development Institute (HDI) at the University of Kentucky:

1. Develop instructional materials and curriculum.
2. Provide or coordinate statewide CBWTP workshops.
4. Provide follow-up consultations and other support according to district needs.
5. Collect relevant project data.
6. Provide a service liaison between participating agencies.

Q. How do I get more information?

A. For more information on the Community Based Work Transition Program, please visit our web site at www.ihdi.uky.edu/cbwtp or contact:

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