Educate, Collaborate, and Engage Families as Transition Partners

Discovering Me! Part 2





May 3, 2023 Educate. Collaborate. Engage.







Judy Averill

Director of Center on Transition **Innovations**

Lisa Holland

Transition Training Associate at Center Transition Training Associate at Center on Transition Innovations on Transition Innovations

Kendel St John

Discovering ME! Process



Collecting Information



Non-Negotiables

- Be open to all possibilities
- Implement all the Opportunities
- Collect data and update all documents!



Meeting 2

Purpose: Building

Opportunities

Focus: Developing opportunities in the home, school, and community

Time Frame: 11/2 to 2 hours



Meeting Two At A Glance

Meeting Two at a glance

Before **Meeting Two**

- Identify and reserve meeting space
- Set up date, time, and location for meeting and invite team
- Copy handouts
- Prepare student and family for meeting
- Complete Foundation Information form
- Complete Observation form (if needed)
- Conduct Additional Interview form (if needed)

During Meeting Two

- Introduce team and review agenda
- Review new information
- Review and update
 Foundation Information
- Assess 21st century workplace readiness skills
- Build work-based opportunities
- Plan for next steps

After Meeting Two

- Review all notes
- Provide Building
 Opportunities form to all team members
- Update Foundation Information form with new information
- Add 21st Century
 Workplace Readiness
 Skills results to
 Foundation Information



Meeting Two **Agenda**

Focus: Building opportunities

Approximate time: 1.5 to 2 hours

Agenda items

- 1. Welcome and team introductions
- 2. Review agenda
- 3. Review new information
- 4. Review and update Foundation Information
- 5. Assess 21st century workplace readiness skills



21st Century Workplace Readiness Skills 6. Build work-based opportunities



Building Opportunities

7. Plan for next steps



Meeting Two Next Steps



Welcome Back & Review New Information

- Create a friendly process!
- Introduce themselves
- Review changes
- Share new information

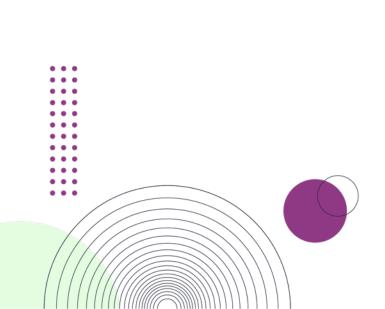


Assessing Workplace Readiness Skills

- Requires team approach
- Mark each description with either a + or -
- Record notes of strength or weakness
- Add to page 2 of Foundation Information



Work Readiness Skills









21st Century Workplace Readiness Skills

Student's Name: Student 2 School Year: 2017-18

Team Member: Mrs. Jones (teacher), Sandy Grass (VAIL), Lisa Holland and Kendel St. John (VCU), Student, Mrs. Stewart (mother), Mrs. Parrish (paraprofessional)

Skill	What it may look like/Scoring (+ or -)	Current Level (+ or -)	How Can I Support? Additional Notes
Work ethic	Missed or late for no more than 5 days per school year Takes direction from others Accomplishes task at hand Accepts assigned responsibilities with positive attitude	+ + - +	She does at school Needs reminders and prompting
Integrity	Abides by home and school rules or policies Demonstrates honesty and reliability Takes personal responsibility for his/her actions	+ + +	
Teamwork	Contributes to the success of the team Assists others Requests help when needed	+ + +	Sometimes asked for help when it is not needed
Self-representati on	Dresses appropriately and selects own clothes Maintains appropriate hygiene standards Displays manners and language suitable for the classroom and workplace	+/- +/- +	Might need some assistance
Diversity	Works well with peers and teachers Displays the qualities of helpfulness and courtesy Displays qualities of helpfulness by being gentle, watching others for cues, and asking others about their needs	+ + +	
Conflict resolution	Reacts appropriately to constructive criticism (doesn't argue or complain) Negotiates solutions to interpersonal and classroom issues	+	
Creativity and resourcefulness	Contributes new ideas Identifies contributions others make to projects	+/-	Depends on the topic
Communication	Makes needs known Uses clear and effective communication	+	

Skill	What it may look like/Scoring (+ or -)	Current Level (+ or -)	How Can I Support? Additional Notes
Reading and writing skills for employment	Practices reading and writing to highest level in school, home and, community (especially related to functional skills)	-	Continues to work on functional skills – reading at low functional level. Can read most signs
Problem solving	Identifies problems Identifies possible solutions or choices Makes judgment & decisions to solve problems	+/- - -	Challenged by interpersonal issues. Becomes dependent on help
Health and safety	Given choices, selects health-enhancing choices Follows safety guidelines Identifies safe and dangerous work situations in school, home and, community	+ - -	
Organization	Identifies how organizational system of family works Identifies "big picture" issues or reasons for organizations such as schools or businesses	+	
Career and Technical Education	Participates in career and technical education classes with peers	+	Technology, FCS, band, art – sometimes participates with support
Work experiences	Participates in classroom-based jobs Participates in school-based jobs Completes chores at home Completes chores for others outside of home Participates in volunteer work Participates in paid employment	+ + + + + + -	
Time and resource management	Responsible for own school materials Responsible for cleaning and maintaining own room on a weekly basis Organizes materials for tasks in the home	+ + +	
Math skills for employment	Practices math skills to highest level in school, home and community	-	Low functional math skills - doesn't retain skills without consistent practice
Customer service	Provides information to others when asked	+	
Technology	Uses technology across environments Accesses the internet independently Practices internet safety	+ + + +	Has her own cell phone – learning to text



www.centerontransition.org

The contents were developed under a contract (881-62524-H027A150107) from the Virginia Department of Education.

VCU is an equal opportunity affirmative action university 140429-09



21st Century Workplace Readiness Skills

Student's Name (First & Last): Student 1

School Year:

21st Century Workplace Readiness

Skill	What it may look like? Scoring (+ or -)	t Level (+ or -)	How can I support? Additional Notes
Work ethic	Missed or late for no more than 5 per year Takes direction from others Accomplishes task at hand Accepts assigned responsibilities with positive attitude	+	Very dependable and routine oriented. Likes to understand expectations. Very pleasant.
Integrity	Abides by home and school rules or policies Demonstrates honesty and reliability Takes personal responsibility for his/her actions	+	Likes routine and is a rule follower.
Teamwork	Contributes to the success of the team Assists others Requests help when needed	+	Can work well with others when project and duties are well defined.
Self-representation	Dresses appropriately and selects own clothes Maintains appropriate hygiene standards Displays manners and language suitable for the classroom and workplace	+	No problems.
Diversity	Works well with peers and teachers Displays the qualities of helpfulness and courtesy Displays qualities of helpfulness by being gentle, watching others for cues, and asking others about their needs	+	
Conflict resolution	Reacts appropriately to constructive criticism (doesn't argue or complain) Negotiates solutions to interpersonal and classroom issues	-	Doesn't always understand constructive criticism. Likes to be correct.
Creativity and resourcefulness	Contributes new ideas Identifies contributions others make to projects	+	
Communication	Makes needs known Uses clear and effective communication	+	Can make himself understood. Some

Skill	What it may look like? Scoring (+ or -)	Curren t Level (+ or -)	How can I support? Additional Notes
			difficulty with conversations.
Reading and writing skills for employment	Practices reading and writing to highest level in school, home, and community (especially related to functional skills)	+	Strength
Problem Solving	Identifies problems Identifies possible solutions or choices Makes judgments & decisions to solve problems	-	Lacks experience solving his own problems.
Health and safety	Given choices, selects health-enhancing choices Follows safety guidelines Identifies safe and dangerous work situations in school, home, and community	+	No safety concerns.
Organization	Identifies how organizational system of family works Identifies "big picture" issues or reasons for organizations such as schools or businesses	+	
Career and Technical Education	Participates in career and technical education classes with peers	+	
Work experience	Participates in classroom-based jobs Participates in school-based jobs Completes chores at home Completes chores for others outside of home Participates in volunteer work Participates in paid employment	-	Lacks experiences.
Time and resource management	Responsible for own school materials Responsible for cleaning and maintaining own room on a weekly basis Organizes materials for tasks in the home	+	
Math skills for employment	Practices math skills to highest level in school, home, and community	+	
Customer service	Provides information to others when asked	+	When provided prompts
Technology	Uses technology across environments Accesses the internet independently Practices internet safety	+	



www.centerontransition.org

The contents were developed under a contract (881-APE62524-H027A170107) from the Virginia Department of Education.

Assess Yourself

- 1. Take the Work Readiness Skills Assessment and assess your own skills
- 2. Use chat to comment or question



Building Opportunities

- Provide authentic environments
- Define short/long term career goals
- Build independence, self-reliance, and self-determination
- Encourage contributions to others
- Supports community integration
- Validate likes, dislikes, interests, conditions for success









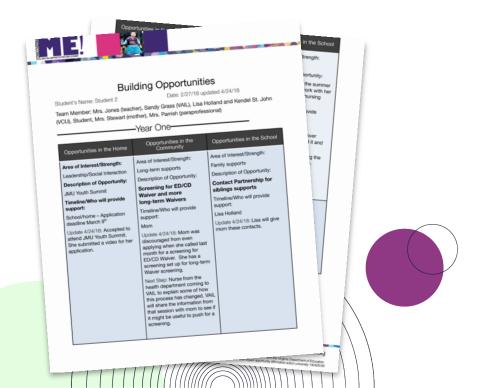












Opportunities in the Opportunities in the Home Opportunities in the School Community Area of Interest/Strength: **Area of Interest/Strength:** Area of Interest/Strength: Leadership/Social Interaction Long-term supports Family supports **Description of Opportunity:** Description of Opportunity: Description of Opportunity: JMU Youth Summit Screening for ED/CD **Contact Partnership for** Waiver and more siblings supports Timeline/Who will provide **long-term Waivers** support: Timeline/Who will provide Timeline/Who will provide support: School/home - Application support: deadline March 9th Lisa Holland Mom Update 4/24/18: Accepted to Update 4/24/18: Lisa will give attend JMU Youth Summit. mom these contacts. Update 4/24/18: Mom was She submitted a video for her discouraged from even application. applying when she called last month for a screening for ED/CD Waiver. She has a screening set up for long-term Waiver screening. Next Step: Nurse from the health department coming to VAIL to explain some of how this process has changed. VAIL will share the information from that session with mom to see if it might be useful to push for a screening.





Building Opportunities

Student's Name (First & Last): Student 1

School Year:

Team Members:

-Opportunity One-----

	Area of Interest, Strength, or Career Cluster	Opportunity and Accommodations	Timeline	Support	Update
Home	Museums/History	Family is to review a list of museums in the area and Ryan is to select 5 of his greatest interests.	Within one month	None needed.	
Community	Museums/History/Working with Children	Vocational Rehab. to work to develop summer internship program in a museum (historical or child oriented)	By June	Customized employment negotiations to be conducted by VR counselor.	
School	Museums/History	Develop a list of questions to ask of some employees working in museums or as historical tour guides. Practice at school with a teacher the interview questions he develops.	Ву Мау	Practice to be provided as long as needed	



www.centerontransition.org

The contents were developed under a contract (881-APE62524-H027A170107) from the Virginia Department of Education.

VCU is an equal opportunity affirmative action university

-Opportunity Two-

	Area of Interest, Strength, or Career Cluster	Opportunity and Accommodations	Timeline	Support	Update
Home	Working with children	Family to allow student to continue playing and interacting with nieces and nephews.	On-going		
Community	Working with children	Explore volunteer opportunity at Brickheads	By May		
School	Working with children	Visit Child Care/Future Teachers teach to learn about this career/technology course.	Ву Мау		







Building Opportunities

Student's Name (First & Last): Student 2

School Year: April 2019

Team Members: Mr. Wilson (teacher), Sandy Grass (VAIL), Kendel St. John (VCU), Student, Mrs. Stewart (mother), Mrs. Competent (CTE teacher))

Opportunity One

	Area of Interest, Strength, or Career Cluster	Opportunity and Accommodations	Timeline	Support	Update
Home	Sibling support	Kendel will research opportunities for some sibling support for student's brother.	By the end of the 18-19 school year		Kendel researched sibling supports for siblings of students with disabilities. There doesn't appear to be anything locally. Will send some websites to Mrs. Saplak to share with Mrs. Stewart
Community	Geriatrics	Weekly work-based learning experience at a local nursing home.	September 2019	Determine supports once the experience is better defined.	
School	Marketing	Studet will hand out programs with her teacher at a drama performance at school. Opportunity: Register for drama for next year.	May 2019	Supports as needed to accommodate student's hip pain.	



www.centerontransition.org

The contents were developed under a contract (881-APE62524-H027A170107) from the Virginia Department of Education.

VCU is an equal opportunity affirmative action university

		Opportunity Two——	_		
	Area of Interest, Strength, or Career Cluster	Opportunity and Accommodations	Timeline	Support	Update
Home	Independent living	Student will choose her other clothing appropriate for the weather and event.	September 2019	Chart to help her choose clothing for the weather, and Student will choose her outfit, and then mom will approve. School will help with the chart.	
Community	Children	Work-based learning at either Happy Kids Elementary or going to SDES with FCS teacher to work with her children	September 2019		
School	Law enforcement	Video interview SRO about police work.	September 2019	Assistance developing the questions for the interview. Practice interviewing techniques in class.	

Nuts & Bolts of Building Opportunities

Brainstorm focusing on strengths, contributions, and interests.

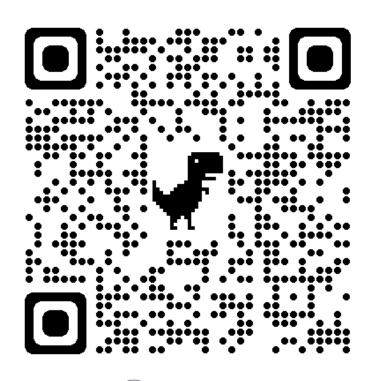
Choose one opportunity in the home, school, and community.

Determine if this opportunity meets strengths, contributions, and interests while honoring conditions for success and challenges.



Educate. Collaborate. Engage.

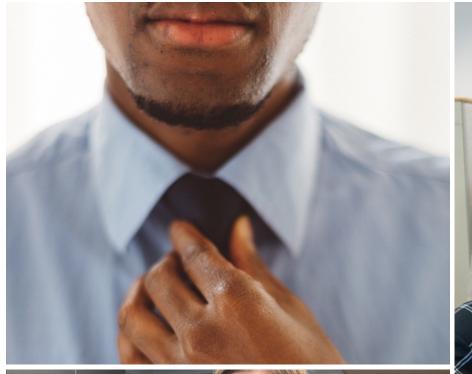
Discovering ME! Implementation Guide





May 3, 2023









Next Steps

Review of previous assessments and IEP services

Interview others who know student well

Conduct observations across environments

Expand invitations to those who can contribute

Specify other specific activities needed by the team



"To Do List"

- Share the documents with team members
- Implement the Opportunities
- Collect data



Meeting 3

Purpose: Exploring

Careers

Focus: Exploring career clusters and identifying the student's top 3 career clusters

Time Frame: 1 1/2 to 2 hours



Meeting Three At A Glance

Meeting Three at a glance

Before Meeting Three

- Identify and reserve meeting space
- Set up date, time, and location for meeting and invite team
- Prepare handouts
- Prepare student and family for meeting
- Check progress and request data from opportunities created in Meeting Two
- Summarize and add information to the Foundation Information
- Add 21st Century
 Workplace Readiness
 Skills results to
 Foundation Information

During Meeting Three

- Introduce team and review agenda
- Review progress of opportunities
- Update Foundation
 Information
- Introduce the 17 career clusters
- Select the student's top three career clusters
- Determine individual assets and challenges to each choice of career clusters
- Build additional opportunities in the home, school, and community related to career cluster choices

After **Meeting Three**

- Share Discovering ME! results with identified providers and stakeholders
- Include a copy of Discovering ME! documents in the student's special education file



Meeting Three Agenda

Focus: Exploring careers

Approximate time: 1.5 - 2 hours

Agenda items

- 1. Welcome and introduce team
- 2. Review agenda
- 3. Review progress of opportunities
- 4. Update Foundation Information
- 5. Introduce 17 career clusters



Exploring Career Clusters

6. Select top three career clusters



My Top Three Career Clusters

- 7. Determine individual assets and challenges to chosen career clusters
- 8. Build additional opportunities related to career cluster choices



Building Employment Skills through Career Readiness Activities

9. Celebrate!





Non-Negotiables

- Cover each of the 17 career clusters
- Explore!
- Hone your listening skills

Introducing Career Clusters

- Review each cluster, elicit student feedback,
 & note interest
 - 5-6 clusters
 - Use resources like
 Virginia Job Outlook
 Projection to 2024 for more information



Exploring Career Clusters

Form groups of 2-3 people.

Facilitator shares each cluster.

Narrow it down to three clusters.

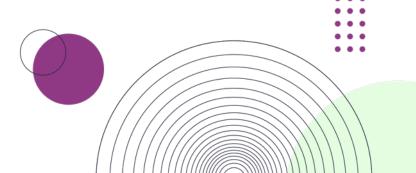
Factors to consider in selecting top three

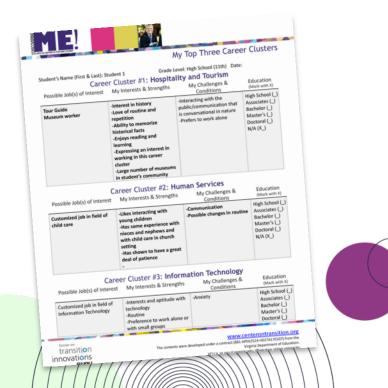
- Foundation Information
- Student passions
- Job availability & outlook



Determining My Top Three Career Clusters

- Narrow to 3 career clusters
- Identify possible jobs of interest
- Select education level required
- Determine assets and challenges





Possible Job(s) of Interest	My Interests & Strengths	My Challenges & Conditions	Education (Mark with X)
Tour Guide Museum worker	-Interest in history -Love of routine and repetition -Ability to memorize historical facts -Enjoys reading and learning -Expressing an interest in working in this career cluster -Large number of museums in student's community	-Interacting with the public/communication that is conversational in nature -Prefers to work alone	High School (_) Associates (_) Bachelor (_) Master's (_) Doctoral (_) N/A (X_)
Possible Job(s) of Interest	areer Cluster #2: Hur My Interests & Strengths	man Services My Challenges &	Education
	,	Conditions	(Mark with X)
Customized job in field of child care	-Likes interacting with young children -Has some experience with nieces and nephews and	-Communication -Possible changes in routine	High School (_) Associates (_) Bachelor (_) Master's (_)
	with child care in church setting -Has shown to have a great deal of patience -		Doctoral (_) N/A (X_)
Caree	setting -Has shown to have a great	ation Technology	
Caree Possible Job(s) of Interest	setting -Has shown to have a great deal of patience -	ation Technology My Challenges & Conditions	

Career Cluster #1: Hospitality and Tourism



Career Cluster #	t1: Law, Public Safety	y, Corrections and So	ecurity
Possible Job(s) of Interest	My Interests & Strengths	My Challenges & Conditions	Education (Mark with X)
Receptionist at a police station or fire department Office work at a police department Police booster	Leadership Organized Advocacy High moral standard Integrity	Independent judgment Physical ability/stamina	High School (X) Associates (_) Bachelor (_) Master's (_) Doctoral (_) N/A (_)
(Career Cluster #2: Hu	man Services	
Possible Job(s) of Interest	My Interests & Strengths	My Challenges & Conditions	Education (Mark with X)
 Child Care facility Generations Crossing elder and child care Companion care Pre-school assistant 	 Empathetic and intuitive Wants to help others Very social Organization 	 Pace of the work Ability to resolve conflict Regulations involved 	High School (X) Associates (_) Bachelor (_) Master's (_) Doctoral (_) N/A (_)
	Career Cluster #3: He	alth Science	
Possible Job(s) of Interest	My Interests & Strengths	My Challenges & Conditions	Education (Mark with X)
1) Hospital	1) Desire to help	1) Balance and gait	High School (X)
2) Nursing Home3) Medical office	2) A strong interest3) Project Search and option in the future	2) Ability to resolve conflict3) Regulations	Associates (X) Bachelor (_) Master's (_)
	4) Organization		Doctoral (_) N/A (_)

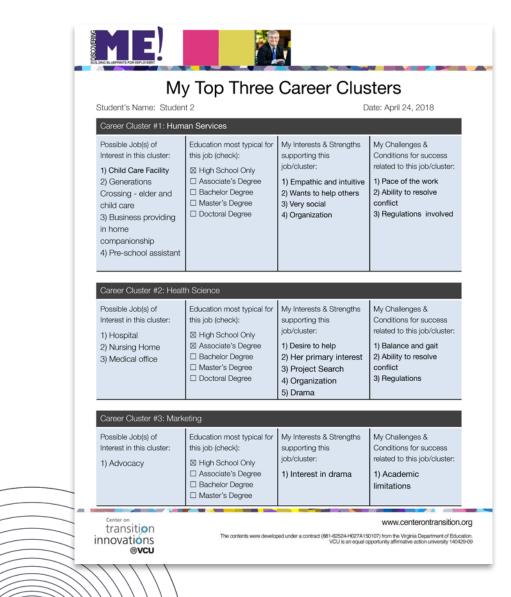


Building New Opportunities

Adapt/expand any previous opportunities that relate to the identified career clusters.

OR

Build **new opportunities** specific to identified career clusters.



Career Cluster #3: Marke	eting		
	☐ Doctoral Degree	2) More openings in entertainment for people with disabilities	
transition innovations	The contents were develop	ped under a contract (881-62524-H027A150 VCU is an equal op	www.centerontransition.org

Tips for Identifying Career Clusters

- Introduce all the clusters
- Utilize other sources to explain clusters
- Connect clusters to interests, strengths, and contributions
- Build opportunities allowing for cluster exploration
- Think outside the box emphasize customized jobs rather than traditional jobs

- Erase preconceived notions of jobs within clusters
- Deemphasize educational requirements for customized jobs
- Just because nobody has done it before, doesn't mean this person can't

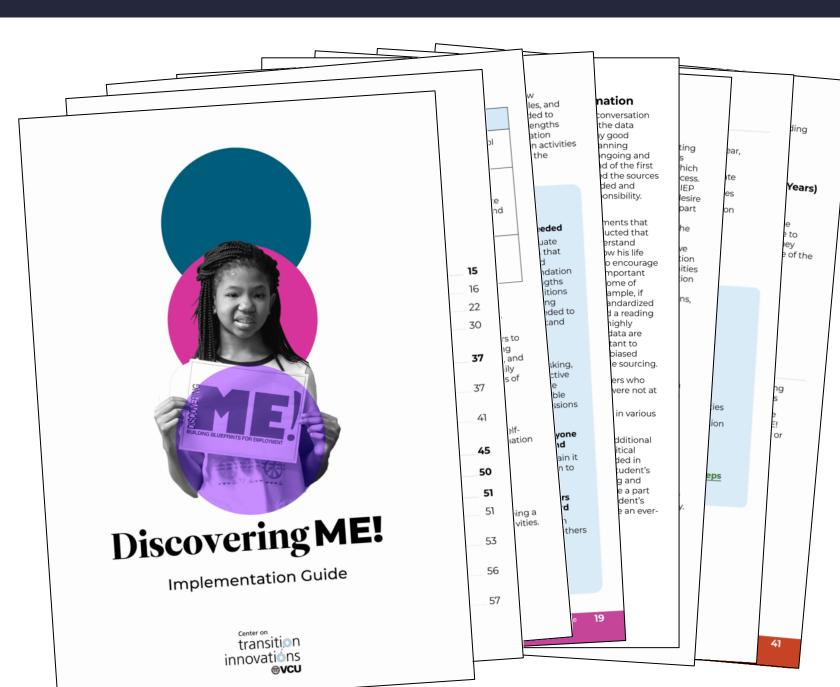


Extending Discovering ME!

- Use information from Discovering ME! in the IEP.
- Use information in the IPE and other agency documentation.
- Families use Foundation page to educate agency partners and other professionals.
- When appropriate, use Discovering ME! to build the student's Academic and Career Plan and appropriate course of study.
- Share Discovering Me! documents with the next case manager.
- Broach how opportunities will continue in the new grade/school.
- Invite upcoming case manager to the 3rd meeting.



Discovering ME! was developed by the Center on Transition Innovations





Questions. Comments. Stay Connected.

Lisa Holland

Idholland@vcu.edu

Kendel St. John

kstjohn@vcu.edu



