

PLANNING THE FIRST STEPS



A guide for adults with developmental disabilities who want to work and be active in the community

August 2021

Mission of the Thurston-Mason County Developmental Disabilities Program

To work with people with developmental disabilities, families, and the community to promote everyone's well-being, rights, choices, and opportunities in living as valued, contributing and integrated members of our community.

PLANNING THE FIRST STEPS

A guide for adults with developmental disabilities who want to work and be active in the community.

With information about support services, local agencies, and other valuable resources.

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Welcome!

This guide is designed to help you identify and take steps toward achieving your personal goals, organize your thoughts as you begin planning for your future, and introduce you to local agencies that specialize in working with individuals with developmental disabilities in Thurston and Mason Counties.

Whether you are interested in working or participating in activities that you enjoy, taking time to identify your skills, strengths, interests and support needs is an excellent way to begin. Once you have determined what you would like to do, this guide can help you understand and connect with the programs and services that may be available to you.

This guide will also provide you with suggestions on things to consider and questions to ask, give you an overview of how funding sources work to help pay for the services that interest you, and help you figure out how to select the best agencies and programs for you.

Please feel free to contact the Thurston/Mason County Developmental Disabilities program or your Developmental Disabilities Administration (DDA) case manager if you have any questions.

Sincerely,

The Thurston/Mason County
Developmental Disabilities Department Team
(360) 867-2518
<https://www.co.thurston.wa.us/health/ssdd/publications.html>

Planning the First Steps: Where Do I Start?

Whether you are interested in working or finding activities that you enjoy in the community or both, the first step is identifying things that you like and setting goals. This process can take some time and effort, but it’s an important part of planning for your future.

As you begin thinking about your goals, you may want to ask supportive people to help you. Your support people or team can be anyone who knows you well. It’s important to choose people you are comfortable with, who will provide valuable feedback and help identify your strengths, who can help develop ideas that are in line with your personal goals and interests, and who can help you define your preferences as well as your support needs.

Support people can also help you take notes, ask questions, and help schedule meetings with the agencies.

Helpful Person’s Name	Phone Number



Identifying Your Goals, Interests, Strengths, and Needs

As you begin the process of setting your personal and professional goals, it's important to figure out whether you are more interested in working or being active in the community.

Answering the following questions may help you and your support team develop goals based on your skills and interests:



1. What things do I enjoy doing?

These could be things that you like doing in your free time, activities or hobbies that you have, things that interest you, etc.

2. Where do I like going in the community?

Do you prefer outdoor activities, or do you like to be inside? Do you enjoy places that are active and full of people, or do you prefer quiet environments? Do you like shopping, going to social events, exploring the community, reading quietly at the library, attending art classes, etc.?

Inside Activities I Enjoy	Location of Activities (home, library, gym, mall, art studio, etc.)
Outside Activities I Enjoy	Location of Activities (trails, parks, mountain, zoo, etc.)

3. What activities am I good at doing?

List some activities, hobbies or tasks that you are comfortable doing or that you enjoy, such as building or creating things, cooking, cleaning/organizing, gardening, etc.

4. What are my strengths?

Are you friendly, helpful, honest, dependable? Are you good at writing, sorting, making change, counting, reading, filing, following directions, measuring, etc.? List some of your strengths below.

5. What are some things that I don't like, or I am not interested in doing?

These could be things such as loud or crowded outdoor/indoor environments, things that scare or upset you, or things that you know you don't want to do, etc.

6. Am I interested in working?

Have you worked before? If not, are you interested in working? If so, what did you like about your last job? What type of job(s) would you like to do? What job tasks interest you?



7. What supports do I need to achieve my goals?

These could be things such as personal care/safety needs, transportation, mobility devices (such as a walker, wheelchair, etc.), communication assistance (communication software/devices, assistance reading/writing, hearing assistance devices, glasses or specialized vision assistance devices, sign language communication, etc.), medication or medical assistance, physical assistance completing tasks, etc. If you need assistance with certain aspects of your daily life, who helps you?

8. Are you interested in going to school or getting training in a specific area?

List any skills that you are interested in developing. This could include learning a specific skill (like cooking, construction, auto repair, etc.), studying something that interests you, expanding independent living skills, learning basic math or reading, learning sign language, etc. List any schools you may want to attend.

9. What days of the week do you prefer to work or be in the community?

Do you have doctor’s appointments or activities scheduled certain days of the week? Do you prefer to work/be in the community in the mornings, afternoons, or evenings? Do you like having your weekends free, or would you prefer having something to do on the weekends?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Days and Times That I Am **NOT** Available or When I Have Appointments

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

10. What fears, concerns or questions do I have?

It's important to be honest with your support team about any fears or concerns that you may have, and this is a good time to ask questions. Is there anything that you want to know or talk about that hasn't already been addressed in the questions above?

Remember: you are welcome to change your mind and goals at any time; this is just the beginning!





Understanding the Services and Funding Your Supports

Now that you have thought about some of your goals, interests, strengths and needs, it's time to introduce some of the programs and service agencies in Thurston and Mason Counties that can help you accomplish your goals.

Two of the main programs that are available to individuals with developmental disabilities are Individual Supported Employment (ISE or IE) and Community Inclusion (also referred to as CI). These programs work in partnership with the county, state and local service organizations. They will be discussed in greater detail in the following section.

Service agencies can be divided into two groups: government agencies and community service agencies. In short, government agencies determine program eligibility, help with planning/case management, and provide the funding necessary to pay for services. Community service agencies provide direct services, such as job development and coaching to help a person become or stay employed, and assistance to individuals who want to access programs and activities in the community.

Service Programs

Individual Supported Employment (ISE)

Individual Supported Employment (ISE) is a program that is available to adults with developmental disabilities, ages 21 and over, who have exited high school and are looking to obtain employment. In this program, individuals work with a community service agency to help them find and keep a job. Community service agencies match individuals with a job coach and job development team to help figure out their employment interests, complete job applications, create a resume, participate in discovery to figure out where their skills will best fit, interview for a job, and work with employers to develop a job that will work well for the individual and their new employer. After you have been hired, your job coach will provide you with on-the-job training, help make sure that you are safe in your workplace, make sure that you understand how to do your job, help you communicate with your employer and coworkers, and help make sure that you have the skills and tools to keep your job. If you are interested in changing jobs or learning new tasks over time, your job coach will continue to work with you to set and achieve your goals and develop new opportunities.

Community Inclusion (CI)

Although many people choose to work, there are other options available to individuals ages 21 and over with developmental disabilities who are interested in staying active in their community. One program is called Community Inclusion (CI). In this program, individuals work with a service agency to find activities and programs that promote socialization, independent living, personal skill development, and community integration. This service provides individuals with opportunities to develop relationships with others in their local community, learn and apply new life skills, and engage in activities that promote independence.

Government and Community Service Agencies

Government Agencies

For individuals with developmental disabilities, federal and state funds may be available to provide long-term employment and community access support. These funds are distributed to and managed by government agencies. It is important to note that public funds and services are limited, which means that even if you qualify for assistance, you may not be guaranteed funding for the specific services you are requesting. To ensure that you have the best chance to receive the funding you need, it is important that you apply as soon as possible for benefits and that you understand what funding sources you may be eligible for. The following is a list of some of the key government agencies that may be able to provide the funding you will need.

Developmental Disabilities Administration (DDA)

The Developmental Disabilities Administration (DDA) is a public funding program managed by the Department of Social and Health Services (DSHS) that provides individualized case management and other supports to qualifying individuals in the areas of personal care, housing, transportation, employment and job coaching, and community access. There are various programs available through DDA, but in order to access them, you must first establish eligibility, which requires submitting an application and thorough documentation regarding your disability. For additional information regarding this process and eligibility requirements, please visit the DDA website: <https://www.dshs.wa.gov/dda/consumers-and-families/eligibility>

If you do not have internet access, you can begin the process by calling (800) 248-0949. If you would like assistance completing an application for DDA services, you can also contact the Thurston County Developmental Disabilities Program at 360-867-2518.

Division of Vocational Rehabilitation (DVR)

If you are specifically looking for assistance to finding or keeping a job and are age 16 and over, the Division of Vocational Rehabilitation (DVR) may be able to help. DVR is a program that is managed by the Department of Social and Health Services (DSHS) which provides access to vocational rehabilitation services and counselors who can assist you with developing a plan to find a job and get the training you need to successfully perform and maintain a job. DVR services are temporary and in order to continue receiving job coaching assistance after DVR funding ends, you would need to have another funding source, such as DDA or possibly private funding available. To learn more about DVR services and eligibility, please visit the DVR website: <https://www.dshs.wa.gov/dvr/services-individuals-disabilities> or call (360) 664-3060 for the Thurston County office or (360) 432-2110 for the Mason County office.

Social Security Administration (SSA)

Social Security is a federally funded program which can provide monetary assistance to individuals with developmental disabilities. It is possible for individuals to work and continue to receive and retain their Social Security benefits. In many cases, if you are receiving Social Security Benefits and working, you may actually have more money each month. Social Security may offer additional benefits to individuals who choose to work, including impairment related work expenses (IRWE) and plans for achieving personal support (PASS). To see if you qualify for Social Security Benefits, visit the website at <https://www.ssa.gov/planners/disability/qualify.html> or call (800) 772-1213.

Department of Services for the Blind (DSB)

Washington State Department of Services for the Blind (DSB) provides a variety of services for individuals who are blind or visually impaired. Some of these services include recreation programs, child and youth programs, high school transition, assistive technology (specialized equipment designed to assist individuals who are visually impaired), independent living, and supported employment services. For additional information regarding eligibility and available programs, visit the DSB website at <https://dsb.wa.gov/> or call (800) 552-7103.

Foundational Community Supports (FCS)

Foundational Community Supports (FCS) is a program managed jointly by Amerigroup, Medicare and the Washington State Health Care Authority designed to assist individuals with complex health/mental health needs with housing and employment to help clients find and maintain jobs, acquire housing, and gain the skills necessary to successfully live independently. This program is available to individuals ages 16 and older who qualify. Individuals can apply for services directly, or can request assistance through a supported employment agency, which you will learn more about later in this booklet.

For additional information regarding program eligibility, please visit <https://www.myamerigroup.com/washington-fcs/home.html>, or call 844-451-2828 or contact a local supported employment agency for application assistance.

Thurston/Mason County High School Transition Services:

Job Foundation and School-to-Work

For students with developmental disabilities who are ages 19-20, who are enrolled in school and who are active DDA clients, the Thurston/Mason County Developmental Disabilities Department is now offering the **Job Foundation Program** in partnership with DDA, DVR and OS-PI. The Job Foundation Program offers students and families an opportunity to work with a supported employment provider and educational staff to develop a Job Foundation report which assists in developing an actionable plan for students to achieve their post-graduation goals.

For students ages 19- 21 who are enrolled in their final year of a high school transition program, the **School-to-Work Program** (which is funded in partnership with the Thurston/Mason County Developmental Disabilities Department and DVR) may be an option to help you prepare for adult Individual Supported Employment. This program may be available to students who have established (or are actively working on establishing) DDA eligibility, are planning on remaining in school until age 21, and are planning on working before (or immediately after) graduation. For more information regarding this program, please contact the Thurston/Mason County Developmental Disabilities Department High School Transition Coordinator at (360) 867-2518 or visit the County website at <https://www.co.thurston.wa.us/health/ssdd/publications.html>



Community Service Agencies

There are many community service agencies in Thurston and Mason County. Some of these agencies are contracted with the County and state agencies to provide Individualized Supported Employment (ISE) and Community Inclusion (CI) services. County/state contracted agencies include: Career Quest, Centerforce, Exceptional Foresters, Inc. (EFI), Morningside, and Vadis. These are the main agencies that you will be contacting to discuss individual supported employment and/or community inclusion services. Their information is highlighted in greater detail at the end of this booklet (pages 34-39).

There are also other community services agencies within Thurston and Mason County that can help provide you with information and resources that you may need to become more independent. For a list of local service agencies and some important topics to consider, please see the Thurston County Developmental Disabilities Resource Guide which is available on our website at <https://www.co.thurston.wa.us/health/ssdd/publications.html> or contact the Thurston County Developmental Disabilities office at (360) 867-2518 for a free, printed copy of the Resource Guide.

Community Partner and Agency Roles

By now, you have seen that there are many people and agencies in your community who want to help you be successful. Each agency/ community partner has a significant role. Below is a summary of how each partner can help you:

Thurston County Developmental Disabilities Transition Coordinator and System Navigation Specialist

Your local County coordinator can assist you in determining what county/state/federal assistance programs you may be eligible for, help you apply for appropriate services, connect you with helpful community partners and agencies, and provide information for you and your family to help meet your needs and achieve your personal goals. County staff have critical relationships with DDA, DVR, and other community agencies and can help connect you with the people who are able to help.

Developmental Disabilities Administration (DDA) Case Manager

If you are a DDA client, you will be assigned a Case Manager who will complete regular assessments, assist in determining the services you need to successfully and safely live and work in the community, and assist if an emergency arises. Your DDA case manager can facilitate access to housing, personal care, transportation, employment and community access services and send referrals to appropriate community partners.

Division of Vocational Rehabilitation (DVR) Counselor

If you are a DVR or School to Work client, you will be assigned a Vocational Rehabilitation Counselor who will help you identify your personal strengths, skills, and job interests. They will identify any work-related challenges you may have and work with you to develop a plan to help you achieve your employment goals. Your counselor will help connect you with employers and employment programs that

Choosing an Agency

Before you begin receiving either employment or community access support, you will need to select an agency. This booklet contains a list of agencies that are contracted with Thurston/Mason Counties to provide Individual Supported Employment and Community Inclusion services. Not all agencies provide the services you are most interested in, and some agencies are unable to accept new clients. For this reason, it is important to contact each agency before you make a final decision.

Since the agency that you select will be working closely with you to help you develop and achieve your personal and professional goals, it is important that you feel that the agency and their staff can provide the services that you are looking for. It is important for you to meet with each agency in person (if possible) so that you can ask questions, learn more about what they do, and find out how they may be able to help you. It can sometimes be overwhelming to meet several new people and to remember what each agency offers; so if possible, it may be helpful to bring a supportive person with you to help take notes and ask questions.

The following section will provide you with some suggestions on questions to ask and things to consider before you select an agency.

Interviewing the Agencies: Individual Supported Employment

In many ways, it's important to view your meeting with an agency as an interview for both you and for the agency. You will want to be prepared to ask agencies critical questions to help you make the best decision possible. You should feel comfortable asking questions from the agency you will be working with, so you can get as much information as possible as you make decisions about your future. Your goals and your future are the main focus and you have the right to choose the programs, services, and agencies that work best for you. You can always change your mind and select a different agency at any time.

To get the interview process started, you will want to call each agency to schedule an appointment. Agency staff are often in the field assisting clients and you want to ensure that they have time set aside to meet with you. It's important that you attend the appointment and arrive to the appointment on time and prepared to meet. It's also important that you call and cancel or reschedule the appointment if you are unavailable for any reason. Both you and the agency you select should be reliable, dependable, and able to communicate well with one another.

Some of the things you may want to ask and consider when you meet with agencies to discuss supported employment are:

1. **What services does your agency provide?** Does the agency provide Individual Supported Employment, High School Transition, or other programs that interest you?

Agency	Individual Supported Employment *Accepting New Clients?	High School Transition: 1. Job Foundation 2. School-to-Work *Accepting New Clients?	Other services I may be interested in
Career Quest	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Centerforce	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Exceptional Foresters, Inc (EFI)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Morningside	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vadis	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. What kind of help does your agency provide as I'm preparing for a job? Does the agency offer skills/interest inventories or assessments? Does the agency offer job tours or internships? Are there any skills training courses that the agency instructs (i.e. interviewing and resume writing assistance, basic job skills training, etc.) or is there individual training provided in these areas?

3. What kind of help does your agency provide in getting me connected with employers? What are some jobs that the agency has obtained for individuals with developmental disabilities? Does the agency schedule interviews for their clients? What happens once an interview is scheduled?

4. What kind of help does your agency provide if I'm offered the job? Does the agency communicate with the client/their family and the employer to help explain the job offer and to ensure that everyone is in agreement?

5. When I begin working, will your agency help me report this information to the correct places? Will your agency help ensure that I have funding for employment support in place before I begin working? Does the agency help explain how to report earned wages to the Social Security Administration and to DDA? Does the agency help clients apply for support services through DVR (Division of Vocational Rehabilitation) and discuss the Benefits Planning Process? Does the agency contact the client's DDA (Developmental Disability Administration) case manager to ensure that the correct waiver is in place and that the client has the appropriate authorization to receive employment-related services?

6. What happens if I want to change jobs or if I lose my job? What type of support does the agency offer if a client wants to change careers or if they are fired for any reason? On average, how long does it take for clients to change jobs or to find a new job? Does the agency help connect the client with DVR if the client is interested in receiving re-training or additional support as they look for a new job?

7. Do you have job coaches on staff who are familiar with my specific disability and safety needs? Do you have job coaches who are able to spend time training me to do my job? If a client has specific personal care needs, what arrangements can the agency make with your caregivers/families to ensure that your needs are met when you are on your job site? If a client has a preferred learning/training style (i.e. written instructions, picture charts, verbal explanation, etc.) or if the client has special communication needs, are job coaches familiar with training based on the client's needs?

8. What other questions or concerns do you have for the agency?

Interviewing the Agencies: Community Inclusion

If you are not interested in working, unable to work, or if you are simply interested in considering all of your options, asking questions about Community Inclusion and other services is a good idea. Community Inclusion (also referred to as “Community Access”) is a program which assists individuals in participating in activities that promote skill development, independent living and community integration. It provides people with the opportunity to develop relationships with others in the community, and to learn, practice and apply life skills that promote greater independence.

Similar to employment services, you will want to make sure that the agency you select for Community Inclusion services is the right fit for your personal goals and interests.

Since your personal goals may be different than your professional goals, you may have different questions and needs when considering programs such as Community Inclusion.

Some questions you may want to ask agencies include:

1. What type of activities do your clients usually do in Community Inclusion programs? Does the agency offer group activities or are most Community Inclusion programs completely individualized? What specific activities interest you, and does the agency support those activities?



2. Does your agency offer transportation to and from Community Inclusion activities? If not, how does the agency connect with clients when they are participating in activities (i.e. does the agency meet clients at the location, help arrange transportation through Dial-A-Lift/Intercity Transit/Dial-a-Ride, etc.)?

3. Are the activities that I am personally interested in supported through the Community Inclusion program? Some activities may not be considered “Community Inclusion” activities as defined by DDA. You will want to make sure that your areas of interest are things that an agency is able to support you in doing.

4. How can your agency support me in reaching my personal goals? Similar to Supported Employment services, each agency provides slightly different Community Inclusion activities and programs. When interviewing agencies, be sure that their philosophy and program goals align with your personal goals and needs.

Agency	Community Inclusion *Accepting New Clients?	Other services I may be interested in
Career Quest	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Centerforce	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Exceptional Foresters, Inc. (EFI)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Morningside	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vadis	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Starting Services

Once you have chosen an agency that you feel best meets your needs, you will need to contact your DDA case manager.

Your case manager will then create a Service Referral which will be sent to Thurston/Mason County Developmental Disabilities. The Service Referral will include information regarding the services that you are authorized to receive, the number of monthly service hours you are eligible for and will indicate the day that you can begin services.

Thurston/Mason County Developmental Disabilities Department staff will then send a County Service Authorization and completed referral packet to the agency you have selected. The referral packet will include your signed Consent to Share Information form (which will allow DDA, DVR, the County and the agency you selected to exchange information regarding the services you will be receiving), your annual DDA assessment or Person Centered Service Plan (PCSP) documents, information regarding your authorized services, and the funding source (or waiver), which is the program that pays for your services.

After receiving the referral packet and County Service Authorization, the vendor will contact you to schedule an intake appointment. Intake appointments can take about an hour (but can be longer or shorter) and consist of the agency meeting with you to complete paperwork which summarizes your personal and emergency contact information, goals and interests, and support needs. It is an opportunity for the agency to explain how they will help you achieve your goals. If possible, it is important to consider bringing a helpful person with you to take notes and provide information to the agency.

If you have chosen **Supported Employment**, the agency will connect you with an individual job coach or employment consultant and possibly another staff member (i.e. a job developer) who will begin working with you. A staff member from your selected agency may help you apply for services through DVR. DVR specializes in employment and will work with you to develop a plan for obtaining a job. A DVR plan may include things such as job tours or placement into a Community Based Assessment (CBA) which is like a job trial, or an internship. The purpose of a CBA is to introduce you to working in an employment setting and give you real, on-the-job experience in a field that interests you. Completing a CBA will help you decide if you like the type of job you have selected and give the employer and your job coach an idea of what you would need to be successful if you were hired. After your CBA (or CBA's, if you are completing more than one), you may continue to work with a DVR Vocational Rehabilitation Counselor, your job coach, and a job developer to create a plan for finding a job that meets your needs, as well as the needs of the employer. Your job coach and/or the job developer will contact employers to discuss the skills that you bring to the workplace and help you complete applications, create a resume, and schedule/participate in interviews. Every person receiving Supported Employment services receives individualized job development assistance, intensive on-the-job training, and continuing job coaching support to ensure that the transition into work is successful.

If you have chosen **Community Inclusion**, the process is similar. Your case manager will send a Service Referral to Thurston/Mason County Developmental Disabilities, who will then send a County Service Authorization and referral packet to your selected Community Inclusion provider. Your Community Inclusion agency will schedule an intake appointment (as described above), and from that point, you will be connected with an agency staff member who will assist you in identifying your interests and scheduling activities in the community. They will help you develop goals and will help you work toward achieving them.

Setting, Measuring and Achieving Your Goals

Once you have decided which program you would like to participate in, it's important to set your personal goals, and to measure your progress.

The agency you are working with will help you develop an Individual Work Plan (IWP) or a Community Inclusion Plan (CIP) which will outline some of your goals in working with the agency. This plan will list a few of your goals related to either getting a job, or participating in community activities, and will set timelines and steps to accomplish those goals.

Although developing an IWP or CI Plan is both helpful and important, most IWP/CI Plans only list a few specific goals. For this reason, in addition to your IWP/CI Plan, you should also develop your own plan, called a Person-Centered Plan. Your personal and professional plans should both set clear steps and deadlines to achieve your goals. You can have an excellent start at developing a personal plan by answering the questions in the "Understanding the Process" section of this book.

Once you have identified your goals, one excellent resource is offered through Informing Families, Building Trust, called My Life Plan. This is an online program that can be completed by you and any helpful people in your life and can be updated as often as you would like. For more information, please visit: <https://mylifeplan.guide/>. You can also request Person Centered Planning services through the Thurston/Mason County Developmental Disabilities Department. Once developed, you can print and take copies of your plan to any agency or provider you are working with. This can provide additional and important information for your providers to incorporate into your IWP or CI Plan.

Goals

Goals are the things that you want to accomplish while you are working or participating in activities in the community. List a few things below that you would like to accomplish.

Goal #1: _____

Goal #2: _____

Goal #3: _____

Action Steps

Action steps are the things that you, or you and the agency you are working with, need to do to help you achieve your goals. These things might include getting an ID and Social Security Card, learning how to ride public transportation, enrolling in classes, contacting employers and completing interviews, etc.

Action Steps for Goal #1: _____

Action Steps for Goal #2: _____

Action Steps for Goal #3: _____

Evaluating Your Progress

Every 6 months, your job coach or staff from the agency will meet with you to discuss how things are going, evaluate your progress, set new goals, or help figure out how to achieve goals that you have not yet accomplished.

When your agency completes their 6-month evaluation/progress update meeting, that may also be a good time for you to re-evaluate your personal goals. You may want to ask yourself the following questions:

Did I accomplish Goal #1? _____

If you did, what would you like to do next? _____

If you didn't accomplish the goal, is this still a goal that you are working toward? _____

What else do you need to do to achieve the goal? _____

Did I accomplish Goal #2? _____

If you did, what would you like to do next? _____

If you didn't accomplish the goal, is this still a goal that you are working toward? _____

What else do you need to do to achieve the goal? _____

Did I accomplish Goal #3? _____

If you did, what would you like to do next? _____

If you didn't accomplish the goal, is this still a goal that you are working toward? _____

What else do you need to do to achieve the goal? _____

Final Thoughts

Another set of questions you may want to ask yourself as you think about your progress are:



1. Do I like what I'm doing now, or am I interested in doing something else?
2. Do I feel like I have made progress toward achieving at least one of my personal or professional goals?
3. Have my goals changed?
4. What do I see myself doing next?
5. What is one thing I really want to do, but haven't accomplished yet?
6. What support do I need to help me achieve my goals?

Now that you have information on how your support services are funded and have started thinking about and developing your personal and professional goals, it's time to introduce you to the agencies in your area that provide the services you are looking for.

CAREER QUEST

2026 Olympic Hwy N #201
Shelton, Washington 98584

Olympia office by appointment only
1107 Eastside Street SE #B
Olympia, WA 98501

Website: www.careerquest.biz

Telephone: 360-427-7300

VRS: 866-327-8877

Email: cquest@hctc.com

TDD: 360-833-6388

We provide vocational services in Thurston and Mason Counties
We can meet with you in our Olympia or Shelton office.

Career Quest works together with you as a team to explore and develop your interests and opportunities. Individualized plans are developed with you to identify your personal goals. They emphasize a good job match and assist you with all aspects of your employment success. Services for you may include assistance with:

- Exploring and developing your job interests, ideas and goals; this can include worksite visits, job shadowing, sampling “tasks,” skill development, etc.
- Employment preparation and presentation skills, including resume, cover letters, application process, and interview practice
- Job search and development activities
- Job coaching, customizing your skills and duties, etc.
- Transition into the workplace: new employee orientation, communication, etc.
- On-going services, including job coaching, adjustment to changes in duties and/or worksite staff, new skill training, resolution of work issues, etc.

Career Quest has worked with many successful employees in a wide variety of work settings including, but not limited to: clerical positions with businesses, state and local government; shipping & receiving; mail clerk; equipment repair; stocking; warehouse; print shop; restaurant; self-employment; assembly; retail including super stores, grocery; maintenance/janitorial, and more! Career Quest also provides specialized service - and works successfully with individuals on the Autism Spectrum - including customized employment to maximize one's contribution.

County Contracted Services:

- Individual Supported Employment
- Community Inclusion
- Several additional state-funded and in-house services

CENTERFORCE

5204 Solberg Dr. SW
Lakewood, WA 98499

Website: <https://www.centerforce.net/>

Telephone 253-584-1001

Fax 253-581-4741

Janet Pouvi, Program Director 253-426-1868

janetp@centerforce.net

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Our mission

Empower adults with disabilities to engage in their communities through advocacy, employment and education.

Our vision

To provide you with the highest quality of services that encourages you to achieve your potential.

Services offered

Individual Employment (IE) and Community Inclusion (CI)

Services designed to assist individuals with intellectual and developmental disabilities connect with the community and their interests and obtain and maintain integrated community employment at or above the state's minimum wage. Services are tailored to the individual's needs, interests and abilities, and promote career and personal development. These services may include intake, discovery, assessment, job preparation, job marketing, job supports, record keeping, report writing and support to maintain a job.

High School Transition Services

Job Foundation and School-to-Work services are provided in your community. If you are in individual employment, community inclusion or high school transition student, or may receive some or all of these services based on your own needs:

- | | |
|---|-------------------|
| * individualized employment plans | * case management |
| * community-based assessments | * workplace tours |
| * job development | * job placement |
| * collaboration with other support agencies | * job coaching |

County Contracted Services:

- | | |
|--|-----------------------|
| - Individual Supported Employment | - Community Inclusion |
| - High School Transition (Job Foundations, School-to-Work) | |

CREATIVE EMPLOYMENT SERVICES (Morningside)

Mailing: P.O. Box 7936
Olympia, Washington 98507-7936
Physical: 809 Legion Way SE
Olympia, Washington 98501
Telephone: 360-943-0512
TTY: 360-754-5368
Fax: 360-943-8466
Email: mail@mside.org
Website: www.morningsideservices.com

Creative Employment Services provides Individual Supported Employment for clients who are eligible for the Developmental Disabilities Administration (DDA)'s Community Protection Program.

The program offers trained and certified support staff that provides job coaching, intensive training services, and line-of-sight supervision for clients with Community Protection funding from the DDA.

Clients receive quality employment services including individualized person-centered planning, assessment and job development, focused on identifying and creating the necessary supports and services, to help participants achieve their employment goals.

Creative Employment staff and programs meet national accreditation standards that are maintained every three years through the Commission on Accreditation of Rehabilitation Facilities (CARF). Morningside staff receive ongoing training and are encouraged to maintain a current knowledge base of trends and innovation in the provision of supports to individuals with disabilities.

Morningside accepts the following funding for this program: Thurston-Mason County Social Services, DVR, and Public School Funds.

County Contracted Services:

- Individual Supported Employment

EXCEPTIONAL FORESTERS, INC. Olympia office by appointment only
2009 West Railroad Avenue 509 Washington Street SE
Shelton, Washington 98584 Olympia, WA 98501
Telephone: 360-426-0077
Fax: 360-426-4989
Email: mercedezbournes@team-efi.org
Website: www.team-efi.org

SERVING THURSTON & MASON COUNTIES

Founded on the belief that everyone benefits from fully participating in community life, EFI has been supporting people with disabilities in Mason and Thurston Counties since 1957. EFI empowers people with disabilities to contribute to their community by building their sense of dignity and self-worth, through employment that meets their needs. EFI Vocational Services provides employment support services for Individual Supported Employment, including services to clients enrolled in the Developmental Disabilities Administration's Community Protection Program.

Employment:

EFI Vocational Services is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) for Employment Planning Services, Job Development, Job Site Training and Job Supports Services.

EFI staff takes the time needed to understand who you are. Discovering your abilities and your needs are critical in finding that right employer, so you can be successful. Our on-the-job training and support services help you learn and settle in to your new job. We'll be by your side to help you get acquainted with your new employer and co-workers. We stay with you until you know your job and the surroundings. We visit you and the employer occasionally to assist with any new tasks and help resolve concerns or job needs that may come up. We succeed when you succeed.

EFI accepts the following funding: Thurston-Mason County Social Services, DVR, Private Pay, Pass/IRWE, and Public School Funds.

County Contracted Services:

- Individual Supported Employment
- Community Inclusion
- High School Transition (Job Foundation, School-to-Work)
- Several other state-funded and in-house services

MORNINGSIDE

Mailing: P.O. Box 7936
Olympia, Washington 98507-7936
Physical: 809 Legion Way SE
Olympia, Washington 98501
Telephone: 360-943-0512
TTY: 360-754-5368
Fax: 360-943-8466
Email: mail@mside.org
Website: www.morningsideservices.com

For over 50 years, Morningside has provided quality employment services to people with disabilities and their families. Morningside believes that individualized person-centered planning focused on identifying and creating the necessary supports and services, helps individuals achieve their employment goals.

Morningside offers Individual Supported Employment Services. They support people in looking at different jobs in the community and figuring out which is the right job for them. Areas of focus include individual jobs, high school transition, and government employment.

Morningside's staff and programs meet national accreditation standards that are maintained every three years through the Rehabilitation

Commission. Staff receive ongoing training and the agency encourages employees to maintain a current knowledge base of trends and innovation in the provision of supports to individuals with disabilities.

Morningside accepts the following funding: Thurston-Mason County Social Services, DVR, Public School Funds, Private Pay, Private Insurance, Department of Services for the Blind and several other funding sources.

County Contracted Services:

- Individual Supported Employment
- High School Transition (Pre-Ets, Job Foundation, School-to-Work)

VADIS

Office Address: 1309 Ruddell Road SE, Lacey, WA 98503

Phone: (253) 863-5173

Fax: (253) 863-2040

Website: www.vadis.org

Mission: Enriching lives through excellent, equity and service innovation

When exploring your options, consider an organization that listens to you and works for you. Vadis works in partnership with our clients, their families, residential providers and the community to help them reach their highest potential.

Individual Employment: Vadis has a reputation of quality employment and long- term job retention. Their job match process is exemplary. They partner with businesses to create successful employment opportunities and supports tailored to each person we serve. Vadis will teach businesses how to support their own

employees with disabilities, encouraging natural supports in the workplace.

Types of Jobs Developed: Vadis develops full and part time jobs in industries such as manufacturing, helping/social services, office/clerical, automotive, retail, food services and animal care. Here's what to expect::

- Plan for your career with an individualized, person-centered emphasis
- Help you to develop a unique resume and prepare for your job search
- Provide professional job development, stressing a good job match
- Help you prepare for your first day of employment
- On-the-job support (Job Coaching)
- Train your supervisor and coworkers so they know how to support you and you are a strong team-member at your job.

Community Inclusion: Vadis believes that every person should have options to actively engage in their community. Our staff will support you in developing a person centered plan that will help you achieve your goals. You will have the opportunity to go on tours, participate in social, recreational, educational or volunteer activities of your choosing. Vadis will provide on-site support while you benefit from personal growth, independence, skill development and strengthen relationships.

Service area and referral sources: Thurston-Mason County Social Services, DVR, Department of Services for the Blind – We meet you and work with you in YOUR community.

County Contracted Services:

- Individual Supported Employment
- Community Inclusion
- High School Transition (Job Foundation, School-to-Work)

Progress Notes, Questions, and Thoughts

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



August 2021

**To obtain additional copies or to request this
publication in an alternate format, please contact:**

**THURSTON COUNTY PUBLIC HEALTH AND
SOCIAL SERVICES DEPARTMENT
Developmental Disabilities Program**

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