



# WorkAbility

5325 Garfield Avenue, Sacramento, California 95841  
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Matthew Patterson, Director of Special Education  
Julia Arreguin, Ed.D., WorkAbility Administrator



TO: SJUSD Secondary Special Education teachers  
FROM: Julia Arreguin, Workability Administrator  
RE: WorkAbility Updates Fall 2017

**SJUSD WORKABILITY ADVISORY COMMITTEE** – quarterly committee meetings scheduled on Sept. 5 , Dec. 11, Feb. 26 and May 21 from 3:30 to 5PM at Laurel Ruff school. At the first meeting the WA1 advisory committee will finalize the WorkAbility budget for 2017/18 (e.g. how many hours will we pay students; what is the best use for discretionary funds – buses, teacher subs, etc.). Email [JArreguin@sanjuan.edu](mailto:JArreguin@sanjuan.edu) if you plan to attend.

**GOOGLE CLASSROOM ‘SJUSD WORKABILITY’** – we are transitioning from Schoology to Google Classroom for our SJUSD WorkAbility group communication and collaboration (is open to all interested district staff). Log into portal.sanjuan and sign-into your SJUSD Google account, then click on the Google Classroom tile and add the SJUSD Workability class with **access code crtoq9** (email [JArreguin@sanjuan.edu](mailto:JArreguin@sanjuan.edu) if you have difficulty accessing). Will post updated forms, link to the WorkAbility Google databases, post all WorkAbility Works newsletters, invite feedback, etc.

**FORM UPDATES** – *CBI Permission & Activity waiver forms* should be distributed & collected by teachers (keep original at site & make a copy for WorkAbility); revised WorkAbility Agreement form is an 8-1/2 X 14 legal sized form that will be distributed by WorkAbility.

**2017/18 WORKABILITY TEAM ASSIGNMENTS (changes and new staff will be posted on the web when available).**

Name	Position	Schools	Phone	Email
Julia Arreguin	WorkAbility Administrator	district wide support	971-7586	<a href="mailto:JArreguin@sanjuan.edu">JArreguin@sanjuan.edu</a>
Sherry Andersen	Secretary	district wide support	979-8610	<a href="mailto:sherry.andersen@sanjuan.edu">sherry.andersen@sanjuan.edu</a>
Gerhardt Ratliff	clerk	district wide support	979-8610	<a href="mailto:gerhardt.ratliff@sanjuan.edu">gerhardt.ratliff@sanjuan.edu</a>
Terrell Grant	Youth Employment Tech 1 (community based /job developer)	Bella Vista, Casa Roble, Del Campo, La Vista, Mesa Verde & San Juan	979-8786	<a href="mailto:terrell.grant@sanjuan.edu">terrell.grant@sanjuan.edu</a>
Sandy McNulty	Youth Employment Tech 1 (community based / job developer)	El Camino, Encina, Laurel Ruff, Mira Loma & Rio Americano	979-8981	<a href="mailto:smcnulty@sanjuan.edu">smcnulty@sanjuan.edu</a>
Laura Smith	Youth Employment Tech 1 (8th grade support)	all K-8 & middle schools Encina & Ralph Richardson	979-8785	<a href="mailto:lausmith@sanjuan.edu">lausmith@sanjuan.edu</a>
Michael Santillano (new)	Youth Employment Tech 1 (HS based support)	Del Campo, Mira Loma & Rio Americano	979-8982	<a href="mailto:michael.santillano@sanjuan.edu">michael.santillano@sanjuan.edu</a>
Jennifer Hall	Youth Employment Tech1 (HS based support)	Casa Roble, Bella Vista & Mesa Verde	979-8979	<a href="mailto:jennifer.hall@sanjuan.edu">jennifer.hall@sanjuan.edu</a>
Maria Livingston	Youth Employment Tech 1 (HS based support)	Laurel Ruff & Project Search	979-8786	<a href="mailto:maria.livingston@sanjuan.edu">maria.livingston@sanjuan.edu</a>
Jan Schiavone	Youth Employment Tech 1 (HS based support)	El Camino, La Entrada, LaVista, & New San Juan	979-8787	<a href="mailto:jan.schiavone@sanjuan.edu">jan.schiavone@sanjuan.edu</a>
Donna Merrick	Youth Employment Tech 2, Job Developer for DOR-TPP	Dept. of Rehab. DOR Transition Partnership Program TPP district wide support	979-8980	<a href="mailto:donna.merrick@sanjuan.edu">donna.merrick@sanjuan.edu</a>



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**Department of Rehabilitation Transition Partnership Program 'TPP'** - students who are candidates for competitive employment should connect with the DOR before graduating. TPP staff will prepare these students to find competitive employment (support will continue after graduation until the student is employed). We would like at least 40 referrals and will accept 25 students per year. Last year 9 students became employed through this program.

**STUDENT WAGES** - are going up again; the two wage options allowed via our grant are the California training wage \$9.35 for this school year, or the current minimum wage, \$10.50 through December 31, \$11.00 per hour as of January 1, 2018.

### **Vocational Training / Work Experience Continuum**

- **Unpaid Vocational training experience:** student participates in unpaid vocational training experience 'VTE' as a first step
  - VTE typically occurs in a group setting with school staff support and is usually incorporated into a High School course
  - no time limit (but time will be clearly noted on student agreement form)
  - off campus settings - students who complete the application process for paid work experience can be paid for at least 30 hours of this experience.
- **WorkAbility funded paid placement** - student must formally apply for a WorkAbility funded placement (submit Workability application, with a resume, one or more letters of recommendation, and a copy of attendance record).
  - students who complete the application process will be interviewed by WorkAbility staff
  - time limit to be determined for 17/18 school year, \$9.35 per hour (California Learner's wage)
  - off campus placement can be during or outside of the school day
  - on campus placement allowed if work occurs outside of the school day

**Individual placement** - Students who previously participated in a vocational training experience and are ready for a different or continued individual placement can forgo VTE and directly apply for a WorkAbility funded placement (student must submit Workability application packet that includes their resume, a letter of recommendation, and a copy of their attendance record); if the student is a candidate for direct employment by the employer WorkAbility may be able to extend the WorkAbility placement for additional hours (beyond 30) at \$10.50 per hour (increases to \$11.00 in January 2018).

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### **TRANSITION ASSESSMENT**

A major responsibility of Workability is to support annual transition assessment. Our team continues to streamline practice so we can help case managers gather unique annual information that will provide information necessary to craft best practice transition plans. The process should also help students and families start seriously considering post-secondary plans.. Several transition assessment tools are also posted on our district transition resource page.

#### **Annual WorkAbility facilitated transition assessment sequence and timeline:**

**8<sup>th</sup> grade** – will distribute the Workability designed 8<sup>th</sup> grade assessment in the spring (completed assessments will be uploaded to SEIS for 17/18 use)

**9<sup>th</sup> grade** – teachers can incorporate last year's 8<sup>th</sup> grade assessment into their IEP process (attached to the SEIS future IEP); will distribute the Workability designed 9<sup>th</sup> grade assessment in the spring (completed assessments will be uploaded to SEIS for 17/18 use)

**10<sup>th</sup> grade** – teachers should incorporate last year's 9<sup>th</sup> grade assessment into their IEP process (attached to the SEIS future IEP); will distribute a formal career interest assessments (CDM or Careers for Me) 2<sup>nd</sup> semester (WorkAbility can provide a formal summary that includes key info to be included in the IEP/ITP)

**11<sup>th</sup> grade** – teachers can incorporate last year's formal career interest assessment for IEPs in 17/18 ... and/or use a SCANS based assessment (will be posted in Google Classroom) .

**12<sup>th</sup> grade** – will distribute a formal career interest assessment (e.g. CDM) during the 1<sup>st</sup> semester that can be incorporated along with any 11th grade assessments into the final transition plan

**Grade 12+** - YOUNG ADULT TRANSITION ASSESSMENT – students attending Laurel Ruff community transition programs complete this self-assessment annually.

**EXIT SURVEY** – distributed in the spring to all graduating / exiting students

#### **TRANSITION CURRICULUM SUPPORT - HS teachers still have two options for WorkAbility curriculum support.**

- We can provide a limited number of annual licenses to CECs **Life Centered Education 'LCE' curriculum**; learn more at <https://lce.cec.sped.org/> - email Julia Arreguin at [JArreguin@sanjuan.edu](mailto:JArreguin@sanjuan.edu) to activate a license for the new year (old licenses work until October 2017)
- Teachers may continue using the '**Poway Curriculum**' binders (distributed to high schools in 2011).