

Fact Sheet Community Employment Services (CES)

Population Served

Services are provided to individuals who have been found eligible to receive Adult Services through the Hancock DD Board and can safely be served in the community.

Settings

Services are provided in community-based settings in area businesses.

Hours of Services

The hours of services will vary. They are provided based on the needs of the employers.

Days of Services

The days of services will vary. They are provided based on the needs of the employers.

Frequency of Services

The frequency of services will vary. They are provided based on the needs of the employers.

Payer Sources

Services are funded through a combination of funding sources including Federal, State and Local dollars.

Fees

There are no out-of-pocket fees to participate in Community Employment Services (CES) including Job Development (JD), Job Site Training (JST) and Job Supports (JS).

Referral Sources

Anyone can make a referral for Hancock DD Services by contacting the Intake Department. Once an individual is eligible for services, a Service and Support Administration Administrator assists with locating specific services.

Specific Services Offered

Job Development (JD) services are offered to assist with locating employment in the community. Job Developers may assist you with locating competitive employment. This is where you work directly for the employer. A job developer may also assist you with locating enclave employment. This is employment where you are working with a group of your peers with a staff person on-site.

Job-Site Training (JST) services are available to assist with learning the new job tasks once employment is secured.

Job Supports (JS) services are available to assist with maintaining employment for the long-term. Staff members check in with you and the employer to ensure continued successful employment. This may be done individually or with a group of people at an enclave setting.

The MicroEnterprise and Self-Employment Services are for you if you are either interested in starting your own business or being your own employer. The MicroEnterprise Advisor will assist you in developing a business plan, securing funds needed to get started, help educate you on laws entrepreneurs need to know about, and help connect you to community resources to promote and grow your business.

Entry Criteria

Person-served:

1. Meets Ohio Department of Developmental Disabilities Adult Services eligibility requirements.
2. Demonstrates a desire to work in the community.
3. Must meet health and safety standards for specific employment sites.
4. Must meet the attendance requirements of specific employer site.
5. Have been assigned a Service and Support Administration Administrator (SSA).
6. Have an Individual Service Plan (ISP) that recommends the requested service.
7. Meet attendance and punctuality standards.
8. Must be able to work with minimum supervision.*
9. Have sufficient alone time in the community to allow for travel and hours of employment.*
10. Must be able to care for own personal needs / administer own medication.*
11. Must be willing to comply with community employers hiring practices and work rules.

Note: *Criteria may be waived if personal attendant or natural supports are present.

Transition Criteria

Job Development (JD) Services are available to anyone looking to advance or change careers. Some people enjoy working in Workstations/Enclaves so much that they stay there for a long time. Others work in Workstations/Enclaves to develop their skills and then get jobs working independently.

Exit Criteria

Person-served:

1. Is no longer eligible for Ohio Department of Developmental Disabilities Adult Services.
2. No longer desires work in the community.
3. Transfers to an alternative program service.
4. Has health and safety concerns that cannot be addressed at work location.
5. Is unable to maintain entrance criteria.
Including: Excessive absenteeism
Refusal to accept needed services
Lack of participation
Poses a threat to self and/or others
6. Is unable to meet the requirements set by the employer for employment.

Expected Outcomes

Supported employment is an expected outcome of these services. Individualized planning will be done to address specific requirements of employment