



Orange County Regional Center & Department of Rehabilitation Transition to Adult Work Training & Competitive Integrated Employment Services Timeline



Directions: Use this action time line to promote identification of appropriate adult programming for students/Regional Center of Orange County (RCOC) Consumers/Department of Rehabilitation (DOR) Consumers leaving Local Education Agencies (LEA) with a Certificate of Completion or Diploma. All students should be encouraged to complete transition activities related to education, employment and independent living identified on their Individualized Transition Plan (ITP) prior to exit from their school district up to and including the age of 22. Competitive Integrated Employment (CIE) is encouraged prior to & after school exit. The exit date is determined by the LEA using date of birth.

STEP	Action	LEA	RCOC	DOR	CONSUMER	RECOMMENDED TIMELINE
1	Pre-Employment Transition activities are provided prior to exit from school, see OCWBL #1	X		X	X	Starting at Age 16
2	LEA collaborates with adult agencies to ensure appropriate transition to work & PSE	X	X	X	X	At least 1 year before exit
3	LEA Completes OCWBL #3 and attach resume	X				1 year before exit
4	LEA Rep secures most recent OCWBL #2 & sends to RCOC Service Coordinator (SC)	X				1 year before exit
5	LEA Rep secures signed Release of Information Form from Adult/Family for RCOC	X			X	1 year before exit
6	LEA Rep returns documents listed above to RCOC SC (e-mail/mail) & cc Arturo Cazares	X				1 year before exit
7	Student & Family review PSE & work training opportunities for after school exit	X	X	X	X	1 year before exit
8	RCOC SC meets with Adult Resource Group		X			6-12 months before exit
9	LEA Rep secures signed Release of Information Form from Adult/Family for DOR, if needed	X			X	Prior to DOR Application
10	RCOC SC will send OCWBL #3 to DOR (Trin Van Erp) when 26+ points or more		X			6 months before exit
11	RCOC SC & DOR Counselor discuss programming options with input from the consumer		X	X		6 months before exit
12	RCOC sends Referral Packets to Identified Adult Agencies		X			6-12 months before exit
13	After talking with the RCOC SC the Consumer & Family visit potential Adult Agencies				X	6-12 months before exit
14	Consumer/family contact RCOC SC to identify preferred Adult Agency		X		X	6-12 months before exit
15	RCOC SC contacts Adult Agency to verify funding for employment services for consumer		X			3-6 months before exit
16	Notify consumer, parent, LEA Representative of selected program placement		X			2-6 months before exit
17	Client applies for DOR Services if not already a DOR Client, if recommended by RCOC SC			X	X	6 months before exit
18	DOR determines eligibility and completes Individual Plan for Employment			X		Prior to exit
19	Enroll in Post-Secondary Education work training classes/programs, as appropriate				X	6 months before exit
20	Adult secures SOP from LEA to share with Adult Service Agencies & PSE	X			X	Upon school exit

Follow-up: To promote effective transition from school to adult programming, young adults leaving the LEA (High School with a Diploma or Adult Transition Program with a Certificate of Completion) should share their Summary of Performance (SOP) with the new adult service provider(s). In particular accommodations listed in the SOP in the educational and employment arena should be transitioned to new environments to ensure access & effective utilization of needed services and resources. This may include participation in post-secondary education (PSE) opportunities.