

**1. OCWBL #1: Orange County Pre-Employment Skills Development Chart Preparing Youth & Adults with Moderate to Severe Disabilities**

Preparing youth and adults for CIE and careers, starts well before age 16. As individuals with disabilities, families, school staff and community agencies focus on transition planning, employment and career development, there is an expectation that employment options will be available. It is our responsibility in the schools, in the community and at home to promote and support the acquisition of skills that will prepare our youth/adults to secure and retain jobs that are competitive and integrated. This chart identifies the skills specific to the environments where individuals learn the skills needed for success in the workplace.

The chart is divided into (4) columns including the following domains: **Workplace, School, Community and Home**

The skills listed under the Workplace column have been verified by business representatives as skills needed for successful employment. The School, Community & Home Columns include activities that will promote employment related skill development. Families, school staff and community members all have an important role in helping youth/adults learn expected behaviors. As you work with your youth/adults, please be mindful that the identified skills listed under the School, Community and Home domains will support the development of employability skills. The Community Domain applies to skill development supported by all service providers, educators and family members. Collect baseline data on the form and then rate the individual on a monthly/quarterly basis. Tracking progress will help to identify training needs and will assist in better preparing youth for positive work experiences with the goal of participating in paid employment and eventually obtaining economic self-sufficiency.

**2. OCWBL #2: Orange County Employment Skills Development Chart**

This form is used for on-campus or community-based work training evaluation. The employment skills listed on this form are separated into major categories including:

- Follows Directions
- Dress/Hygiene
- Time Management & Employer Expectations
- Work Tasks (specific to work training duties/job descriptions)
- Productivity/Quality of Work
- Communication & Socialization with Supervisor and Co-workers
- Utilizing Workplace Natural Supports and/or Job Coaching
- Mobility/Community Safety/Transportation Options

**2b. OCWBL #2b: Orange County Employment Skills Development Chart with Directions**

This chart is the same chart as OCWBL #2 above, it explains scoring methods. **The directions listed in green print** below some of the skills, are intended to promote consistency and accuracy in point assignments.

**3. OCWBL #3: Regional Center/DOR/Adult Program Employment Rating Referral Summary Chart**

This form is intended to provide summary information to agencies that will be providing employment related services to our participants before and after graduation. This includes summarizing employment related information to be provided to:

- ✓ Department of Rehabilitation
- ✓ Regional Center
- ✓ Adult Service Provider Agencies

The 1-5 scale listed in the **Score Description** box is used to rate the employment skills development of the individual. This is the same point scale as used in form **OCWBL#2**. The total point values are different because only the major categories are scored, not the individual skills as in form **OCWBL#2**. The total points specific to the different programming recommendations are as follows:

- #1 Competitive Integrated Employment (CIE) Individual Placement **(34-40)**
- #2 Supported Employment Individual Placement in Integrated Setting **(30-35)**
- #3 Supported Employment Group in Integrated Setting **(26-31)**
- #4 Adult Day Services/Employment & Volunteer Work Individual/Group Integrated Setting **(22-27)**
- #5 Adult Day Services/Work Training &/or Volunteer Work Group Integrated Setting **(23 & Below)**

**4. OC WBL #4: Employment / Work Training Readiness Scale**

This chart provides an employment & work training readiness scale that provides the following information:

- The X indicates an appropriate referral to either Regional Center and/or Department of Rehabilitation. In some circumstances services will be overseen by both agencies.
- Five potential employment options are listed and promote a range of competitive integrated employment (CIE) settings intended for all participants.
- Participants in all five options should be paid at least minimum wage.

**5. OCWBL #5: Orange County Employment / Work Training Terms & Legislation**

This document contains definitions of transition and employment related terminology.

**6. OCWBL #6: Orange County Regional Center & Department of Rehabilitation, Transition to Adult Work Training & Competitive Integrate Employment Services Timeline**

The chart above was developed to provide an **approximate** time line for DOR, RCOC, school district staff, consumers/students and family members in facilitating a smooth move from school to the adult service provider system. It lays out the action timeline that should be used 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.

**7. OCWBL #7: RCOC Adult Day Services Model Chart**

This chart is intended to describe Adult Service Programs available through the Regional Center of Orange County.

**8. OCWBL #8: California Competitive Integrated Employment (CIE) Resources, Services & Funding Chart (Training, Securing & Retaining CIE)**

The specifics indicated in this chart are intended to support youth and young adults with a wide range of disabilities, including those with the most significant disabilities. Eligibility requirements apply to all and some services are time limited.

**9. OCWBL #9: Orange County Work-Based Learning, Employment & Career Development System WBL Handbook**

This handbook provides detailed information regarding each of the Work Based Learning Tools.