

New Hampshire Vocational Rehabilitation (NHVR)
Pre-Employment Transition & Vendor Services Guide
Summer 2020

Purpose

This guide is a reference regarding the Pre-Employment Transition Services (Pre-ETS) programs being offered through various community rehabilitation providers/vendors across the state beginning the summer of 2020. The guide will be updated, as additional program information is available for the 2020-2021 school year.

What are the Pre-Employment Transition Services (Pre-ETS)?

Five (5) Pre-ETS services must be available to potentially eligible and eligible VR participants. These are:

- 1) Job Exploration Counseling
- 2) Work Based Learning Experiences
- 3) Counseling on Opportunities for Enrollment in Comprehensive Transition or Post-Secondary at Institutes of Higher Education (College Prep)
- 4) Work Readiness
- 5) Self-Advocacy

Who can Participate?

Students with disabilities who are between the ages of 14-21, are in an educational setting and who are either *potentially eligible or eligible* for NHVR services.

How are Pre-ETS Programs Provided?

Vocational Rehabilitation has five Student Transition Specialists (Berlin, Concord, Keene, Manchester/Nashua and Portsmouth) to provide Pre-ETS to groups of students at schools or summer programs. Please reach out to your local VR office to set up workshops now!

Berlin Region 603-752-2271

Concord Region 603-271-2327

Keene Region 603-357-0266

Manchester Region 603-669-8733

Nashua Region 603-889-6844

Portsmouth Region 603-438-8884

Blind Services 603-271-3537

These programs are provided through a menu of services and include the following programs beginning the summer of 2020:

- ✚ Easter Seals NH
- ✚ Northeast Deaf and Hard of Hearing Services
- ✚ Work Opportunities Unlimited
- ✚ MY TURN
- ✚ Granite State Independent Living (IMPACCT and Earn & Learn)
- ✚ NH Jobs for Americas Graduates – NH-JAG (Berlin Office only)

Program Types

- Vendors are providing programming in the following ways, with a combination of more than one of these:
- **Remote:** Services are provided through an online platform.
- **Individual:** Services are based upon the student's needs and interests and are provided one on one with the program/vendor staff.
- **Classroom:** Program content is provided in a classroom type setting, with a specified cohort size.
- **Work Site:** Program content includes a work based learning component, either paid or unpaid.
- **NOTE:** For those programs that provide services individually, it may not be necessary to provide all five Pre-ETS services. It is recommended that only those Pre-ETS services that are necessary to accomplishing the student's IPE goal are selected.

COVID-19 Guidance

In light of the COVID-19 pandemic, the programs/vendors are required to provide the following:

- Provide programming using online learning for the start of the program
- Provide the work-based learning experience portion of the program once the restrictions are eased or lifted
- As the restrictions are eased or lifted, will provide in-person programming and/or work-based learning experiences that follow all of the necessary protocols related to social distance, personal protection and disinfecting
- Ensure that the student and his/her family/guardian are comfortable with participating with in-person activities based upon their health and safety needs

Vendor Programming

Easter Seals-Youth Transition Services (YTS)

Type of Program: Individual and Work Site; Offered year round

Program Dates: Can accept students at any time

Pre-ETS Services Provided: Career Exploration and Work Based Learning

Service Catchment Area(s): Concord, Manchester, Nashua, Seacoast and Lebanon

Maximum Number of Students: N/A

Description: YTS is provided in two components: career exploration and work based learning experiences. Students will receive the following:

Career Exploration

- O*NET Interest Profiler
- Draft resume (If applicable)
- Participates in mock interview with NDHHS Human Resources Representative or YTS staff. Interviewer completes YTS Mock Interview Evaluation Template
- Establishes a job search radius and availability

Work Based Learning

Phase One Development:

- Student works with YTS Staff to conduct online research of non-profit and for-profit business that could serve as host sites for Work-Based Learning

With 1:1 support student participates in:

Informational Interview (II) or Employer Visit (EV) or Job Shadow (JS): Student and Staff attend II, EV or JS to determine student's interest in specific job or a specific employer, and complete YTS Employer Visit, Informational Interview, Job Shadow Form

Phase Two Development:

- YTS Staff communicates with potential host sites and documents activities on YTS Host Site Development & Job Search Tracking
- Participation in Work Based Learning Opportunities: 20 hours of 1:1 support / transportation and \$170 student stipend at \$8.50/hour

With 1:1 support student participates in work-based learning:

- Student and YTS Staff attend regularly scheduled shifts
- YTS Staff completes YTS Work Evaluation after 10 hours of student participation
- YTS Staff completes YTS Work Evaluation after 20 hours of student participation.
- YTS Staff completes YTS Soft Skills Assessment after 20 hours of student participation

Northeast Deaf and Hard of Hearing (NDHHS) and Paula Collins

Type of Program: Summer Pilot

Program Dates: Summer 2020, TBD

Pre-ETS Services Provided: Career Exploration, Work Readiness, Post-Secondary Training Opportunities

Service Catchment Area(s): Statewide

Maximum Number of Students: 10 from NH, 10 from ME

Work Opportunities Unlimited (WOU)

Type of Program: Individual and Work Site; Offered year round

Program Dates: Can accept students at any time summer: programming offered over the course of six (6) weeks; June - August

Pre-ETS Services Provided: Job Exploration Counseling, Work Based Learning Experiences, College Prep, Work readiness and Self-Advocacy

Service Catchment Area(s): Statewide

Maximum Number of Students: N/A

Description:

The program consists of the following service options:

- Job search, job applications, resume completion and interviewing
- Person Centered Planning
- Learning experience – site development
- Forty (40) hours of paid learning experience (or can be unpaid if the counselor and participant wish).

Post-Secondary Education Exploration

This is a separate service from the above training package. The cost is \$45/hour and WOU can provide transportation. This service can assist the student to:

- Learn about Post-Secondary Education Options
- Visit area colleges
- Access college orientation tours
- Understand the application process

NOTE: These services can be taken in part or in whole. Sixty-one (61) hours of the total time will be directly spent with the participant if the entire package is used and is typically provided over six (6) weeks during the summer.

My Turn

Program Type: Classroom and Work Site; Offered year round

Program Dates: Summer 2020: July 6 – August 14, 2020

Pre-ETS Services Provided: Job Exploration Counseling, Work Based Learning Experiences, College Prep, Work readiness and Self-Advocacy

Service Catchment Area(s): Concord and Manchester

Maximum Number of Students: Central High School (6)
West High School (6) - pending
Franklin High School (10)

NOTE: This program is provided throughout the school year. At the current time, NHVR is paying for **summer only**. The Agency will be having conversations with MY TURN as to how we can collaborate throughout the school year.

Description:

The curriculum will include:

- 1. Job Exploration Counseling – 3 hours**
Participants will receive Job Exploration Counseling prior to choosing their summer WBL placement. Participants will utilize Access/Bridges assessment, explore labor market information, as well as researching job projections/wage trends by using the Department of Labor's Occupational Network (O*NET) to make more informed career decisions.
- 2. Work Readiness Training – 6 hours**
Participants will receive Work Readiness Training through the duration of the summer program. The Pre-Employment Work Maturity Skills (PEWMS) assessment is particularly helpful in the delivery of Work Readiness Training services. Participants will begin to develop a portfolio of documents that will include a resume, cover letter, thank you letter, list of references, letter of recommendation, and any credentials, awards, or other relevant documents. Participants will also receive soft skills training both in the classroom and in the workplace.
- 3. Work Based Learning Experiences – 100 hours**

Participants will be placed in paid work experience opportunities developed through our network of industry partners. MY TURN's industry partners are committed to providing tours, job shadows, internships, mentoring, and employment opportunities. Participants will be placed in WBL experiences that most closely align with their identified career goals where they may begin to develop technical skills and professional references to increase the likelihood obtaining livable wage, career-ladder employment post-graduation.

4. Self-Advocacy – 6 hours

Participants will receive Self-Advocacy Services over the course of the summer program. The Casey Life Skills assessment is particularly helpful in evaluating the self-advocacy needs of each participant. MY TURN staff will deliver lesson plans on overcoming barriers, decision-making, healthy relationships, financial literacy, leadership and more. Participants will be encouraged and supported to advocate for themselves in the program, in the school, in their homes, and in the workplace.

5. Counseling on Post-Secondary Education/Training Opportunities – 3 hours

All participants will receive Counseling on Post-Secondary Education/Training Opportunities throughout the summer program. Instruction will focus of post-secondary planning activities related to their WBL placements and long-term career goals.

Granite State Independent Living (GSIL) (IMPACCT)

Program Type: Classroom and Work Site

Program Dates: Fall, spring and summer sessions, **summer 2020: July 6 – 31, 2020**

Pre-ETS Services Provided: Job Exploration Counseling, Work Based Learning Experiences, College Prep, Work readiness and Self-Advocacy

Service Catchment Area(s): Berlin/Littleton, Concord, Nashua and Manchester

Maximum Number of Students: six per region

Description:

The IMPACCT curriculum focuses on five pre-employment transition services, including:

1. Job Exploration Counseling
2. Work-based Learning Experiences
3. Comprehensive Transition Program and Post-Secondary Education
4. Workplace Readiness Training
5. Instruction in Self-Advocacy

IMPACCT Academy is a comprehensive program that covers the five pre-employment transition services hosted at community college campuses throughout New Hampshire. In small groups (15 student max), students work through an academic curriculum presented as a simulated work environment. Students have the opportunity to earn academic credit through Extended Learning Opportunities (ELOs), with soft skills training braided throughout.

Scheduling for each session is as follows:

- 4 days/week of academic instruction
- 1 day/week of **paid** work experience
- *Afternoon Computer Lab is also available for credit recovery*

Granite State Independent Living (GSIL) Earn & Learn

Program Type: Classroom and Work Site

Program Dates: Fall, spring and summer sessions, **summer 2020: July 6 – 31, 2020**

Pre-ETS Services Provided: Job Exploration Counseling, Work Based Learning Experiences, College Prep, Work readiness and Self-Advocacy

Service Catchment Area(s): Manchester

Maximum Number of Students: Six (6)

Description:

GSIL's Earn & Learn Opportunities Program provides extended learning opportunities (ELO's) that combine soft skills training and education with on-the-job training for at-risk high school student with disabilities. Students are matched with professions in which they have an interest and learn more about the skills and education required to be successful in that field. Classroom skill training includes resume building, mock interviews, appropriate work-site behavior, and professionalism.

NH-JAG (Jobs for America's Graduates)

Program Type: Classroom and Work Site

Program Dates: Offered year round, **summer 2020: July 6 – August 14, 2020**

Pre-ETS Services Provided: Job Exploration Counseling, Work Based Learning Experiences, College Prep, Work readiness and Self-Advocacy

Service Catchment Area(s): Berlin (Berlin, Kennett (tentative) and Woodsville HS)

Maximum Number of Students: Six (6) per school

Description:

NH-JAG provides year-round, academic, employment, and life skills support services to disadvantaged students in high school and out-of-school programs throughout the state by utilizing a comprehensive, competency based leadership and employment training curriculum. Learning modules include, employability skills training, community service, financial literacy, and leadership development. Qualified Youth Specialists who provide instruction following a national JAG model curriculum tailored to non-traditional methods of learning professionally staff NH-JAG classrooms. Youth Specialists possess a variety of qualifications and skills, utilizing a creative and dynamic approach tailored to reach a more disconnected population of students. Classroom instruction is supplemented by myriad community service projects, business tours, college visits, educational field trips as well as work based learning.

In addition, NH-JAG maintains a long-standing relationship with the Appalachian Mountain Club where participating students completed meaningful trail work with local and federal land management partners. Through their excellent work on these lands, NH-JAG students learned and practiced practical job skills and positive work habits. Additionally, these students gained awareness of career opportunities in outdoor resource management and recreation.

NOTE: This program is provided throughout the school year. At the current time, NHVR is paying for **summer only**. The Agency will be having conversations with NH-JAG as to how we can collaborate throughout the school year.