



# Supported Work Experience (SWE)

## Program Description

Revised: February 2008

# Introduction

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The Supported Work Experience (SWE) program will provide a therapeutic environment and specific work skill training in one or more of the following occupational areas:

- Production/Assembly
- Food services
- Business services
- Custodial
- Warehouse

The SWE program serves individuals with developmental disabilities and traumatic brain injuries who require specific vocational training and support in order to maximize vocational and personal growth. The training program has been structured to meet the following objectives:

- Increase independence in vocational and social functioning
- Develop work skills and appropriate behaviors
- Discover needed accommodations
- Overcome barriers (disability related issues, lack of positive work history, housing, transportation, economic conditions and other person specific issues)

- Develop recreational activities and support community integration
- Obtain competitive and/or supported community employment

Program progress is reviewed regularly and intervention and support are provided to help the participant enhance his/her vocational, social and personal development.

## Program Entrance Criteria

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- Be funded privately or sponsored by a third party
- Have a documented developmental disability or traumatic brain injury as primary
- Provide proof of documented disability
- Provide documentation of medical or psychological evaluation current within one year of entry into program
- Have a Support Coordinator/Case Manager with whom he/she regularly meets
- Have conduct that is not harmful to self or others

- Be substance abuse free
- Be able to take care of personal needs or have an attendant who will assist with those needs
- Have arranged transportation
- Agree to follow the general guidelines of Peckham
- Meet I-9 requirements (be eligible to work in the United States)

## Program Elements

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### Case Management

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A Vocational Services Specialist (VSS) is assigned for each participant served in the SWE program. The VSS works with each program participant to develop and implement a consumer-driven, individualized program plan. The VSS will also coordinate necessary services to assist program participants in achieving their objectives and increasing their level of independence in order to promote optimal personal and vocational growth and to prepare for a higher level vocational program and/or community employment.

### Pay and Benefits

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Participants in the SWE program are paid commensurate wages using a piece-rate or time study wage determination system. Detailed information regarding additional benefits is available in the SWE Handbook Supplement.

### Reasonable Accommodation

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Accommodations and support will be provided to enable the participant to fully participate in the program. Peckham provides:

- Environmental accommodations
- Job tailoring
- Automated machinery
- Modified work stations
- Behavioral support
- Ergonomic adjustment
- Specialized training

Examples include: flexible scheduling, specially developed jigs and fixtures, adjustable table heights, ergonomic chairs, individualized incentive programs and work stations that limit environmental stimuli. The facilities are fully accessible with wheelchair accessible bathrooms, drinking fountains and other accommodations as needed.

## **Job Seeking Skills and Placement Services**

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It is Peckham's intent to assist participants in the SWE program to secure a higher level vocational program or community employment. Participants meet regularly with their assigned VSS to review job readiness. Individualized job preparedness assistance and group job club activities are offered to the participant.

## **Re-Entry Policy**

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If a program participant obtains community employment and then loses this employment within 60 days of obtaining it due to circumstances beyond his/her control, the program participant will be guaranteed a position within the Supported Work Experience program as soon as a suitable opening is available. If the participant leaves Peckham, Inc. for any other reason, he/she may be referred again for services as long as admission criteria are met.

## **Training Activities**

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The SWE program will provide supplementary training to compliment the work experience. The focus of the training opportunities will be to assist participants with the development of skills relating to self advocacy and community integration. The trainings will be specific

to the participant's identified interests. Involvement in these training opportunities will be encouraged, but not mandatory. Training activities include:

- Job Club classes
- Work related trainings for communication skills, getting along with co-workers and supervisors, grooming and hygiene, working as a team and problem solving skills
- Leisure and recreational training through Thanksgiving luncheon, December holiday party, Spring Fling, golf outing, Higgins Lake camping trip and summer picnic
- Voting rights and voter training
- Work place safety
- Client self-advocacy training, including Leadership Council and the Town Hall meetings
- Weekly art classes through Peckham's Art from the Heart program
- Weekly computer training in the Learning Lab

Peckham coordinates activities with Lansing Parks and Recreation to provide social/recreational opportunities, such as dances and holiday events that are scheduled on a quarterly basis. Participants are also provided with information about community resources.

# Program Process

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## Referrals

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A set referral and screening procedure will be generally applied. All participants will be referred to Peckham, Inc. by the referral agency or individual. Scheduling into the program is the responsibility of the SWE Team Leader/Vocational Service Specialist. A screening interview for prospective participants will be held with the referring professional and Peckham staff. At that time, referral information such as a medical assessment, psychological evaluation, history of vocational services and other relevant information will be made available. The participants will be given a tour of the program to view the activities and to assist in making their decision to attend.

## Orientation

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- Introduction to Peckham policies and procedures
- Peckham Informational Handbook and SWE Handbook Supplement is given and reviewed
- Peckham introductory videotape is presented

- Hazardous Communication training and Blood Borne Pathogen training
- Tax forms and government employment eligibility forms are completed
- Intake date forms are filled out

## Initial Assessment for Determining Future Service Areas

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- Within the first week of programming, a plan for assessment will be designed based on the information from the referral source and initial participant interview
- Work related skills such as work speeds, work behaviors, attendance, punctuality, grooming and hygiene will be assessed
- At the conclusion of the initial 30 day program period, a staffing will be conducted including the referring professional, other clinical staff, the participant and Peckham staff
- During the staffing, goals and objectives will be created via a person centered planning process

## **Person Centered Planning**

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Each participant will have an individualized program plan based on the person centered planning process. Along with staff observations, a Service Planning Guide, a Consumer Satisfaction Survey and direct input from the consumer and families/guardians will provide guidance in the planning process. The VSS works closely with the referral source and the participant when creating objectives. The team approach is used to support the participant with identifying and achieving their personal goals. The person centered planning process will be utilized to establish individualized program goals with emphasis on enhancing identified strengths for the participant. The plan will include:

- Service areas
- Measurable objectives
- Methods to achieve and assess objectives
- Time frames
- Those responsible for plan implementation

## **Progress Review and Feedback**

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Progress on objectives will be measured and assessed at least bi-weekly with appropriate feedback provided to the

participant. A formal quarterly and semi-annual report will be completed per outline and forwarded to the referral source and participant. Effectiveness of training shall be supported by verifiable and valid data accumulated during the training period. An annual staffing is held with assessments and a formal report is prepared and presented. The staffing will document progress of the participant relative to pre-established goals, barriers to attaining goals and training techniques utilized.

Based on staffing results, a new plan will be initiated or the active plan modified.

Annually, the participant will complete a Consumer Survey to provide feedback regarding services he/she received during the year and to propose improvements and/or changes.

## **Program Completion**

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Readiness to complete the program and move to a competitive or supported employment setting is assessed at least quarterly on an informal basis. Formal documentation of this process is provided quarterly or semi-annually. Satisfactory completion of designated objectives leading to a higher level of programming is criteria for termination or transfer from the SWE program. The participant will be asked to complete a Consumer Survey to provide input on services provided. This

will allow Peckham to obtain feedback and suggestions for program improvement.

**Note:** Other guidelines incorporated in the program are:

*Standards of Operation for All Programs*  
*Peckham Handbook*  
*SWE Handbook Supplement*

