

## AVAILABLE SERVICES

For all services offered Goodwill will meet all documentation, provider qualifications, including required training and hands on CPR and 1<sup>st</sup> aid certification prior to the provision of services, and supervision needs of the participant as outlined in the IPC and service definition.

### Supported Employment

**Program Description:** The purpose of the Supported Employment Program is to support and assist a participant who, as a result of their disability, need intensive support to find and maintain a job in competitive, integrated work setting. The person served in Supported Employment is provided with extensive one-on-one job coaching assistance to learn requisite job skills and appropriate work behaviors.

**Population served:** Individuals age 18 and older with physical or cognitive impairments or other significant barriers to vocational success.

**Settings:** Employment supports can be provided in any community integrated, competitive worksite including but not limited to Goodwill retail stores. At intake, quarterly input meetings, 6 months and annual IPC meetings or any time a participant/guardian wishes to discuss the options, settings for services can be reviewed and modified based on participant choice. Goodwill has trained employment staff that will assist in finding employment settings in the community if requested.

**Hours, days and frequency of services:** Services for this program can be offered at any time a participant needs to work and that a worksite is open for business.

**Payer sources:** Services offered through Goodwill Wyoming are generally funded through the Behavioral Health Developmental Disabilities Division Community Based Waiver program, Division of Vocational Rehabilitation or self-funding.

**Fees:** See fee schedule

**Referral Sources:** Referrals to Goodwill programs are made through DD Case Managers, other DD programs, DVR, Guardians, Parents and community health professionals. Anyone interested in Goodwill services can self-refer as well.

**Exit/Transition Criteria:** Services can be terminated by the person served at any point in programming. Participation in Goodwill programs are the choice of the person served. When a person achieves the goals established for programming as per their IPC they are eligible for placement in a position within

the Goodwill store or the community. Typical criteria for consideration of transition include the ability to work with less supervision and work well with others while maintaining productivity goals. This determination is made by the Participant, IPC team and Goodwill staff. Goodwill can terminate services if needs are beyond the scope of programming. Please refer to section on discontinuation of services.

**Transportation:** Transportation can be included in the Community Integrated Employment program and can be provided if necessary.

## Supported Living/Community Living Services (CLS)

**Program Description:** Supported Living/CLS Services/CLS

Supported Living/CLS services assist a participant to live in a home or apartment leased by the participant or guardian, or in the family home when the participant requires a range of community-based support to live as independently as possible. Supported Living/CLS Service provides individually tailored supports to assist with the acquisition, retention, or improvement in skills related to living successfully in the community. Supported Living/CLS Services are based on need and include assisting with common use of community's transportation system, teaching the use of police, fire and emergency assistance; medications, and medical services; managing personal financial affairs' building and maintaining interpersonal relationships, participating in community life, and 24-hour emergency assistance. Supported Living/CLS Services are designed for participants who need less than 24-hour paid supervision and support.

**Population served:** Individuals age 21 and older with physical or cognitive impairments or other significant barriers to independent living success.

**Settings:** Supported Living/CLS services are provided in the participant's home and community.

**Hours, days and frequency of services:** Services for this program can be offered at any time that a participant needs services. Schedules for services are individualized and based on need.

**Payer sources:** Services offered through Goodwill Wyoming are generally funded through the Behavioral Health Developmental Disabilities Division Community Based Waiver program, or self-funding.

**Fees:** See fee schedule

**Referral Sources:** Referrals to Goodwill programs are made through DD Case Managers, other DD programs, Guardians, Parents and community health professionals. Anyone interested in Goodwill services can self-refer as well.

**Exit/Transition Criteria:** Services can be terminated by the person served at any point in programming. Participation in Goodwill programs are the choice of the person served. When a person achieves the goals established for programming as per their IPC services can be discontinued or reduced in frequency. Typical criteria for transition to less frequent or no services include demonstrating the ability to take care of daily living skills, personal and medical needs that do not place the participant at risk for harm of health or safety. This determination is made by the Participant, IPC team and Goodwill staff. A participant may also transition to a higher level of service based on the same criteria as determined by the participant, IPC team and Goodwill staff. Goodwill can terminate services if needs are beyond the scope of programming. Please refer to section on discontinuation of services.

## Individual Habilitation Training

**Program Description:** Individual Habilitation Training is a specialized 1:1 intensive training service to assist a participant with the acquisition or improvement in skills not yet mastered that will lead to more independence and a higher level of functioning. Individual Habilitation Training services are for participants who live with unpaid caregivers or who need less than 24-hour paid supervision and support.

**Population served:** Individual Habilitation Training services are offered to individuals with identified physical or cognitive disabilities who are aged infant to 18 years of age.

**Settings:** IHT services are provided in the participant's home and community.

**Hours, days and frequency of services:** Services for this program can be offered at any time that a participant needs services. Schedules for services are individualized and based on need.

**Payer sources:** Services offered through Goodwill Wyoming are generally funded through the Behavioral Health Developmental Disabilities Division Community Based Waiver program, or self-funding.

**Fees:** See fee schedule

**Referral Sources:** Referrals to Goodwill programs are made through DD Case Managers, other DD programs, Guardians, Parents and community health professionals. Anyone interested in Goodwill services can self-refer as well.

**Exit/Transition Criteria:** Services can be terminated by the person served at any point in programming. Participation in Goodwill programs are the choice of the person served. When a person achieves the goals established for programming as per their IPC services can be discontinued or reduced in frequency. This determination is made by the Participant, IPC team and Goodwill staff. A participant may also transition to have more frequent services based on need or as requested by the participant and their team. In addition, an exit out of IHT can be when a participant turns 18 years of age and has a high school diploma or at the age of 21. Goodwill can terminate services if needs are beyond the scope of programming. Please refer to section on discontinuation of services.

## Adult Day Services and Community Integration Services

**Program Description:** Day Habilitation services are provided at the Goodwill Rehabilitation Center, in various places in the community, and in the participant's home if indicated in the plan of care. The Day Habilitation program is designed to provide innovative recreational activities as well as activities designed to improve the acquisition of life skills such as self-help skills, socialization and adaptive skills. Participants in Community Integrated Services also participate in employment interest and skill development activities if they choose. Goodwill is strongly committed to assisting any Community Integrated participant in the Goodwill program in working if they desire to have a job. Positions are available at Goodwill stores for participants who do not have employment services in their waiver plan but may or may not need support in a work setting. If a participant wishes to work in an alternative setting Goodwill staff can provide job development services to explore employment at other locations. Goodwill staff can provide job coaching in settings outside of Goodwill if there is waiver support for these services. Participants who have a job either at Goodwill or in the community that correspond to the time that they are receiving day hab services can receive transportation services from Goodwill if needed.

Therapies and professional services such as barber, grocery shopping or doctor appointments are held at community locations. Participants will always be offered the option of a community based service first over providing these types of services at the day hab center. Daily interaction is an important element of this program as well as community outings. Activities may include bowling, movies, fishing, bingo, shopping, community tours, and other recreational, learning and volunteer activities in the community. Activities and learning opportunities are designed to foster the acquisition of skills, appropriate behavior, greater independence, community networking, and personal choice. Participants in this program can choose activities, settings, staff etc. that they wish to participate with during programming. Participants are asked to select activities during participation in the monthly calendar development and on a daily basis. Community Integration services are focused on providing the

participant with their choices for activities and learning objectives. Input is documented on input forms and meeting minutes maintained by the Program Manager.

Adult Day Services consist of meaningful daytime activities that provide the opportunity for socialization, community involvement/engagement and help to maintain skills and abilities. These services can be provided in home, center or the community. Services in home can be provided for medical behavioral, or other reasons of safety if indicated in the IPC.

**Population served:** Individuals age 21 and older with physical or cognitive impairments or other significant barriers to independence.

**Settings:** Services are provided in the community and in the day hab center. Services are focused on community integration and services occur in community settings at least 50% of the time.

**Hours, days and frequency of services:** Community Integration services are generally provided from 8:00 to 4:00 Monday through Friday.

**Payer sources:** Services offered through Goodwill Wyoming are generally funded through the Behavioral Health Developmental Disabilities Division Community Based Waiver program, or self-funding.

**Fees:** See fee schedule

**Referral Sources:** Referrals to Goodwill programs are made through DD Case Managers, other DD programs, Guardians, Parents and community health professionals. Anyone interested in Goodwill services can self-refer as well.

**Exit/Transition Criteria:** Services can be terminated by the person served at any point in programming. Participation in Goodwill programs are the choice of the person served. When a person achieves the goals established for programming as per their IPC, services can be discontinued or reduced in frequency. A participant can transition from ADS to other services if determined by the IPC team. Typical criteria can include interest in working either in Supported Employment or the community, ability to interact positively with other day hab participants, or there is a need for a more structured and goal oriented program. This determination is made by the Participant, IPC team and Goodwill staff. Goodwill can terminate services if needs are beyond the scope of programming. Please refer to section on discontinuation of services.

## Respite

**Program Description:** Respite care is provided to participants unable to care for themselves. Respite is a short-term service provided due to the absence of or need for relief for the caregiver. Respite is not intended as a substitute for daily scheduled supervision of the participant. Respite may be provided in the home or in a community setting.

**Population served:** Individuals age 2 and older with physical or cognitive impairments or other significant barriers to independent living success.

**Settings:** Respite services are provided in the participant's home and community.

**Hours, days and frequency of services:** Services for this program can be offered at any time that a participant needs services. Schedules for services are individualized and based on need.

**Payer sources:** Services offered through Goodwill Wyoming are generally funded through the Behavioral Health Developmental Disabilities Division Community Based Waiver program, or self-funding.

**Fees:** See fee schedule

**Referral Sources:** Referrals to Goodwill programs are made through DD Case Managers, other DD programs, Guardians, Parents and community health professionals. Anyone interested in Goodwill services can self-refer as well.

**Exit Criteria:** Services can be terminated by the person served at any point in programming. Participation in Goodwill programs are the choice of the person served. When a person achieves the goals established for programming as per their IPC services can be discontinued or reduced in frequency. This determination is made by the Participant, IPC team and Goodwill staff. Goodwill can terminate services if needs are beyond the scope of programming. Please refer to section on discontinuation of services.

## Personal Care

**Program Description:** Personal care services are provided to assist participants in completing tasks s/he would do normally if the participant did not have a disability. Personal care may include completing the task, assisting with the task, or cuing the participant to complete the task. Personal care services may include assistance with performing activities of daily living, such as bathing, dressing, light housework, meal preparation, money management, and medication management. Personal services shall be provided in the participant's home or on their property.

**Population served:** Individuals age 2 and older with physical or cognitive impairments or other significant barriers to independent living success.

**Settings:** Respite services are provided in the participant's home and community.

**Hours, days and frequency of services:** Services for this program can be offered at any time that a participant needs services. Schedules for services are individualized and based on need.

**Payer sources:** Services offered through Goodwill Wyoming are generally funded through the Behavioral Health Developmental Disabilities Division Community Based Waiver program, Division of Vocational Rehabilitation or self-funding.

**Fees:** See fee schedule

**Referral Sources:** Referrals to Goodwill programs are made through DD Case Managers, other DD programs, DVR, Guardians, Parents and community health professionals. Anyone interested in Goodwill services can self-refer as well.

**Exit Criteria:** Services can be terminated by the person served at any point in programming. Participation in Goodwill programs are the choice of the person served. When a person achieves the goals established for programming as per their IPC services can be discontinued or reduced in frequency. This determination is made by the Participant, IPC team and Goodwill staff. Goodwill can terminate services if needs are beyond the scope of programming. Please refer to section on discontinuation of services.

## Companionship Services

**Program Description:** Companionship services are provided to assist the participant with non-medical care, supervision, socialization, maintaining safety in the home and community. Companionship services may include assisting or supervising the participant with meal preparation, laundry, shopping, recreation and other activities that enhance the participant's well-being but do not provide these activities as a discreet service.

**Population served:** Individuals age 21 and older with physical or cognitive impairments or other significant barriers to independent living success.

**Settings:** Companionship services are provided in the participant's home and community.

**Hours, days and frequency of services:** Services for this program can be offered at any time that a participant needs services. Schedules for services are individualized and based on need.

**Payer sources:** Services offered through Goodwill Wyoming are generally funded through the Behavioral Health Developmental Disabilities Division Community Based Waiver program, or self-funding.

**Fees:** See fee schedule

**Referral Sources:** Referrals to Goodwill programs are made through DD Case Managers, other DD programs, Guardians, Parents and community health professionals. Anyone interested in Goodwill services can self-refer as well.

**Exit Criteria:** Services can be terminated by the person served at any point in programming. Participation in Goodwill programs are the choice of the person served. When a person achieves the goals established for programming as per their IPC services can be discontinued or reduced in frequency. This determination is made by the Participant, IPC team and Goodwill staff. Goodwill can terminate services if needs are beyond the scope of programming. Please refer to section on discontinuation of services.

## Independent Living Services

**Program Description:** ILP services are focused on assisting youth between the ages of 14 and 21 who are or were in a court-ordered placement to become self-sufficient adults. ILP services include, but are not limited to the following activities: educational assistance, employment assistance, life skills training, housing assistance, transitional plans. Services are highly individualized and dependent upon the needs of the person seeking support. Each participant in the Independent Living program will work with an Independent Living Coordinator in their community to develop a plan of services and support. Self-referrals as well as referrals from community members and professionals are accepted for consideration for this program.

## Wendy's Wonderful Kids

**Program Description:** Dave Thomas Foundation - Wendy's Wonderful Kids has a full-time recruiter looking for adoptive families for children who have not found a permanent home. NOT adoptable is NOT acceptable. Recruiters use an evidence based, child-focused recruitment model.

**Population served:** Children between the ages of 0-18

**Settings:** Throughout Wyoming counties



**Hours, days and frequency of services:** Services for this program can be offered at any time that a participant needs services. Schedules for services are individualized and based on need.

**Payer sources:** Services offered through Goodwill Wyoming are generally funded through the Dave Thomas Foundation.

**Fees:** None

**Referral Sources:** Referrals to Goodwill programs are made through DFS Caseworkers

**Exit Criteria:** Services can be terminated by the person served at any point in programming. Participation in Goodwill programs are the choice of the person served. When a person achieves the goals established services can be discontinued or reduced in frequency. This determination is made by the Participant and Goodwill staff. Goodwill can terminate services if needs are beyond the scope of programming.

## POLICY ON INDIVIDUAL RIGHTS IN SERVICES REGARDING SCHEDULED ACTIVITIES AND STAFFING

Individuals participating in services at Goodwill have the right to control their own schedule and activities while participating in services at Goodwill. This includes the right to individualize their schedules, chose to participate or not participate in activities and choose with whom to associate with during services. To this end, participants will be asked to contribute in the planning of activities and schedules on a daily basis. Monthly day hab schedules are also prepared during work sessions, which involve participants and their input. Participant input will be documented on a monthly activity form. Staff will receive training on hire and during monthly staff meetings on how to include participant input and encourage participation in developing and controlling their own schedules.

Staff will also receive training on how to accommodate participant schedule requests/changes. Staff training will be documented in the Therap training module and staff meeting minutes.

If there are multiple requests from participants to deviate from the scheduled daily activities Goodwill will make every effort to accommodate the requests while still maintaining sufficient staff support for individual participants to assure safety and security. When there are multiple requests, staff will attempt to ascertain if additional participants would like to attend the alternative activity. If no additional