Cottonwood, Inc.
Policies and Procedures

SECTION: Employment Services/JobLink   **POLICY NO:** 40-001

SUBJECT: Entrance and Exit Criteria

EFFECTIVE DATE: February 1990

Policy:

In keeping with the mission statement and philosophy of Cottonwood, Inc., entrance and exit criteria shall be established and adhered to within the JobLink Department. Concurrently, individuals may choose from a variety of Supported Employment service options, with the team determining feasibility of requested services.

If a person served by JobLink loses his/her community job, and he/she was previously served by Cottonwood Industries, he/she may gain automatic readmittance to Cottonwood Industries until new community employment is obtained.

Description of Employment Services:

Full or part-time employment away from Cottonwood Industries with JobLink staff support present or intermittent and available. The employment environment will be as close to typical levels of integration as possible.

Procedures:

I. Entrance to JobLink:

   A. Criteria:

      1. Meets agency admission criteria. (See I.B. 2.d Procedures, Time Limited Exception).

      2. Individuals who desire integrated employment.

   B. Procedures:

      1. As a means of Referral to JobLink services, a job seeker's Support Services Coordinator will complete and submit to the JobLink Director an Application for Kansas Rehabilitation Services (using either the VR App button in the Support Services Database, or a download from http://www.dcf.ks.gov/services/RS/Documents/Part-3Application.pdf). Support Services Coordinators will help ensure participation of the job seeker, legal guardians, involved family, and other key people during the initial intake process. Each JobLink consumer's employment status/goals will be reviewed during their annual Person-Centered Support Plan meeting.

2.   Obtaining services:

a.   Job seekers currently receiving services through Cottonwood, Inc. must simply ask their Support Services Coordinator to refer them to JobLink (see I.B.1.).

b.   Job seekers who have I/DD funding, but are not currently receiving services from Cottonwood, Inc. must submit an application to the Director of Support Services for entry into Cottonwood, Inc. licensed services, and work with their support team to assign funding to Cottonwood, Inc.

c.   Job seekers determined eligible for, but are awaiting, I/DD Day or SE service funding may access JobLink services under the following specific circumstances:

1.   Job seekers are referred through Kansas Rehabilitation Services, and

2.   Job seekers sign a Memorandum of Understanding agreeing to assign eventual I/DD Day or SE funding to Cottonwood.

d.   Job seekers denied admission to Cottonwood, Inc. services, or job seekers who have not had their eligibility for services determined, may access JobLink services under the following specific circumstances:

1.   These services are time limited, and

2.   Job seekers are referred through Kansas Rehabilitation Services or have another specific funding source.

For the individuals in time limited services who are later determined eligible, or are later awarded I/DD funding, a transition meeting will be set by the Support Services Coordinator to complete an application for entry into Cottonwood, Inc. licensed services, assure its submission to the Director of Support Services, and arrange the plan of care and funding assignment to Cottonwood, Inc.

II. Exit from JobLink:

A.   Criteria:

1.   Individual initiates termination of services, or

2.   An individual's support team agrees that behavior and attitude indicate a lack of interest, there are serious health issues present that can't be accommodated, or the ability to obtain or maintain integrated employment is compromised significantly.

B.   Procedure:

A JobLink Discharge form is completed and signed by the individual and the Support Services Coordinator.