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MISSION STATEMENT

The mission of Lincoln Training Center is to foster independence and improved quality of life for individuals with disadvantages or developmental disabilities through the maximum effort of the organization’s staff, membership and volunteers. This will be accomplished through an unqualified commitment to – and delivery of – diverse, high quality programs and services to Lincoln Training Center’s participants, customers, and the community.

OUR HISTORY

Lincoln Training Center is a not-for-profit, 501 c(3) organization founded in 1964 by parents of adults with developmental disabilities. In more than 60 years of service, Lincoln Training Center (LTC) has progressed from a small group of parents teaching their sons and daughters simple production work to an award-winning, accredited non-profit organization helping



hundreds of adults with disabilities throughout Southern and Northern California find meaningful work. Today, LTC continues its mission to provide paid work opportunities and job training to adults with developmental and intellectual disabilities through an array of job programs. Overall, approximately 600 adults participate in our programs each year.

All services provided are certified by the Department of Developmental Services or California State Department of Rehabilitation, and subject to the Commission on Accreditation of Rehabilitation Facilities. Lincoln Training Center maintains active membership in the California Disability Services Association (CDSA).

ENTRANCE CRITERIA

Lincoln Training Center's emphasis is to provide vocational programming for individuals with disabilities who may not be able to work competitively in the community, or who may need assistance in obtaining and maintaining competitive employment. The Center does not base acceptance of an individual application for services upon race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status and any other status protected under federal, state, or local law. All participants of the Center must be diagnosed with a developmental disability. The severity of individual disabilities varies. There are additional entrance criteria that may vary based on the service that is selected by the participant, and is listed in the participant handbook. Some of the entrance criteria include, but are not limited to the following:

In addition, all applicants must:

- be at least 18 years of age.
- be independently self-ambulatory (which can include canes, walkers and wheel chairs).
- possess self-help skills; i.e., independently transport themselves to the restroom.
- provide their own lunch, and be able to feed themselves independently.
- provide their own medication needs.
- Seizure disorders must be controlled with medication and person receiving services must be able to take medication independently. The frequency and severity of seizures are considered when reviewing new and ongoing suitable work experience site options for persons receiving service.
- be provided with transportation by either privately contracted agency, public transportation, by their family, or by their own means.
- must demonstrate the ability to follow directions and to work cooperatively with others.
- the person receiving services must have an authorization in place.
- must have no current involvement with alcohol abuse or illegal narcotics.
- must not be harmful/threat to self or others.
- present statements of disability from a licensed physician.
- show appropriate documentation to verify eligibility to be employed (i.e. valid social security number, valid picture identification, etc.).
- the person receiving services must be able to tolerate the work environment that has been sought for them with reasonable accommodation.
- be referred by a Regional Center or Department of Rehabilitation for services.
- be evaluated by LTC rehabilitation staff for admission to the appropriate service program.
- successfully complete a 60-day probationary period.
- be able to benefit from services under general supervision.



REFERRAL SOURCES

Individuals may be referred by:

- Privately subcontracted Regional Centers through the California State Department of Developmental Services.
- California State Department of Vocational Rehabilitation.

Referral Procedure-Regional Center (Habilitation) Participants (Non-Student Referrals)

The Service Coordinator prepares and forwards a “Referral” or “Transfer Packet” to the Intake Coordinator at Lincoln Training Center. The packet must contain the following documents (this may vary based on the service and is listed in the respective participant handbook for each service):

- a. Current IPP and IPP Addendum.
- b. Current CDER (both Profile and Summary Turnaround).
- c. Current Annual Review or 4th Quarter Report (within the past 12 months).
- d. Current General Medical (within past 12 months).
- e. Psychological Report.
- f. Last IHC or ISP from the Habilitation Services Program or Regional Center Program the participant attended.
- g. Copies of any participation in behavior management program(s).

After reviewing the packet, the Intake Coordinator will determine the appropriateness and eligibility of the participant. If a participant appears appropriate for our program, the Intake Coordinator will then contact the participant and Service Coordinator for the intake meeting.



EMPLOYMENT TRAINING PROGRAMS – DESCRIPTION OF SERVICES

- **Participant Council**

Lincoln's Participant Council is comprised of individuals from Lincoln's corporate and satellite offices who represent all of Lincoln's services. Initially formed in 1996, the council members advocate for their peers. With guidance from LTC's Person Centered Thinking (PCT) trainers, the diverse group of individuals convene once a month for an hour to discuss the Center's programs, self-governance, advocacy, person-centered topics and receive trainings. The Council's mission and goals are to become empowered, be aware of their rights, and have a voice and full inclusion in their decision-making.

The PCT trainers assist the council members with leadership training and presentation skills. The council members learn the importance of their role as representatives and peer mentors and how to interact with their co-workers while respectfully relaying their opinions and ideas.

Through a newsletter that the Council has created, they share their learning experiences, person-centered practices, self-advocacy outreach and community resource awareness with their peers and their job coaches/direct support professionals (DSP).

A designated participant council member reports at Board of Director meetings and special events. Council participants are involved in numerous committees regarding programming, safety, and future plans for the Center, including Lincoln Training Center's Strategic Plan.



COMMUNITY BASED SERVICES

Community Based Integration Program

The program consists of exploring the community while building social and pre-vocational skills to move toward greater independence. Participants access the community with a CBI coach at a 1:3 staff/participant ratio. The CBI coach provides guidance, support, supervision and transportation. This service is aimed at promoting self-advocacy, community immersion, self-discovery and socialization while engaging with other members of the community. Daily activities are developed to match personal interests and choices such as volunteering, health/wellness, fitness activities, self-advocacy, art, gardening, cooking/baking, music expression, and in many instances, first-time experiences. These activities promote environmental awareness, personal and public safety skills, emergency preparedness and community resource awareness, to name a few.

Tailored Day Services

Tailored Day Services (TDS) are designed to maximize individual choices and needs, and focus on the areas of:

- Employment
- Volunteer Placement
- Post-Secondary Education
- Community Integration

Tailored Day Services suit individuals who want to build skills in one of the focus areas. With TDS, individuals can customize day services to meet their needs. TDS is designed for those who are looking for a flexible schedule and services are provided on a 1:1 ratio.

Discovery/Career Exploration

Discovery is a person centered assessment and planning process that determines a job seekers preferences, interests, support needs/ accommodations and skills that guide the development of a customized job. It can be used to identify a person's place on the path of employment and the desired employment outcome. Discovery uses a team approach to get to know the person in depth. The individual participates in various stages of Discovery which includes team meetings, an initial home visit, interviews, social and vocational observations and a benefits analysis. The resulting profile describes what is learned during Discovery and guides the team to explore the best community employment options that are potential job matches for the job seeker. The assessment will take 30-60 hours and be completed within 6-8 weeks. This is a non-paid activity.



Career Exploration/Situational Assessment can be completed as part of the Discovery process. Career Exploration provides opportunities to engage in activities that increase knowledge of career options and enhance informed choice and decision making. Services will be provided in the community at assessment locations, which are actual job settings, based on the themes identified from the Discovery process. Participants are paid for their participation during this part of the process. The assessment will identify optimal vocational outcomes that may result in a paid internship, customized job, or individual placement through supported employment. The process for a Situational Assessment can take 40-60 hours and be completed within 60 days.

Vocational Rehabilitation Services (currently only provided in the Roseville office)

The Vocational Rehabilitation-Services program provides additional support to participants wishing to make the transition into our community-based services.

This is a time-limited, systematic training program which assists persons toward their optimal level of vocational development, utilizing real or simulated work in a facility (internal) or community based setting (external) with an emphasis on paid work. The intent of the program is to assist persons to understand the meaning, value, and demands of work; to learn or re-establish skills, attitudes, personal characteristics, and work behaviors; and to develop functional capacities leading towards a more independent level of employment. Activities in this program include, but are not limited to, the development of: physical capacities, psychomotor skills, interpersonal and communicative skills, work behaviors and characteristics, job seeking and keeping skills, work performance skills, work-related functional skills, functional literary skills and knowledge of work practices. Services are individually designed to eliminate identified barriers to employment and are generally an adjunct component of Community Employment or Work Services programs.



These services are provided through:

ESA

External Situational Assessment Services (ESA) is a set of services specifically designed to assess a participant's current level of employability utilizing a variety of work environments. Participants are paid for their participation and will be able to identify their general areas of vocational interest, while increasing their knowledge of employment options available. An external assessment utilizes the community as an assessment tool, and the resulting report will identify barriers to employment and recommendations for services that will assist in removal of these barriers.

Supported Employment

Supported Employment is competitive work within integrated work settings for individuals for whom competitive employment has not traditionally occurred, or where competitive employment has been interrupted or intermittent as a result of a disability, which requires the need for ongoing support services to perform such work.

LTC's objectives for its Supported Employment Department include continued development of unique and individualized job opportunities for those with disabilities, ultimately providing everyone with the opportunity to reach their fullest potential and maximum independence.

Lincoln's Supported Employment program provides quality jobs to individuals with disabilities at businesses that employ either individuals or groups of workers. Presently, the program has grown to encompass approximately 150 participants working at over 40 job sites in more than 20 cities.

- **Group Placement**

For those participants who choose to transition into competitive employment, LTC provides the opportunity for either individual or group placement employment in the community. Groups can consist of 3 to 8 participants working together at one particular site who are provided with 100% supervision by their assigned Job Coach. The Job Coach provides training, instruction, support and supervision to the participants of the group, as well as support to the staff at the facility site.

- **Individual Placement**

Participants are hired and paid by a community employer directly. Individuals independently placed in the community may choose to receive support services by from LTC. Lincoln can provide the participant with a job coach to provide for training and support so that the individual understands all aspects of the job. The job coach will meet with the participant at the job site to help them learn the necessary skills to work independently. The assistance will fade as the participant masters their job and becomes more self-reliant. (Pay – minimum wage or higher.)

- **Paid Internship Program**

The purpose of this service is to increase the vocational skills and abilities of participants who choose to participate in an internship. Goals of this service include gaining experience and skills for future paid employment, or for the internship itself to lead to full-or-part time paid employment in the same job. Internships consist of paid-hands-on-training of up to 89 days of work experience. Once an internship site has been determined, an LTC job coach will assist with supports, and to help learn the necessary skills to become more self-reliant. (Pay – minimum wage or higher.)



Participant Handbooks with additional information for each service are available and contain:

- Entrance Criteria
- Participant's Rights
- Grievance Procedures
- Benefits/Appreciation
- Hours and Pay Rates
- Holidays
- Termination/Exit Criteria
- Etc.