



**A program for transition students
in the Eastern Upper Peninsula!**

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PROGRAM TOOLKIT

*A guide for schools to use to help
students and families understand
the opportunities available through
Project SEARCH!*

2019-2020

School Year

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**EASTERN UPPER PENINSULA
INTERMEDIATE SCHOOL DISTRICT**

MRS PROMOTING
ABILITIES
Michigan Rehabilitation Services

This toolkit was developed by the Berrien RESA Special Education Department and adapted for use by the Eastern Upper Peninsula Intermediate School District's Transition Team in partnership with community agencies who promote and support student success.

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What is Project SEARCH?

The Project SEARCH High School Transition Program is a unique, business led, one year school-to-work program that takes place entirely at the workplace. Total workplace immersion facilitates a seamless combination of classroom instruction, career exploration, and hands-on training through worksite rotations. Project SEARCH is a non-paid internship experience.

Where will the Program take place?

The program offered in the eastern upper peninsula is housed at War Memorial Hospital in Sault Ste. Marie.

Who is eligible to participate?

Students who are 18 years old or older, have an IEP and a desire to work can apply to participate in the Program.

What are the goals of the Program?

The goal for each student participant is competitive employment.

The program provides real-life work experience combined with training in employability and independent living skills to help youths with significant disabilities make successful transitions from school to productive adult life. The Project SEARCH model involves an extensive period of training

and career exploration, innovative adaptations, long-term skills training, and continuous feedback from teachers, skills trainers, job coaches and employers. As a result, at the completion of the training program, students with significant intellectual disabilities can be employed in nontraditional, complex and rewarding jobs.

Key Dates & Deadlines



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- **December 6, 2018, 6pm:** Parent & Student Information Night at War Memorial Hospital Medical Library
- **Week of December 10 -14th:** Interested parents, student and staff wanting to see Project SEARCH at War Memorial Hospital will be scheduled for small group tours led by current student Interns
- **December 21, 2018:** Applications Due
- **March 13, 2019:** Skills Assessment/Interview Day
- **By March 22, 2019:** Letters of Acceptance Sent
- **May and June 2019:** IEP developed with Project SEARCH Coordinator/Instructor and local school district IEP Team
- **August 26 - 29, 2019:** War Memorial Hospital Orientation
- **September 3, 2019:** Project SEARCH Begins

Key Messages for Target Audiences

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- The goal of Project SEARCH is to help the student gain competitive employment in an integrated setting. Employment in an integrated setting (that is, working alongside coworkers with and without disabilities) is:
 - Year-round work (not seasonal employment)
 - 18 hours/week or more
 - Minimum wage or higher
- Project SEARCH is a business-led program. This means that students learn relevant, marketable skills while immersed in the business and those businesses are active partners, participating without subsidies.
- True collaboration among partner agencies is essential. This leads to seamless transition services and sustainability through braided funding streams. True collaboration requires a willingness among partner organizations to share resources and adapt policies and procedures. The following are active partners:
 - Businesses*
 - Education/Schools*
 - Vocational Rehabilitation*
 - Community Rehabilitation Providers*
 - Long-term Support Agencies*
 - Families*
 - Social Security Administration*
- The Program focus is on serving young adults with a variety of developmental disabilities (acquired before age 22 such as intellectual disability, visual impairment, hearing impairment, orthopedic impairment, autism, etc.).
- Program participants experience total immersion in the workplace. Student interns are on site at the business each school day for a minimum of six hours for an entire academic year.
- The partners provide consistent on-site staff including a special education teacher from the school district and job coaches (usually funded by Vocational Rehabilitation and a supported employment agency and/or the school).
- Project SEARCH graduates receive effective follow-along services to retain employment.
- Each Project SEARCH program site has a licensing agreement signed with Project SEARCH Cincinnati through Cincinnati Children's Hospital Medical Center.

Frequently Asked Questions about the Program



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What does it mean to be a Project SEARCH intern?

An intern is a student who has been accepted into the Project SEARCH Program, has a strong desire to work, has no behavioral/attendance concerns and is eager to gain employment through a work experience. Students in the Program will be referred to as interns by sponsoring parties as well as coworkers during the Program. They will be expected to participate in the War Memorial Hospital's work culture and do their best to uphold War Memorial's vision, mission and will abide by all policies and procedures.

If a student is interested in Project SEARCH, what should the student do?

Students should contact their high school special education teacher or district's special education director. They will provide you with application information.

Why is this considered as student's last year of school?

The goal of Project SEARCH is to provide interns with marketable and transferable skills that lead to employment. Interested students should anticipate earning employment opportunities once they have completed their internship experience.

Will the interns follow a typical school year calendar with Project SEARCH?

Yes, interns participating in the program will follow a typical school year calendar with holiday breaks, etc.

What are the daily hours for Project SEARCH?

The Project SEARCH day is from 8:45 a.m. to 3 p.m.. Interns are expected to work in their internship site from 10:00 a.m. to 2:30 p.m. each work day. The day begins each day with Employability Skills Training from 8:45 a.m. to 10 a.m. and ends with a recap of the day from 2:30 to 3 p.m. in the Intern Training Room. These times do not include transportation.

Can students participate in graduation with their class?

Yes, students should indicate their desire to walk with their class in their graduation ceremony to their local school district administration. Students will not receive their diploma or certificate of completion until they have completed Project SEARCH.

Can students participate in extra-curricular activities at their local school district?

Yes, students can still participate in their local school district sports and extra-curricular programs as long as they meet age requirements and MHSAA Guidelines (for sports) and/or other local district policies for participation.

Frequently Asked Questions about the Program



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Are program participants required to work with certain agencies in order to comply with the Program's structure?

Yes. Of the participating partners, interns are required to have open cases with Michigan Rehabilitative Services. Depending on the intern's need, other partners may provide additional support, such as SAIL (Disability Network of the Upper Peninsula), Hiawatha Behavioral Health, Pathways, and Bureau of Services for Blind Persons or others.

If I have more questions regarding Project SEARCH, who should I contact?

The Coordinator and Instructor of the Program is Kelli Fenlon. She can be reached at kfenlon@eupschools.org.

Additionally, questions can be directed to Patricia Jones, EUPISD's Transition Supervisor. She can be reached at pjones@eupschools.org. Or Carrie Carr, Autism Consultant at ccarr@eupschools.org.

Application/Interview Process



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Where can potential student interns find an application?

Applications will be available at the Project Search Informational Evening on December 6th at War Memorial Hospital Medical Library at 6 pm.

When do interested individuals submit applications? Applications are due by December 21, 2018.

How do interested individuals turn in applications?

Applications must be submitted to the student's special education caseload teacher or send applications directly to Kelli Fenlon at kfenlon@eupschools.org or

*EUPISD
Attn: Kelli Fenlon
Project SEARCH Coordinator
315 Armory Place
Sault Ste. Marie, MI 49783*

What additional information and forms do students need to submit with their applications?

- Completed Application Packet
- Shot/Immunization Record

Copies of the following that the local school district or EUPISD can submit on behalf of intern:

- High School Transcript
- Attendance Record
- Most Recent Evaluation Team Report
- Current IEP

Once the application has been submitted, what happens next?

Applicants will be notified by letter that they have been invited to the next step of the application process. The next step is a skills assessment evaluation as well as an interview. Based upon the student's performance during the skills assessment, the student will then learn if he or she has been accepted into the Program.

Skills Assessment Day

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Where does the Skills Assessment Day take place?

The Skills Assessment evaluations will take place on March 3rd at the Economic Development Corporation at 2345 Meridian Street in Sault Ste. Marie. The specific appointment time will be provided in a letter that is mailed to the applicant.

What happens during the Skills Assessment Day?

Applicants rotate through various department modules which may include stocking, cleaning, nutritional services, preparing hospital rooms, identifying and sorting medical equipment/tools. **THERE IS NO NEED TO PRACTICE OR PREPARE FOR THIS SECTION OF THE ASSESSMENT.** The goal for this portion of the Skills Assessment is to learn how applicants would react in certain situations, if they would feel comfortable asking for help and be able to identify who to ask for assistance.

Additionally, applicants will participate in an interview where they will be asked questions by Project SEARCH and War Memorial Hospital representatives. Questions will relate to the applicant's work ethic, attendance, future goals, and their social skills.

What should applicants plan/prepare for in regard to the Skills Assessment day?

Applicants should treat this experience as they would a traditional job interview. They should wear business professional attire and come prepared to answer (and ask) questions. Portfolios are welcome.

Are parents part of this day?

Parents are welcome to wait in the lobby area during the applicant's interview.

How long does the day last?

Most assessments take two to three hours to complete. All applicants will have a scheduled appointment time.

After the Skills Assessment Day, what happens next?

Based on the applicant's performance during both the Skills Assessment and the interview, a letter of acceptance/denial will be issued in late March. This letter will be mailed to the applicant's home address.

After Acceptance in the Program

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What do applicants do once they are accepted into the Program?

After receiving acceptance letters, applicants will be required to attend a New Intern Orientation program at War Memorial at the end of August 2019. This will outline all the requirements (such as drug screening, tuberculosis testing, background check, etc.) as well as teaching interns necessary skills for the first day of the program.

What happens at the New Intern Orientation program?

During this multiple day program, Interns will be introduced to all the Project SEARCH partners, take a tour of War Memorial Hospital, and walk through the requirements leading up to the first day of work at the hospital.

Why do students need an open case with Michigan Rehabilitation Services (MRS) or the Bureau of Services for Blind Persons?

MRS and BSBP are Project SEARCH partners and to work with MRS or BSBP and receive their services, a case will need to be open. MRS or BSBP will be proactively supporting the student interns throughout their entire Project SEARCH experience.

Why do student interns need to have a flu shot?

As a Project SEARCH participant, student interns must follow War Memorial's rules and expectations for their employees.

Why do student interns need to take and pass a drug test?

As a Project SEARCH participant, student interns must follow War Memorial's rules and expectations for their employees.

Why do student interns need to complete and pass a background check?

As a Project SEARCH participant, interns must follow War Memorial's rules and expectations for their employees

Why do student interns need to have a new IEP meeting prior to starting Project SEARCH?

In order to be in compliance with Project SEARCH program guidelines, all student interns must complete a new IEP prior to the start of their internship experience.

What happens at War Memorial's Orientation?

During the Orientation, student interns will learn about War Memorial Hospital's rules and expectations for all employees.

Key Contacts For Assistance



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Kelli Fenlon <i>Coordinator/Instructor</i> Project SEARCH	kfenlon@eupschools.org	(906)253-0132 (231)838-7882
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Check it out!

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