Project SEARCH Northwestern Medicine Kishwaukee Hospital- DeKalb

Candidate Information & Application Packet
2021-2022

Application Purpose & Guidelines

The purpose of this application packet is to outline the skill set of the Project SEARCH candidate. This application enables the Selection Committee to properly assess each candidate's interests, skills, abilities and background. A parent, student, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information. Our goal is to select students who will be successful in completing the Project SEARCH program and reaching the outcome of competitive employment.

The Selection Process includes the following steps:

1. **Submit the completed application to the address on the last page of this application packet by <u>Friday, March 12th, 2021</u>.**
2. The Selection Committee will review all applications and complete reference checks during the assessment process. Selected students and their family will be asked to attend an Assessment Day as a second round of review.
3. After Assessment Day, all students' applications and assessment will be evaluated and scored and students will officially be selected.
4. If accepted, an IEP/Transition Plan will be developed with Project SEARCH as the placement with the IEP team for the 2021-22 school year. If enrolled in Project SEARCH, this will be the student's final year of school.
5. If accepted, students must pass a criminal background check, drug screen, employment physical, provide up to date immunization records, and TB testing.
6. If accepted, there will be a (Virtual or in person) meeting with RAMP staff for an intake process that will be done over the summer months.

Selection Priorities:
1. Students who desire to gain competitive employment at the end of the Project SEARCH program.
2. 18 – 21 age range.
3. Students who have finished their necessary credits for graduation/certification.
4. Students who will benefit from participation in a variety of internships.
5. Students who are interested and willing in using public transportation to access work and the local community.
6. Families that support and encourage their child in gaining independence and employment.

Project SEARCH Application Packet Checklist

1. ☐ **Completed Application Packet**

2. ☐ **Current individualized education plan including Transition Plan & Goals (submitted by school district)**

3. ☐ **High School Transcript (submitted by school district)**

4. ☐ **Attendance Record (submitted by school district)**

5. ☐ **School Personnel Survey - attached**

6. ☐ **Parent/Guardian/Support Person Survey - attached**

7. ☐ **Legal guardianship paperwork required if applicable**

It is required that you provide the completed packet and required documents to Project SEARCH onsite team. Direct questions can be sent to Tracy Severino at tracy.severino@d428.org

Return completed packet to:

Attn: Project SEARCH
1 Kish Hospital Dr.
DeKalb, IL 60115

Application Timeline for the 2021-2022 Program Year

Deadline to Apply: March 12th 2021
**Required to Attend by Parent and Student

March 2021	Applications Due 3/12/2021
April 2021	Assessment & Interview Day on 4/8/2021** location TBD
	Acceptance/Rejection Letters mailed by 4/12/2021
April/May 2021	IEP's written/updated to include Project SEARCH, no amendments
	IL DHS/Vocational Rehabilitation determine eligibility & open files**
Summer 2021	RAMP intake completed TBD**
	Summer engagement activities TBD
August 2021	Open House location and date TBD
	Program Starts: date TBD

The following section, pages 5 – 11, are to be completed by the applicant.

Project SEARCH Northwestern Medicine Kishwaukee Hospital
Application for Admission

Applicant Information

Name:_____
       Last   First
                Middle

Address:_____
       Street   City
                Zip Code

Home Phone: _____   Cell Phone: _____

Email:_____   High School: _____

Date of Birth: _____

Social Security # _____(Required to enroll)

Please list your school case manager _____

Applicant age at start of program as of August 2021: _____

Identify as: Male   or   Female

Is the applicant their own Guardian? Yes or No (If no, please provide documentation)

Has applicant applied to Project SEARCH previously?   Yes   or   No

Parent/Guardian Information

Name(s):_____

Address: Same as above. If not, provide address below:

_____
       Street   City
                Zip Code

Home Phone: _____   Cell Phone: _____

Email:_____   Relationship to Applicant: _____

Preferred to be contacted by: Phone or Email

References

Please list three references who we can call – one reference should be from each category: a family member, school, and community agency.

Name #1: _____ Phone:_____

Email: _____Relationship:_____

Name #2: _____ Phone:_____

Email: _____Relationship:_____

Name #3: _____ Phone:_____

Email: _____Relationship:_____

Please list any volunteer or jobs you do/have done in school or in the community.

Employer Name		**Supervisor Name**	
Job Title		**Supervisor Phone**	
Main Job Duties		**Please Circle:**	PAID or UNPAID
Dates worked:			

Employer Name		**Supervisor Name**	
Job Title		**Supervisor Phone**	
Main Job Duties		**Please Circle:**	PAID or UNPAID
Dates worked:			

Employer Name		**Supervisor Name**	
Job Title		**Supervisor Phone**	
Main Job Duties		**Please Circle:**	PAID or UNPAID
Dates worked:			

Additional Questions: Filled out by Student

Please respond to the following questions in your own words. If someone is assisting you in completing this application, please ask that person to write your responses to the following questions in your own words. If you need additional space or wish to type your answers, please attach a separate piece of paper.

Tell us a little bit about yourself.

What are your strengths?

What are you not good at? What do you do to make it better?

Why do you want to become a Project SEARCH Intern? What does Project SEARCH mean to you?

The Project SEARCH selection process has many steps. You could end up not being selected. Why should we select you into Project SEARCH Program?

Please share with us any concerns/worries/fears you have participating in Project SEARCH and/or working in the community.

Please describe stressors (things that make you upset) that occur at home or at school.

How do you deal with situations that cause you stress or makes you upset?

Tell me a time that your schedule changed. How did you handle the change?

What do you want to be doing in 5 years? For example: living at home and working, going back to school, living at home and not working.

How do you spend the majority of your time now? (check all that apply)

___ High school   ___ Paid Employment   ____ Volunteer Work

___ Other, please describe:

Have you ever been fired (asked not to come back) from a job/volunteer experience? ___ Yes ___ No   If yes, please explain:

Have you ever quit a job/volunteer experience? ___ Yes ___ No   If yes, please explain:

Have you ever had difficulty getting along with a manger, co-worker, teacher, or another student on a job or at school?
___ Yes ___ No   If yes, please explain how you handled that:

Do you have any behaviors or habits that might impact or affect a successful job placement or your time at Project SEARCH?
___ Yes ___ No   If yes, please explain:

Participation in the Program
Project SEARCH follows a schedule. Answer the questions below regarding this schedule.

Are you able to participate Monday through Friday from 7:45 AM till 2:30 PM?
___ Yes ___ No   If no, please explain:

If you take medications during these hours, are you able to take them on your own?
___ Yes ___ No   If no, please explain:

Will you need Free or Reduced Lunch? (will not affect eligibility)
___ Yes ___ No

Future Employment Preferences & Background
How many hours do you want to be employed (work) in the community upon completion of Project SEARCH?

What career(s) (Where do you see yourself working) are you interested in and why?

Transportation

The primary purpose of the Project SEARCH program is to provide interns the opportunity for solid career exploration while developing skills essential to obtaining competitive employment and achieving success. As such, this transition program encourages interns to work towards independence, and that translates to feeling confident in managing transportation to and from work as independently as possible.

When an applicant is offered and accepts a placement in Project SEARCH, it is critical that the applicant and those in his/her support system explore transportation options and, if necessary, identify and access travel training resources **prior to the start of the program year**. For interns who are traveling from areas without public transportation, the sponsoring school may assist in removing transportation barriers.

Please check all that apply:

____ I know how to use public transportation.
____ I am willing to learn to use public transportation.
____ I use a door to door or paratransit system.
____ I have a family member/support person who is willing to provide on-going transportation.
____ I am eligible for transportation assistance through a local or state program.
____ I plan to use district provided transportation.
____ I have my own driver's license and,
  ____ may be able to provide my own transportation to/from Project SEARCH.
  ____ am not able to provide my own transportation to/from Project SEARCH.
____ Other transportation options I have identified are:

Application Completion

The person assisting (if applicable) the student to complete this application is:

Name: _____ Relationship: _____

Date: _____

Phone: _____

Equal Opportunity

Project SEARCH placement will be made without regard to race, color, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status.

Trial Period

A trial period for the program will be given to all interns once accepted, this trial period will end on October 1st. The applicant and/or parent/guardian (if applicable) agree to comply with this process. The applicant will abide by the Project SEARCH Handbook provided by Project SEARCH Staff.

Permission for Review of Information

Members from the Selection Committee will have access to the following:

- Application and any attachments
- Reference feedback designated on this application
- Records provided by references designated on the application
- Additional documentation needed

By signing below, I authorize these individuals to review this information and contact references for the purpose of informing the selection process.

Applicant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

The following section, pages 13-14 are to be completed by the student's parent, guardian, or support person.

Parent/Guardian/Support Person Survey

_____

Applicant Name: Date:

_____

Person Completing Survey   Relationship

☐   **By checking this box, you acknowledge that this is a year-round program that utilizes school breaks as part of the program.**

Not all of the sections or choices in this survey may be directly relevant to the applicant, but please complete those sections and choices that best reflect your concerns and thoughts about adult life for the applicant. Completing this survey will help the Project SEARCH team to better understand you and the applicant's expectations for the future. Please note all interns will need to register for their home districts as well as DHS (no fee for DeKalb).

Service Agencies:

Does your child have a Vocational Rehabilitation (VR) counselor?
Yes OR No   If yes, please provide the name and phone number of your counselor:

Name: _____   Phone: _____

Are you receiving Home Based Supports/funding through DHS – Division of Developmental Disabilities?
Yes OR No

If no, is your child on the PUNS (Prioritization of Urgency of Need for Services) waiting list?
        Yes OR No

Do you receive services from other agencies? Yes OR No
        If yes, please list those agencies and whom you work with there:

Additional Questions for parents/guardian/support person

1. In what areas does the applicant have the greatest room for improvement? (EX. Goal setting, decision making, budgeting). What has been put in place to help improve these areas?

2. Are there any additional support people that are involved in the applicant's life? If so, how can they provide input to the selection committee in regards to the applicant? Please explain.

3.Please explain how you intend to support your intern throughout Project SEARCH and into employment?

4.There are 6 meetings during the day (9am-4pm) throughout the year that will be required for a family member to attend. Do you have any concerns with this?

5. Does the applicant have any on-going commitments that would interfere with the Project SEARCH program or future employment?

CAREER & EMPLOYMENT
1. Following the PROJECT SEARCH program, you anticipate the applicant will work in:

___ full time employment	___ center/workshop
___ part time employment	___ volunteer work
___ supported employment/with job coach	___ do not expect my child to work

other: _____

2. What type of work is the applicant interested in:

       Do you feel that this a realistic goal? YES or NO

4. What type of employment do YOU think he or she would excel in?

6. What type of support or assistance do you think the applicant will need in finding and maintaining a job? (check all that apply)
       ___ will not need any support
       ___ assistance only when problems or new situations arise
       ___ help finding a job
       ___ on-going support to perform the job (personal care assistance)
       ___ time limited support to learn the job (extra training)
       ___ long term support needed to learn the job (ongoing training)

TRANSPORTATION

Transportation to and from Project SEARCH is provided by the student's home school.
How will the applicant get to employment after the program?

___ bicycle	___ own car
___ walk	___ city cab/uber
___ carpool	___ getting rides with family/friends
___ city bus	___ other:_____

The following section pages 16-20 are to be completed by referring school district.

School District Information

Case manager or referral source name:_____

Agency/School:_____

Phone Number: _____   Email:_____

Does the student have the necessary credits for graduation or certificate of completion (year years of high school)?   Yes   or No   (please circle)

Please attach:

___ High school transcript

___Previous two year's discipline record

___Most recent report card

___Attendance Record

___IEP

Comments Regarding Attendance

_____

_____

_____

Comments Regarding Work Performance

_____

_____

_____

Referral Signature: _____ Date: _____

Title: _____

School Administrator Approval Signature: _____

Date: _____ Title: _____

School Personnel Survey

To applicant: Please take this survey to your case manager. He/she will complete the form and submit it directly to Project SEARCH.

To School Personnel: Thank you for supporting your Project SEARCH applicant! Please take a few moments to respond to each section. The purpose of issuing this survey is to gain further insight about our applicants, to supplement information provided in the application, and to help guide discussion during the interview process. Your candid responses are invaluable and appreciated!

Additionally:
- We are grateful for your efforts to assist the applicant in obtaining a copy of his/her current or most recent IEP to include with the application packet.
- Program staff may call you for information about the applicant. Please include the best number to reach you.

School Personnel Name: _____   Title:_____

Email: _____   Phone: _____

School District/High School: _____   Applicant Name: _____

Please select one or more box and provide comments for each section		Comments
Commitment to Community Employment	☐ applicant is <u>unsure</u> of interest in community employment but parent is supportive & encouraging ☐ applicant is <u>sure</u> of interest in community employment but parent is apprehensive and or non-supportive ☐ applicant and family are committed to seeking community employment	
Attendance	☐ 10+ unexcused absences or tardies within the past school year ☐ 10+ excused absences or tardies within the past school year ☐ 5-10 excused absences or tardies within the past school year 5-10 unexcused absences or tardies within the past school year ☐ 1-5 excused absences or tardies within the past school year ☐1-5 unexcused absences or tardies within the past school year ☐ No absences or tardies within the past school year	

Independent Daily Living and Self Care Skills	☐ applicant has very poor or no independent daily living and self-care skills and relies on parents and staff for basic needs. ☐ applicant has not been exposed to any daily living skills training but displays some skills in these areas. ☐ applicant has participated in limited or informal training for daily living and self-care skills. S/he can demonstrate minimal skills in those areas including feeding and toileting. ☐ applicant demonstrates basic proficiency in daily living skills and self-care skills including toileting, feeding, taking meds, bathing, etc. ☐ applicant practices and demonstrates daily living and self-care skills such as cooking, sleeping, budgeting, handling money, and is also able to take care of self-care needs independently.	
Appearance and Professional Presentation	☐ applicant requires assistance in making sure clean clothes are worn daily ☐ applicant wears neat and clean clothing and has appropriate grooming on most days. ☐ applicant is neat, clean, and well-groomed but does not always make appropriate clothing choices based on dress code and weather. ☐ applicant possess good personal hygiene skills and will arrive to Project SERACH neat and clean according to dress code and weather	
Transportation *check all that apply	☐ family is willing to provide on-going transportation to the Project SEARCH community work site. ☐ applicant is eligible for door to door or paratransit system and is willing to use. ☐ applicant can utilize public transportation and is willing to use. ☐ transportation will need to be worked out with the family and the school ☐ transportation may be a barrier for this student.	
Appropriate Social and Behavioral Skills	☐ applicant frequently displays inappropriate social/behavioral skills ☐ applicant periodically displays inappropriate social/behavioral skills ☐ applicant is appropriate in the presence of adult supervision but is not independent. ☐ applicant displays appropriate social and behavioral skills in most situations. ☐ applicant displays appropriate social and behavioral skills in all situations.	
Interpersonal Communication	☐ applicant has minimal understanding of interpersonal relationships ☐ applicant uses appropriate body language but does not engage in appropriate communication. ☐ applicant engages in some conversation with prompts ☐ applicant engages in conversation independently but the topic is inappropriate. ☐ applicant uses appropriate tone of voice, body language, and conversation topics.	

Verbal Communication	☐ applicant is unable to communicate clearly with others with assistive technology. ☐ applicant is able to communicate effectively using assistive technology. ☐ applicant can be understood with 1-2 repetitions or when asked to speak more clearly. ☐ applicant is able to communicate with others and be understood easily	
Problem Solving and Conflict Resolution	☐ applicant has difficulty in problem solving and conflict resolution ☐ applicant has demonstrated capacity to expand problem solving and conflict resolution skills. ☐ applicant possesses good problem-solving skills. ☐ applicant possesses good problem-solving skills and initiates problem solving independently.	

Physical Ability
  Mobility
  Stamina
	☐ applicant has significant mobility and stamina challenges.
	☐ applicant has significant challenges but is able to perform tasks with accommodations and or limited assistance.
	☐ applicant has the mobility and stamina to perform all tasks independently.	

Pace and Work Quality	☐ applicant seldom gets work finished in allotted time period because of low motivation. ☐ applicant seldom gets work finished in allotted time period because student is overly methodical. ☐ applicant can achieve appropriate work pace but quality suffers. ☐ applicant is able to achieve both quality and quantity of work, is organized and completes work according to deadlines.	
Employability Skills	☐ applicant has not been exposed to any employability training. ☐ applicant has participated in limited or informal employability training. ☐ applicant has had 1+years of employability skills training.	
Prior Work Experience	☐ applicant has no prior work experience ☐ applicant has had one or more in school work experience ☐ applicant has volunteer experience ☐ applicant has had competitive work experience	
Academic Skills	☐Student cannot read or do simple computations. ☐Student has some basic academic skills such as rote counting and can file using two to three digits with numbers or letters ☐Student can read simple functional information and can perform simple math computations, with or without a calculator. ☐Student can read and comprehend material at or above a 2nd grade level, can tell time with a clock or analog watch to five minutes and count money/make change. ☐All academic skills are above a 4th grade level.	

| Computer Skills | ☐ applicant has no computer skills
☐ applicant has basic knowledge of keyboard/keyboard functions
☐ applicant can access internet, utilize search engines for information and for entertainment.
☐ applicant can utilize some Microsoft products at a beginner level
☐ applicant can utilize Microsoft products, can save, edit and retrieve documents with basic proficiency | |

Please comment on the applicant's interest in completing training for a career path:

Please describe particular strengths that the applicant is likely to bring to the work environment:

Please describe particular challenges that the applicant may experience in the work environment:

Type of successful placement envisioned:

Please provide us with specific successful accommodations that this student has use: (Example, fidgets, breaks, Colors for emotions, visual schedules etc.)

Please return this completed questionnaire to the Onsite Team by March 12th, 2021 via mail or by email to Tracy Severino at tracy.severino@d428.org

Attn: Project SEARCH
1 Kish Hospital Dr.
DeKalb, IL 60115