

Project SEARCH on the Anschutz Medical Campus*

2020/2021 Application Packet

* Program sites: Children's Hospital Colorado and University of Colorado Hospital



Project SEARCH



Project SEARCH is a program designed to increase the employability and post school success of individuals with intellectual and developmental disabilities and significant support needs. The two most compelling factors in the selection of young adults for the program are the student's motivation to gain integrated employment and the family's commitment to support this goal.

Project SEARCH on the Anschutz Campus Application Overview and Guidelines

Please read the following carefully as it contains important information about the application process, program requirements, and dates which you will need to be aware of for your applicant.

The purpose of this application packet is to outline the requirements and qualifications of Project SEARCH student candidates. This application will be reviewed by the Selection Committee to properly assess each candidate's skills, abilities and background. A parent, student, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information. The Selection Committee will make preliminary decisions based off information contained within the candidate's application. The Project SEARCH at Anschutz Medical Campus instructional teams will then be notified as to which candidates are recommended to advance to the Skills Assessment and Interview phase of the application process.

The application process includes the following guidelines:

1. Project SEARCH at Anschutz Medical Campus applications are accepted from October 2019-February 2020. Please see the checklist on the following page for a detailed list of what must be included with this application. Incomplete applications will delay consideration.
2. All students selected to advance *must* participate in the Skills Assessment and Interview Day on **Friday, March 6, 2020** to be ultimately considered for a spot in the 2020/2021 Project SEARCH at Anschutz Medical Campus program. A family member or guardian *must* attend this session with the student.
3. Students who are deemed most eligible to be successful in a 1-year employment program will be selected for Project SEARCH at the Anschutz Medical Campus. Applicants may be denied entrance to the program, or asked to re-apply for the subsequent program year. Due to the number of applicants, Project SEARCH at Anschutz Medical Campus cannot honor site preference (Children's Hospital Colorado/University of Colorado Hospital.) Site placement will depend on a variety of factors, including: geographic location, employment goals and interests, transportation considerations, site department needs, and personality characteristics.

4. Project SEARCH on the Anschutz Medical Campus is made possible by a partnership between Jefferson County Public Schools (JeffCo) and Children's Hospital Colorado/University of Colorado Hospital. This partnership allows Project SEARCH to accept students from all Denver Metro school districts for this program. Once accepted to Project SEARCH, all participants *must* choice enroll into JeffCo Public Schools, regardless of which district is considered their "home" district. If you have questions about this, please contact our Project SEARCH office.
5. If your student decides/is asked to terminate their participation in the program, they will return to their home school district to finish any remaining/desired public-school education to which they are still entitled.

Project SEARCH maintains that a student's post-school goals (as identified on the IEP) are appropriately and rigorously addressed through participation in the program, and eligibility for public education is no longer necessary at the completion of the program year. A graduation ceremony will take place at the end of the Project SEARCH program year, at your student's assigned program site (Children's Hospital Colorado or University of Colorado Hospital), where they will receive their high school diploma from their *home* school district.

6. In addition to our partnership with Jefferson County Public Schools, Project SEARCH is made possible by the generous contributions of several other key community agencies. As a participant in Project SEARCH, your student will be receiving services and supports from the following agencies to participate in Project SEARCH:

- Division of Vocational Rehabilitation
- Easter Seals of Colorado
- Business Workforce Center
- Via Mobility
- ARC- Jefferson County and Denver Metro ARC locations
- Developmental Disabilities Resource Center and other Denver Metro CCB's

All information contained within this application packet will be discussed in more detail at our Open House/Info Night sessions and our Skills Assessment and Interview Day session. Please see the enclosed application timeline for dates/times for these events.

All communications about your application, and any change to its status, will be sent via email to the address you will provide on the application. Please be sure to provide an email address which you are frequently checking.

Recruiting and Application Timeline for 2020/2021 Program Year

- October 2019** Project SEARCH applications are live.
- November 7, 2019** Project SEARCH Open House/Info Night - 6:00-7:30 PM in Mt. Columbia (2nd floor Conference Center at Children's Hospital Colorado)
- January 23, 2020** Project SEARCH Open House/Info Night - 6:30-8:00 PM in the Bruce Schroffel Conference Center (Anschutz Inpatient Pavilion 2, University of Colorado Hospital)
- February 14, 2020** All *fully completed* application packets due no later than **February 14, 2020**
- February 19, 2020** Candidates receive notification if they have been selected for skills assessment/interview phase of the application process. **VIA EMAIL**
- March 6, 2020** ***Skills Assessment and Interview Day at Children's Hospital Colorado- THIS DATE IS MANDATORY ATTENDENCE***
- March 13, 2020** Candidates receive notification of application status (accepted or declined) **VIA EMAIL**
- April 3, 2020** Intake Day- Project SEARCH partner agencies (UCHealth- Information to come)
- May-August 2020** Travel training and home visits take place (Dates/Times TBD)
- June 5, 2020** First Onboarding/Resume Day at assigned program sites
- August 7, 2020** Second Onboarding/Resume Day and ice cream social for students and families
- August 18, 2020** 2020-2021 Project SEARCH at Anschutz Medical Campus begins

Step 1: Gather required supplemental documents for the Project SEARCH Application

Request the following items from your student's school:

- Shot/Immunization record or copy
- High school transcript, with counselor signature indicating student has met all requirements for graduation
- Attendance record
- Work history/resume (if the student has one)
- Most recent IEP w/transition goals
- Last Triennial IEP and any attachments i.e.:
 - Health Plan
 - Behavior Plan
 - Communication Plan

Step 2: Obtain copy of Letter of Eligibility for community centered board (CCB)

- To meet application requirements for Project SEARCH, you must be eligible for services through a Community Centered Board (CCB) – e.g. Developmental Pathways, Rocky Mountain Human Services/Denver Options, Developmental Disabilities Resource Center, North Metro. You will need to provide a letter confirming this eligibility with your Project SEARCH application.
- Many Project SEARCH applicants are already enrolled in services with their local CCB, and you will just need to provide us with a copy of the letter of eligibility you received as part of this enrollment process. If you are connected with a CCB, but you cannot locate this letter, simply reach out to your Service Coordinator who can provide you with a copy of the original letter.
- If you are not connected with a CCB, or are unsure of your status, please reach out to your local Community Centered Board. A list of CCBs, by county, is available at the website below. Select the CCB which corresponds with your county.

<https://www.colorado.gov/pacific/hcpf/community-centered-boards>

- *Upon contacting your local CCB, mention that your son/daughter is applying for Project SEARCH and you would like to start/resume/confirm enrollment for CCB services. You will be directed to an intake coordinator who will assist you from there.*
- *Eventually, you will receive a letter of eligibility for CCB services, and you will need to provide a copy of this letter to the Project SEARCH team before your son/daughter will be offered ultimate acceptance to the program. You may submit your application without this required document, provided you submit the letter to the Project SEARCH team upon receipt.*

Step 3: Complete the Project SEARCH Application. Review and sign the student agreement, parent agreement and attendance policy.

Step 4: Submit the Project SEARCH Application and all required supplemental documents.

Applications can be submitted using one of the following options:

Option 1: Mail

Claire Charles
Project SEARCH Program Manager
13123 E. 16th Ave, Box B105
Aurora CO 80045

***A pre-paid, addressed envelope has been included for your convenience.**

Option 2: Electronic Email/Scan application to:
projectsearch@childrenscolorado.org

You will receive an email confirmation when your application has been received and has been marked complete or is missing required documentation.

If you have any questions as you are working on this application, please feel free to reach out to our Project SEARCH Office at 720-777-2752 or
[***projectsearch@childrenscolorado.org***](mailto:projectsearch@childrenscolorado.org)



Children's Hospital Colorado

Project SEARCH Application uhealth

Student Name:		Today's Date:	
Student Address:		Date of Birth:	
School and School District:		Social Security #* (Do NOT leave blank! This is required for onboarding)	
Does the Student have a Cell Phone? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>*Having a cellphone is a program requirement- for any questions on this please contact the Project SEARCH Office at 720-777-2752 or projectsearch@childrenscolorado.org</small>		Student Cell Phone:	
Current teacher name, phone number and email:			
Primary Parent/Guardian Contact Name:			
<i>Please Note: ALL communication for Project SEARCH Application Process will be via EMAIL! Please provide an email address which you are frequently checking.</i>			
Email:		Work Phone:	
Cell Phone:		Home Phone:	
Secondary Parent/Guardian Name:			
Email:		Work Phone:	
Cell Phone:		Home Phone:	

Commitment to Community Employment, cont'd

- Have you volunteered in the community (*NOT* through school?) Yes No

If yes, please list location and approximate dates:

- _____
- _____

- Have you ever been fired/asked to leave from any volunteer or work experience (paid or unpaid)?

Yes No

If yes, please explain:

- _____
- _____
- _____

- Have you ever quit a job/unpaid work experience? Yes No

If yes, please explain:

- _____
- _____
- _____

- Do you want to get a job upon completion of program? Yes No

- How many hours do you imagine yourself working at Project SEARCH completion?

Less than 16 Hours per week

More than 16 hours per week

- Does your family support the goal of competitive community employment?

Yes No

- Do you have a state ID and/or driver's license (in addition to a school ID)?

Yes No

Assistive Devices(Select all devices the applicant uses)

Glasses or contacts

Hearing aid

A walking or mobility aid (please specify which below):

○ _____

Assistive tech device (please list type and how you use it)

○ _____

○ _____

Mobility

- Do you have any physical conditions that may impact employment?

Yes No

If yes, please explain:

○ _____

- Do you have limited use of arms and/or hands Yes No

If yes, please explain:

○ _____

- How long are you able to stand on your feet?

○ _____

Transportation

- Are you trained to independently use public transportation to arrive safely at an intended destination?

Yes No

- Do you currently qualify for Access-A-Ride?

Yes No Unsure

- Are you willing to learn how to safely use public transportation to get to and from the program (RTD fixed routes or Access-a-Ride)?

Yes No

- Do you and your family understand that it is a requirement of the program to use a form of public transportation to come to and from program?

Yes No

- Please circle which form of transportation you will use to get to and from Project SEARCH:

RTD/Light Rail Access-A-Ride Unsure

Adult Services Agencies/Social Supports

- Have you contacted your local Community Centered Board (CCB)?

Yes No

- Are you eligible for services through a CCB? Yes No Unknown

If yes, please list CCB and Case Manager:

○ _____

- Please list the names and phone numbers of other professional/social supports below. It can be anyone in the school or community that helps the student to be successful (e.g.- speech/language professionals, occupational therapists, mentors, behavior support professionals, etc.)

○ _____

○ _____

○ _____

STUDENT RESPONSE QUESTIONS

Student must write at least 4-5 sentences in answering these questions.

Why do you want to participate in Project SEARCH? **(Complete in your own words)**

What are your plans after you graduate? **(Complete in your own words)**

Student Agreement

Read the student agreement below, sign and date.

I, _____, understand that if accepted into the Project SEARCH program I must abide by the following terms and conditions:

- I understand that I will be participating in **unpaid** job rotations within Children’s Hospital Colorado or the University of Colorado Hospital, depending upon my site assignment.
- I understand that I have been selected to participate in Project SEARCH and I am choosing to be part of this program. If at any point I choose to not be part of this program, I will contact the Project SEARCH staff to take the steps necessary to exit the program.
- I understand that I am required to open enroll into Jeffco Schools, if I do not already attend them.
- I understand that participating in Project SEARCH means that it is my last year of public education.
- I understand that Project SEARCH at Anschutz Campus correlates with JeffCo Public Schools calendar.
- I will dress appropriately, wear required attire, and meet the hygiene standards of the hospital in which I am placed.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I understand that my Project SEARCH program day includes a daily classroom component in addition to my internship. I agree to be a respectful learner and provide full participation.
- I will learn to *independently* use public transportation to and from Anschutz Medical Campus.
- I understand that my behavior on public transit to and from the program is considered an extension of the program. Failing to be a safe and respectful rider may result in termination from the program.
- I will follow hospital standards established by the two hospital sites.
- I understand that in order to participate in the program I will be subject to background checks and urine analysis.
- I understand that the flu shot is MANDATORY for all students working in the hospital and refusal to receive a flu shot may result in termination from the program.
- I understand that I may be sent home if I do not meet the hospital standards of appearance concerning dress code and/or hygiene.
- I understand that I may be asked to leave the program if I fail to follow the terms and conditions outlined in the student agreement and /or the rules and regulations established by my hospital host site. In this event, if I am an out of district student, I understand that I would return to my home school district for transition services.
- I will attend all required meetings with my rehabilitation counselor, parents, teachers, and business staff. I agree to be an active participant and communicate my concerns in these meetings.
- At completion of the program, I will receive my high school diploma from my home school district.
- I will give one week notice for any planned absences (i.e. doctor’s appointments)
- I have read and reviewed the Project SEARCH attendance policy.
- I will actively pursue employment.
- I understand that an offer for employment at Children’s Hospital Colorado/University of Colorado Hospital is not guaranteed.

Student signature

Date

Parent/Guardian signature

Date

Copy of Student Agreement- retain for records

I understand that if accepted into the Project SEARCH program I must abide by the following terms and conditions:

- I understand that I will be participating in **unpaid** job rotations within Children's Hospital Colorado or the University of Colorado Hospital, depending upon my site assignment.
- I understand that I have been selected to participate in Project SEARCH and I am choosing to be part of this program. If at any point I choose to not be part of this program, I will contact the Project SEARCH staff to take the steps necessary to exit the program.
- I understand that I am required to open enroll into Jeffco Schools, if I do not already attend them.
- I understand that participating in Project SEARCH means that it is my last year of public education.
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- I understand that I may be sent home if I do not meet the hospital standards of appearance concerning dress code and/or hygiene.
- I understand that I may be asked to leave the program if I fail to follow the terms and conditions outlined in the student agreement and /or the rules and regulations established by my hospital host site. In this event, if I am an out of district student, I understand that I would return to my home school district for transition services.
- I will attend all required meetings with my rehabilitation counselor, parents, teachers, and business staff. I agree to be an active participant and communicate my concerns in these meetings.
- At completion of the program, I will receive my high school diploma from my home school district.
- I will give one week notice for any planned absences (i.e. doctor's appointments)
- I have read and reviewed the Project SEARCH attendance policy.
- I will actively pursue employment.
- I understand that an offer for employment at Children's Hospital Colorado/University of Colorado Hospital is not guaranteed.



Parent/Guardian Agreement

Read the parent agreement below, sign and date.

I, _____, understand that if my son/daughter is accepted into the Project SEARCH program I must abide by the following terms and conditions:

- I understand that Project SEARCH at Anschutz Medical Campus is a partnership with Jefferson County School District, and that if my child does not already reside in Jefferson County, they will be required to open enroll into Jeffco Schools.
- I understand that Project SEARCH is a job training program with an end goal of employment, and I will support my son/daughter's decision to work in paid employment following completion of the program.
- I understand that an offer for employment at Children's Hospital Colorado/University of Colorado Hospital is not guaranteed.
- Successful completion of the program results in transition to adult services for employment, ending the student's need for public education.
- I understand that my son/daughter may be asked to leave the program if it is decided that they are no longer a fit for the program or if they fail to follow the terms and conditions outlined in the student agreement and /or the rules and regulations established their host hospital. In this event, my student would return to their home school district for any remaining transition services to which they are eligible.
- I understand that Project SEARCH at Children's Hospital Colorado and University of Colorado Hospital correlates with Jeffco Public Schools calendar and I will keep my son/daughter home on the days that Jeffco is off from school.
- I understand that in order for my son /daughter to participate in the program they will be subject to background checks and drug screen
- I understand that the flu shot is MANDATORY for all students working in the hospital
- I have read and reviewed the Project SEARCH Attendance Policy
- I will be an active participant and communicate any issues at our required meetings.
- I will be supportive in helping my child reach his/her career goals.
- I will assist in defining and redefining job goals for my child.
- I will attend required meetings with my son/daughter, their rehabilitation counselor, job coaches, teacher, and business staff.
- I will attend any additional meetings that may need to take place to address any disciplinary issues involving my child.
- I will be supportive of my son/daughter in learning how to *independently* use public transportation.
- I agree that my presence on Anschutz Medical Campus is by invitation only, or if I have official medical business.
- I have disclosed on this application any medical condition which could affect my child's safety while on the Anschutz Medical Campus.
- I will communicate with the instructional team any issues and concerns regarding my son/daughter's progress in Project SEARCH.
- I understand that my son/daughter may be sent home if they do not meet the hospital standards of appearance concerning dress code and hygiene.
- I understand that generic student demographic information will be included in the national Project SEARCH database for analysis of employment trends and enhanced student outcomes.

I have read the above terms and conditions and agree to support my child in the ways mentioned above *if* they are accepted to participate in Project SEARCH at Children's Hospital Colorado or University of Colorado Hospital.

Parent/Guardian signature

Date

Copy of Parent/Guardian Agreement- retain for records

I understand that if my son/daughter is accepted into the Project SEARCH program I must abide by the following terms and conditions:

- I understand that Project SEARCH at Anschutz Medical Campus is a partnership with Jefferson County School District, and that if my child does not already reside in Jefferson County, they will be required to open enroll into Jeffco Schools.
- I understand that Project SEARCH is a job training program with an end goal of employment, and I will support my son/daughter's decision to work in paid employment following completion of the program.
- I understand that an offer for employment at Children's Hospital Colorado/University of Colorado Hospital is not guaranteed.
- Successful completion of the program results in transition to adult services for employment, ending the student's need for public education.
- I understand that my son/daughter may be asked to leave the program if it is decided that they are no longer a fit for the program or if they fail to follow the terms and conditions outlined in the student agreement and /or the rules and regulations established their host hospital. In this event, my student would return to their home school district for any remaining transition services to which they are eligible.
- I understand that Project SEARCH at Children's Hospital Colorado and University of Colorado Hospital correlates with Jeffco Public Schools calendar and I will keep my son/daughter home on the days that Jeffco is off from school.
- I understand that in order for my son /daughter to participate in the program they will be subject to background checks and drug screen
- I understand that the flu shot is MANDATORY for all students working in the hospital
- I have read and reviewed the Project SEARCH Attendance Policy
- I will be an active participant and communicate any issues at our required meetings.
- I will be supportive in helping my child reach his/her career goals.
- I will assist in defining and redefining job goals for my child.
- I will attend required meetings with my son/daughter, their rehabilitation counselor, job coaches, teacher, and business staff.
- I will attend any additional meetings that may need to take place to address any disciplinary issues involving my child.
- I will be supportive of my son/daughter in learning how to *independently* use public transportation.
- I agree that my presence on Anschutz Medical Campus is by invitation only, or if I have official medical business.
- I have disclosed on this application any medical condition which could affect my child's safety while on the Anschutz Medical Campus.
- I will communicate with the instructional team any issues and concerns regarding my son/daughter's progress in Project SEARCH.
- I understand that my son/daughter may be sent home if they do not meet the hospital standards of appearance concerning dress code and hygiene.
- I understand that generic student demographic information will be included in the national Project SEARCH database for analysis of employment trends and enhanced student outcomes.

I have read the above terms and conditions and agree to support my child in the ways mentioned above *if* they are accepted to participate in Project SEARCH at Children's Hospital Colorado or University of Colorado Hospital.

COPY



Project SEARCH at Anschutz Medical Campus *uhealth* **Attendance Policy**

All students enrolled in Project SEARCH for the 2020/2021 program year are expected to adhere to Project SEARCH on the Anschutz Medical Campus Attendance Policy. This policy encompasses attendance expectations of Jeffco Public Schools, as well as best-practice attendance expectations for successful completion of an employment training program. Attendance information is collected daily by the instructional staff and shared with Jeffco District Transition Coordinator and the Project SEARCH Program Manager for the site where your student is assigned.

Project SEARCH on the Anschutz Medical Campus is in session Monday-Thursday from 9:00-3:00, and Friday from 9:00-12:00, except for the first Friday of the month when there is no program. The program follows the Jeffco Public Schools District Family Calendar, and observes any designated holiday/break. The first day of program will be August 18, 2020 and the last day of program will be May 11, 2021.

All students are expected to attend program daily, and be on time. Any planned absence, late arrival, or early departure from program must be shared, in advance, with the program instructional staff. Students and parents/guardians are encouraged to schedule personal appointments for anytime *outside* regular program hours. Students experiencing an illness* are expected to communicate with program instructors *prior* to the start of program**.

Due to the workforce readiness nature of Project SEARCH, and the consideration of employer norms regarding sick/vacation/personal time, Project SEARCH at Anschutz Medical Campus will not make exceptions to the attendance policy***. Any student whose attendance falls below 80%, regardless of reason, will have a meeting called between the Project SEARCH Instructional staff, Project SEARCH intern, the intern's parents/guardian, Jeffco Transition Coordinator and the Project SEARCH Program Manager. This meeting will be an opportunity for creation of a plan to encourage a return to >80% attendance, and may include a written disciplinary warning.

Should the student's attendance fail to return to >80% within 14 days from the time of the meeting, the student will attend program, but instead of reporting to their internship, they will remain in the Project SEARCH classroom until all missed classwork has been completed.

Should the student's attendance fail to return to >80% within 14 days from completion of the internship suspension, a formal decision regarding the student's continued or terminated participation will be made by the Jefferson County School District Transition Coordinator, Project SEARCH Instructional Team, and the Project SEARCH Program Manager. A formal meeting will be called with the student and the family to discuss next steps.



Project SEARCH at Anschutz Medical Campus
Attendance Policy- cont'd



*Sick Policy: We ask that families consider the patient populations at Children’s Hospital Colorado and University of Colorado Hospital, and ask that students who are ill**, not come in to program. Occupational Health departments for both sites also require that employees NOT come to work if they are experiencing fever, vomiting or diarrhea. An employee must be symptom free for 24 hours before returning to work if they have experienced fever, vomiting or diarrhea.

**Parents/guardians- we will be relying on you to help your student make the judgment call on if they should be coming in to program. We provide classroom instruction on the sick policy and the hospital’s guidelines on infection control. Furthermore, we provide classroom instruction on the difference between actual illness, and reporting one’s self as “ill” to avoid work. Please support your student (and our instructional team) in discerning the difference between the two.

***Project SEARCH on the ANSCHUTZ Medical Campus understands that each student’s attendance situation is unique, and that unanticipated circumstances may contribute to absences or tardiness. We will consider each situation on a case by case basis to evaluate extenuating circumstances before formally calling the initial meeting, or enforcing any subsequent disciplinary action.

I acknowledge that I have reviewed the information contained within the Project SEARCH at Anschutz Medical Campus Attendance policy.

Parent/Guardian signature

Date

Student signature

Date

Project SEARCH Instructional Staff signature

Date

**Copy of signature page of
Project SEARCH at Anschutz Medical Campus
Attendance Policy- cont'd
Retain for records**

*Sick Policy: We ask that families consider the patient populations at Children's Hospital Colorado and University of Colorado Hospital, and ask that students who are ill**, not come in to program. Occupational Health departments for both sites also require that employees NOT come to work if they are experiencing fever, vomiting or diarrhea. An employee must be symptom free for 24 hours before returning to work if they have experienced fever, vomiting or diarrhea.

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***Project SEARCH on the ANSCHUTZ Medical Campus understands that each student's attendance situation is unique, and that unanticipated circumstances may contribute to absences or tardiness. We will consider each situation on a case by case basis to evaluate extenuating circumstances before formally calling the initial meeting, or enforcing any subsequent disciplinary action.

I acknowledge that I have reviewed the information contained within the Project SEARCH at Anschutz Medical Campus Attendance policy.



Checklist of Items to return for Application

- Shot/Immunization record or copy
- High school transcript, with counselor signature indicating student has met all requirements for graduation
- Attendance record
- Work history/resume (if the student has one)
- Most recent IEP w/transition goals
- Last Triennial IEP and any attachments
- Completed Project SEARCH Application (pages 7-14)
- Signed signature page of Student Agreement (page 15)
- Signed signature page of Parent Agreement (page 17)
- Signed signature page of copy of the Attendance Policy (page 20)
- Letter of Eligibility from local Community Centered Board (CCB)

- Please use the checklist to ensure that your application has all the required items. Incomplete applications will delay consideration.
- We have provided you with an extra copy of: Student Agreement, Parent/Guardian Agreement and the Project SEARCH Attendance Policy signature page. Please save these with your records.
- An addressed, pre-paid return envelope has been included in your application.

You will receive an email confirmation when your application has been received and has been marked complete or is missing required documentation.

If you have any questions as you are working on this application, please feel free to reach out to our Project SEARCH Office at 720-777-2752 or projectsearch@childrenscolorado.org