Project SEARCH on the Anschutz Medical Campus*

2019/2020 Application Packet

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

Project SEARCH

Children's Hospital Colorado

uchealth

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.

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

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 to recommend 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 2018-February 2019. Please see the checklist on the following page for a detailed list of what must be included with this application. Incomplete applications will delay acceptance.

2. All students selected to advance by the Selection Committee *must* participate in the Skills Assessment Day and interview phase on **Friday, March 1, 2019** and to be ultimately considered for a spot in the 2019/2020 Project SEARCH at Anschutz Medical Campus program. Please take note of the timeline/important dates listed below. 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 all Denver Metro school district students for this program. Once accepted to Project SEARCH, all participants *must* be choice enrolled into Jeffco Public Schools, regardless of which district is considered their "home" district. If you have questions about this, please contact Stephanie Crookston (contact information on page 4).

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

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 end of the school 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), at which they will receive their diploma from the *home* school district.

6. In addition to our partnership with Jefferson County Public Schools, Project SEARCH is made possible by the contributions of several other key agencies. As a participant in Project SEARCH, your student may require application to/receive 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 guideline packet will be discussed in more detail at or 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.

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

Recruiting and Application Timeline for 2019/2020 Program Year

October, 2018	Project SEARCH applications are live.
November 7, 2018	Project SEARCH Open House/Info Night - 6:00-7:30 PM in Mt. Harvard (2nd floor Conference Center at Children's Hospital Colorado)
January 24, 2019	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 8, 2019	All *fully completed* application packets due no later than **February 8, 2019**
February 18, 2019	Selection Committee makes decisions on which candidates will be advanced to the skills assessment/interview phase of the application process
February 20, 2019	Candidates receive notification if they have been selected for skills assessment/interview phase of the application process. *VIA EMAIL*
March 1, 2019	***Skills Assessment and Interview Day at University of Colorado Hospital- THIS DATE IS MANDATORY ATTENDENCE***
March 15, 2019	Candidates receive notification of application status (accepted or declined) *VIA EMAIL*
April 5, 2019	Intake Day- Project SEARCH partner agencies (UCHealth- Information to come)
May-August	Travel training and home visits take place (Dates/Times TBD)
June 13, 2019	Onboarding/Resume Day at assigned program sites
August 8, 2019	Second Onboarding/Resume Day and joint team ice cream social event at CHCO for new students and families
August 19, 2019	2019-2020 Project SEARCH at Anschutz Medical Campus begins

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

Step 1:

Request the following items form 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
- ☐ Most Recent IEP w/Transition Goals and
- ☐ <u>Last Triennial IEP and any attachments i.e.:</u>
  - Health Plan
  - Behavior Plan
  - Communication Plan
  - Sensory Diet

Step 2:

_____ **Complete the enclosed application. Please include all supporting documentation listed in step 1.**

There are a number of ways you can choose to return the application:

Option One: *United States Mail:*
Attn: Stephanie Crookston Project SEARCH Program Manager
Leprino Building 6th Floor Human Resources
12401 E. 17th Ave
Aurora CO 80045

Option Two: *Electronic Email/Scan to:*
Stephanie.Crookston@uchealth.org

Option Three: *Physically return application to:*
Attn: Stephanie Crookston Project SEARCH Program Manager
Leprino Building 6th Floor Human Resources
12401 E. 17th Ave
Aurora CO 80045

Step 3:

____ **See Page 10**

You will get an email from the Project SEARCH Program Manager when your application has been received. Contact with the referring teacher listed on the application will be established once your student's application has been reviewed for completion. If you have any questions please email Stephanie Crookston at Stephanie.Crookston@uchealth.org at 720-848-4605.

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

Children's Hospital Colorado **Project SEARCH Application** uchealth

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 ☐ No ☐ ***Having a cellphone is a program requirement- for any questions on this please contact Stephanie Crookston (pg.5)	**Cell Phone Number:**
Referring Teacher/Case Manager Name:	
Referring Party Email:	
Parent/Guardian Names:	
***Primary* Parent/Guardian Contact Name:** ***Please Note**: **ALL** communication for Project SEARCH Application Process will be via **EMAIL!** Please provide an email address which you are frequently checking.*	

Email:		**Work Phone:**	
Cell Phone:		**Home Phone:**	
Secondary Contact Name:			
Email:		**Work Phone:**	
Cell Phone:		**Home Phone:**	

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

The following form is to be filled out by the applicant's PARENTS/GUARDIANS along with the applicant. *All information provided about the student will help the staff better assist in placement of the applicant.* ***There are no wrong answers-***

School Status (check yes or no)

- Do you have all credits needed for graduation? Yes ☐ No ☐

- Are you currently attending, or will you be attending a transition program through your school?

Yes (if yes, please select year) ☐ **Not yet, I am a senior in high school** ☐

First Year Transition ☐
Second Year Transition ☐
Third Year Transition ☐

- Do you still need any classes to graduate? Yes ☐ No ☐ Unsure ☐
  If yes, please list:
  - _____
  - _____

- What semester do you turn 21? Ex. Spring 2019 _____

Commitment to Community Employment

- Have you ever worked, volunteered or had some kind of employment/work experience? Yes ☐ No ☐

- Do you currently have a job? Yes ☐ No ☐
  If yes, please list location and approximate dates:
  - _____
    _____

- Have you had *unpaid* work experiences through your *school*? Yes ☐ No ☐
  If yes, please list location and approximate dates:
  - _____
  - _____
  - _____

- 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 ☐
  - Please explain: _____
    _____
- Have you ever quit a job/unpaid work experience? Yes ☐ No ☐
  - Please explain: _____

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

- 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 than16 Hours per week ☐ More than 16 hours per week ☐

  Other ☐ Please Explain_____
- 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 ☐
- Can you pass a pre-employment drug screen? Yes ☐ No ☐
- Can you pass a criminal background check? Yes ☐ No ☐
- Do you receive any of the following?

  ☐ SSI ☐ SSDI ☐ Other

If other, please specify: _____

- Do you have a resume? Yes ☐ No ☐
  If you have a resume, please include in application

Independent Daily Living and Self Care Skills

Please list all medications, dosages and time of day taken:

Medication	Dosage	Time of day

List any health or medical issues that may impact their day to day (seizure disorder, migraines, dizzy spells):

- _____
- _____
- _____

Do you receive toileting, feeding, or medication assistance for Activities of Daily Living (ADL)? Yes ☐ No ☐

- If yes, in what areas do you need assistance?

  _____

  _____

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

What Assistive Devices Do You Use? (Check all that apply)

- ☐ Glasses or contacts
- ☐ Hearing aid
- ☐ A walking or mobility aid (specify which):
  - ☐ Cane
  - ☐ Walker
  - ☐ Wheelchair
  - ☐ Scooter
  - ☐ Crutches
  - ☐ Other
- ☐ Assistive tech device (please specify below)

Please elaborate on how you use assistive technology:

- _____
  _____
- _____
  _____

Mobility

- Do you have any other physical conditions that may require accommodation? Yes ☐ No ☐
  - If yes, please explain:
    _____
    _____
- Do you have limited use of arms and/or hands Yes ☐ No ☐
  - If yes, please explain:_____
    _____

Transportation

All accepted students will be contacted by Via Mobility regarding support in learning skills to use public transportation to and from the hospitals*

- 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 either use public transportation or make private arrangements to and from program? Yes ☐ No ☐
- Please identify which form of transportation you will use to get to and from Project SEARCH

  RTD/Light Rail ☐ Access-a-Ride ☐ I have questions/Unsure ☐

  **If marked unsure- Stephanie Crookston will call and follow up with you*

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

Adult Services Agencies

To meet eligibility requirements for Project SEARCH, you must also 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). Please provide a copy of your letter of eligibility for services.

Note: If you have contacted your local CCB, please continue to the bottom of this page.
If you have not contacted your Community Centered Board (CCB), please do the following:

Step 1: Visit https://www.colorado.gov/pacific/hcpf/community-centered-boards for a list of Community Centered Boards in each county.

Step 2: Call the Community Centered Board of your choosing and say:

"Hello, my son/daughter is applying to be in Project SEARCH on the Anschutz Medical Campus for the next school year and I would like to start the enrollment process."

You will be directed to the intake service coordinator who will assist you from there.

Step 3: Once you receive your letter of eligibility from your CCB, please send a copy to Stephanie Crookston (pg. 5)

If you need further clarification on this section, please reach out to the Stephanie Crookston, contact listed on page 5 of this application.

- Have you contacted your local Community Centered Board (CCB)? Yes ☐ No ☐
- Are you eligible for services through a CCB? Yes ☐ No ☐

If yes, please list CCB: _____

Please list other names and phone numbers of other support people below. It can be anyone in the school or community that helps the student to be successful.

Name	Title	Phone Number

Do you have any immediate family members who are employees of Children's Hospital Colorado or University of Colorado Hospital? Yes ☐ No ☐
If you responded "yes", please name the employee(s), their relation to you, and the department of which hospital they are employed.

_____
_____

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

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)**

THIS APPLICATION HAS BEEN COMPLETED BY:

Name/Title Date

Student signature Date

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

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 am required to open enroll into Jeffco Schools, if I do not already attend them.
- I understand that participating in Project SEARCH means the goal is that it is the students 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 will learn to use public transportation when available I understand that I am responsible for transportation to and from Anschutz Medical Campus.
- I will follow hospital standards established by the program and Children's Hospital Colorado/ University of Colorado Hospital.
- 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 it is decided that I am no longer a fit for the program or if I fail to follow the terms and conditions outlined in the student agreement and /or the rules and regulations established by Children's Hospital Colorado/University of Colorado Hospital. 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 and be an active participant by communicating any issues at required meetings with my rehabilitation counselor, parents, teachers, and business staff.
- At completion of the program, I will receive my high school diploma.
- 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

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.
- 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 t 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 be supportive of my son/daughter in learning how to use public transportation.
- I have disclosed on this application any medical condition which could affect my child's safety while on the Anschutz Medical Campus.
- I understand that I am responsible for providing my son/daughter with a form of back up transportation to/from Children's Hospital Colorado/University of Colorado Hospital if public transportation is not an option for my child.
- I will collaborate with instructional team with issues and concerns regarding my son/daughter's progress in Project SEARCH.
- I will attend any additional meetings that may need to take place to address any disciplinary issues involving my child.
- 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 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.
- 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

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

Project SEARCH at Anschutz Medical Campus

Attendance Policy

All students enrolled in Project SEARCH for the 2019/2020 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 19, 2019 and the last day of program will be May 14, 2020.

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 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 time/vacation time/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 will be 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, Project SEARCH Program. A formal meeting will be called with the student and the family to discuss next steps.

2019-2020 Application Packet for Project SEARCH at Anschutz Medical Campus

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. 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