

Letter of Engagement and Letter of Engagement Renewal Form

ARS PRE-ETS COUNSELOR: KIMBERLY CLARK
HIGH SCHOOL: EARLE HIGH SCHOOL

PROVIDER: CAREER DEVELOPMENT & TRAINING INSTITUTE, LLC

The letter of engagement is a form to provide structure for implementation of Pre-ETS services within a high school setting following the policy and procedures set forth by Arkansas Rehabilitation Services (ARS) and in accordance with the informed choices of the high school and the students they serve.

1. Prior to engaging a school district, and/or if your entity was approached by a school district to provide Pre-ETS services, contact the Pre-Employment Transition Manager, Ms. Christina Clausen @ Christina.clausen@arkansas.gov for approval to move forward.
2. Next, schedule a partner meeting with your entity, your local ARS transition counselor, and the school district and complete the letter of engagement during the scheduled partner meeting.
 - a. Please send the completed form to Christy Lamas, Deputy of Field Operations Christina.clausen@arkansas.gov . **Incomplete letters of engagement will be returned.**
 - b. Once your letter of engagement is received a **Memorandum of Understanding (MOU)** will be developed between your entity, ARS, and the local school. **The MOU is your formal agreement with the school, ARS and the vendor.**

I. Vendor Program, Structure and Content

1. From August until December, 13 weeks of training are available. The core service areas allowed in a group training environment in those 13 weeks are: job exploration, counseling on opportunities for enrollment in postsecondary education, workplace readiness and instruction in self-advocacy. **The group rate will apply in this timeframe.**
2. **Work-based learning** is conducted from January to May. Work- based learning will not exceed 7 hours per week for 16 weeks. The Vocational Rehabilitation Counselor must approve the hours for the month prior to the service beginning. The number of hours available is subject to funding availability.
3. For students that are not ready to engage in work-based learning paid work experiences, the following scenarios can be applied: service learning, student led enterprises, simulated workplace experiences, job shadowing, career mentorship, career related competitions, informational interviews, and workplace tours/field trips.
 - 1.) Provide a copy of the MOA agreement to Provide Vendor Services to the School. It identifies what services are provided and when they are provided.
 - 2.) Indicate if a curriculum, assessment or activity has been changed from the initial MOA agreement for any of the core services:

<i>Self-Advocacy</i>	<i>CDTI will utilize webinars and virtual trainings, tours, and presentations on an as needed basis.</i>
<i>Work Readiness</i>	<i>CDTI will utilize webinars and virtual trainings, tours, and presentations on an as needed basis. Students may participate in ACDC training.</i>

Letter of Engagement and Letter of Engagement Renewal Form

<i>Counseling on Post-Secondary</i>	<i>CDTI will utilize webinars and virtual trainings, tours, and presentations on an as needed basis. .</i>
<i>Work-Based Learning</i>	<i>CDTI will utilize webinars and virtual trainings, tours, and presentations on an as needed basis. CDTI, LLC will offer a student-led enterprise program for interested students.</i>
<i>Job Exploration</i>	<i>CDTI will utilize webinars and virtual trainings, tours, and presentations on an as needed basis. Students may participate in ACDC training</i>

II. Program Structure

VENDOR SECTION

Please provide detailed information on the program structure and delivery of Pre-ETS services

Number of days a week students will participate in the Pre-ETS program

Monday Tuesday Wednesday Thursday Friday

Number of hours students will participate per week: 2-4 What is the start date for Semester 1 (soft skills training)? AUG., 2021 What is the start date for Semester 2 (Work-based Learning?) JAN., 2022

How is transportation for off campus activities arranged?

Students will be transported via CDTI's van or bus and/or school buses as needed.

Number of students that will be enrolled in the Pre-ETS program 25 (maximum of 25 students per school)

SCHOOL DISTRICT SECTION

Please list (in detail) information on current transition initiatives within your school conducted by the school. This section is very important. The purchased services provided by ARS cannot duplicate what the school is already providing as part of its transition program.

1. What transition assessments are completed on students?

Transition assessment & interview, Naviance, Asvab, ACT Aspire, etc.

2. Is the school directly providing any of the following services (not through an ARS program/vendor)?

- a. Work-Experiences
- b. Counseling on Post-Secondary Opportunities
- c. Self-Advocacy
- d. Job Exploration
- e. Simulated Work Activities

Students receiving special education are provided job exploration and discussion on post secondary options as part of their transition planning.

3. If any of the above services are provided, what is the frequency and duration of each?

Discussion about options takes place yearly during the development and update of the IEP. Opportunities to research and/or shadow jobs are set based on individual student needs. This may occur each semester or yearly depending on what the IEP committee decides.

4. What are the main services/activities that special education students receive at your school as part of transition?

Students research careers and colleges as part of transition planning with the help of their teacher and counselor. They attend the transition fair held at ASU Mid-South. Some students participate in the CDTI

Letter of Engagement and Letter of Engagement Renewal Form

program allowing for work opportunities

III. Program Implementation TEAM SECTION (ARS, SCHOOL, VENDOR)

Provide Detailed information on referral process for students entering into the Pre-ETS program
(Section to be completed by Vendor, School District, and ARS Transition Counselor or District Manager)

- School and the counselor will determine who is eligible for the program
- School will provide ARS with Pre-ETS referral packet along with required information on students who are attending the Pre-ETS program
- ARS will process students into the case management system prior to students starting the Pre-ETS program
- ARS counselor will notify the vendor via verification letter when student is ready to begin Pre-ETS services
- All partners must establish a timeline for completing referrals and gathering documentation for students participating in the Pre-ETS program

Referral Process TEAM SECTION

Identify Person responsible for gathering school documentation:
(example: List a Name)

Christopher Conway

Identify Person(s) responsible for submitting to ARS *completed* Pre-ETS referral
Packets:

Christopher Conway &
Aseelah Williams

Identify person(s) responsible for notifying vendor of students
participating in Pre-ETS Program:

Christopher Conway & Felicia Watson

Referral Timeline TEAM SECTION

Deadline for schools to identify students who will participate in Pre-ETS program: No new referrals after October 1st unless an exception is granted by the district manager.

School will complete and submit ARS Pre-ETS referral packets to

Kimberly Clark, ARS
Aseelah Williams, CDTI
(enter name & agency)

ARS will process Pre-ETS referrals through the case management system within
Completed Pre-ETS referral packet.

5-8 of receiving
(Enter days)

ARS will notify vendor when students are ready to begin Pre-ETS program.
Please identify how ARS will verify with the vendor students have been approved to begin services?
Transition Counselor will submit verifications to school coordinator and CDTI, LLC via email.

Work Based Learning TEAM SECTION

Will students receive work experience during the program? Yes No

If no, explain why students will not obtain a work experience while participating in your program:

Number of days a week students will participate in work experience:

Letter of Engagement and Letter of Engagement Renewal Form

Monday Tuesday Wednesday Thursday Friday

Number of hours a student will participate per scheduled work experience day: 1-4

Are students participating in a work experience required to go through your entities HR process? Y N

If yes, list the documentation required for students to go through your HR process:
Students will need to complete onboarding training and documentation to include an employee handbook, online payroll and documentation, and safety training.

Identify timeframe (established by team) for students to complete the HR process prior to starting work experiences:
3-6 days

Who is responsible for providing transportation to and from work experience Parents and/or CDTI, LLC
 (Provider/Agency /School)

Primary Contacts	
Vendor	
Contact information for Program supervisor:	<u>Aseelah N Williams</u>
	Name (First, Last)
<u>info@CDTImidsouth.com</u>	<u>601.988.3485</u>
Email	Primary Phone Number
Contact information for individual responsible for delivering Pre-ETS services :	
	<u>Aseelah Williams or Falisha Wilson</u>
	Name (First, Last)
<u>info@CDTImidsouth.com</u>	<u>601.988.3485</u>
Email	Primary Phone Number
School	
Contact information for program approval :	<u>Tish Knowles</u> <i>Tish Knowles</i>
	Name (first, Last)
<u>tknowles@esdbulldogs.org</u>	<u>870-792-8486</u>
Email	Primary Phone Number
Contact information for student supervision in Pre-ETS program:	<u>Christopher Conway</u>
	Name (First, Last)
<u>cconway@esdbulldogs.org</u>	<u>870 792-8716</u>
Email	Primary Phone Number
ARS	
Contact information for Transition counselor :	<u>Kimberly Clark</u>
	Name (First, Last)
<u>Kimberly.Clark@arkansas.gov</u>	<u>870.735.4725</u>
Email	Primary Phone Number
Contact for ARS District Manager:	<u>Everett Adamson</u>
	Name (First, Last)
	<u>870.735.4725</u>
	Primary Phone Number
Email:	<u>Everett.adamson@arkansas.gov</u>

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Please send this completed form to Christy Lamas, Deputy of Field Operations Christy.lamas@arkansas.gov. A Memorandum of Understanding will be developed for signature by approving authorities. Incomplete letters of engagement will be returned.

Miscellaneous Meeting Notes

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