UCP Applied Abilities Program

Goals:

- Assess customers’ abilities, needs, preferences, and barriers
- All customers are engaged in income producing activities
  - In house work opportunity
  - Micro enterprise
  - Individual/group job placement
- Customers learn marketable skills in order to be more competitive in the work force
- Transition customers out of our program
  - Employment
  - Greater levels of independence

Wholistic Perspective:

- Assess individual’s life goals in order to set obtainable goals
  - Vocational
  - Lifestyle
  - Social
- Community integration
- Employment
- Independent Living
- Arts and Recreation
- Attend local colleges or adult education programs
- Life Management Skills
- Develop support network through UCP and natural supports in community

Training Components:

Promoting Employment Outcome

- Dress for Success
- Resume building
- Interviewing skills
• Job exploration and coaching
• Tour of local industries/businesses
• Interest Inventory
• Appropriate work place behavior
• Phone and e-mail etiquette
• Customer service skills

Promoting Independent Living Outcomes

• Self advocacy
• Human sexuality
• Functional math skills
• Health and wellness
• Nutrition
• Exercise
• Mobility training
• Safety in the community
• Grooming and Hygiene
• Banking/Budgeting
• Cooking
• Home Maintenance and Housekeeping
• Personal and social skills training

Development of training components and work opportunities:

• Identify staff’s passions and strengths
• Identify customers’ interests and long-term career goals
• Develop programs and classes that are meaningful to customers
• Match customers with staff
• Train and support individuals to meet work and employer expectations

Micro Enterprise:

• Business 101 Training (business license, business name, location, cost of running business, marketing, business cards, etc.)
• Assessment of individual for self-motivation and commitment to business venture
  o Skills, interests, and capabilities
• Determine feasibility of micro-enterprise with business consultant
• Business Start-Up
  o Business Plan
o Securing capital through grants, small business loans
  o Marketing

- Assess and provide supports as needed
  o Conducting market research/feasibility
  o Developing a business plan
  o Securing start-up funds
  o Obtaining business licenses and insurance (e.g. worker’s compensation)
  o Sales and marketing
  o Annual reviews to improve profitability of business
  o Assistance in hiring staff
  o Arranging transportation

- Potential impact on Social Security and PASS plans
- If business is closed or there are ongoing problematic behavioral issues (e.g. excessive absenteeism or aggression towards employees), individual transitions into another part of program

Business Relations:

- Foster awareness and support of businesses owned and operated by people with disabilities

Staff Training:

- Crisis Prevention Institute’s Nonviolent Crisis Intervention training for dealing with behavioral issues
Daily Schedule of Activities

9:00am – 9:15am: Customers arrive at program

9:15am-9:45am: Read newspaper and morning discussion of current events

9:45am-11:30am: Morning scheduled activity

11:30am-12:00pm: Lunch break

12:00pm-2:00pm: Afternoon scheduled activity

2:00pm-2:30pm: Workability activity

2:30pm-2:50pm: Wrap-up discussion of learning objectives and goals

2:50pm – 3:00pm: Customers prepare to depart

3:00pm: Customers depart from program
# Sample Weekly Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45am-11:30am</td>
<td>Health Management or Self-Advocacy or Volunteerism</td>
<td>Health Management or Self-Advocacy or Volunteerism</td>
<td>Shopping or Phone and E-mail Skills or Mobility Training</td>
<td>Cooking or Functional Math or Mobility Training</td>
<td>Cooking or Functional Math or Mobility Training</td>
</tr>
<tr>
<td>12:00pm-2:00pm</td>
<td>Physical Fitness or Computer Competency or Job Interest Inventory</td>
<td>Individualized Communication Systems or Building Healthy Relationships or Job Application &amp; Resume Development</td>
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<td>Physical Fitness or Computer Competency</td>
</tr>
</tbody>
</table>
Curriculum

Workability:
- Job Interest Inventory to increase knowledge of employment interests
- Job Application & Resume Development to learn how to complete a job application and develop a resume
- Job Search to develop job search skills
- Interviewing Skills to learn how to dress for success and confidently interview
- Workplace Behavior to foster appropriate behavior in a work environment
- Customer Service to develop customer service skills
- Employment Preparation Activities

Community Integration:
- Money management, product selection, and store navigational skills
- Mobility Training to promote independent travel
- Volunteerism to promote participation in civic activities

Communication & Computer Technology:
- Individualized Communication Systems Training to utilize augmentative communication systems
- Computer Competency to increase basic computer skills
- Sign Language to increase basic communication skills using American Sign Language
- Phone and E-mail Skills to increase communication skills using the phone and e-mail

Fine & Physical Arts & Recreation:
- Visual Arts to increase knowledge of and skills in the use of material techniques and processes to create art
- Drama to increase knowledge of basic acting techniques
- Rhythmic Arts to increase eye-hand coordination skills
- Physical Fitness to increase motor and social skills
- Leisure Activities to promote engagement in non-compulsory activities

Functional & Academic Skills:
- Health Management to promote healthy weight and good mental health
- Human Sexuality to improve personal and social relationships
- Cooking to increase food preparation skills, healthy meal planning, and kitchen safety
- Functional Math to increase personal finance skills
Work Opportunities

Customers will have the opportunity to work within the program and in the community. Customers will also have the opportunity to sell products that they have created in the community.

In House Work Examples:

- Shredding
- Recycling
- Packaging/repackaging
- Janitorial
- Carpet cleaning
- Window washing
- Printing
- Worm farming
- Candle/soap making
- Mail room
- Garbage/debris removal
- Care for plants
- Inventory

Community Work Examples:

- Gardening
- Pressure washing
- Car washing
- Dog walking
- Pet clean-up
- Bench painting
- House sitting
- Painting
- Cart retrieval
- Demolition
- Security
- Courier
- Pest control
- Table and chair rentals/delivery
- Setup/breakdown for events
- Errands
- Muscle (labor) work
- Spider web removal
- Personal assistant
- Filing
- Nursery
- Graffiti removal
- Laundry pick-up/delivery
- Auto detailing
- Arts/crafts (sell items at festivals & wineries)
UCP Applied Abilities Program

List of Individualized Services

Work and Interest Assessment
Functional Behavior Analysis
Full array of in-house work opportunities
Job Development
Work Exploration
Micro-enterprise
Job Placement and Coaching
Socialization
Accessing Community Resources
Mobility Training
Health and Wellness (including yoga)
Exercise
Safety in the Community
Basic Life Skills (Hygiene, Banking/Budgeting, Cooking Home Maintenance)
Art Therapy
Art Creation for Sale
Products for Sale – Marketing
Local Cultural Activities
Self-Advocacy
Life Counseling