**Addendum**

**Local Partnership Agreement**

**East Valley Transition Advisory Committee (EVTAC)**

**January 2018 to 2020**

# Intent/Purpose:

In an effort to address the East Inland Empire Special Needs Students’ “Transition” support needs, a committee comprised of several educational, community and resource agencies has been assembled and organized with the following vision and mission in mind:

**Vision:**

Unifying stakeholders to best support the post-secondary transition of young adults with disabilities.

**Mission:**

Through partnership and collaboration, providing outstanding secondary and post-secondary outcomes in the areas of education, employment and community integration for young adults with disabilities.

# Identification of Core Partners

The Core Partners composing the East Valley Transition Advisory Committee (EVTAC) include the East Valley Special Education Local Plan Area (EVSELPA), the Local Education Agencies (LEAs) and the students they serve, the Department of Rehabilitation (DOR), the Inland Regional Center (IRC), and the Workforce Development Board.

* Community Resources
	+ Department of Rehabilitation
	+ Inland Regional Center
	+ Workforce Development Department
* Education
	+ East Valley Special Education Local Plan Area (EVSELPA)
		- Transition Partnership Program (TPP)
		- Colton Unified School District
			* WorkAbility1 (115-05)
		- Redlands Unified School District
		- Rialto Unified School District
			* WorkAbility1 (117-05)
		- Rim of the World Unified School District
			* WorkAbility1 (294-05)
		- San Bernardino County Superintendent of Schools Alternative Education
		- Yucaipa/Calimesa Joint Unified School District
	+ Colton Redlands Yucaipa Regional Occupation Program – (CRY-ROP)
		- WorkAbility1 (116-05)
		- We Can Work (WCW)
	+ Fontana Unified School District
		- WorkAbility1 (077-05)
		- Transition Partnership Program (TPP)

**Description of Organization:**

The intent of EVTAC LPA is to unify local (LEAs) educational, community and resource agency stakeholders (IRC, DOR, Workforce Development Board), to best support the post-secondary transition of young adults with disabilities. Through partnership and collaboration, the education, career technical training, employment, and community integration, for individuals with disabilities, will be promoted to best extent possible.

**Contacts:**

| **East Valley Special Education Local Plan Area (EVSELPA)** |
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| **Name:** Colleen Meland**Phone:** 909-252-4525**Title:** Program Specialist**Email:** colleen.meland@sbcss.net |

| **Colton Redlands Yucaipa Regional Occupational Program (CRY-ROP)** |
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| **Name:** Sandy Mortensen**Phone:** 909-793-3115 ext. 504**Title:** Director of Student Services**Email:** sandy\_mortensen@cry-rop.org |

| **Fontana Unified School District** |
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| **Name:** Stephanie Lowery**Phone:** 909-702-2590**Title:** Transition Coordinator Fontana Unified School District**Email:** lowesa@fusd.net |

| **Colton Joint Unified School District** |
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| **Name:** Lisa Lennox**Phone:** 909-580-5002 ext. 6296**Title:** WorkAbility1 Curriculum Program Specialist**Email:** lisa\_lennox@cjusd.net |

**CORE PARTNERS**

| **Inland Regional Center** |
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| Inland Regional Center – San Bernardino County Intake**Address:** 1365 S. Waterman Avenue, San Bernardino, CA 92408**Phone:** 909-890-3000 |
| Inland Regional Center – Riverside County Intake**Address:** 1500 Iowa Avenue, #100, Riverside, CA 92507**Phone:** 951-826-2600 |

| **Contacts** |
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| **Name:** Robert Garcia**Title:** Transition Program Manager**Phone:** 909-890-3224**Email:** rgarcia@inlandrc.org |
| **Name:** Beth Crane**Title:** Employment Specialist**Phone:** 909-890-3499**Email:** bcrane@inlandrc.org |
| **Name:** Andrew Burdick**Title:** Employment Specialist**Phone:** 909-890-3120**Email:** aburdick@inlandrc.org |

| **California Department of Rehabilitation** |
| --- |
| **San Bernardino Branch:**464 W 4th St, #152, San Bernardino, CA 92401-1419**Phone:**  909-383-4401 |
| **Riverside Branch:**2010 Iowa Avenue, Suite 100, Riverside, CA 92507**Phone:** 951-782-6650 |

| **Contacts** |
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| **Name:** Thomas Darby**Title:** Supervisor**Phone:** 909-383-4401**Email:** tdarby@dor.ca.gov |
| **Name:** Alfonso Jimenez**Title:** Contracts Administrator**Phone:** 951-782-6662**Email:** ajimenez@dor.ca.gov |
| **Name:** Yukiko Long**Title:** Blind Field Services Manager**Phone:** 909-383-4400**Email:** Yukiko.Long@dor.ca.gov |
| **Name:** Craig Rubenstein**Title:** Deaf/HH Field Services Team Manager**Phone:** 951-782-6658 (voice) 951-801-4220 (video)**Email:** Craig.Rubenstein@dor.ca.gov |

| **San Bernardino County Workforce Development Department** |
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| **Address:** 290 N D ST, 6th Floor, San Bernardino, CA 92401**Phone:** 909-387-9859 |

| **Contacts** |
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| **Name:** Bessine Richards**Title:** WDD Manager**Phone:** 909-382-0454**Email:** brichard@wdd.ssbcounty.gov |
| **Name:** Yvonne Morgan**Title:** WDD Supervisor**Phone:** 909-382-0466**Email:** yvonney.morgan@wdd.sbcounty.gov |
| **Name:** Ravi Brahmbhatt**Title:** Staff Analyst**Phone:** 909-387-9853**Email:** ravi.brahmbhatt@wdd.sbcounty.gov |
| **Name:** Stephanie Murillo**Title:** Administrative Supervisor**Phone:** 909-387-9831**Email:** smurillo@wdd.sbcounty.gov |

| **East Valley SELPA** |
| --- |
| **Address:** 670 E. Carnegie Drive, San Bernardino, CA 92408**Phone:** 909-252-4500 |
| **East Valley SELPA – Transition Partnership Program****Address:** 670 E. Carnegie Drive, San Bernardino, CA 92408**Phone:** 909-252-4500 x3 |

| **Colton Redlands Yucaipa Regional Occupational Programs (CRY-ROP)** |
| --- |
| **Address:** 1214 Indiana Court, Redlands, CA 92374**Phone:** 909-793-3115 |
| **CRY-ROP WorkAbility1 (116-05) and We Can Work****Address:** 1214 Indiana Court, Redlands, CA 92374**Phone:** 909-793-3115 x504 |

| **Colton Joint Unified School District** |
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| **Address:** 1212 Valencia Drive, Colton, CA 92324**Phone:** 909-580-5000 |
| **CJUSD WorkAbility1 (115-05)****Address:** 10435 Cedar Avenue, Bloomington, CA 92316**Phone:** 909-580-5002 x6296 |

| **Fontana Unified School District** |
| --- |
| **Address:** 9680 Citrus Ave, Fontana, CA 92334**Phone:** 909-357-5000 |
| **FUSD WorkAbility1 (077-05)****Address:** 9680 Citrus Ave, Fontana, CA 92334**Phone:** (909) 357-7600 |
| **FUSD Transition Partnership Program (TPP)****Address:** 9680 Citrus Ave, Fontana, CA 92334**Phone:** (909) 357-7600 |

| **Rialto Unified School District** |
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| **Address:** 182 E Walnut Ave, Rialto, CA 92376**Phone:** 909-820-7700 |
| **Rialto WorkAbility1 (117-05)****Address:** 182 E Walnut Ave, Rialto, CA 92376**Phone:** 909-820-7700 |

| **Redlands Unified School District** |
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| **Address:** 7 W. Delaware, Redlands, CA 92374**Phone:** 909-307-2470 |

| **Rim of the World School District** |
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| **Address:** P.O. Box 430, Lake Arrowhead, CA 92352**Phone:** 909-336-4100 |
| **Rim of the World School District WorkAbility1 (294-05)****Address:** 27400 CA-18, Lake Arrowhead, CA 92352(physical)P.O. Box 430, Lake Arrowhead, CA 92352 (mailing)**Phone:** 909-336-2038 ext. 462 |

| **San Bernardino County Superintendent of Schools Alternative Education Program** |
| --- |
| **Address:** 601 N E Street, San Bernardino, CA 92415**Phone:** 909-386-2722 |

| **Yucaipa-Calimesa Joint Unified School District (Yucaipa and Green Valley High Schools)** |
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| **Address:** 12797 Third St, Yucaipa, CA 92399**Phone:** 909-797-0174 |

## Identification of Potential Community Partners:

* **Transportation**
* **Health**
* **Housing**
* America’s Job Centers & Local Workforce Development Board
* IEHP
* Molina Health Care
* Chamber of Commerce
* DMV
* Crafton Hills College
* Chaffey College
* San Bernardino Valley College
* Family Resource Network
* Rolling Start
* Career Institute
* Generation Go

# Referral and Intake

A goal of the East Valley Transition Advisory Committee (EVTAC) is to streamline the referral process collectively established between the LEAs, IRC, DOR, and other community partner agencies that provide services to individuals with ID/DD.

Best practice is for the LEA to refer all Regional Center clients to IRC for services 6-9 months prior to the student exiting high school. IRC will attend any IEPs including the exit IEP if available. IRC will refer all students who want to work to DOR for vocational rehabilitation services. The LEA will refer students who want to work and are not Regional Center clients to DOR 6 months prior to the student exiting high school. Referrals will include agreed upon assessment data.

**The classroom teacher** will obtain written consent from the parent or student who has reached the age of majority to release the following documentation to the IRC and or the DOR representative by the end of the IEP meeting:

* + LEA Referral Form to Inland Regional or the Department of Rehabilitation, including a consent to release information.
	+ IEP – including the Individualized Transition Plan (ITP)
	+ Psycho-educational report
	+ Summary of Performance (SOP)
	+ Transition/ Vocational Assessments
	+ Portfolio
	+ Other supporting documents

## IRC Clients Seeking Competitive Integrated Employment

*LEA → IRC → DOR (Youth is CIE ready) → Individual or Supported Employment/Employment Services*

*LEA → IRC → DOR (Youth is not CIE ready) → DOR CC&IR Training → IRC → Referral to Adult Development Center (ADC), Customized Employment (CE), Arts Program, Behavior Modification Program (BMOD), Paid Internship Program (PIP), or Community Integration Program*

## IRC Clients Not Seeking Competitive Integrated Employment

*LEA → IRC → Adult Day Program*

The forms to be utilized for these purposes are referenced below.

## Exhibit A - LEA Referral Form to DOR

## Exhibit B - IRC Referral Form to DOR

Alternatively, students with disabilities in secondary education may be referred to the DOR for VR services by way of placement in a Transition Partnership Program class or using the referral form referenced below.

## Non-IRC Youth Seeking Competitive Integrated Employment

*LEA → DOR (Youth is ready for CIE) → Short-Term Services/Training→ Employment Services*

*LEA → DOR (Youth is not ready for CIE) → Referral to appropriate resources*

## Exhibit C – LEA Referral Form to DOR

For consumers 24 years of age and under, referrals for services will come directly from IRC Consumer Services Coordinators, (CSC) or LEA members at an IEP meeting with an IRC Consumer Services Coordinators present.

The IRC CSC will finalize the referral packet and send it to the DOR Supported Employment Liaison/point of contact for the designated unit.

* + Referral Packet should include:
		- DOR Referral form
		- Consent to release information signed by a consumer
		- Individual Program Plan (IPP)
		- Social Assessment
		- Psychological Assessment
		- Medical Assessment
		- Client Development Evaluation Report (CDER)
		- Annual Case Notes
		- DS1968 signed by consumer and IRC CSC
		- Individualized Education Program (IEP) and Individualized Transition Plan (ITP)
	+ Once the referral is received by the designated Department of Rehabilitation (DOR) liaison, a letter will be mailed to the consumer with the orientation date, time, location, and name of assigned Qualified Rehabilitation Professional (QRP). The intake meeting will be scheduled within two weeks of attending orientation.
	+ A copy of the orientation appointment letter will be emailed to the Inland Regional Center CSC.
	+ Once the applicant has completed the orientation, a DOR intake session will be scheduled with the applicant

# IV. Communication:

## Informational:

The EVTAC will maintain ongoing communication amongst all core partners. Meetings will be held quarterly to collaborate on best practices related to CIE preparation, conducting assessment, documentation and referral, training opportunities, and sharing resources.

* + The EVTAC will develop a parent flyer describing agency supports, the referral process, and agency contact information
	+ The EVTAC will develop a chart of acronyms

## Functional:

* + EVTAC will meet at mutually agreed upon intervals.
	+ The process for updating the LPA will be done based upon statute of regulatory change or as needed.

## System Measures:

* + Refer to the Department of Rehabilitation (DOR) Inland Empire District strategic goals for increasing levels of competitive integrated employment opportunities for individuals with ID/DD.
	+ LEA will complete data tracking of youth population with ID/DD who are nearing school exit.
	+ DOR will utilize the Aware database to track ID/DD outcomes
	+ DOR will utilize work-based learning to identify individuals who can benefit from competitive integrated employment outcomes.
	+ IRC will monitor outcomes for CIE and PIPs

# V. Strategic Plan Goals

1. Identify community support agencies to connect to in school and out of school transitioning youth
2. Identify audience and develop LPA materials including a resource to give parents and students at the exit IEP describing the referral process, terminology and agency supports available to them, and a term and acronyms glossary available to all agencies and parents.
3. Ensure high school students have a portfolio containing the following:
4. Last IEP
5. Assessment Summary
6. High School Educational Plan
7. Transition Plan
8. Unofficial Transcript
9. Copy of High School Diploma/ Certificate
10. Resume & cover letter
11. 3 Letters of Recommendations
12. Consent forms to Release Information to Connecting Agencies
13. Psychoeducational Report
14. State ID

**Transition Services Timeline for IRC Consumers**

**Final School Year Transition IEP 6-9 Months before finishing school** to determine transition plan

*(IRC CSC and DOR should be involved in this meeting to develop the transition plan for the student)*

**Within 30 days of the IEP**, referral is made to DOR if student wants to work to determine CIE Readiness

*(IRC CSC sends the referral using the
 form on the intranet site)*

**Six months before finishing school**, student can participate in PIP

**Graduation/Exit from School**



Exhibit A – LEA Referral Form to Inland Regional Center (IRC)

Exhibit B – IRC Referral Form to Department of Rehabilitation

Exhibit C – LEA Referral Form to Department of Rehabilitation (DOR)