



STEPS (Successful Transition Existing Post- & Secondary)

Purpose/Focus:

STEPS is designed to provide individualized and group services to individuals who have completed the AbleLight College certificate of Applied Learning on their next steps toward independence and success in the community. The services are also available to individuals who've completed high school and are looking for individualized services to support their transition needs. 1:1 service that are tailored to meet the individual needs of the participant are offered in the following areas:

- Employment
- Education/Enrichment
- In Home Safety & Supports
- Daily Living
- Church Membership & Engagement

The menu of services can be seen in Addendum 1

Community services are offered within the county that the individual resides in except for up to once per month going to a location outside of the county as planned in conjunction with STEPS coach. Coaches will not purchase items for participants and they are encouraged to select activities for services that promote financial awareness (ie: working within a budget).

Additionally, we offer **weekly socialization activities** within the community. Those services are offered as a group and promote building a social network within the community through engaging in fun activities.

Potlucks will occur on a once-a-month basis starting in September and will consistently occur on the 3rd Sunday of the month. We will ask that all participants take a turn hosting and will be assigned a date based on an established rotation. If an individual would prefer not to host, that will be honored but ask that they provide ample notice to the Campus & Community Coordinator for scheduling purposes. An outline expectations and structure will be forthcoming.

The calendar of events is shared via email each month as well as direct to participants through *WhatsApp* messenger. Participants need to RSVP to this by the end of the day Wednesday of each week for the upcoming Sunday. When there are two or less participants signed up for a given week of socialization activities, AbleLight reserves the right to cancel. If this is the case, it will be communicated a minimum of three days prior to the event.

Services are billed on a monthly basis and can be paid either through IRIS (long term funding waiver---
*for all eligible services) or private pay.

*Families will need to work with IRIS case manager to determine the services that are eligible for funding.

See Addendum 2 STEPS Financial Agreement

What You Can Expect in Every Session (1:1 and Socialization):

- Personal wellness check-in
- Supervision of participants during session
- Activities offered aligned to personal goals as established in the STEPS Individual Goals & Services Plan
- Reflection opportunity

Norms, expectations, etc.

- **Our commitment:** Coaches to communicate any needed changes to Manager, participant and families with a week's notice (unless of an emergency situation in which it may be day of) but either way will work with family to determine alternate time(s) to provide missed services
- **For participants and families (as applicable):** Limiting changes to schedule as much as possible and ensuring a minimum 1-week advanced notice to coach and Stephanie
 - For any changes in funding, please communicate that to Accounts Payable Representative, Andie Blasé at andie.blase@ablelight.org
- **Conduct of Participants**---Safe, respectful and responsible behaviors are expected of participants. If concerns with conduct arise the coach will address with participant (and family if applicable). If someone engages in an act that significantly impacts the safety and well-being of others, AbleLight reserves the right to discontinue services.
 - **Boundaries**---It is the expectation of participants to understand that their coaches are there to support them during designated service time, and occasional communication outside of those times may be appropriate when specifically related to the service. Boundaries with coaches are very important to understand and repeated communication outside of time working together will be highly discouraged. This will also be something taught by the coaches as needed with the individual.

Communication & Sharing of Information:

It is understood that information can be shared among staff members at AbleLight for the purpose of providing established transition services.

For participants who are their own guardian, please indicate the people in your life (ie: parents) that you grant access for AbleLight STEPS staff to share updates to your personal plan and goals.

_____	_____
Name of Individual	Role
_____	_____
Name of Individual	Role

We are not going to share any protected health information but will share updates related to progress related to goals and services in the program.

Individualized Planning & Progress Monitoring

- The first meeting will be an intake lead by STEPS coach with participant (and family members if desired) where an individual plan will be created and then implemented
- See Addendum 3 for STEPS Individual Goals & Planning Guide
- ***For those participants already active with STEPS, the coach will lead the process of creating an individual plan.
- Coaches send weekly email with brief updates and will facilitate a bi-annual review of full plan

I have read and understand the purpose and scope of services with AbleLight STEPS.

Participant Name _____

Signature of Participant _____ Date _____

*For those participants who are NOT their own legal guardian, the following needs to be completed.

Name of Legal Guardian _____

Signature of Legal Guardian _____ Date _____