**CWTP Resources for 2020-2021 School Year**

**Due to COVID-19 Restrictions**

Here are some resources that may be helpful when planning virtual activities for CWTP services: please research and plan before use for appropriateness.

**Community Work Transition Program: Pre-Employment Transition Services**

ES can provide to students virtually:

* + Many lessons can be converted to a virtual format, but some may not. Keep in mind that all activities must be virtual (during this time) of COVID-19 restrictions), so preparation and planning are crucial to the activity success.
  + There is a Pre-ETS Jeopardy-Factile <https://www.playfactile.com/> You can also create your own version for specific lessons/engagement.
* There are some Pre-ET icebreakers, such as Career Exploration, through a Game: [https://www.canr.msu.edu/news](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.canr.msu.edu_news&d=DwMFAg&c=jvUANN7rYqzaQJvTqI-69lgi41yDEZ3CXTgIEaHlx7c&r=odPRlXULsSdU2huP5b4mQsBWE0hPPJBUK3YdkGv4ess&m=yrgiippagwa1p24yXSCKAvbB_BOA2aG9VWGRT7FjiOg&s=Q1QPZKnQ5RecpzARc3UJvrFRFKLDDV_X_6lze4RWRak&e=).  It’s a spin on the classic - Would You Rather?
* Play Pre-ETS Virtual Games with CWTP students at <https://www.wisc-online.com/search?searchType=3&q=Pre-ETS>
  + Learn about the importance of work, check out The Job Center for youth: <http://www.youthhood.org/youth/index.asp>
  + Explore career aptitude assessments and career interest surveys at: <https://www.transitionta.org/system/files/covid19/NTACT_at%20home_Employment_resources_4.10.2020_0.pdf>
  + Help CWTP student develop a Positive Personal Profile: <https://transcen.org/wp-content/uploads/2019/06/Blank-Positive-Personal-Profile.pdf>
  + Find more instructional materials, Focus on Employment Preparation and links to websites at NTACT (National Technical Assistance Center on Transition):<https://www.transitionta.org/system/files/covid19/NTACT_at%20home_Employment_resources_4.10.2020_0.pdf>
  + All kinds of games relating to employment: <https://www.wisc-online.com/search?searchType=3&q=virtual+job+shadows>
  + Virtual school activities: <https://virtualschoolactivities.com/>
  + Resources for teaching remotely: <https://cec.sped.org/Tools-and-Resources/Resources-for-Teaching-Remotely>
  + NO NTI “packets”.

1. **Job Exploration Counseling:**
   * Explore various careers through videos: [https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.careeronestop.org_Videos_CareerVideos_career-2Dvideos.aspx&d=DwMFAg&c=jvUANN7rYqzaQJvTqI-69lgi41yDEZ3CXTgIEaHlx7c&r=odPRlXULsSdU2huP5b4mQsBWE0hPPJBUK3YdkGv4ess&m=EOAjaakzelfTWEwyItxl6OiSq5o1aVRe0nAgs5omjdw&s=1nbXragR9ewC1HIA6qYJ-7EJchv1qmm24cRup5_kQyQ&e=)
   * Explore in-demands occupations and labor markets in their geographic area through O’Net: <https://www.onetonline.org/>, and other labor market websites with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
   * Informational Interviews with community business owners and/or managers with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
     + Ex.): CWTP student and ES are on Zoom meeting, and ES (who already has meeting scheduled with Employer) either invites Employer to Zoom meeting or initiates phone call for student to ask specific questions about their job/company and completes learning activity.
   * Virtual tours appropriate for CWTP students with ES present for questions and discussion immediately after each activity. Through approved virtual communication:
     + Companies that are virtually toured should be in CWTP student’s geographical living area.
     + Most of the major companies and colleges have virtual tours.
     + Explore YouTube channels for virtual tours: search for “A day in the life of….”(insert whatever career desired).
     + Short videos of many career options: [https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx](https://urldefense.proofpoint.com/v2/url?u=https-3A__nam04.safelinks.protection.outlook.com_-3Furl-3Dhttps-253A-252F-252Furldefense.proofpoint.com-252Fv2-252Furl-253Fu-253Dhttps-2D3A-5F-5Fwww.careeronestop.org-5FVideos-5FCareerVideos-5Fcareer-2D2Dvideos.aspx-2526d-253DDwMFAg-2526c-253DjvUANN7rYqzaQJvTqI-2D69lgi41yDEZ3CXTgIEaHlx7c-2526r-253DodPRlXULsSdU2huP5b4mQsBWE0hPPJBUK3YdkGv4ess-2526m-253DEOAjaakzelfTWEwyItxl6OiSq5o1aVRe0nAgs5omjdw-2526s-253D1nbXragR9ewC1HIA6qYJ-2D7EJchv1qmm24cRup5-5FkQyQ-2526e-253D-26data-3D02-257C01-257Cthewlet-2540email.uky.edu-257C7c9b17705df9464d36e908d827616581-257C2b30530b69b64457b818481cb53d42ae-257C0-257C0-257C637302646559462869-26sdata-3DjvYTTxsnscQIZvu5Q-252BX-252Ffl-252Bh7xnW-252FEFKfXmLOwHS3bU-253D-26reserved-3D0&d=DwMFAg&c=jvUANN7rYqzaQJvTqI-69lgi41yDEZ3CXTgIEaHlx7c&r=odPRlXULsSdU2huP5b4mQsBWE0hPPJBUK3YdkGv4ess&m=yYQb2S1WlPNaTOoWMzYXzCzqfcMBZ9KyZEVc-RSvJh4&s=oni79Qng6Kmut1zAF8MMzrUz8NqGRhjUqNcN7v7PXhQ&e=)
     + These should be guided tours with ES present during virtual tour, so questions and discussion can occur immediately after.
     + Each virtual tour and activity must be included in monthly notes as well as how each activity identified learning objectives for the CWTP student.
   * Explore more resources from teachers, Counselors, and other CWTP Employment Specialist that work – network together and share ideas and lessons.
2. **Work Based Learning Experiences (WBLE):**

The following list of Work-Based Learning Experiences may be currently suspended due to COVID-19 restrictions. Check with your local school district guidance on these activities out in the community.

* + - Internships
    - Job Training
    - Apprenticeship
    - Short-term employment
    - On-the-job Training
* Many lessons can be converted to a virtual format, but some may not. Keep in mind that all activities must be virtual (during this time) of COVID-19 restrictions), so preparation and planning are crucial to the activity success.
  + Job Shadowing – Search YouTube for “Job Shadow a…..” (Insert job title). Some give advice before shadowing a particular career. Activity is with ES present for questions and discussion immediately after each video. Through approved virtual communication.
  + Explore more resources from teachers, Counselors, and other CWTP Employment Specialist that work – network together and share ideas and lessons.

1. **Post-Secondary Opportunities:**

* Many lessons can be converted to a virtual format, but some may not. Keep in mind that all activities must be virtual (during this time) of COVID-19 restrictions), so preparation and planning are crucial to the activity success.
* Virtual Tours of colleges, universities, or other trainings online with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
* Carl D Perkins Vocational Training Center Virtual Tour with ES present for questions and discussion immediately after this activity. Through approved virtual communication.
* Each virtual tour must be included in monthly notes as well as how each activity identified learning objectives for the CWTP student.
* Downloadable materials of specific information on vocational trainings or online websites with ES present for questions and discussions immediately after each activity. Through approved virtual communication.
* Disability Support Services for trainings – explore and learn about specific information on Disability Resource Centers at various training sites with ES present for questions and discussions throughout activity. Through approved virtual communication.
* Application and Admission processes - explore and learn about specific information on college/training applications and admission processes at various websites with ES present for questions and discussions throughout activity. Through approved virtual communication.
* Explore more resources from teachers, Counselors, and other CWTP Employment Specialist that work – network together and share ideas and lessons.

1. **Work Readiness Training:**

**Development of Social Skills and Independent Living Skills:**

* Many lessons can be converted to a virtual format, but some may not. Keep in mind that all activities must be virtual (during this time) of COVID-19 restrictions), so preparation and planning are crucial to the activity success.
* Check out the curriculum for Job Ready and Life Skills. Students can perform activities while at home and pick back up when they return to school. Life skills curriculum courses for job readiness and for successful independent living offered at different reading levels:

<https://educationassociates.com/>

* Work Ethics and Employability Skills Assessment: Check out this curriculum: <https://transitionta.org/system/files/resourcetrees/LP%20Library_Update_August2018.pdf?file=1&type=node&id=1975&force>= for Employability skills, Communication & Soft Skills, Specific Job Skills, Budgeting and Money Skills, Safety, and Self-Determination.
* <https://www.drkit.org/essential-skills/> Check out lessons, videos, and other employment related articles.
* Youth in Transition: Soft Skills to Pay the Bills — Mastering Soft Skills for Workplace Success. Check out: <https://www.dol.gov/odep/topics/youth/softskills/>
* Social Skills Resources for Online Learning. Check out: <https://www.iidc.indiana.edu/doc/resources/social-skills-resources-for-online-learning.pdf>
  + - Financial literacy for teens - Youtube or other online website or downloadable materials with ES present for questions and discussion immediately after each activity. Through approved virtual communication. Also, you may view: <https://www.myfloridacfo.com/Division/Consumers/FinancialLiteracy.htm> for more financial literacy information for youth with disabilities.
    - Job seeking skills – YouTube lessons/videos, or other online website or downloadable materials with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
    - Employability Skills and/or Soft Skills - YouTube videos such as: <https://www.youtube.com/watch?v=vGjNI16pxn8> or other online website or downloadable materials with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
    - Interview tips for teens – YouTube videos or other online website or downloadable materials with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
    - Understanding employer expectations - YouTube videos or other online websites or downloadable materials with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
    - Details of each specific activity must be included in monthly notes as well as how each activity identified learning objectives for the CWTP student.
    - Explore more resources from teachers, Counselors, and other CWTP Employment Specialist that work – network together and share ideas and lessons.

1. **Self-Advocacy Instruction:**

* Many lessons can be converted to a virtual format, but some may not. Keep in mind that all activities must be virtual (during this time) of COVID-19 restrictions), so preparation and planning are crucial to the activity success.
* ME! Lessons on Self-Awareness & Self-Advocacy. Check out: <https://www.ou.edu/education/centers-and-partnerships/zarrow/transition-education-materials/me-lessons-for-teaching-self-awareness-and-self-advocacy>
* Disability Awareness Packet. Check out: <https://www.dvusd.org/cms/lib/AZ01901092/Centricity/Domain/1318/Disability%20Awareness%20Packet%202.pdf> and 25 Disability Awareness Activities for Kids of all Ages. Check out: <https://adayinourshoes.com/resources-to-teach-kids-about-disabilities-awareness-and-inclusion/>
* Job Accommodation Information. Check out: <https://askjan.org/>
* Job Accommodation Network Toolkit. Check out: <https://askjan.org/toolkit/The-JAN-Workplace-Accommodation-Toolkit.cfm>
* Disclosing a Disability and How to Request Accommodations. Check out: <http://project10.info/DPage.php?ID=124>
* Jobs and Education for People with Disabilities. Check out: <https://www.usa.gov/disability-jobs-education>
* Explore more resources from teachers, Counselors, and other CWTP Employment Specialist that work – network together and share ideas and lessons.

**Community Work Transition Program: Transition** **Services**

ES can provide to students virtually:

* + Many lessons can be converted to a virtual format, but some may not. Keep in mind that if all activities need to be virtual (during this time) of COVID-19 restrictions); preparation and planning are crucial to the activity success.
  + Modified Vocational Assessment is to be used during COVID-19 restrictions. This will **NOT** be accepted when these restrictions are lifted.
    1. **Modified Vocational Assessment (MVA)**
* Virtual meetings through approved communication options to work through assessments and discussions.
* Use of online career interests inventories, career aptitude assessments, phone meetings to discuss other related questions, previous observations of student in past years, virtual observations through approved communication options with real-time video capability of student performing job like work tasks, observations of current soft skills through CWTP Pre-Employment Transition Activities and other Educational/parental documented observations, mock interview skills as observed through virtual communications, job journal entries, Positive Personal Profile, etc.
* MVA can only begin after ES receives signed authorization from Counselor.
* MVA must be completed, signed, and submitted to Counselor within 45 days of receiving authorization.
  + 1. **Job Development/Job Coaching Planning Meeting**
* Virtual meeting with all required participants.
* Follow CWTP Policy & Procedures.
* Discuss final year of high school and CVA or MVA, with specific virtual plan for job search and helping student obtain employment.
* Must complete and submit Report to Counselor.
  + 1. **Modified Job Development/Job Coaching Monthly Activities**
* Implement virtual plan discussed at planning meeting
* Job Development Virtual activities may include:
  + Online job search through approved Virtual Communication with CWTP student – documenting specific activities.
  + Online job application through approved Virtual Communication with CWTP student – documenting specific activities.
  + Virtual Communication for Employer Networks through approved virtual communication with CWTP student – documenting specific activities.
* Job Coaching Virtual activities may include:
  + Virtual communication to check in on student and discuss job tasks, concerns, and supports needed.
  + Phone calls to check in on student and discuss job tasks, concerns, and supports needed.
  + Approved essential services if student is in danger of losing employment.
    1. **Transition Exit Planning Meeting**
* Virtual meeting with all required participants through approved virtual communication.
* Invite SE, if student was referred.
* Follow CWTP Policy & Procedures.
* Discuss final year of high school (what activities did student participate in and did student get a job? Why and/or why not? As well as what are next steps.
* If not employed, discuss transition from CWTP ES to another ES provider, or SES, if referred.
* Report must be completed, signed, and submitted to Counselor.
  + 1. **Job Placement**
* Report must be completed, at least one day after student exits high school.
* Report must include all information about current approved job.
* Report must be completed, signed, and submitted to Counselor.
  + 1. **Employment Follow –Up**
* Report must be completed, at least 60 days after student exits high school and has worked at least 60 stable days.
* Virtual communication for follow-up is required if still under COVID-19 restrictions.
* Report must include all information about current job, monitoring of employed youth, and include supports in place/needed.
* Report must be completed, signed, and submitted to Counselor.