

Heightened Scrutiny

SETTING INFORMATION

Setting Name: Garden Center Services DDD

Address: 8333 S. Austin
Burbank, IL 60459

HEIGHTENED SCRUTINY INFORMATION

Garden Center Services is a campus setting with multiple services provided. On Site Validation visits were conducted at 8 CILA's (not campus based) and 2 DT sites (campus based). 1 DT site is part of an ICFDD and is non-waiver based. The other DT site is being submitted for HS.

Maximum Capacity of the DT Facility: 55

Current Occupancy (10/14/16): 55

Proof of licensure by state agency

On Site Validation Tool

Description of the proximity to community settings used by individuals that do not receive Medicaid funded home and community-based services

Provider qualifications for staff

Definitions and documentation of employment supports that facilitate community-based integrated employment

Documentation of procedures in place by the setting that support individuals access to activities in the greater community

Description of the proximity to avenues of available public transportation or an explanation of how transportation is provided

Other relevant information

-Letter from Cindy Haworth, Director of Operations responding to Site Visits questions.

State of Illinois
Department of Human Services

Expires: August 31, 2016

The person, firm or corporation whose name appears on this certificate has complied with the required provisions of Illinois Statutes and Rules and is hereby certified as a Developmental Training provider.

*Garden Center Services
8333 South Austin Avenue
Burbank, Illinois 60459*

*Locations at which
Developmental Training
is provided*

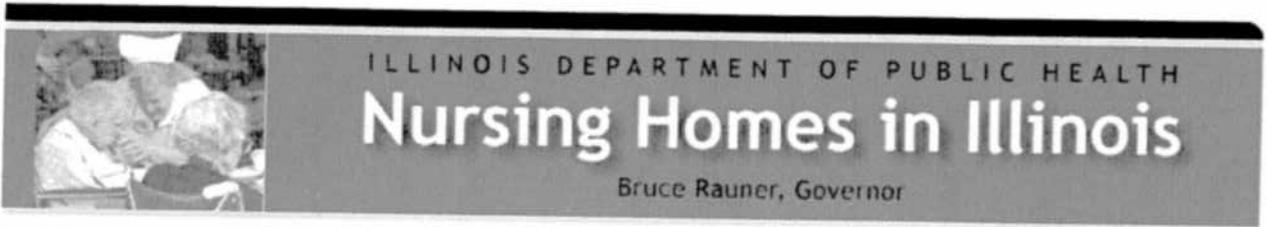
*8333 South Austin Avenue, Burbank, Illinois 60459
10444 South Kedzie, Evergreen Park, Illinois 60655*

*FEIN 36600293
Number of Clients: 137*

Date of Issuance: September 1, 2015

Revised Form 1/14/04

Dulivier Stanton Gray
Bureau of Accreditation, Licensure and Certification



- Who Regulates Nursing Homes?
- A Listing of Illinois Nursing Homes
- How to Select a Nursing Home
- Centers for Medicare and Medicaid Services Nursing Home Compare Website
- Quarterly Reports of Nursing Home Violation
- Illinois Law on Advance Directives
- Nursing Homes with No Certification Deficiencies
- Nursing Home Care Act
- Illinois Health Care Worker Registry
- Centers for Medicare and Medicaid Services Nursing Home Quality Initiative

Facility Information

GARDEN CENTER SERVICES
8345 SOUTH AUSTIN AVENUE
BURBANK IL 60459

ADMINISTRATOR: SHERYL KINCINAS
 TELEPHONE: 708-636-0054

Licensee ID	:0036103
Facility ID	:6012561
Skilled beds	:0
Intermediate beds	:0
Icf-dd beds	:15
Shelter Care beds	:0
Community Living beds	:0
Under 22 beds	:0
Medicare beds	:0
Medicare/Medicaid beds	:0
Medicaid beds	:0
Fax	:708-346-0280
County	:Cook
Medicare Certification Number	:
Medicare Skilled Certification Number	:
Medicaid ICF/DD Certification Number	:
Medicaid DD Certification Number	:14G251
Medicaid Swing Bed Certification Number	:

- Index
- General
 - Facility Information
 - Ownership Information
- Surveys
- Administration
 - Staffing
 - Admission Restrictions
 - Admissions & Discharges
 - Licensed Beds / Beds in use
- Residents
 - Primary Diagnosis
 - Age Gender & Level of Care
 - Racial / Ethnic Groups
- Patient Days
 - Level of Care
 - Payment Source
 - Private Payment Rates

idph online home nursing homes in illinois

10444 - DT site
 8333 - DT site

On-Site Assessment – Residential and Non-Residential HCBS Settings Validation Checklist

Provider Name:	GARDEN CENTER SERVICES		
Name/Address of setting:	8333 SOUTH AUSTIN, BUBBANK IL 60459		
Contact at the setting:	SHERYL KING/AS		
Visited With:	[REDACTED]	(G)	[REDACTED]
Surveyor Name:	SILVETTA GARNES, DARLENE WASHINGTON, CELESTE HAYNES, SARINA MEADOWS		
Date Completed:	5/18/16		

What type of facility license, certification/registration, etc. does the setting possess? (Mark the appropriate box) (for HS - A copy is needed)

<input checked="" type="checkbox"/> Community Integrated Living Arrangement - License	<input type="checkbox"/> Long Term Care Facility
<input checked="" type="checkbox"/> Developmental Training - Certificate	<input type="checkbox"/> Illinois Department of Public Health Certificate/License
<input type="checkbox"/> Department of Children and Family Services - License	<input type="checkbox"/> Adult Day Services – Certification by DOA

Which of the following best describes the setting: (Mark the appropriate box)

<input type="checkbox"/> Child Group Home	<input type="checkbox"/> Site-Based Permanent Supported/Supportive Housing
<input type="checkbox"/> Day Habilitation-Facility Based:	<input type="checkbox"/> Supportive Living Facility (SLF)
<input type="checkbox"/> Residential Habilitation	<input type="checkbox"/> Supported Residential
<input type="checkbox"/> Comprehensive Care in Res. Setting	<input type="checkbox"/> Community Living Facility
<input checked="" type="checkbox"/> Community Integrated Living Arrangement (CILA)	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Adult Day Services	

Centered Plan (Plan) Public Comment Received?	Check Yes, No, NA or Addressed by Person		Comment
	Yes	No	
Does the setting provide both on-site and off-site services?			
Is the setting located in a building that is also a publicly or privately operated facility that provides inpatient institutional treatment, or in a building located on the grounds of, or immediately adjacent to a public institution?	✓		
Is the setting a farmstead, a gated community, or part of a multi-setting campus?		✓	NOT ADJACENT TO PUBLIC FACILITY FOR 10F10 DT 8 333 AUSTIN IS IN MULTI-SETTING CAMPUS.

(For Heightened Scrutiny (HS) – request a copy of certifications or training completed specifically for Home and Community-based Support Staff)

Category 1

The setting/home is integrated in and supports full access to the greater community, including opportunities to seek employment and work in competitive integrated settings, engage in community life, control personal resources, and receive services in the community, to the same degree of access as individuals not receiving Medicaid HCB services. (guidance – record review; interviews)

(for HS - Request a copy of the documents, inclusive of definitions of employment supports that facilitate Community integration)

	Check Yes, No, NA or Addressed by Person Centered Plan (Plan)				Additional Comments
	Yes	No	Plan	NA	
1. Do individuals/family members receive information, which approximates their level of understanding, regarding services in the broader community and access options, such as public bus/taxi/van services and special transportation providers?	✓				
2. Does the setting utilize access to the community as part of its plan for services?	✓				
3. Do individuals have an opportunity to seek employment in competitive integrated settings?	✓				
4. RESIDENTIAL ONLY: Does the setting encourage visitors or other people from the community to visit?	✓				
5. RESIDENTIAL ONLY: Do the residents have the freedom to move about inside and outside the home or are they primarily restricted to one room or area? If restrictions are placed on movement inside and outside the residence, have the restrictions been approved by the individual (or the legal authority acting on the individual's behalf) and the setting's care team and is it documented in the Individual Service Plan?	✓				

Category 2

The setting gives individuals the right to select from among various setting options, including non-disability specific settings. (guidance – record review; interviews) (for HS – Request a copy of the document(s) used by agency)

Check Yes, No, NA or Addressed by Person Centered Plan (Plan)		Yes	No	Plan	NA	Additional Comments
6.	Are individuals and their families encouraged to participate in the care planning process?	✓				
7.	Does the person centered plan identify various setting options provided to the participant?	✓				
8.	Does the person centered plan identify the individuals' choice to receive services at this setting?	✓				
9.	Does the person centered plan identify non-disability setting options?	✓				
10.	Does the person centered plan identify safety concerns that impact options or choice?	✓				
11.	NON-RESIDENTIAL ONLY: Does the individual have a choice regarding Day Setting options?	✓				
12.	RESIDENTIAL ONLY: Does the individual have a choice/option for a private unit?	✓				

Category 3

The setting ensures individuals' rights of privacy, dignity, respect, and freedom from coercion and restraint.
(guidance – policy; documented in record; interviews; program observations)

Check Yes, No, NA or Addressed by Person Centered Plan (Plan)	Yes	No	NA	Additional Comments
13. Does the setting have policies and procedures that address the individuals' rights of privacy, dignity, respect, and freedom from coercion and restraint?	✓			
14. Does the setting inform individuals of their rights to privacy, dignity, respect, and freedom from coercion and restraint?	✓			DOES NOT ADDRESS COERCION
15. Does the setting post individuals' rights in a visible location?	✓			
16. Have the individuals been informed of their rights and have they received a written copy of their rights?	✓			
17. Does the setting conduct communications about individuals' medical conditions, financial situations, and other personal information in a place where privacy/confidentiality is assured?	✓			
18. Does the setting ensure that individuals have privacy while using the bathroom unless the individual has a documented need for assistance?	✓			
19. If an individual needs assistance with personal care needs, are arrangements made for this to be done in private?	✓			
20. Does the setting offer a secure place to store individuals' personal belongings?	✓			
21. Does the setting staff communicate with individuals based on needs and preferences, including alternative methods of communication where needed (e.g., assistive technology, Braille, large font print, sign language, and residents' language)?	✓			
22. Are individuals allowed to dress or groom in a manner that is appropriate to the setting while honoring individual choice and lifestyle preferences?	✓			
23. Does the setting impose restrictions regarding access to the community in accordance to the individuals' assessed needs and level of supervision required while maintaining the highest level of independence?	✓			NO IMPOSED RESTRICTIONS
24. Does the setting utilize restraints only in accordance with the Mental Health Code?	✓			DO NOT USE RESTRAINTS
25. Does the setting use delayed egress devices or have secured perimeters only in accordance with individually approved plans of care?	✓			DOES NOT HAVE A RECESS WINDOW

Category 4

The setting optimizes individual initiative, autonomy, and independence in making life choices, including daily activities, physical environment, and with whom to socially interact (guidance – interviews)

Check Yes, No, NA or Addressed by Person Centered Plan (Plan)

	Yes	No	Plan	NA	Additional Comments
26. Does the setting offer daily activities that are based on individuals' needs and preferences?	✓				
27. Can individuals choose with whom to interact?	✓				
28. Can individuals choose which activities to participate in?	✓				
29. RESIDENTIAL ONLY: Can individuals choose to dine alone or in a private area?	✓				
30. RESIDENTIAL ONLY: Can individuals participate in activities in the community alone?	✓				
31. NON-RESIDENTIAL ONLY: Does the setting allow individuals to have a meal/snack to meet their needs and preferences?	✓				
32. NON-RESIDENTIAL ONLY: Does the setting provide individuals the option to choose both individual and group activities?	✓				

Category 5

The setting facilitates individual choice regarding services and supports, and who provides them. (guidance – policy; interviews)

Check Yes, No, NA or Addressed by Person Centered Plan (Plan)

	Yes	No	Plan	NA	Additional Comments
33. Does the setting inform individuals/family members that they have a choice to modify their services?	✓				
34. Does the setting have policies that support individuals' choice of services that meet their needs and preferences?	✓				
35. Does the setting have a complaint/grievance policy?	✓				
36. Does the setting inform individuals how to file a complaint/grievance?	✓				
37. Does the setting allow individuals to voice concerns or ask questions regarding the services received?	✓				
38. RESIDENTIAL ONLY: Can residents seek services from a service provider other than the one assigned to their particular case, such as a different therapist or social worker, to the extent that alternative staff are available?	✓				
39. NON-RESIDENTIAL ONLY: Does the setting have policies that support individuals' choice of services that meet their needs and preferences?	✓				

Last update: 5/6/2016

Category 6					
<i>The setting is a physically accessible setting.</i>					
<i>(guidance – site inspection; program observation) (for HS - request the documentation of modifications made to meet requirements)</i>					
<i>Check Yes, No, NA or Addressed by Person Centered Plan (Plan)</i>					
	Yes	No	Plan	NA	Additional Comments
40. Is there any public area within the setting that is not physically accessible to all individuals? If so, is there programming or staff available to provide necessary accommodations?		✓			ALL ACCESSIBLE
41. Can individuals access the settings amenities such as bathrooms and equipment as needed? If not, is there programming or staff available to provide necessary accommodations?	✓				
42. Does the setting ensure physical accessibility based on individual needs (e.g. grab bars, seats in the bathroom, ramps for wheelchairs and table/counter heights appropriate to the individual)?	✓				

Category 7 (RESIDENTIAL ONLY)					
<i>This setting provides for a legally enforceable agreement between the provider and the consumer that allows the consumer to own, rent, or occupy, the residence and provides protection against eviction.</i>					
<i>(guidance – policy; record review; interviews) (for HS - request the documentation of modifications made to meet requirements)</i>					
<i>Check Yes, No, NA or Addressed by Person Centered Plan (Plan)</i>					
	Yes	No	Plan	NA	Additional Comments
43. As applicable, do individuals have a lease, or for settings in which landlord-tenant laws do not apply, a written residency agreement?		✓			
44. Are individuals informed of their rights regarding housing and when they could be required to relocate?		✓			

Category 8 (RESIDENTIAL ONLY)					
<i>The setting provides for privacy in units including lockable doors, choice of roommates and freedom to furnish and decorate the sleeping or living unit within the lease or other agreement.</i>					
<i>(guidance – policy/procedures; interviews) (for HS - request the documentation of modifications made to meet requirements)</i>					
<i>Check Yes, No, NA or Addressed by Person Centered Plan (Plan)</i>					
	Yes	No	Plan	NA	Additional Comments
45. Do individuals have a choice regarding roommates or private accommodations?		✓			DOF 3 SAID NO
46. Is there a process for changing roommates or acquiring other accommodations if desired by the individual?		✓			
47. Can individuals choose their own bedroom furniture and accessories?	✓				

Category 9 (RESIDENTIAL ONLY)

The setting provides for options for individuals to control their own schedules including access to food at any time.
(guidance – policy/procedures; interviews) for HS - request the documentation of modifications made to meet requirements)

Check Yes, No, NA or Addressed by Person Centered Plan (Plan)	Yes	No	Plan	NA	Additional Comments
48. Do individuals have access to food as desired?	✓				1 of 8 CYLAS
49. Do meal schedules allow for some flexibility in eating times?	✓				DIETARY CHOICES WAS NOT ASSES
50. Do individuals have the option of eating alone?	✓				

Category 10 (RESIDENTIAL ONLY)

The setting provides individuals the freedom to have visitors at any time.
(guidance – policy/procedures; interviews) for HS - request the documentation of modifications made to meet requirements)

Check Yes, No, NA or Addressed by Person Centered Plan (Plan)	Yes	No	Plan	NA	Additional Comments
51. Are the times of visits restricted in any way?		✓			
52. Can visitors see individuals in the individuals' rooms or in common areas of the home?	✓				
53. Can visitors take the individuals outside the setting for activities, such as for a meal or shopping?	✓				
54. Can visitors take the individuals for a longer visit outside the home, such as for holidays or a weekend?	✓				

Follow Up/Next Steps:

"The results of the on-site validation assessments will be shared with the DDD and HFS. The provider should use the results to ensure its compliance with the federal HCBS rule. The DDD will incorporate the results in planning activities for future quality assurance visits. The DDD will contact the provider should additional actions be necessary."

Notes

Assessment Completed By

DARLENE WASHINGTON

Date

5/18/16

Facility/Site

GARDNER CENTER SERVICES 8533 AUSTIN, BURBANK TX

Reviewed By

Sheryl Kincaid

Signature

Sheryl Kincaid

Date

5/19/16

Transportation to Community Activities

Participants at Garden Center Services (GCS) enjoy a variety of community activities, including, but not limited to: Museums, GCS' thrift store, coffee shops, movies, nature walks at Lake Katherine and the Little Red Schoolhouse, playing sports at the park, trips to the mall, shopping at the local farmer's markets, seniors club and social club at the park district.

With the agency being situated in the Chicagoland area, there are a multitude of activities at our disposal.

Garden Center Services accepts responsibility for providing all transportation to and from activities. Due to the small group size of our activities, GCS maintains a mini-van fleet and utilizes some PACE vans.

Participants are able to choose which activities they want to attend by either voicing their wishes, signing up on a sheet or by staff and/or family knowing what individual's preferences are.

MAY PROGRAMS

Week 3

TUESDAY

Domain: Art

Activity: Baseball ceiling decor

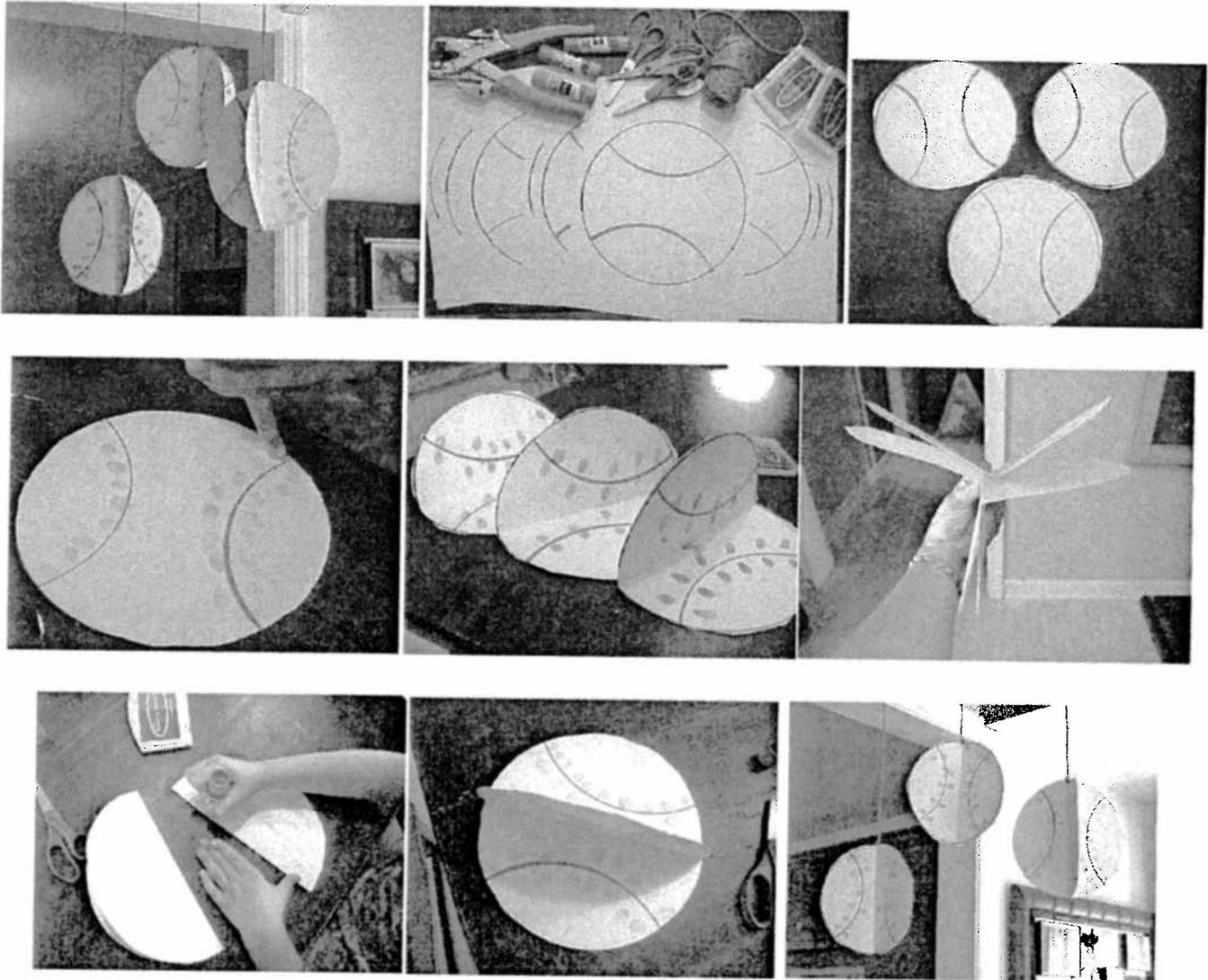
Materials: 3 traced baseballs per hanging decor, scissors, glue, red marker, string/twine/ribbon and a hole punch.

Trace 3 baseballs onto construction paper (you'll need 3 cutout for every ball you want to make) Use a marker to draw the lines and dots on the ball

Then we folded each baseball in half.

We then glued the 3 baseball pieces together like this...

And when they had all glued together their 3 pieces, I hole punched and strung each 3D baseball with twine.



MAY PROGRAMS

Week 3

MONDAY

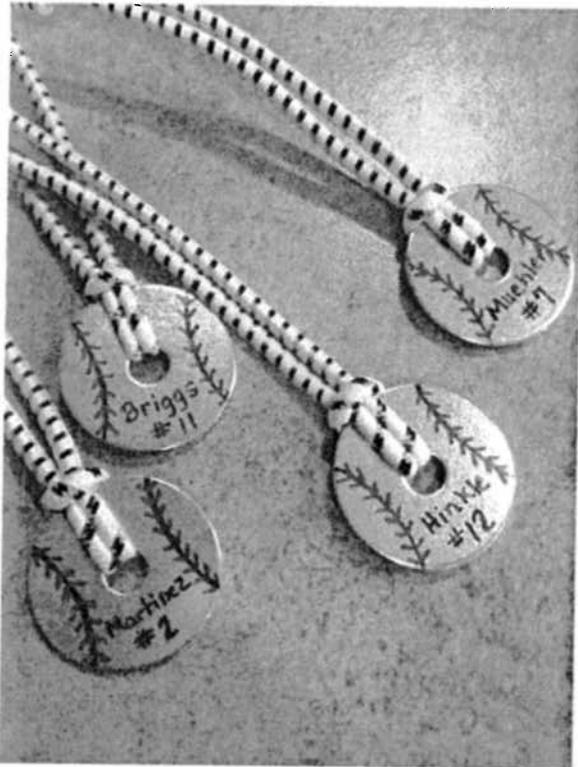
Domain: Art

Activity: Keychains/ necklaces

Materials Needed: baker's twine, washers, sharpie markers

Objective: help whoever wants one make a baseball necklace, bracelet or keychain

Outline:



Outing: Thrift Store

(Lemont)

On Thursday, March 24th

2 Staff Members:

Rebecca

Andy

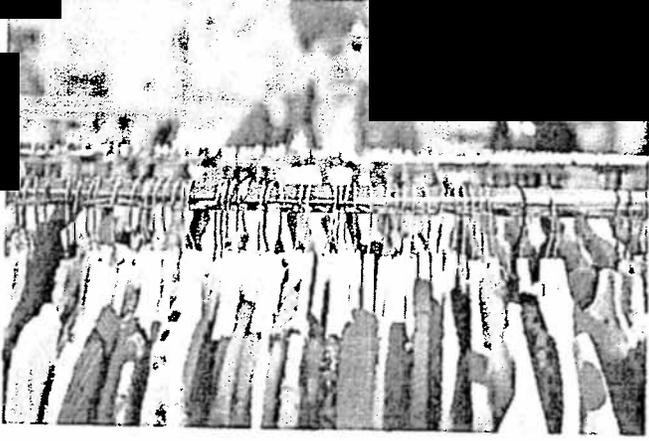
*Brandy
Barry*

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]

[Redacted]



Outing: Movie Theatre Outing

Wed. the 13th
On Wednesday, April 13th

~~at the~~ ~~the~~ ~~the~~
** Bring your own money for snacks/drinks!

2 Staff Members: _____

Alie

FULL



Outing: Lake Katherine Walk

(Palos Hills)

On ~~Wednesday, March 30th~~

~~THURSDAY, APRIL 8th~~

Mon. April 8th

MON.

2 Staff Members:

[REDACTED]



FULL

Outing: Basketball Game @ the Park

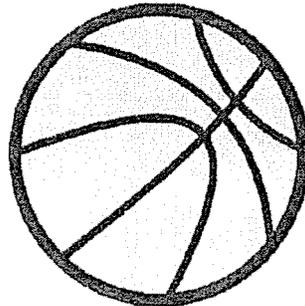
On Wednesday, April 27th

2 Staff Members: Rebecca

Andy

[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]



Outing: Thrift Store

(Lemont)

On Thursday, April 28th

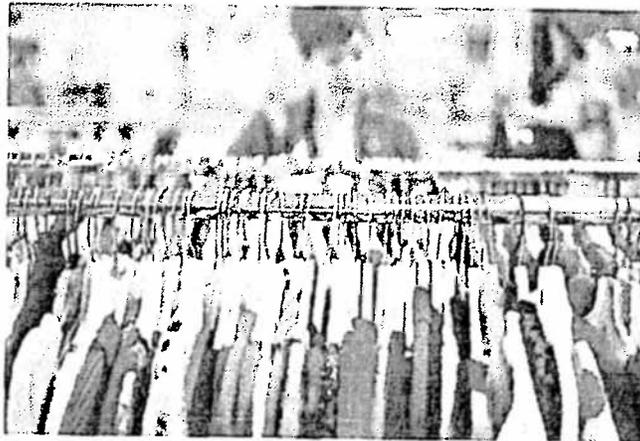
2 Staff Members:

Griselda

[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]

FULL



Outing: Trip to Mall

On Friday, May 20th

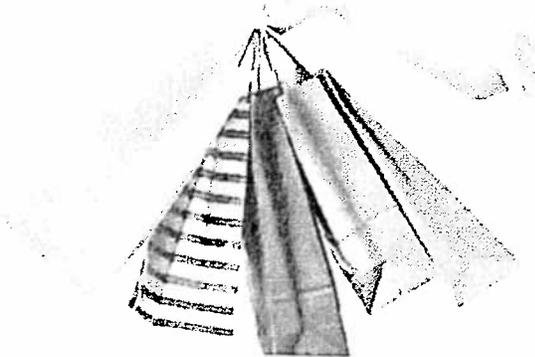
**Bring money for any shopping

2 Staff Members: Rebecca Toya

Gray ~~BARBARA~~

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]



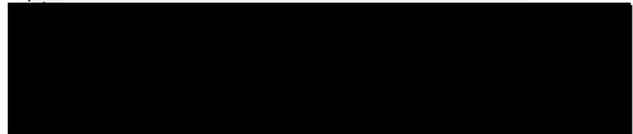
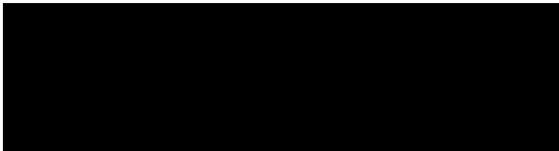
Outing: Thrift Store

(Lemont)

On ~~Thursday, May 25th~~

Wed., May 25th

2 Staff Members:



Outing: Oak Lawn Farmers Market

(95th & Central Park Ave. by the Library)

On Wednesday, August 12th

2 Staff Members: Allie

Katoya

**Bring cash if you would like to buy anything!

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Large Redacted Block]

[Redacted Block]

Handwritten notes: 107

Day Program Scheduling

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:30 COFFEE/Current Events					
9:30-10:30 Program I	Life Skills	Life Skills	Life Skills	Life Skills	Life Skills
10:30-11:15 Program II	Micro-business / Work	Micro-business	Micro-business	Micro-business	Micro-business
11:15-12:00 LUNCH					
12:15-1:15 Program III	Leisure	Leisure	Leisure	Leisure	Leisure
1:15-2:30 Program IV	The Arts	The Arts	The Arts	The Arts	The Arts
2:30-3:00 WRAP IT UP					

State Supported Employment Groups Schedule- Group 1

Week 1:

- Monday, December 7th @ 10a-10:30a: Icebreaker; Getting to know you; About the Supported Employment Program
- Friday, December 11th @ 1p-1:30p: Module 1- Setting Goals

Week 2:

- Monday, December 14th @ 10a-10:30a: Module 1- Setting Goals
- Friday, December 18th @ 1p-1:30p: Module 1- Setting Goals

Week 3:

- Monday, December 21st @ 10a-10:30a: Interests/What kinds of jobs?
- Tuesday, December 22nd @ 10a-10:30a: Module 3- Hygiene

No meetings the week of December 28th to January 1st!

Week 4:

- Monday, January 4th @ 10a-10:30a: Module 3- Greetings/Handshakes
- Friday, January 8th @ 1p-1:30p: Module 3- Communication at Work

Week 5:

- Monday, January 11th @ 10a-10:30a: Review of Module 1 and 3
- Friday, January 15th @ 1p-1:30p: Module 4- Professionalism

Week 6:

- Wednesday, January 20th @ 10a-10:30a: Module 4- Professionalism
- Friday January 22nd @ 1p-1:30p: Module 5- Professionalism

Week 7:

- Monday, January 25th @ 10a-10:30a: Module 5- Managing Work and Personal Life
- Friday, January 29th @ 1p-1:30p: Module 5- Managing Work and Personal Life

Week 8:

- Monday, February 1st @ 10a-10:30a: Module 5- Managing Work and Personal Life
- Friday, February 5th @ 1p-1:30p: Review of Module 4 and 5

Week 9:

- Monday, February 8th @ 10a-10:30a: Module 6- Confidence on the Job
- Friday, February 12th @ 1p-1:30p: Module 6- Confidence on the Job

Week 10:

- Monday, February 15th @ 10a-10:30a: Module 6- Confidence on the Job
- Friday, February 19th @ 1p-1:30p: Module 2- The Job Hunt

Week 11:

- Monday, February 22nd @ 10a-10:30a: Module 2- The Job Hunt
- Friday, February 26th @ 1p-1:30p: Module 2- The Job Hunt

Week 12:

- Monday, February 29th @ 10a-10:30a: Review of Module 6 and 2/Video Resumes
- Friday, March 4th @ 1p-1:30p: Video Resumes

Participants:



Supportive Employment Monthly Report

Month of: April 2016

Summary

Event	Details
<p>New Business contacted (via email, cold call, visiting in person)</p>	<p>Week 1: (April 4th-8th) Prairie Trails Library- in person [REDACTED] at Viverito Center</p> <p>Week 2: (April 11th-15th) County Fair [REDACTED] visited the owner; he's not interested Geo's Grill Hardboiled Coffee Chuck's BBQ- emailed; not interested Burbank Park District Crystal Light Banquet- they will let me know if anything opens up- also would like a brochure Flower Hill Katie's Hallmark D&D Printing Kevron Printing & Mailing- possibly interested (meeting scheduled for 5/5/16)</p> <p>Week 3: (April 18th-22nd) Printmart, Oak Lawn Great Clips (Shear Force LLC), Oak Lawn Berry K. Tucker & Associates, Oak Lawn Law Offices of Michael R. Davies, Ltd. Beggars Pizza, Oak Lawn Blaze Pizza, Oak Lawn Clancy's Pizza Pub, Oak Lawn Corner Bakery, Oak Lawn Huck Finn Restaurant & Donuts KFC, Oak Lawn Cooper's Hotdogs- meeting</p> <p>Week 4: (April 25th-29th) Durbins, Evergreen Park Famous Dave's, Evergreen Park Fruttea Co, Oak Lawn Longhorn Steak House, Oak Lawn Meatheads Burgers, Oak Lawn Pie Five, Oak Lawn Stacked, Oak Lawn Stella's Place, Oak Lawn AFLAC, Evergreen Park Culvers, Evergreen Park</p>

Supportive Employment Monthly Report

Month of: April 2016

Summary

Issues with people currently employed	None
Brief update on currently employed consumers	██████ is doing GREAT at work! Some of his coworkers have come up to me with comments of how happy, friendly, and hardworking he is. They have said that he is a great addition to ████████████████████ ████████ manager is also pleased with his work! ████████ is also working completely on his own now!
Additional info you'd like to share (update on groups, media, etc)	<ul style="list-style-type: none">➤ Meeting with ████████ from PCS- training program in May➤ Article in <i>The Burbank Beat</i>➤ <i>The Villager</i> article pushed back to May➤ I took the Social Security course and passed it!

Garden Center QHSP CEUs
2015-2016

NAME: [REDACTED]

*Please list below the title, date and number of hours for the trainings you attended this year.
You must have 12 hours – 6 being outside of the agency.*

Title	Location	Date	CEUs
SSA Benefits and Work: A springboard to financial self- sufficiency	Online Webinar	September 29, 2015	1
Creative Job Development Strategies	Online Webinar	September 30, 2015	1
The HCBS Settings and Olmstead Impacts for Employment and Day Services	Online Webinar	October 29, 2015	1
The 1 st Annual Disability Inclusion Opportunity Summit	Blue Cross and Blue Shield Headquarters, Chicago	November 17, 2015	6
Capacity Building- Rethinking Benefits Planning as a Key Successful Competitive Integrated Employment	Online Webinar	January 13, 2016	1
How to Write an Effective Entry Level Resume	Online Webinar	January 27, 2016	1
Let's Talk about Mental Health & Developmental Disabilities	Online Webinar	January 27, 2016	1

Navigating the Sea of Social Security

Online

April 12, 2016
April 20, 2016

5

Community Employment Consumers:

CSA Fraternal Life (At least twice monthly)



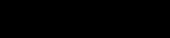
Cooper's Hotdogs



Southtown Health Foods



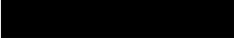
Wendy's



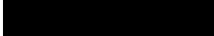
Jewel



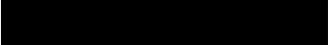
Garden Center's Kedzie Building Reception



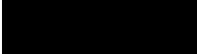
Garden Center's State Building Reception



Garden Center's Marketing and Printing



American Heritage Protective Services



Supported Employment Schedule-May 2016

Mon	Tue	Wed	Thu	Fri
2 State Refresher 10-10:30a ██████████ - work 1-3pm	3 ██████████ is off of work	4 ██████████ is off of work	5 ██████████ is off of work Kedzie Group-10:30a	6 State Group 9:15a-10a ██████████ - work 1-3pm
9 ██████████ is off ██████████ - work 1-3pm ██████████	10 ██████████ work 10a-2p	11 ██████████ - work 10a-2p Kedzie Refresher 1-1:30p	12 ██████████ work 10a-2p Kedzie Group-10:30a	13 State Group 9:15a-10a ██████████ - work 1-3pm
16 State Refresher 10-10:30a ██████████ - work 1-3pm	17 ██████████ work 10a-2p	18 ██████████ - work 10a-2p	19 ██████████ work 10a-2p Kedzie Group-10:30a	20 State Group 9:15a-10a ██████████ - work 1-3pm
23 ██████████ - work 1-3pm	24 ██████████ work 10a-2p	25 ██████████ work 10a-2p Kedzie Refresher 1-1:30p	26 ██████████ work 10a-2p Kedzie Group-10:30a	27 State Group 9:15a-10a ██████████ - work 1-3pm
30 DT CLOSED	31 ██████████ - work 10a-2p	State Refresher: ██████████	State Group: ██████████	Kedzie Refresher: ██████████ Kedzie Group: ██████████

Supported Employment Groups Curriculum

Day 1 (Intro to Supported Employment/Getting to know you)

My name is [REDACTED] and my job now is to work in the supported employment program. I'd like to start out with an icebreaker.

I'd like for everyone to say their name, favorite color, favorite food, and one other cool thing about themselves.

My favorite color is pink, my favorite food is Mexican food, and one cool thing about me is that I like to take lots of pictures.

What do you think the supported employment program is?

The supported employment program is a program designed to find you jobs in the community. We will be involved in these groups for 12 weeks to learn skills to use while working in the community. I will be your job coach where I take you to work, and work with you to teach you everything you need to do while on the job. Once you know what you are supposed to be doing and feel comfortable, I will fade myself out and just check in with you and your boss to see how things are going.

These classes will help you with skills in the areas of: setting goals; thinking of your dream job; hygiene; greetings/handshakes; communication at work; how to be professional; managing work and personal life; confidence on the job; the job hunt; and video resumes.

Having a job doesn't mean that it has to be full time or every day. It can also be a couple of hours each week. It will take some time to find you the perfect job, but we will work hard together to make it happen. I will need your help too so we can make sure that we get the perfect job for you.

By getting a job, it means that you will need to search for the perfect one, put a resume together, go on interviews, and accept a job offer. I will be helping you with all of these things. We will also be making video resumes at the end once the classes are over with. If you have any questions along the way, or if we are going too fast, please let me know. I'm very excited for these classes and for being able to work with you to find the perfect job!

What do you hope to get out of this program?

Do you have any questions for me?

Supported Employment Groups Curriculum

Day 2 (Module 1- Setting Goals)

What is a goal? A goal is something that you aim for, or something that you try to achieve. Goals can be large or small.

What do the players try to do in soccer? Football? Hockey?
In these games, the players try to make a goal.

Example of large goals:

- Save enough money to buy a new outfit, including new shoes.*
- Lose 30 pounds*
- Make a million dollars before the age of 30.*

Examples of small goals:

- Save \$5 a month.*
- Eat healthy, low-fat snacks.*
- Turn the cell phone off when talking to a friend.*

You can even have a bunch of smaller goals that lead up to making a bigger goal.

Example:

You want to become independent on taking your medications.

First you need to meet smaller goals like:

- Knowing the date and time*
- Knowing all of the side effects to your medication*
- Know how to punch out the medication for that day*
- Know how to reorder medications*

All of these smaller goals lead up to the bigger goal of becoming independent of taking your own medications.

What are some daily goals that you try to reach?

- Get up and ready in the mornings for workshop*
- Pack a lunch to bring to workshop*
- Get to workshop on time*
- Be nice to everyone, even when they are not always nice in return*
- Ask for help when you need it*

Is this a good goal for me?

My goal is to grow a beard down to my knees.

My goal is to go to dinner with Zak Efron.

My goal is to eat an apple a day.

Goals need to be realistic. If a goal cannot be achieved it can be frustrating, or if it does not make any sense then it should be reconsidered. Some goals may seem farfetched, but with determination, research, and a lot of luck, they may be achievable. Goals should be something that are sensible and are

personally important to the person setting the goal. In this case, eating an apple every day is a healthy snack so that would be a good goal.

What are some other daily goals that you can achieve every day?

Now we are going to try to identify what your personal goals are based on your interests.
(BOX WITH VARIOUS ITEMS)

How do you use these items now?

Explain how these things are used at home.

How would you use these items in a job?

-A broom might be used for cleaning a bank in the evening after it's closed.

-Dishes need to be cleared, cleaned, sorted, stacked, displayed, or loaded with food. These jobs are done in restaurants and retail shops.

-A hairbrush/comb might be used in a beauty shop.

-File folders and mail might be used in an office.

Who likes to be around people? If you like to be around people all day long with lots of talking and activity, then you might be interested in:

-Retail

-Restaurant Work

-Fast food stores

-Schools/Childcare

-Theaters

Some jobs may be challenging for some people, but you can still participate in a field of interest. For example, you might not be able to carry trays and wait on customers, but you might be able to take orders, or clean up and still be a valuable part of the restaurant service.

You might not be able to participate in sporting events, but might be able to work at sports venues selling tickets and souvenirs or by helping the players and coaches.

Who likes things around you to be very organized and neat? If you like to be the one who likes to put things in order and make them neat and tidy, then you might be interested in:

-Maintenance

-Filing

-Retail/Mall (Display set-ups)

-Grocery Stores (shelf arrangements)

Health care facilities

You can fulfill a valuable function by helping other employees so they can do their work efficiently. For example, a doctor needs to be able to find medical records that have been filed properly.

You can make sure that customers can see and purchase products which are very important for the business. For example, in the retail business displays should be set up in an organized fashion and the shelves should always be full so that customers will buy from the stores.

Who likes to do things that requires movement and muscle power? If you like to lift things and move around all day long, then you might be interested in:

-Maintenance

-Grocery stores/Discount stores (bagging/shelving)

-Factory (assembly/shipping)

You can be in jobs that match your interests and skills!

(DIFFERENT IDEAS OF JOBS WORKSHEET)



BURBANK - PROGRAM & ADMINISTRATIVE OFFICES
8333 South Austin Avenue Burbank, IL 60459
phone 708.416.0054

CHICAGO - PROGRAM & ADMINISTRATIVE OFFICES
10344 Kedzie Avenue Chicago, IL 60655
phone 773.941.4151

TINLEY PARK - PROGRAM & ART GALLERY/STUDIO
17459 South Oak Park Avenue Tinley Park, IL 60477
phone 708.407.8666

10.13.16

Mr. Eddings,

Below is additional information to assist in the heightened scrutiny process. A variety of information was shared with Division staff during the May visit earlier this year.

Areas of concern:

#14 Does the setting inform individuals of their rights to privacy, dignity, respect, and freedom from coercion and restraint?

The form we utilize for this purpose will include coercion, once we get the updated form from DHS. Once this is received, this will be updated and reviewed with all people in HCBS.

#15 Does the setting post the individuals' rights in a visible location?

Once we receive the updated form, this will be posted in all our locations where HCBS services are offered.

#43 As applicable, do individuals have a lease, or for settings in which landlord-tenant laws do not apply, have a choice regarding roommates or private accommodations?

We are waiting for guidance from the division as their rules are amended to address lease issues.

#44 Are individuals informed of their rights regarding housing and when they could be required to relocate?

Garden Center will ensure this is included in the language in the lease, once we have guidance from the Division. Currently, the Consumer Handbook includes language from the CILA rule:

"An individual may be discharged due to:

- An individual's desire to stop participation
- The individual's attainment of the exit criteria
- The individual's physical disability or medical condition places the individual in danger or;
- Maladaptive behavior places the individual or others in serious danger

*violating dignity
and independence*

#45 Do individuals have a choice regarding roommates or private accommodations?

Individuals looking for services are given a tour of any current vacancies. They are also encouraged to work with their ISC to visit other agencies who also may have vacancies to allow a true choice to be made.

Our intake process includes meetings with the people currently living in the house to determine what qualities they would like in a roommate. In all situations, but particularly in shared room situations we have a series of visits and meals together to determine whether the person wanting to move in is a good fit. Having a good fit and a home where people get along and enjoy spending time together is in everyone's interests including the persons' receiving services as well as Garden Center and their staff.

#46 Is there a process for changing roommates or acquiring other accommodations if desired by the individual?

The person receiving services is encouraged to talk to their Q to work out negotiations and ultimately changes in living situations if that is what is needed for a satisfactory conclusion. Garden Center has helped people move on many occasions when people don't get along or people want to move for other reasons. Accommodations have been made to ensure people are living with people they get along with. We also have a six step grievance procedure. To date, we've been able to accommodate changes that need to be made prior to the need for a grievance procedure to be utilized.

#48 Do individuals have access to food as desired?

As stated on page 15 of the Consumer Handbook: "You will have the opportunity to work with your staff to plan healthy meals. If foods are served that you do not like, staff will work to provide alternatives that are more to your taste."

Staff have also been in serviced to clarify the necessity of having snacks available at all times.

With this additional information and the information already provided, our hope is that we've helped make that case that these environments are not institutions. If you need additional information, please do not hesitate to ask.

Regards,



Cindy Haworth
Director of Operations