

# Project SEARCH at Community Hospital

## 2022 Application Packet



Project SEARCH



**Project SEARCH is a program designed to increase the employability and post school success of individuals with Intellectual and Developmental Disabilities and significant support needs. The two most compelling factors in the selection of young adults for the program are the student's motivation to gain integrated employment and the family's commitment to support this goal.**

Please read the following carefully as it contains important information about the application process, program requirements, and dates which you will need to be aware of for your applicant.

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

The purpose of this application packet is to outline the requirements and qualifications of Project SEARCH student candidates. This application will be reviewed by the Selection Committee (Mesa Valley School District #51, Community Hospital, Vocational Rehabilitation, Mesa Developmental Services) to properly assess each candidate's skills, abilities and background. A parent, student, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information. The Selection Committee will make preliminary decisions based on information contained within the candidate's application, after which a list of recommended candidates for the Skills Day activities will be recommended.

The application process includes the following guidelines:

1. Project SEARCH at Community Hospital applications are accepted from December 2022- February 2023. Please see the checklist on the following page for a detailed list of what must be included with this application. Incomplete applications will delay acceptance.
2. All students selected to advance by the Selection Committee *must* participate in the Skills Assessment Day on **Tuesday March 14, 2023**, and the Interview phase to be considered for a spot in the 2022-23 Project SEARCH at Community Hospital program. Please take note of the timeline/important dates listed below.
3. Students who are deemed most eligible to be successful in a 1-year employment program will be selected for Project SEARCH at Community Hospital. Applicants may be denied entrance to the program or asked to re-apply for the subsequent program year.
4. Project SEARCH at Community Hospital is made possible by a partnership between Mesa County Valley School District No. 51, Vocational Rehabilitation, and Community Hospital.
5. If your student decides/is asked to terminate their participation in the program, they will return to their school to finish any remaining/desired public school education to which they are still entitled. Project SEARCH maintains that a student's post school goals as identified on the IEP are appropriately and rigorously addressed through participation in the program and eligibility for public education is no longer necessary at the end of the school year. A graduation ceremony will take place at the end of the Project SEARCH program year, at which they will receive their diploma.

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

6. In addition to the agencies mentioned above, Project SEARCH is made possible by the contributions of several other key agencies. As a participant in Project SEARCH, your student may require application to/receive services and supports from the following agencies to participate in Project SEARCH:

- Supported Employment Vendor
- Workforce Center
- Grand Valley Transit
- Arc of Mesa County

*All information contained within this guideline packet will be discussed in more detail at Information sessions and our Skills Assessment and Interview Day session. Please see the enclosed Application Timeline for dates/times for these events.*

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

## Recruiting and Application Timeline for Program Year

- December 2022** Project SEARCH applications are available.
- January 31, 2023** Project SEARCH Open House/Info Night at Community Hospital
- February 24, 2023** All *fully completed* application packets due
- March 3, 2023** Selection Committee makes decisions on which candidates will be advanced to the Skills Assessment/Interview phase of the application process
- March 7, 2023** Candidates receive notification if they have been selected for Skills Assessment/Interview Phase of the application process.  
*VIA EMAIL*
- March 14, 2023** *Skills Assessment and Interview Day at Community Hospital- THIS DATE IS MANDATORY ATTENDANCE*
- March 24, 2023** Candidates receive notification of application status (Accepted or declined) *VIA EMAIL*
- April 20, 2023** Intake Day- Project SEARCH Partner Agencies (Additional information to follow)
- May-August** Travel training and home visits take place (Dates/Times TBD)
- August 1, 2023** Onboarding Day and Ice Cream Social Event at Community Hospital for new students and families
- August 2023** 2023-24 Project SEARCH at Community Hospital begins

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

## **Step 1:**

\_\_\_\_\_ **Complete the Attached Application**

**There are several ways you can chose to return the Application:**

**Option One:** *United States Mail: Wendy Pyott, D51 SPED Coordinator  
Basil T Knight Center 596 N. Westgate Drive, GJ 81505*

**Option Two:** *Electronic Email/Scan.to Wendy Pyott: [wendy.pyott@d51schools.org](mailto:wendy.pyott@d51schools.org)*

**Option Three:** *Physically return application to: Wendy Pyott, D51 SPED Coordinator  
Basil T Knight Center 596 N. Westgate Drive, GJ 81505*

## **Step 2:**

\_\_\_\_\_ **Sign Attached Release of Information and give attached Step 2 to  
teacher/case manager for completion**

- € Copy of Shot/Immunization Record showing COVID 19 vaccination, MMR vaccination, Varicella vaccination, and TB test within the last year. A flu vaccination will be required in the fall of 2023.
- € High School Transcript, with counselor signature indicating student has met all requirements for graduation
- € Attendance Record
- € Work History/Resume
- € Most Recent IEP w/Transition Goals and
- € Last Triennial IEP and any attachments i.e.:
  - Health Plan
  - Behavior Plan
  - Communication Plan
  - Sensory Diet

## **Step 3:**

Once application has been received, follow up will occur with all named parties within 10 days. If you have any questions, please email Wendy Pyott, Special Education Coordinator at [wendy.pyott@d51schools.org](mailto:wendy.pyott@d51schools.org).

|                      |                      |
|----------------------|----------------------|
| <b>Student Name:</b> | <b>Today's Date:</b> |
|----------------------|----------------------|

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

|  |  |                           |  |
|--|--|---------------------------|--|
| <b>Student Address:</b>  |  | <b>Date of Birth:</b>     |  |
| <b>School:</b>   |  | <b>Cell Phone Number:</b> |  |
|  |  |                           |  |
| <b>Does the Student have a Cell Phone?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>  |  |                           |  |
| <small>*Having a cellphone is a program requirement</small>  |  |                           |  |
|  |  |                           |  |
| <b>Referring Teacher/Case Manager Name:</b>  |  |                           |  |
| <b>Referring Parties Email:</b>  |  |                           |  |
|  |  |                           |  |
| <b>Parent/Guardian Names:</b>  |  |                           |  |
| <b>Who will be the <i>Primary</i> Parent/Guardian Contact?</b>   |  |                           |  |
| <i><b>Please Note:</b> ALL communication for Project SEARCH Application Process will be via <b>EMAIL</b>. Please provide an email address which you are frequently checking.</i> |  |                           |  |
| <b>Email:</b>  |  | <b>Work Phone:</b>        |  |
| <b>Cell Phone:</b>   |  | <b>Home Phone:</b>        |  |
|  |  |                           |  |
| <b>Secondary Contact:</b>  |  |                           |  |
| <b>Email:</b>  |  | <b>Work Phone:</b>        |  |
| <b>Cell Phone:</b>   |  | <b>Home Phone:</b>        |  |
|  |  |                           |  |

***The following form is to be filled out by the applicant's PARENTS/GUARDIANS along with the applicant. All information provided about the student will help the staff better assist in placement of the applicant. There are no wrong answers-***

**School Status** (check yes or no)

- Do you have all the credits needed for graduation?      Yes       No
- Are you currently attending, or will you be attending a transition program through your school?

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

Yes (if yes, please select year)  Not Yet, I am a senior in High School

First Year Transition   
Second Year Transition   
Third Year Transition

- Do you still need any classes to graduate? Yes  No  Unsure   
If yes, please list:
  - \_\_\_\_\_
  - \_\_\_\_\_

## Commitment to Community Employment

- Have you ever worked, volunteered or had employment/work experience?  
Yes  No
- Do you currently have a job? Yes  No   
If yes, please list location and approximate dates:
  - \_\_\_\_\_
  - \_\_\_\_\_
- Have you had *unpaid* work experiences through your *school*? Yes  No   
If yes, please list location and approximate dates:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Have you volunteered in the community (*NOT* through school?) Yes  No   
If yes, please list location and approximate dates:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Have you ever been fired/asked to leave from any volunteer or work experience (paid or unpaid)? Yes  No 
  - Please explain: \_\_\_\_\_
  - \_\_\_\_\_
- Have you ever quit a job/unpaid work experience? Yes  No 
  - Please explain: \_\_\_\_\_
- Do you want to get a job upon completion of the program? Yes  No
- How many hours do you imagine yourself working at Project SEARCH completion?  
Less than 16 Hours per week  More than 16 hours per week   
Other  Please Explain \_\_\_\_\_
- Does your family support the goal of competitive integrated employment?  
Yes  No
- Do you have a State ID and/or Driver's license (in addition to a school ID)?  
Yes  No

**2022 Application Packet for Project SEARCH at  
Community Hospital 2023-2024**

- Can you pass a pre-employment drug screen? Yes  No
- Can you pass a criminal background check? Yes  No
- Do you receive any of the following?
  - SSI
  - SSDI
  - Other

If other, please specify: \_\_\_\_\_

- Do you have a resume or work history? Yes  No   
*If you have a resume, please include in application*

**Independent Daily Living and Self Care Skills**

Please list all Medications, dosages and time of day taken:

| Medication | Dosage | Time of day |
|------------|--------|-------------|
|            |        |             |
|            |        |             |
|            |        |             |
|            |        |             |
|            |        |             |
|            |        |             |

List any health or medical issues that may impact their day to day (seizure disorder, migraines, dizzy spells):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Do you receive Toileting, Feeding, or Medication assistance for Activities of Daily Living (ADL)? Yes  No

- If yes, in what areas do you need assistance?  
 \_\_\_\_\_  
 \_\_\_\_\_

**What Assistive Devices Do You Use?** (Check all that apply)

- Glasses or contacts
- Hearing aid
- A walking or mobility aid (specify which):
  - Cane
  - Walker
  - Wheelchair
  - Scooter
  - Crutches
  - Other
- Assistive Tech device (please specify below)



# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

Please elaborate on how you use Assistive Technology:

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## Mobility

- Do you have any other physical conditions that may require accommodation?  
Yes  No
- If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_
- Do you have limited use of arms and/or hands Yes  No
- If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

## Transportation

***\*\*All accepted students will be contacted regarding support in learning skills to use public transportation to and from the hospital\*\****

- Are you willing to learn how to safely use public transportation to get to and from the program? Yes  No
- Do you and your family understand that it is a requirement of the program to either use public transportation or make private arrangements to and from the program?  
Yes  No
- Please identify which form of transportation you will use to get to and from Project SEARCH  
Grand Valley Transit       ADA Transit       I have questions/Unsure

## Adult Services Agencies

To meet eligibility requirements for Project SEARCH, you must also be eligible for services through a Community Centered Board (CCB), Mesa Developmental Services. Please provide your letter of eligibility for services.

Note: if you have contacted your local CCB, please continue to the bottom of this page:

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

***If you have not contacted Mesa Developmental Services, please do the following:***

Step 1: Call Mesa Developmental Services, 970-256-8612, and say:

“Hello, my son/daughter is applying to be in Project SEARCH at Community Hospital for the 2023-24 school year and I would like to start the process of becoming eligible.”

You will be directed to the intake person who will assist you from there.

Step 2: Once you receive your letter of Eligibility from MDS, please send it to Wendy Pyott, SPED Coordinator at [wendy.pyott@d51schools.org](mailto:wendy.pyott@d51schools.org)

***If you need further clarification on this section, please reach out to Wendy Pyott, D51 SPED Coordinator contact listed on page 5 of this application.***

- Have you contacted your MDS?  
Yes  No
- Are you eligible for services through MDS? Yes  No

**Please list other names and phone numbers of other support people below. It can be anyone in the school or community that helps the student to be successful.**

| Name | Title | Phone Number |
|------|-------|--------------|
|      |       |              |
|      |       |              |
|      |       |              |

**Do you have any immediate family members who are employees of Community Hospital?** Yes  No

If you responded “yes”, please name the employee(s), their relation to you, and the department of which hospital they are employed.

**STUDENT RESPONSE QUESTIONS:** *Student must write at least 4-5 sentences in answering these questions.*

Why do you want to be a part of Project SEARCH? **(Complete in your own words)**

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

What are your plans after you graduate? **(Complete in your own words)**

**THIS APPLICATION HAS BEEN COMPLETED BY:**

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Name/Title

Date

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Student Signature

Date

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

## Student Agreement

Read the student agreement below and sign and date.

I, \_\_\_\_\_, understand that if accepted into the Project SEARCH program I must abide by the following terms and conditions:

- I understand that I will be participating in unpaid job rotations within Community Hospital.
- I understand that I have been selected to participate in Project SEARCH and I am choosing to be part of this program. If at any point I choose to not be part of this program, I will contact the Project SEARCH staff to take the steps necessary to exit the program.
- I understand that participating in Project SEARCH means the goal is that it is the student's last year of public education.
- I understand that Project SEARCH at Community Hospital correlates with D51 School calendar.
- I will dress appropriately, wear required attire, and meet the hygiene standards of the hospital in which I am placed.
- I will call my instructor and departmental supervisors when I am absent or tardy.
- I will learn to use public transportation when available. I understand that I am responsible for transportation to and from Community Hospital.
- I will follow hospital standards established by the program and Community Hospital.
- I understand that in order to participate in the program I will be subject to Background Checks and Urine Analysis.
- I understand that there are a number of vaccinations required for this internship including the MMR, Varicella, COVID 19, and Influenza. These are MANDATORY for all students working in the hospital and refusal to receive vaccinations may result in termination from the program.
- I understand that I may be sent home if I do not meet the hospital standards of appearance concerning dress code and/or hygiene.
- I understand that I may be asked to leave the program if it is decided that I fail to follow the terms and conditions outlined in the student agreement and/or the rules and regulations established by Community Hospital.
- I will attend and be an active participant by communicating any issues at required meetings with my rehabilitation counselor, parents, teachers, and business staff.
- I understand that at the completion of the program, I will receive my high school diploma.
- I will give one week notice for any planned absences (i.e. doctor's appointments)
- I have read and reviewed the Project SEARCH attendance policy.
- I will actively pursue employment.
- I understand that an offer for employment at Community Hospital is not guaranteed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Parent/Guardian Agreement

Read the parent agreement below and sign and date.

I, \_\_\_\_\_, understand that if my son/daughter is accepted into the Project SEARCH program I must abide by the following terms and conditions:

- I understand that Project SEARCH is a job training program.
- Successful completion of the program results in transition to Adult Services for employment, ending the student's need for public education.
- I understand that my son/daughter may be asked to leave the program if it is decided that they are no longer a fit for the program or if they fail to follow the terms and conditions outlined in the student agreement and /or the rules and regulations established by Community Hospital.
- I understand that Project SEARCH at Community Hospital correlates with the D51 calendar, and I will keep my son/daughter home on the days that D51 is off from school.
- I understand that for my son /daughter to participate in the program, they will be subject to Background Checks and Urine Analysis
- I understand that there are a number of vaccinations required for this internship including the MMR, Varicella, COVID 19, and Influenza. These are MANDATORY for all students working in the hospital and refusal to receive vaccinations may result in termination from the program.
- I have read and reviewed the Project SEARCH Attendance Policy
- I will be an active participant and communicate any issues at our required meetings.
- I will be supportive in helping my child reach his/her career goals.
- I will assist in defining and redefining job goals for my child.
- I will attend required meetings with my son/daughter, their rehabilitation counselor, job coaches, teacher, and business staff.
- I will be supportive of my son/daughter in learning how to use public transportation.
- I have disclosed on this application any medical condition that could affect my child's safety during their internship at Community Hospital.
- I understand that I am responsible for providing my son/daughter with an alternative form of transportation to/from Community Hospital if public transportation is not an option for my child.
- I will collaborate with the instructional team with issues and concerns regarding my son/daughter's progress in Project SEARCH.
- I will attend any additional meetings that may need to take place to address any disciplinary issues involving my child.
- I understand that my son/daughter may be sent home if they do not meet the hospital standards of appearance concerning dress code and hygiene.
- I will support my son/daughter's decision to work in paid employment following completion of the program.
- I understand that an offer for employment at Community Hospital is not guaranteed.
- I understand that generic student demographic information will be included in the national Project SEARCH database for analysis of employment trends and enhanced student outcomes.

I have read the above terms and conditions and agree to support my child in the ways mentioned above if they are accepted to participate in Project SEARCH at Community Hospital.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

## Project SEARCH at Community Hospital Attendance Policy

All students enrolled in Project SEARCH for the 2023/2024 program year are expected to adhere to Project SEARCH at Community Hospital Attendance Policy. This policy encompasses attendance expectations of D51, as well as best-practice attendance expectations for successful completion of an employment training program. Attendance information is collected daily by the instructional staff.

**Project SEARCH at Community Hospital is in session Monday-Friday from 8:00-2:30. The first day of the program will be in August and the last day of the program will be in May, following student attendance dates as the district calendar is finalized.**

All students are expected to attend the program daily and be on time. Any planned absence, late arrival, or early departure from the program must be shared, in advance, with the program instructional staff. Students and parents/guardians are encouraged to schedule personal appointments for anytime *outside* regular program hours. Students experiencing illness\* are expected to communicate with program instructors *prior* to the start of program\*\*.

Due to the workforce readiness nature of Project SEARCH, and the consideration of employer norms regarding sick time/vacation time/personal time, Project SEARCH at Community Hospital will not make exceptions to the attendance policy. Any student whose attendance falls below 80%, regardless of reason, will have a meeting between the Project SEARCH Instructional staff, Project SEARCH intern, and the intern's parents/guardian. This meeting will be an opportunity for creation of a plan to encourage a return to >80% attendance and may include a written disciplinary warning.

Should the student's attendance fail to return to >80% within 14 days from the time of the meeting, the student will continue to attend the program, but instead of reporting to their internship, they will remain in the Project SEARCH classroom until all missed classwork has been completed.

Should the student's attendance fail to return to >80% within 14 days from completion of the internship suspension, a formal decision regarding the student's continued or terminated participation will be made by the Project SEARCH Instructional Team. A formal meeting will be called with the student and the family to discuss next steps.

# 2022 Application Packet for Project SEARCH at Community Hospital 2023-2024

## Project SEARCH at Community Hospital Attendance Policy- cont'd

Sick Policy: We ask that families consider the patient populations at Community Hospital, and ask that students who are ill, not come into the program. Occupational Health departments also require that employees NOT come to work if they are experiencing fever, vomiting or diarrhea. Student intern must be symptom free for 24 hours before returning to work if they have experienced fever, vomiting or diarrhea. If a student has been diagnosed with Covid, they must wait 10 days after symptom onset to return. For any other illness, they must remain at least 24 hours fever free without aid of antipyretics (to ensure they truly are fever free). Any illness that requires 4 or more days of absence should provide a physician note giving clearance to return safely.

Parents/guardians- we will be relying on you to help your student make the judgment call on if they should be coming into the program. We provide classroom instruction on the sick policy and the hospital's guidelines on infection control. Furthermore, we provide classroom instruction on the difference between actual illness and reporting oneself as "ill" to avoid work. Please support your student (and our instructional team) in discerning the difference between the two.

Project SEARCH at Community Hospital understands that each student's attendance situation is unique, and that unanticipated circumstances may contribute to absences or tardiness. We will consider each situation on a case-by-case basis to evaluate extenuating circumstances before formally calling the initial meeting or enforcing any subsequent disciplinary action.

I acknowledge that I have reviewed the information contained within the Project SEARCH at Community Hospital Attendance policy.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project SEARCH Instructional Staff Signature

\_\_\_\_\_  
Date