

6. SHELTERED WORKSHOP TRAINING GUIDELINES AND POLICIES
(Approved 2-24-03)

GUIDELINES AND POLICIES

The PLB will provide funds within available resources to sheltered workshops for the provision of the needed levels of training for St. Louis County residents with developmental disabilities to attain and retain employment in a sheltered workshop.

DEFINITION OF SHELTERED WORKSHOP TRAINING

Sheltered workshop training as funded by the PLB is:

1. Vocational coaching in work-related performance and/or behavior;
and
2. Specialized vocational instruction

In addition, a specific vocational outcome must be identified for each sheltered workshop employee enrolled. Training may include supervision and support for extended periods if needed to attain and retain employment. **Sheltered workshop training in this context is not to be viewed as employee production supervision or personal care.**

ELIGIBLE AGENCIES

In addition to the requirements specified in the PLB Funding Manual, sheltered workshops that provide on-the-job training must provide the following:

1. Each program must have clearly defined entrance and exit criteria.
2. Each program must have well defined goals and outcomes that if achieved, lead to exit from the training program.
3. Activity that engages consumers in orientation to employment in a sheltered workshop, initial assessment of employees in the work environment, engaging employees in training when work is slow or non-existent, must justify the activity in light of specialized vocational instruction.
4. Documentation is expected on an individual employee basis. This documentation must include the individual's need for the program (the consumer has met the entrance criteria), a training program plan to include training outcomes for the consumer, and progress reporting as to the status of the consumer accomplishing the outcomes identified. Each individualized training program plan will be reviewed at least semi-annually and will document the need for continued training.

5. Sheltered workshops shall document that the existence of sheltered workshop training programs result in an increase in work production, movement towards positive work behaviors, and the maintenance of an individual's employment. The six month DOL (Department of Labor) required time studies, shall be attached to the PLB (second and fourth) quarterly program reports.