

## LINKING EMPLOYMENT ABILITIES & POTENTIAL

VENDOR CONTACT INFORMATION			
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<b>ACCREDITATION</b>	CARF	<b>EXPIRATION</b>	02/28/14

Email addresses for others that your organization would like to be added to the VR Distribution List.

Name	Title	Email

ADDRESS & TELEPHONE # OF OTHER SERVICE LOCATIONS		
2100 North Ridge Road Elyria, Ohio 44034 440-324-3444 440-324-2112 Fax	3030 Euclid Ave. Suite 212 Cleveland, Ohio 44115 216-431-8312 216-431-8318 Fax	

COUNTIES SERVED (PLEASE CHECK ALL COUNTIES THAT YOUR ORGANIZATION IS ACTIVELY SERVING)			
<input type="checkbox"/> Adams	<input type="checkbox"/> Fairfield	<input type="checkbox"/> Licking	<input type="checkbox"/> Portage
<input type="checkbox"/> Allen	<input type="checkbox"/> Fayette	<input type="checkbox"/> Logan	<input type="checkbox"/> Preble
<input type="checkbox"/> Ashland	<input type="checkbox"/> Franklin	<input checked="" type="checkbox"/> Lorain	<input type="checkbox"/> Putnam
<input type="checkbox"/> Ashtabula	<input type="checkbox"/> Fulton	<input type="checkbox"/> Lucas	<input type="checkbox"/> Richland
<input type="checkbox"/> Athens	<input type="checkbox"/> Gallia	<input type="checkbox"/> Madison	<input type="checkbox"/> Ross
<input type="checkbox"/> Auglaize	<input checked="" type="checkbox"/> Geauga	<input type="checkbox"/> Mahoning	<input type="checkbox"/> Sandusky
<input type="checkbox"/> Belmont	<input type="checkbox"/> Greene	<input type="checkbox"/> Marion	<input type="checkbox"/> Scioto
<input type="checkbox"/> Brown	<input type="checkbox"/> Guernsey	<input type="checkbox"/> Medina	<input type="checkbox"/> Seneca
<input type="checkbox"/> Butler	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Meigs	<input type="checkbox"/> Shelby
<input type="checkbox"/> Carroll	<input type="checkbox"/> Hancock	<input type="checkbox"/> Mercer	<input type="checkbox"/> Stark
<input type="checkbox"/> Champaign	<input type="checkbox"/> Hardin	<input type="checkbox"/> Miami	<input type="checkbox"/> Summit
<input type="checkbox"/> Clark	<input type="checkbox"/> Harrison	<input type="checkbox"/> Monroe	<input type="checkbox"/> Trumbull
<input type="checkbox"/> Clermont	<input type="checkbox"/> Henry	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Tuscarawas

<input type="checkbox"/> Clinton	<input type="checkbox"/> Highland	<input type="checkbox"/> Morgan	<input type="checkbox"/> Union
<input type="checkbox"/> Columbiana	<input type="checkbox"/> Hocking	<input type="checkbox"/> Morrow	<input type="checkbox"/> Van Wert
<input type="checkbox"/> Coshocton	<input type="checkbox"/> Holmes	<input type="checkbox"/> Muskingum	<input type="checkbox"/> Vinton
<input type="checkbox"/> Crawford	<input type="checkbox"/> Huron	<input type="checkbox"/> Noble	<input type="checkbox"/> Warren
<input checked="" type="checkbox"/> Cuyahoga	<input type="checkbox"/> Jackson	<input type="checkbox"/> Ottawa	<input type="checkbox"/> Washington
<input type="checkbox"/> Darke	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Paulding	<input type="checkbox"/> Wayne
<input type="checkbox"/> Defiance	<input type="checkbox"/> Knox	<input type="checkbox"/> Perry	<input type="checkbox"/> Williams
<input type="checkbox"/> Delaware	<input checked="" type="checkbox"/> Lake	<input type="checkbox"/> Pickaway	<input type="checkbox"/> Wood
<input checked="" type="checkbox"/> Erie	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Pike	<input type="checkbox"/> Wyandot

**Who do you serve? Please list any expertise that you may have working with specific disability populations or any specific admission criteria for services, i.e. must be D.D. Board eligible?**

LEAP serves all individuals regardless of disability who are deemed eligible for services provided by the Ohio Rehabilitation Services Commission. Each program has individual entrance criteria; once eligibility for service has been determined by the program director, services are provided on a first-come first-serve basis. Services are generally open entry.

**Please provide a brief general description of the qualifications of Staff who provide direct services.**

LEAP's staff is comprised of individuals with many years of experience providing direct independent living and vocational rehabilitation services to individuals with disabilities. Preferred qualifications for employment for the majority of the positions held at LEAP include a Bachelor's degree in social service or a related field and prior direct experience in working with individuals with disabilities. In addition, in keeping with LEAP's philosophy espousing Consumer control and advocacy, the majority of the Board and staff are persons with disabilities.

**Evaluation Measures (Includes VR Consumers served in the previous full calendar year, 2010.)**

# Of VR Consumers referred for placement services	109
# of Consumers who obtained employment	56
Hourly wage for Consumers (average)	\$9.07
# of hours worked per week (average)	29
# of Consumers working with health benefits	16
Duration from time of referral for placement services to successful closure (in days)	211

**Service Category: Zones** (For CRPs that use geographic zones for services please list the counties in each Zone and then reference the Zone # as part of the Service Title.)

GEOGRAPHIC ZONES (Z#)	COUNTIES SERVED
Zone 1	Cuyahoga & Lorain
Zone 2	Erie, Lake, & Geauga

Zone 3	
Zone 4	
Zone 5	

## Service Category: Community Based Assessment

<b>COMMUNITY BASED ASSESSMENT (CBA) (SERVICE CODE: 11 - 107)</b>			
<p>Community Based Assessment (CBA) is an assessment of Consumer's unique strengths, resources, priorities, concerns, abilities and capabilities or is intended to determine if a Consumer is capable of performing the essential functions of a specific job. The assessment must take place at competitive job in an integrated setting in the community. Integrated setting is defined as a setting in which Consumers interact with non-disabled individuals other than service providers. The Job Coach, JC, will be on-site and with the Consumer during the assessment to provide instruction, evaluate Consumer's interaction with peers, work behaviors, work tolerance, skills, and abilities. The written report should include a summary of the assessment results including skills learned and goals achieved, brief job task analysis, discussion of Consumer strengths and potential barriers, suggested accommodations and training methods, and provide recommendations for further case development,</p>			
<p><b>Organization Provided Description</b></p>	<p>This service offers the Consumer an experience at a job site in the community matched to their stated work interests. The goal is to assess the Consumers' strengths, limitations and preferences in a competitive, integrated work setting. Staffing includes an employment specialist, and a job coach who will remain on-site with the Consumer through the experience. Consumers will receive a \$75.00 per week stipend while participating in this program to cover transportation, meals and work related incidentals. At the end of the assessment there is a team meeting with the Consumer to review results of the experience and to make recommendations for further services. A written report will be submitted at completion of services.</p> <p>Recommended service length is 2 weeks.</p>		
<p><b>Fee Title</b></p>	<p><b>Fee Type</b></p>	<p><b>Duration (# Hours)</b></p>	<p><b>Fee</b></p>
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Site Development - Zone 1	Hourly	-	\$60.00
Site Development - Zone 2	Hourly	-	\$65.00
Community Based Assessment Zone 1	Weekly	8 - 25 Hours	\$875.00
Community Based Assessment Zone 1	Weekly	26 - 40 Hours	\$960.00
Community Based Assessment Zone 2	Weekly	8 - 25 Hours	\$1425.00
Community Based Assessment Zone 2	Weekly	26 - 40 Hours	\$1570.00

## Service Category: Vocational Evaluation

<b>VOCATIONAL ASSESSMENT (VE) (SERVICE CODE: 11 – 123)</b>			
<p>Vocational evaluations may be comprised of various evaluation methods, such as vocational batteries, hands on assessments, simulated work samples, labor market analysis, and interviews to determine the optimal employment goal for a Consumer. CRP shall determine the testing instruments to be used based on the Consumer and VR Staff questions. The result of the evaluation will be a written report which will include at a minimum: identification of a realistic and viable employment goal, or goals, identification of Consumer strengths and barriers, recommendations to overcome barriers, an analysis of the local labor market, and justification why the vocational goal is appropriate. CRP will provide the Consumer feedback in a concise and understandable format upon completion of the assessment.</p>			
<b>Organization Provided Description</b>		<p>Vocational Assessment Options service is tailored to the assessment needs of the Consumer and the referring VR Staff. The referring VR Staff may select specific assessment tools to be administered to meet the needs of the Consumer. A vocational profile as a result of testing will be submitted at completion of services.</p>	
Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	<del>4 Hours</del>	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Vocational Assessment Options	Hourly	-	\$75.00

<b>CAREER EXPLORATION (CE) (SERVICE CODE: 11 – 112)</b>			
<p>Career Exploration includes services such as job shadowing, informational interviews, and reviews of local labor market information to help Consumers explore the potential for identified employment goals. The goal of the service is to assist the Consumer and VR Staff to narrow several possible employment options to one which will be listed on the Individualized Plan for Employment, IPE. VR Staff will provide the CRP with a list of specific vocational goals that the Consumer and VR Staff would like to be explored. CRP will help the Consumer review the information obtained and make an informed choice on an employment goal. The written report will include a review of Employers contacted, information obtained from Employers, summary of the positive and negatives aspects of each potential employment goal, and final recommendation.</p>			
<b>Organization Provided Description</b>		<p>Career Exploration involves Consumers in a variety of activities that serve to better inform them about specific job categories and titles. Consumers may work from the Internet, <u>ie: ONET</u>) or participate in worksite visits, informational interviews, or job shadowing to help them learn not only the rewards but also the demands of particular jobs. Job requirements, educational and or training needs and labor market information will also be explored.</p>	
Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$120.00

Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Site Development - Zone 1	Hourly	-	\$60.00
Site Development - Zone 2	Hourly	-	\$65.00
Career Exploration - Zone 1	Hourly	Recommended 20 hours	\$60.00
Career Exploration - Zone 2	Hourly	Recommended 20 hours	\$65.00

### SITUATIONAL ASSESSMENT (SA) (SERVICE CODE: 11 – 108)

Situational Assessments are short term, typically a day or two, but may be longer, community or facility based evaluations to determine a Consumer's unique strengths, resources, priorities, concerns, abilities and capabilities. Work should be realistic and evaluate such things as speed & production, quality of work, work behaviors, interests and aptitudes for the type of work, strengths, and potential barriers, recommendations and implementation of reasonable accommodations, and assist the Consumer in clarifying the potential job as a possible goal for employment. The written report should include: comparison of work behaviors, evaluate progress in comparison to when the Consumer first started the assessment, and make recommendations for future programming.

#### Organization Provided Description

Clerical Skills Assessment provides a facility based general office setting to evaluate office work skills: skills photocopier, fax, scanner, customer service skills, business telephone etiquette, and-or computer operation including data and numerical entry skills using the Microsoft Office software package.

Computer Baseline Assessment looks at a Consumer's current level of understanding and use of a computer. The assessment will measure the individuals' awareness and use of computer hardware and its peripherals as well as word processing, spreadsheet, internet, and e-mail software. Most computer assessments can be completed within a 4 hour time frame.

Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Clerical Skills Assessment	Flat Fee	~ 8 Hours	\$480.00
Computer Baseline Assessment	Flat Fee	~ 4 Hours	\$240.00

## Service Category: Personal Adjustment

### PERSONAL ADJUSTMENT (PA) (SERVICE CODE: 36 – 199)

Personal Adjustment is a training program to help Consumers identify and improve various concerns that may pose a barrier to employment, such as: work behaviors, attitudes, work ethic, inter-personal skills, grooming

and hygiene, appropriate work attire, etc. Personal adjustment can be provided through a standardized curriculum or customized training plan. CRP will provide VR Staff with a training plan with estimated timeframes for completion within ten days of the start of the program. The written report should document progress and make recommendations for additional programming.

<b>Organization Provided Description</b>	<p>Independent Living Assessment will identify barriers to independent living, including self-care, social development, time management, money management and assistive technology.</p> <p>Employee Development is training to help Consumers with personal adjustment needs which affect their ability to maintain employment. Content areas include: personal management, interpersonal skills, resource management, community access, and employment preparation. VR Staff will receive a written training plan within 10 days of the start of the program which outlines learning objectives and estimates time frames. Group activities will be scheduled following a calendar of classes each lasting approximately 2 hours. There are 19 topic options</p> <p>The group rate is available if 4 or more individuals are enrolled in a class otherwise the hourly rate applies.</p>		
<b>Fee Title</b>	<b>Fee Type</b>	<b>Duration (# Hours)</b>	<b>Fee</b>
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Employee Development – Individual	Flat fee	-2 Hours per Class	\$120.00
Employee Development - Group	Flat Fee per Participant (4-6 participants)	2 Hours per Class	\$96.00

**REHABILITATION TEACHING (RET) (SERVICE CODE: 39-100)**

Rehabilitation Teaching consists of teaching primarily visually impaired Consumers activities of daily living to enhance safety, independence, and employability. Training may include teaching Consumer to: alternative styles of communication such as Braille, assistance in selecting appropriate work attire, learning appropriate grooming and hygiene techniques, teaching Consumers to tell time, and how to prepare meals to take to work. CRP will provide VR Staff with a training plan within ten (10) days of the start of the program which outlines objectives, proposed methods of instruction, and estimated timeframes for achieving objectives. Service may also be utilized to provide follow up and re-enforcement of learning objectives after the training has been completed.

<b>Organization Provided Description</b>	<p>Independent Living training may include training in any of the following areas: self-care, social development, time management, money management, assistive technology , accessing and utilizing community resources, home safety/emergency situations, housekeeping, nutrition/menu planning, health/personal care issues, personal growth/social skills/leisure time, and other individual needs.</p> <p>Independent Living Assessment will address barriers to independent living, including self-care, social development, time management, money management</p>		
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	and assistive technology.		
	Rehabilitation Teaching is training in the use of adaptive aids and techniques to help the individual to operate safely and become more independent and include: reading, writing, labeling, record keeping, financial management, home management kitchen and clothing care, medication management, orientation and movement, personal management, home mechanics, communications, leisure and socialization skills. Services are provided by an Independent Living Specialist.		
Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Independent Living Assessment	Flat Fee	~ 3 Hours	\$180.00
Independent Living Training	Hourly	-	\$60.00
Independent Living Assessment for Low Vision	Flat fee		\$160.00
Rehabilitation Teaching	Hourly		\$95.00

<b>TRAVEL TRAINING (TT) (SERVICE CODE: 50-209)</b>			
<p>Travel Training consists of assessing a Consumer’s ability to travel independently and teaching Consumers to utilize public transportation. CRP will work with Consumer to teach them the following tasks: how to read and understand the public transportation schedule; know who to contact and how to schedule a ride; to map out their routes to and from the job site, and to understand the rules and policies that govern the public transportation system. Training may also include helping the Consumer fill out the application and any required documentation. The written report will include a summary of tasks worked on during the reporting period and a needs assessment for additional training.</p>			
<b>Organization Provided Description</b>	<p>Travel assessment and training services consists of short term comprehensive instruction designed to teach a Consumer how to travel safely and independently on public transportation from one specific destination to another specific destination, usually from home to work. Services will be provided following a travel assessment used to develop a training plan outlining objectives and estimated timeframes for completion. The referring VR Staff will receive a written report at the conclusion of services.</p>		
	<p>In coordination with this service a separate authorization may be issued to help the Consumer obtain a bus pass. The travel trainer will assist the Consumer in purchasing the bus pass at the hourly rate.</p> <p>Driver’s License Written Test Prep provides one on one tutoring to prepare an individual to pass the written driver’s license exam.</p>		
Fee Title	Fee Type	Duration (# Hours)	Fee

Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Travel Assessment & Training - Zone 1	Hourly	Recommended 10 Hours	\$60.00
Travel Assessment & Training - Zone 2	Hourly	Recommended 10 Hours	\$65.00
Driver's License Written Test Prep	Hourly	Recommended 20 Hours	\$60.00

## Service Category: Work Adjustment

<b>WORK ADJUSTMENT (WA) (SERVICE CODE: 36-201)</b>			
<p>Work Adjustment is a training program in either a community or facility based setting to assist the Consumer in acquiring or improving work skills, work behaviors, work tolerance, inter-personal skills, and work ethics. Staff will be present as needed, to provide instruction, evaluate changes in behaviors, abilities, and attitudes. VR Staff will receive a brief job task analysis and training plan within 10 days of the start of the service. The written report will include discussion of Consumer's strengths and potential barriers, document progress towards achieving goals, adaptations and accommodations to job tasks and the work environment, and specific recommendations for future programming. Service should last at a minimum of 2 weeks.</p>			
<b>Organization Provided Description</b>	<p>Work Adjustment services offer individual Consumers the opportunity to develop critical job-keeping behaviors: attendance, punctuality, productivity, work quality, on-task behavior, workplace relationships, work-ready appearance in a competitive, integrated work setting. Services are provided by an Employment Specialist. Job coaches are assigned to be on-site according to the work adjustment plan. Consumers will receive a \$75.00 per week stipend while participating in this program to cover transportation, meals and work related incidentals. At specified intervals and the end of the service there is a team meeting to review the results of the experience and make recommendations for further services. It is recommended that services be authorized in 4 week increments. The referring VR Staff for will receive a written report at the conclusion of services.</p>		
Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Facility Based	Hourly	-	\$60.00
Site Development - Zone 1	Hourly	-	\$60.00
Site Development - Zone 2	Hourly	-	\$65.00
Community Based Work Adjustment - Zone 1	Weekly	8 - 25 Hours	\$875.00
Community Based Work	Weekly	26 - 40 Hours	\$1425.00

Adjustment - Zone 1			
Community Based Work Adjustment - Zone 2	Weekly	8 - 25 Hours	\$960.00
Community Based Work Adjustment - Zone 2	Weekly	26 - 40 Hours	\$1570.00

**SUMMER YOUTH (SY) (SERVICE CODE: 36-300)**

Summer Youth Programs are intended to promote a student’s transition from school to post-secondary education, vocational training, or integrated employment. Services should include an evaluation of the Consumers vocational needs, instruction on vocational topics such as interviewing skills, work behaviors; basic job readiness skills, and independent living skills; as well as integrated community based work experiences. Staff will work with students to learn job tasks and implement skills learned through instruction. VR Staff should receive weekly updates on students’ progress and the final written report should compare the student’s initial performance to that at end of the program. CRPs should indicate in the Vendor Description, how much time will be spent on instruction and work experiences.

**Organization Provided Description**

Summer Youth Work Experience Services includes 6 weeks of small group work experience (5:1 ratio of Consumer to job coach) in a community setting. Staff will work with youth to learn tasks and implement skills learned through instruction. Based on an initial needs assessment, instruction on vocational topics and/or independent living skills will be provided throughout the programming as appropriate. Youth will be paid Ohio minimum wage for up to 20 hours per week while on site. VR Staff will receive weekly progress reports and the final written report will detail overall performance and areas of growth. LEAP requests that referrals for the Summer Youth Program be made by May 1<sup>st</sup>.

If at the time of referral, a group of at least 4 other Consumers is not available, or a Consumer needs a more individualized service, Consumers may be referred to work adjustment in the community.

Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Summer Youth Work Experience	Flat	20 Hours per Week	\$2775.00

**TRANSITIONAL WORK (TW) (SERVICE CODE: 36-200)**

Transitional Work is integrated competitive community based work experiences that are geared towards helping Consumers develop an understanding of work behaviors, improve work tolerance, developing a work

history, and leading to permanent competitive employment. CRP will work with local Employers to develop a list of employment sites that Consumers can work at as they develop vocational skills, attitudes, and behaviors. Staff will be on-site with Consumers to help them learn job tasks, develop natural supports, and provide encouragement and support. Consumers will have an opportunity to try multiple types of employment opportunities based upon their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Staff will also provide instruction on vocational areas as identified in the referral as part of the work experiences. Service will include a monthly staffing with CRP, Consumer, VR Staff to discuss progress and establish new goals for the upcoming month.

<b>Organization Provided Description</b>	Supported Employment services offer small groups of Consumers (4 to 6 Consumers per site) the opportunity to develop critical job-keeping behaviors: attendance, punctuality, productivity, work quality, on-task behavior, workplace relationships, and work-ready appearance in a competitive, integrated work setting. Job coaches are on site the entire time the Consumer is present. During the initial eight weeks of assessment and trial work, Consumers will receive a \$75.00 per week stipend to cover transportation, meals and work related incidentals. After eight weeks the Consumer will receive minimum wage for hours worked. Monthly staffings will be held. If at the time of referral, a group of at least 3 other Consumers is not available, Consumers may be referred to an individualized service such as work adjustment until a group is developed.		
<b>Fee Title</b>	<b>Fee Type</b>	<b>Duration (# Hours)</b>	<b>Fee</b>
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Site Development	Hourly	-	\$60.00
Supported Employment	Monthly	20 Hours per Week	\$1,500.00

<b>SERVICE NAME</b>	<b>SCHOOL TO WORK &amp; COMMUNITY LIFE (SERVICE CODE: 36-200)</b>		
<b>Organization Provided Description</b>	The duration of this service is one year (\$1450 per quarter). Job Link trains high school students with disabilities in the skills necessary for successful transition from school to work and adult community life. It provides work readiness and life skill training through small group instruction during the school year and in community based training, including summer work experience. Areas addressed include: individual assessment of strengths, interests and needs, employability, communication and interpersonal skill development, accessing community resources, future planning, career exploration, youth development and case management. Services are provided from 10th through 12th grade. Job Development services may be authorized separately upon graduation.		
<b>Service Title</b>	<b>Fee Type</b>	<b>Duration</b>	<b>Fee</b>
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Job Link Youth Transition	Flat Fee	3 Months	\$1450.00

<b>SERVICE NAME</b>		<b>HIGH SCHOOL HIGH TECH (SERVICE CODE: 36-200)</b>	
<b>Organization Provided Description</b>	The duration of this service is one year (\$1450 per quarter). High School/High Tech creatively exposes youth with disabilities to science, technology, engineering, math (STEM) based career opportunities through preparatory experiences, connecting activities for supports, work related experiences including individualized summer internships, and leadership development. The program is open to high school students with the capacity and interest to pursue technology related careers and post-secondary education. The program is designed to assist these youth in the transition to higher education and employment in these fields. Programming does not include other individualized services such as travel training, job coaching or assistive technology.		
<b>Service Title</b>	<b>Fee Type</b>	<b>Duration</b>	<b>Fee</b>
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
High School High Tech Youth Transition	Flat Fee	3 Months	\$1450.00

## Service Category: Job Coaching

<b>JOB COACHING (JC) (SERVICE CODE: 43-100)</b>			
<p>Job Coaching consists of one-on-one instruction to help Consumers learn job task and to adjust to the work environment. VR Staff will receive a copy of the job task analysis and coaching plan, including a plan to fade, within 10 days of the start of service. JC will work with Consumer to learn job tasks, develop natural peer and environmental supports, assist Consumer in adjusting to the work site, increase work tolerances, provide encouragement and support, serve as a liaison between the Employer and Consumer, and assist the Consumer in requesting reasonable accommodations when necessary. Coaching may occur on or off site. The written reports will include areas that the Consumer has mastered and areas that still need additional training/supports with an estimated timeframe.</p> <p>For cases in which VR Staff have identified the Consumer as a Ticket holder on the referral to facility the CRP is required to submit, as part of the monthly report, the actual number of hours worked per week by the Consumer. VR needs this information to claim funding from the Ticket Program. This is not expected to be a significant number of cases, perhaps 10 - 25 per year for larger vendors.</p>			
<b>Organization Provided Description</b>	Job coaching provides individualized support and assistance to the Consumer both inside and outside of the work setting. Services are delivered following a job coaching plan which includes a timeframe for fading. Job task analyses are completed as appropriate. Job Coaches may assist with a variety of job related factors, including: learning to get to the job, navigating the first day of a job, learning job tasks, problem solving on the job, learning to communicate effectively with supervisors or co-workers, etc. Job Coaches may also help to identify reasonable accommodations and natural supports. Job Coach supports may be delivered verbally, through modeling, or via hands-on support. Success is measured as the job coach is able to successfully fade from the work site. Progress is reported at least every two weeks.		
<b>Fee Title</b>	<b>Fee Type</b>	<b>Duration (# Hours)</b>	<b>Fee</b>

Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Job Coaching - Zone 1	Hourly	-	\$60.00
Job Coaching - Zone 2	hourly	-	\$65.00
Group Job Coaching	Flat Fee per Participant (1:5 Job Coach to Consumer Ratio)	6 Weeks	\$1,440.00

**RETENTION (R) (SERVICE CODE: 43-200)**

Retention includes periodic contacts between the CRP staff, Consumer, and Employer after the JC has exited to ensure that the job match remains successful. Frequency of contacts should decrease as time progresses, example, service may initially be weekly and then fade into bi-weekly contacts. Contact with Consumer may occur on or off the job site based upon the Consumer and VR Staffs' request. Vendor will notify VR Staff of potential concerns or issues within two business days. The written reports should include dates of contact with Consumer and Employer and review of the placement's status.

For cases in which VR Staff have identified the Consumer as a Ticket holder on the referral to facility the CRP is required to submit, as part of the monthly report, the actual number of hours worked per week by the Consumer. VR needs this information to claim funding from the Ticket Program. This is not expected to be a significant number of cases, perhaps 10 - 25 per year for larger vendors.

**Organization Provided Description**

Job Retention services provide the needed follow-up to assure the smooth transition for the Consumer into their new job through 90 day retention. Job Saves assist an individual currently employed to maintain their current position. Services are provided by a retention specialist and include site visits and-or personal and telephone contact with both the Employee and the Employer. Services are guided by an individualized retention plan. Progress is reported at least monthly.

LEAP is an Employment Network for Social Security's Ticket to Work Program. This service covers the intake and orientation of Consumer's who transfer their Ticket to Work from ORSC to LEAP for long-term retention.

Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Retention - Zone 1	Hourly	-	\$60.00
Retention - Zone 2	Hourly	-	\$65.00
Job Save - Zone 1	Hourly	-	\$60.00
Job Save - Zone 2	Hourly	-	\$65.00
Retention - Zone 1	Flat Fee	90 days	\$600.00
Retention - Zone 2	Flat Fee	90 days	\$650.00

**Service Category: Job Placement**

**JOB SEEKING SKILLS TRAINING (JSST) (SERVICE CODE: 41-100)**

Job Seeking Skills Training involves preparing a Consumer to apply, interview, and secure a job. Service may be individualized or follow a standardized curriculum. JD will work with Consumer to develop resumes and cover letters, teach Consumer interviewing skills, assist Consumer in developing strategies to discuss potentially challenging issues such as legal history, need for accommodations, etc., conduct mock interviews and feedback, assist Consumer in developing a “cold call” script, assist Consumer in filling out an application template, and provide recommendations on dress, grooming, and inter-personal skills. Initial report will include an assessment of Consumer’s overall all job search knowledge. The written report should include samples of activities, i.e. script, templates, etc., as well as provide updates on progress and recommendations.

<b>Organization Provided Description</b>	Training provided in a group setting of 4 to 6 individuals that guides the Consumer through the process of resume and cover letter development, completing applications correctly, developing effective interviewing skills, following up after interviewing, and other job search techniques. Training is completed in an average of two weeks based on the needs and availability of the Consumer. Additional, individualized, training may be authorized on an hourly basis to be delivered by the Employment Specialist during the job search process. If at the time of referral, a group of at least 3 other Consumers is not available, Consumers may be referred to an individualize services to be billed hourly.		
<b>Fee Title</b>	<b>Fee Type</b>	<b>Duration (# Hours)</b>	<b>Fee</b>
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Job Seeking Skills Training – individualized	Hourly	-	\$60.00
Job Seeking Skills Training – Group	Flat Fee per Participant (1 to 3 Individuals in Class)	18 Hours	\$1,080.00
Job Seeking Skills Training – Group	Flat Fee per Participant (4 to 6 Individuals in Class)	18 Hours	\$864.00

**JOB CLUB (JOC) (SERVICE CODE: 41-200)**

Job Clubs are peer support networks that meet periodically to provide support for each members job search. CRP staff will provide encouragement, feedback, and education on various job search techniques, interview skills, making contacts with Employers, how to follow up with Employers, etc. CRP and Consumers will share job leads that they have identified in the community with others to support each other’s job search. VR Staff will receive a written report which will identify the educational topics, summary of discussion, and job leads that are shared during the meetings.

<b>Organization Provided Description</b>	Job Club is an ongoing, weekly, open-entry, program open to all job searchers. Besides the obvious benefits of group support and networking, the group will participate in workshops covering such topics as resume creation, job search, interviewing, accepting a job offer, and a variety of topics aimed at job retention.
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	Consumers that have obtained employment will be invited job club as guest speakers and motivators. Area Employers will be invited to participate in mock interviews. Sessions will be held with no fewer than 4 individuals in attendance.		
Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Job Search Network	Weekly	Two hours per Week	\$80.00

**JOB DEVELOPMENT (SERVICE CODE: 42-100)**

Job Development includes making contacts with Employers and identifying potential job leads to help Consumers find a job. The first months report should include a placement plan consistent with the job goal identified on the I.P.E. The placement plan will outline the job search methods to be used and each party's responsibilities. JD and Consumer will have weekly contact during the service to share job leads and provide updates. JSST activities such as resume development and interview skills may be incorporated into the service or purchased separately. Specific tasks may include, but are not limited to: assisting in completing applications, sending resumes and cover letters, accompanying Consumer or providing transportation to interviews, reinforcement of interviewing skills, follow up with Employers, educating Employers on hiring incentives, and negotiating hiring. VR Staff will provide JD with a copy of the Comprehensive Assessment, CA, with the referral form. The written report will include: placement plan and resume during the first month, dates of contacts between JD and Consumer, names of Employers contacted and results of contact, and a review of the placement plan every 60 days. Within ten days of placement VR Staff will receive in writing: job description, job task analysis (if job coaching is authorized), Employer's name, address and telephone #, Supervisor's name, hours worked, wages, insurance, and other benefits.

**Organization Provided Description**

Job\_Development services assist the Consumer in obtaining employment which matches their strengths, abilities, vocational interests, and personal needs and preferences as well as the local labor market. Services are provided, based on a collaborative plan that identifies the Consumer, referring VR Staff and CRP expectations, by an employment specialist. Services include preparing the Consumer for the job search, the application and the interview process, and identifying job openings. The first two weeks of service are utilized to develop and individualized placement plan which will be submitted to the referring counselor. Progress will be reported at least monthly. Reassessment of services will take place each 30 days to determine continuance of services. The length of the program is determined on an individual basis. Once employment is obtained, retention services can be authorized based on the individual needs of the Consumer.

Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00

Job Development - Zone 1	Hourly	-	\$60.00
Job Development - Zone 2	Hourly	-	\$65.00
Job Development – Zone 1	Flat Fee	3 months	\$1860.00
Job Development – Zone 2	Flat fee	4 months	\$1995.00

**CUSTOMIZED EMPLOYMENT (SERVICE CODES: DISCOVERY: 11-555 - DEVELOPMENT: 42:555 – COACHING/RETENTION: 43-555)**

Discovery is an individualized process in which the Job Developer evaluates an individual’s interests, abilities, and aptitudes by interacting with them in various settings, including the home and community. The goal of Discovery is not to identify a specific employment goal but vocational themes and characteristics that can be used to identify conditions of employment. Discovery activities may include, but are not limited to: community observations in places where the individual enjoys spending their time; participating in activities that the individual enjoys; discussion of hobbies, collections, and interests; and interviews with people central to the individual’s life, i.e. friends, family, teachers, and service providers. Job Developer will work with the individual’s Community Action (CAT) Team to coordinate opportunities for the individual to participate in activities related to their interests to identify three vocational themes. Job Developer and CAT will coordinate job shadowing experiences, informational interviews, and short work experiences to allow the individual to identify a primary theme. The monthly report should include an update to the Discovery Staging Record.

Customized Employment Development consists of creating a list of places where people with similar interest profiles work for each of the themes. The Job Developer will work with the individual and the CAT to develop marketing materials, i.e. resume, portfolios, video resumes, etc. and follow up with potential Employers listed under the themes. VR Staff will receive a monthly report which includes a summary of Employers contacted under each of the themes, outcomes of contacts, and a plan for contacts in the upcoming month.

**(NOTE: Staff providing service must possess the ACRE Certification sponsored by RSC to provide the service.)**

<b>Organization Provided Description</b>	<p>Customized employment is a flexible process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on an individualized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer. Customized Employment utilizes an individualized approach to employment planning and job development. Customized Employment can also include Self Employment allows for an individual to receive assistance in the creation of an independently owned small business (typically a micro enterprise, under five employees) based on the strengths and dreams of an individual and the unmet needs of a local market while incorporating the individualized planning and support strategies needed for success.</p> <p>All of LEAP Employment Specialists are certified to deliver Customized Employment services.</p>		
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Name	Fee Type	Duration	Fee
Intake	Flat fee		\$120.00

Discovery (11-555)	Hourly		\$60.00
Job Development (42-555)	Hourly		\$60.00
Customized Employment Job Coaching/Retention (43-555)	Hourly		\$60.00

<b>JOB TRY-OUT (JTO) (SERVICE CODE: 11-122)</b>			
Job Try-Outs allow the Consumer and Employer to determine if a potential job offer would be a successful match. JC will be present with the Consumer as needed to help them learn job tasks and evaluate the need for potential reasonable accommodations. JD/JC acts as a liaison between the Consumer and Employer to identify and concerns and make adjustments as necessary. The expectation, though not required, is that at the end of the service the Consumer will be hired by the Employer. The written report should include a position description, brief job task analysis, identification of Consumer's strengths, and recommendations for need of additional services.			
<b>Organization Provided Description</b>	Consumers will receive a \$75.00 per week stipend while participating in this program to cover transportation, meals and work related incidentals.		
Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Site Development	Hourly	-	\$60.00
Job Try-Out	Weekly	8 - 25 Hours per Week	\$875.00
Job Try-Out	Weekly	26 - 40 Hours per Week	\$960.00

## Category: Other

<b>Intake (This serves as the definition of an Intake, the fee should be listed under the Fee Title for the service.)</b>
Initial service to allow the CRP and Consumer to meet and discuss services, complete necessary forms, discuss confidentiality, and to complete an orientation assessment which includes a review of the: employment and educational history, substance abuse and legal history, gather information on work preferences including: location, wages, and hours, and to develop appropriate service plans. CRP will provide VR Staff with a written report summarizing the information obtained and a copy of the service plans. The Intake fee is considered part of the first tier of the Placement Package. The Intake Fee may only be charged once, either as part of the Placement Package or as the first part of another service.

<b>Site Development/Coordination (This serves as the definition of the service, the fee should be listed under the Fee Title for the service.)</b>
Service includes meeting with potential Employers for Community Based Assessments, Career Exploration, or Work Adjustment to explain the purpose and benefits of the vocational rehabilitation program. JD may also include information on reasonable accommodations, tax incentives, and supportive services that can be

offered to both the Employer and Employee. Service may include working with the Employer to coordinate a tour of the job site for the Consumer, interview with the Employer, and coordinating start date and hours.

**SUPPORTIVE VOCATIONAL SERVICES (SVS) (FEE CODE DEPENDS ON THE TYPE OF SERVICE.)**

Service includes tasks that do not fit into one of the above referenced service categories and is requested by the VR Staff to remove a potential vocational barrier. Services may include such tasks as: assisting the Consumer obtaining employment verification documents i.e. birth certificate, Social Security card, etc.; assistance in purchasing appropriate work clothing; assistance in purchasing gas cards and/or transportation vouchers; assistance arranging childcare and housing; assistance getting medication; and assisting Consumer access other community resources. Consumer must be present with the JD/JC for service to be billable. CRP will provide VR Staff with a written report with dates of contacts and summary of service outcomes.

**Organization Provided Description**

LEAP staff may assist Consumers in the variety ways listed above to help them improve their level of employability. In addition, LEAP’s Benefits Specialists may assist in directing Consumers as they apply for Benefit Assistance. The service will consist of eligibility assessment and assistance with enrollment into MBIWD Programs. The Benefit Specialist will assist individuals with the initial application and completion of other documentation pertaining to the specific benefit.

Supportive services may also include support in any of the following areas: Accessing and utilizing community resources, home safety/emergency situations, housekeeping, time management, nutrition/menu planning, health/personal care issues, personal growth/social skills/leisure time, assistive technology, housing needs, transportation, and other individual needs.

Service may not be used to apply for Social Security benefits.

Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Supportive Vocational Services	hourly	-	\$60.00

**BENEFITS ANALYSIS (BA) (11-109)**

Benefits Specialist will work with the Consumer to help them understand the advantages to returning to work and how it will impact their benefits. Report will include a Social Security Benefits Planning Query (BPQY) and non-certified yearly earnings, will address specific work incentives available to the individual i.e. trial work period remaining, IRWE, BWE, Medicaid Buy-In, PASS plan, etc., and how to implement them. Service may not be used to help Consumer apply for or obtain Social Security benefits, but may be used to assist Consumers who are currently on benefits and experiencing difficulties that may pose a vocational barrier i.e. helping Consumer understand and complete forms to report their income to Social Security.

**Organization Provided Description**

LEAP is a National Benefits Enrollment Center.

For these short term services an Intake fee is not required

<p>Benefits consultations educate individuals receiving SS benefits on how wages may affect their benefits, helping them to determine if employment is a viable goal. The consultations include information on Medicaid and Medicare benefits, subsidized housing, or food stamps and identify and possibly enroll individuals in other programs that they are eligible for. Initial authorization should be 6 hours.</p> <p>Plan for Achieving Self Support PASS is a long term Social Security work incentive that allows a person to set aside income to finance a work-related goal. This service provides the experience of a Disability Benefits Specialist to guide and support the Consumer through the process of PASS development. Initial authorization should be 12 hours.</p> <p>Services are provided by a Cornell University trained Certified Benefits Specialist</p>			
Fee Title	Fee Type	Duration (# Hours)	Fee
Disability Benefits Assistance - Zone 1	Hourly	-	\$75.00
Disability Benefits Assistance - Zone 2	Hourly	-	\$80.00
PASS Plan Development – Zone 1	Hourly	-	\$75.00
PASS Plan Development – Zone 2	Hourly	-	\$80.00

<b>Service Name</b>	<b>COMPREHENSIVE NEEDS ASSESSMENT (AUTHORIZED SAME AS INTAKE)</b>
<b>Organization Provided Description</b>	The assessment we will be looking to identify employment related barriers such as; housing, transportation, access to health care, access to mental health services, access to assistive technology, benefits information, employability skills, etc.

<b>SERVICE NAME</b>	<b>LOW VISION (SERVICE CODE: 11-101)</b>		
<b>ORGANIZATION PROVIDED DESCRIPTION</b>	Functional Low Vision Assessments are in-home sessions with Consumer to evaluate vision barriers, use of residual vision, introduce low vision aids, lighting and glare reduction aids. Identify appropriate low vision and adaptive aids. Services are provided by an a Adult Vision Certified Screener.		
Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat fee		\$120.00
Comprehensive Needs Assessment	Flat fee		\$300.00
Functional Low Vision Assessment	Flat fee		\$200.00

<b>Service Name</b>	<b>ASSISTIVE TECHNOLOGY SERVICES (SERVICE CODE: 80-801)</b>
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<b>Organization Provided Description</b>	<p>Assistive technology refers to a broad range of devices, services, strategies and practices that are designed to increase the functional competencies of persons who have disabilities. By introducing individuals to a wide variety of these tools, LEAP can make recommendations for people with a variety of physical, mental, cognitive, or sensory impairments to help them better perform job-related tasks or duties. The length of this service is dependent on the needs of the individual. Training follows assessment.</p> <p>On-site assessment of the workplace for Consumers. A written report will outline recommendations that will allow the Consumer to more effectively and efficiently complete the essential functions of the job.</p> <p>Employment Specific Technology Training meets the needs of a Consumer and their Employer's technology tools.</p>		
Service Title	Fee Type	Duration	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Assistive Technology Assessment - Zone 1	Hourly	-	\$75.00
Assistive Technology Training - Zone 1	Hourly	-	\$75.00
Job Site Analysis - Zone 1	Hourly	-	\$75.00
Employment Specific Technology Training - Zone 1	Hourly	-	\$75.00

Service Name	<b>HOME HEALTH AID TRAINING (SERVICE CODE: 37-301)</b>		
<b>Organization Provided Description</b>	<p>4-week training program for people interested in working as home health aides, attendants and personal assistants. The program is hands-on and highly individualized. Classes are small in size. Potential participants should have a sincere interest in caring for others. They must be responsible and reliable, safe to themselves and others, able to work one-on-one, to follow directions and have a disability. Proof of negative TB test is needed before beginning class. There is no minimum reading level for this class. Participants will be fingerprinted and must meet Ohio criminal background standards for Home Health Care. The class is 4 weeks long and runs from 9-3, Monday through Friday.</p>		
Service Title	Fee Type	Duration	Fee
Intake	Flat Fee	-	\$120.00

Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Home Health Aide Training	Flat	4 weeks	\$3,800.00
Home Health Aide/State Tested Nursing Assistant Combination Training	Flat	8 weeks	\$7,000.00

<b>Service Name</b>		<b>STATE TESTED NURSES ASSISTANT TRAINING (SERVICE CODE: 37-301)</b>	
<b>Organization Provided Description</b>	A State of Ohio approved State Tested Nurse Aide STNA program. The program includes 3 weeks of classroom training and 1 week of clinical experiences in a nursing facility. Upon completion of the program, graduates are eligible to take the State of Ohio's STNA licensure exam. The exam is given at the LEAP training site. The program package includes the textbook, workbook, CPR and First Aid certification, one day of test preparation, and one State of Ohio STNA licensing exam. Proof of negative TB test is needed before beginning class. A minimum of a 6th grade reading level and the ability to lift 75 pounds is required for this program. Participants will be fingerprinted and must meet Ohio criminal background standards for Nursing Facilities. White scrubs or uniforms will be needed for the clinical experience. The class is 4 weeks long and runs from 9-3, Monday through Friday.		
<b>Service Title</b>	<b>Fee Type</b>	<b>Duration</b>	<b>Fee</b>
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
State Tested Nurses Assistant Training	Flat	4 weeks	\$3,800.00
Home Health Aide/State Tested Nursing Assistant Combination Training	Flat	8 weeks	\$7,000.00

<b>Service Name</b>		<b>DINING ASSISTANT TRAINING (SERVICE CODE: 37-300)</b>	
<b>Organization Provided Description</b>	A State of Ohio approved training course which consists of one week in-class training and a one week paid internship. The course provides skills for people interested in working as Dining Assistants in nursing facilities. Potential participants must be responsible, reliable, safe to self and others, and able to follow directions. Participants should be able to read simple directions i.e.: dietary card and match a resident's wristband or other form of identification to the name on the dietary card. Proof of negative TB test is needed before beginning the course. Participants will also be fingerprinted and must meet Ohio criminal background standards for Nursing Facilities. The paid internship at an area skilled nursing facility is designed to provide extended hands-on experiences to the Consumer to further enhance skill levels.		

Service Title	Fee Type	Duration	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Dining Assistant Training	Weekly	-	\$500.00

Service Name	COMPUTER CLASSES (SERVICE CODE: 37-301)		
<b>Organization Provided Description</b>	Computer Literacy Classes - for Consumers who have limited exposure to computers and are interested in learning basic computer operation and may or may not require assistive technology or modified instruction, classes are offered in a small-group setting. Instruction will be offered twice a week for 2 hours each class. It is recommended that referrals be made in 4 week increments. This class should be seen as a precursor to more formalized software certification classes.		
Service Title	Fee Type	Duration	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat Fee	-	\$300.00
Computer Literacy Classes	Weekly	4 Hours per week	\$300.00

Service Name	FINANCIAL EDUCATION (SERVICE CODE: 37-301)		
<b>Organization Provided Description</b>	Financial Education is training to help Consumers better understand and handle financial concerns. Components of the training include: Budgeting, Credit, Credit Reports, , Saving and Investing, Asset Building and Identity Theft. VR Staff will receive a written training plan within 10 days of the start of the program which outlines learning objectives and estimates time frames. Group activities will be scheduled following a calendar of classes each lasting approximately 1 hour.  The group rate is available if 4 or more individuals are enrolled in a class otherwise the hourly rate applies.		
Service Title	Fee Type	Duration	Fee
Intake	Flat Fee	-	\$120.00
Comprehensive Needs Assessment	Flat fee	-	\$300.00
Financial Capacities - Individualized	Hourly	-	\$100.00
Financial Capacities – Group	Flat Fee per Participant (4-6 Individuals in Class)	1 Hour per Class	\$80.00

SERVICE NAME	MEDICAL TERMINOLOGY TRAINING (SERVICE CODE 37-301)		
<b>ORGANIZATION PROVIDED DESCRIPTION</b>	This class is designed to enhance success in LEAP's HHA and/or STNA training classes as well as in future employment opportunities. Through the course, participants will learn to recognize word roots, prefixes, and suffixes used in medical language today. They will learn how to combine words to create meaningful medical conditions as well as comprehend their definition and know the correct spelling. In this medical terminology course, we'll cover medical terms related to all major body systems, including: muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system.		
Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat fee		\$120.00
Comprehensive Needs Assessment	Flat fee		\$300.00
Medical Terminology Training- Individual	Flat Fee per Participant (1 to 3 Participants)	1 week	\$500.00
Medical Terminology Training - Group	Flat Fee per Participant (4 to 6 Participants)	1 week	\$400.00