



# Implementing Monthly Pre-ETS Activities

 *Developing Transition Activities Year-Round*

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## [PreETS.org](https://www.preets.org)

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# Table of Contents

<b>Introduction</b> .....	4
<b>January</b> .....	5
Career Planning	
<b>February</b> .....	6
Job-Shadowing/Work-Based Learning	
<b>March</b> .....	7
Transition Planning	
<b>April</b> .....	8
21st Century Workplace Readiness Skills	
<b>May</b> .....	10
Mental Health and Self-Care	
<b>June</b> .....	11
Independent Living	
<b>July</b> .....	14
Community Engagement	
<b>August</b> .....	15
Self-Determination and Self-Advocacy	
<b>September</b> .....	16
Community Service Providers and Collaborative Partners	
<b>October</b> .....	17
Employment/Job Exploration	
<b>November</b> .....	18
Post-Secondary Education	
<b>December</b> .....	19
Post-Secondary Training	



# Introduction

Pre-Employment Transition Services (pre-ETS) are services provided for students with disabilities through partnerships between schools and the Department for Aging and Rehabilitative Services (DARS). These services aim to coordinate transition services and help students progress toward their post-school goals. By creating a calendar of pre-ETS and transition activities throughout the year, collaboration and communication among schools, DARS, students, and families can be enhanced.

This resource is designed to help schools and DARS in developing a calendar of transition activities for the students with disabilities they serve. We include examples of transition activities that are aligned with monthly themes to support schools, DARS, and pre-ETS vendors in collaborating on activities. These activities cater to the needs of students and promote awareness of the variety of transition services and activities under the five pre-ETS categories. Although the suggested activities are not exhaustive, they are a good starting place to help schools and DARS establish a collaborative relationship while developing a customized transition calendar.

## Suggested Use

Here are some suggested uses for building the calendar:

- Start by including activities that are already established within the school or occur regularly, for example:
  - Back-to-School Night
  - College & Career Fairs
  - Tour of the Career and Technical Center
- Meet with DARS, community service providers (such as Centers for Independent Living, Community Services Boards, etc.), and pre-ETS providers to identify other activities that could be added to existing options.
- Aim to offer a variety of activities each month led by different stakeholders.
- Share the calendar with case managers, students, families, 504 coordinators, school counselors, and others to highlight activities aimed at preparing students with disabilities for the transition to college, employment, or training.



# /// January

## Theme: Career Planning

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.



### Vendor

- Lessons about each career cluster
- Activities to determine and refine a student's SPIN
- Lessons about employer expectations



### School

- Host a career fair
- Invite former students to present a panel on their career pathways
- Provide opportunities for students to complete interest inventories



### Vendor & School

- Host a career fair
- Coordinate small break-out groups for informational interviews with employers during an existing career fair



### Outside Agency

- Host presentations from career counselors



# /// February

## Theme: Job-Shadowing/Work-Based Learning

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.



### Vendor

- Hold job site tours
- Organize opportunities for students to participate in informational interviews
- Provide job-shadowing experiences
- Coordinate work experiences
- Provide internship opportunities



### School

- Host employer panels and/or guest speakers



### Vendor & School

- Lessons on job-shadowing and work-based learning







### Outside Agency

- Provide apprenticeship opportunities
- Organize internships
- Lessons on opportunities such as Project Search/SOS



## Theme: Transition Planning

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.

	<b>Vendor</b> <ul style="list-style-type: none"><li>• Lessons on how to read a pay stub</li><li>• Activities for students to understand “What does work look like for me?”</li></ul>
	<b>School</b> <ul style="list-style-type: none"><li>• Lessons on finances (money handling, bank accounts, credit cards)</li></ul>
	<b>Vendor &amp; School</b> <ul style="list-style-type: none"><li>• Lessons on housing options</li></ul>
	<b>Outside Agency</b> <ul style="list-style-type: none"><li>• Invite a speaker from public transportation to talk about access and safety</li><li>• Invite bank representatives to share about different types of accounts</li><li>• Lesson on benefits planning</li></ul>



## Theme: 21st Century Workplace Readiness Skills

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.



### Vendor

- Lessons on workplace safety
- Activities on appropriate social media use
- Lessons on workplace communication skills
- Lessons on reading a job posting/description
- Lessons on personal hygiene
- Activities about appropriate work attire
- Lessons on understanding pay stubs



### School

- Conduct mock Interviews
- Activities on working with different types of people and conflict resolution
- Resume writing
- Practice with learning personal information
- Lessons on writing professional emails
- Practice phone & voicemail etiquette



### Vendor & School

- Hold an interactive session on using assistive technology in the workplace
- Family event on practicing soft skills
- Lessons on creating boundaries and appropriate communication at work



### Outside Agency

- Lessons on social skills/relationships in and out of work
- Opportunities for team building





## Theme: Mental Health and Self-Care

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.

	<p><b>Vendor</b></p> <ul style="list-style-type: none"><li>• Lessons on stress management in social situations at work</li><li>• Activities to practice conflict resolution</li></ul>
	<p><b>School</b></p> <ul style="list-style-type: none"><li>• Lessons on informed decision-making</li><li>• Lessons on daily practices for your mental health</li><li>• Invite the school counseling office to discuss healthy relationships</li></ul>
	<p><b>Vendor &amp; School</b></p> <ul style="list-style-type: none"><li>• Lessons on personal hygiene/daily self-care activities</li><li>• Interactive activities for students to create individualized self-care checklist</li><li>• Lessons on coping skills</li></ul>
	<p><b>Outside Agency</b></p> <ul style="list-style-type: none"><li>• Invite the local Community Services Board to discuss services and resources</li><li>• Recognize when you need mental health support - National Alliance on Mental Illness (NAMI)</li></ul>



## Theme: Independent Living

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.



### Vendor

- Lessons on community benefits (housing, SSI, SNAP)
- Provide benefits counseling
- Lessons on money management



### School

- Invite the school nurse to teach about medication management
- Lessons on how to buy groceries, prepare food, table manners, understanding food allergies
- Lessons on the transfer of rights



### Vendor & School

- Offer opportunities to explore living/housing options
- Provide transportation training
- Lessons and support related to obtaining a learner's permit or other transportation training



### Outside Agency

- Invite Resources for Independent Living to present on available services and resources



## Theme: Community Engagement

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.



### Vendor

- Provide summer work experiences



### School

- Provide information about school clubs, activities, and opportunities to volunteer in the community



### Vendor & School

- Offer opportunities to visit community recreation options (Local parks & recreation, YMCA)



### Outside Agency

- Provide information about local groups, civic organizations, and other activities
- Invite the local registrar to talk about voter registration and the voting process



# /// August

## Theme: Self-Determination and Self-Advocacy

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.



### Vendor

- Lessons on the employment accommodation process
- Activities to practice time management
- Lessons on and opportunities to practice sharing needs and asking for help



### School

- Create (or update) an I'm Determined one-pager
- Involve students in class/career planning and scheduling
- Lessons on handling medical/healthcare appointments on your own
- Implement student-led IEPs



### Vendor & School

- Lessons on understanding limitations and the need for breaks



### Outside Agency

- Invite advocacy associations/organizations to discuss their mission and resources available
- Organize presentations by Centers for Independent Living



# /// September

## Theme: Community Service Providers and Collaborative Partners

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.



### Vendor

- Lessons on understanding the role of a job coach
- Lessons on Circles of Support
- Setting goals for the year: "What do you want to get involved in?"



### School

- Lessons on community asset or resource mapping
- Identify community partners individualized by student SPIN



### Vendor & School

- Schedule a tour of the local DARS office
- Host a Vendor/Community Partner fair
- Welcome DARS to participate in Back-to-School Night to introduce the school's DARS counselor



### Outside Agency

- Offer information sessions from local service providers
- Participate in local transition fairs
- Work with VDOE's Family Engagement office and DARS counselors to provide a brief presentation, a SPIN activity, and pre-ETS referrals



# /// October

## Theme: Employment/Job Exploration

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.



### Vendor

- Lessons introducing each of Virginia's Career Clusters
- SPIN (I'm Determined one-pager)
- Employer expectations
- Lessons related to on-site job support



### School

- Work experiences (school-based enterprise or community-based instruction)
- Career Exploration lessons



### Vendor & School

- Employer guest speakers



### Outside Agency





- The Arc (guest speaker)
- Job Accommodation Network (lessons using their resources, guest speakers)
- Rubin Dream Job Webinars



# November

## Theme: Post-Secondary Education

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.

	<b>Vendor</b> <ul style="list-style-type: none"><li>• Lessons on the difference between high school and college</li><li>• Lessons on how to access accommodations in college</li><li>• Work with seniors to complete college applications</li></ul>
	<b>School</b> <ul style="list-style-type: none"><li>• College fairs</li><li>• College Spirit Days/Week</li><li>• PSAT &amp; SAT workshops</li></ul>
	<b>Vendor &amp; School</b> <ul style="list-style-type: none"><li>• College campus tours</li><li>• College basics info session</li></ul>
	<b>Outside Agency</b> <ul style="list-style-type: none"><li>• College Accessibility Service Representative</li><li>• Military recruiter to talk about the ASVAB and military support for college</li></ul>



# /// December

## Theme: Post-Secondary Training

Teams from schools, DARS, and vendors can use this list to begin developing specific team-driven activities related to the monthly theme.



### Vendor

- Differences between college and trade/certificate programs
- Accessing accommodations in a training program
- Educational planning
- Certifications & advancement—research your future



### School

- Career and Technical Program information sessions
- Tour career and technical centers



### Vendor & School

- Lessons on training support options
- Host student/employee panels
- Invite guest speakers about apprenticeship opportunities
- Tours of trade/training schools



### Outside Agency

- Participate in WWRC Information Day







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