



# Program Application

Easterseals Iowa provides exceptional services to ensure all people with disabilities or special needs, and their families, have equal opportunities to live, learn, work and play in their communities.

The following programs require an application to request services. Please contact the Easterseals Iowa Outreach Coordinator at 515-309-1783, toll free at 1-866-533-9344 or TTY at 515-289-4069 with any questions you may have, or to request the application in an alternative format.

## **Job Training & Employment Services**

### **EmployAbility**

The EmployAbility program focuses on increasing prevocational skills, in order to prepare individuals for community-based employment. EmployAbility focuses in the areas of transportation and safety, professional dress, professional expectations, emergency procedures and job task completion. The program also supports the development of social skills and teamwork. Easterseals Iowa partners with Des Moines area community businesses to put these skills into action. EmployAbility clients work in live business settings, completing a variety of job tasks. EmployAbility clients strengthen prevocational skills, and community businesses benefit from their efforts.

### **Supported Employment**

Supported Employment assists clients in both obtaining and maintaining community-based employment. A job developer supports clients in determining employment opportunities they are interested in and finding a job. Job developers also support clients to fill out applications, prepare resumes and perfect interview skills. Once a job is obtained, a job coach assists clients to learn job responsibilities, the culture and values of the work environment, job accommodations and explaining how employment affects their benefits.

### **Project SEARCH DMACC**

Project SEARCH is an internship program that places young adults with special needs in a real working environment, giving them skills to prepare for the workforce. The goal of the program is community-based employment for clients. Through total workplace immersion, clients experience a seamless combination of classroom instruction, career exploration, and relevant job-skills training obtained through strategically designed internships. While at their internships, participants receive follow-along job support services with the goal of becoming independent at their sites. Internships take place at Des Moines Area Community College and clients enrolled must have a high school diploma or GED.

### **Supported Education**

Supported Education is a unique program designed to give participants support and guidance as they develop marketable skills through post-secondary education. Participants are provided with ongoing support throughout the semester with registering for classes, accessing campus resources and communicating with faculty. There is also a one-week skills training available prior to each semester focusing on stress and time management, college expectations and developing natural supports on campus.

## **Day Habilitation**

### **Life Club**

The Easterseals Iowa adult day habilitation program Life Club takes place on site at Camp Sunnyside as well as in the Des Moines community. The program provides training in skills such as socialization, communication, problem solving, creative thinking, peer relationships and more. Life Club clients make friends, get out to see different community attractions and choose and lead activities they enjoy. Team members focus on strengths and independence as clients participate in activities. Favorite activities include horseback riding, swimming, sports, bowling, singing and wellness.

### **CSI: Clients Socially Integrated**

Clients Socially Integrated is a community-based day program for adults with disabilities focused on learning transferable skills that lead to independence in the community. This is achieved by spending the day out in the community, learning to navigate the public transportation system, relationship building, problem solving and deciding as a group what activities to do. Communication, safety, transportation and independent skills are sharpened as clients visit historical sites, volunteer, visit coffee shops, go to movies and much more.

## **Supported Community Living**

Supported Community Living provides people with disabilities the opportunity to live as independently as possible in the community. Services includes support with safety, housekeeping, finances, communication, employment, socialization, transportation and wellness.

### **Hourly Supported Community Living**

Hourly Supported Community Living serves children and adults from just a few hours per month up to eight hours per day. This goal-focused program maintains the independence clients currently have while working toward greater independence. Clients access the community in new and exciting ways by utilizing public transportation, grocery shopping, working out and forming relationships with peers.

### **24-Hour Supported Community Living**

Twenty-Four Hour Supported Community Living serves adults who require eight or more hours of service per day. Service is provided in the place of residence and the community, where clients learn independent living skills such as household maintenance, meal planning, budgeting and socialization—all while working toward the goal of greater independence.

## **Case Management**

Easterseals Iowa Case Managers promote independence by proactively partnering with individuals and their families. We connect with services and supports to best meet every person's unique needs. From achieving employment to securing housing, accessing healthcare to building a support system, our solution-focused, problem-solving professionals leverage individual and team strengths to reach each person's goals. Our case managers are knowledgeable advocates who encourage hope, create space for change, motivate toward achievement and celebrate success. The Easterseals Iowa Case Management program, as a lead agency working on behalf of Polk County Health Services, welcomes a wide variety of children and adults with complex, multi-occurring needs. We foster an effective, integrated approach in order to fulfill our mission of ensuring everyone has equal opportunity to live, learn, work and play in their community.

## **ADMISSION CRITERIA**

Easterseals Iowa strives to provide quality programs that produce outcomes desired by the applicant and the funding source. Applicants must meet the following admission criteria to begin the intake procedure:

- All applicants must have a funding source. Easterseals Iowa residential camping program has a limited amount of campships available. Applicants may request financial assistance forms from the Intake Coordinator.
- All applicants will be reviewed for any safety issues that may be potentially harmful to themselves, others, and/or property.

## **ADMISSION PROCESS**

Referral of applicants should be made to the Easterseals Iowa Intake Coordinator, either by completing this application or by calling 515-309-1783. The Intake Coordinator may request one or more of the following to determine the necessity of an intake staffing:

- Medical examination
- Social history
- Results of vocational testing or training
- Educational evaluation and information
- An individual service plan, when applicable
- Other agency reports

No person will be denied Easterseals Iowa services without a minimum intake. When no intake is necessary the applicant will be accepted immediately and provided an estimated date when Easterseals Iowa services will begin. The intake staffing shall consist of the Easterseals Iowa Intake Coordinator, the applicant and the referring party and/or funding source.

At the intake staffing the applicant will be informed of the expectations of the program and its participants. The expected outcome of the services and estimated time needed for services will be determined at the intake staffing. A decision regarding the applicant's admission to an Easterseals Iowa program will be made within 14 business days following the intake staffing.

If admission is recommended, the applicant and the referring agency will be notified by letter that the applicant will be put on the approved list and admitted as space becomes available.

If it is determined that the applicant does not meet admission criteria or that the services for which the applicant was referred do not meet their needs, the applicant and the referring counselor will be notified by letter.

When possible, a referral to another agency will be recommended. Contact the Intake Coordinator with any questions about this process.

## **APPEAL PROCESS FOR INTAKES**

In the event an applicant is not satisfied with the intake decision, the following appeal process may be conducted:

- The applicant, guardian, and/or their referring counselor must notify the Easterseals Iowa Intake Coordinator with an explanation as to why they are requesting an appeal. This explanation should be received within five business days following the receipt of decision.
- The Intake Coordinator will meet with the applicant and referring counselor to discuss the situation.
- If an agreement cannot be reached, the applicant may inform the Intake Coordinator of their dissatisfaction with the outcome. The Intake Coordinator will notify the Easterseals Iowa Director of Quality Improvement.
- The Director of Quality Improvement and the director of the involved program will meet with the applicant and the referring party to discuss the situation and review the intake information. They will make a decision within ten business days following the meeting.

Information regarding program certification, accreditations, and outcomes are available on request.

Application Date: \_\_\_\_\_

Intake Date: \_\_\_\_\_

**Please check programs of interest.**

- Job Training and Employment Services—EmployAbility
- Job Training and Employment Services—Supported Employment
- Job Training and Employment Services—Project SEARCH
- Job Training and Employment Services—Supported Education
- Day Habilitation—Life Club
- Day Habilitation—Clients Socially Integrated
- Supported Community Living—Hourly
- Supported Community Living—24-Hour
- Case Management
- Benefits Counseling

Applicant's name:

\_\_\_\_\_

(Last)

(First)

(Middle)

Current address:

\_\_\_\_\_

(Street)

(City)

(County)

(State)

(Zip)

Telephone number: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Medicaid/State ID Number: \_\_\_\_\_

Gender:  Male  Female

Managed Care Organization: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Managed Care Organization ID #: \_\_\_\_\_

Military status:

- Active duty
- National Guard/reserve
- Veteran

- Member of Military/Veteran family  
(child, spouse, parent)
- N/A

Ethnicity:

- Asian American
- African American
- Caucasian
- Hispanic

- Native American
- Other
- Choose not to answer

**Marital Status:**

Single  
 Married  
 Divorced

Separated  
 Widowed

**Primary Language:**

\_\_\_\_\_

**Group Home Name (if applicable):**

\_\_\_\_\_

(Contact name)

**Address (if different from above):**

\_\_\_\_\_

(Street)

(City)

(State)

(Zip)

(Phone Number)

**Legal Guardian's Name (if applicable):**

\_\_\_\_\_

(Last)

(First)

**Address (if different from above):**

\_\_\_\_\_

(Street)

(City)

(State)

(Zip)

(Phone Number)

**E-mail Address:**

\_\_\_\_\_

**Diagnosis:**

\_\_\_\_\_

(Primary)

(Date of on-set)

\_\_\_\_\_

(Secondary)

(Date of on-set)

**Emergency Contact (if not guardian):**

\_\_\_\_\_

(Last Name)

(First Name)

**Emergency Contact Phone Numbers:**

\_\_\_\_\_

(Home phone number)

(Work phone number)

(Cell phone number)

**Referral Source (if applicable):**

\_\_\_\_\_

(Name)

(Agency)

(Telephone number)

**E-mail Address:**

\_\_\_\_\_

Primary Funding Source:

\_\_\_\_\_  
(Name) (Agency) (Telephone number)

Secondary Funding Source:

\_\_\_\_\_  
(Name) (Agency) Telephone number)

Why are you interested in Easterseals Iowa?

\_\_\_\_\_

Do you require alternative format documents (large type, Braille, etc.) or utilize alternative communication (i.e. sign language)?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Person completing form: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Legal Guardian (if applicable): \_\_\_\_\_

**How did you hear about us? (Please check all that apply.)**

- Referral from another Agency or Case Manager
- Friends/Family
- TV Commercial
- Radio Commercial
- Email Newsletter
- Case Manager Email Newsletter
- Social Media
- Business Record or dsm magazine
- Other: \_\_\_\_\_

Submit this application to Intake Coordinator at Easterseals Iowa, 401 NE 66<sup>th</sup> Ave. Des Moines, IA 50313.  
For questions contact 515-309-1783 (voice), 515-289-4069 (TTY) or [info@eastersealsia.org](mailto:info@eastersealsia.org).