
Referral Process:

Step One: Referral is made to My Choice Employment Services Manager, Toni Tewes. Student will meet with the manager for the initial assessment.

- Toni Tewes Contact Information
 - Email: ttewes@hopehaven.org
 - Phone: 712-260-9797

Step Two: Job Readiness Analysis completed for the student. Team meeting set to establish the student's vocational goals. (Goals for now and future).

Step Three: My Discovery is an individualized exploration of a person's values, goals, abilities and support needs. The result is a comprehensive written (or visual) Employment Profile that captures the information gathered through Discovery. The Employment Profile drives and directs Job Development, identifying strategies for successful placement on a job, utilizing negotiation as necessary to customize job descriptions with employers.

- **Phase 1:**
 - Dependent upon the abilities of the individual, My Discovery will use elements of Customized Employment and/or the CASE curriculum to help identify employment goals and identify/develop job readiness skills.
 - Individuals will participate in a number of activities designed to help one further develop employment goals.
 - My Discovery will consist of approx. 20-24 hours of discovery activities and instruction, tailored to the individual; this may include individual and/or small group work.
- **Phase 2:**
 - Individuals will participate in Job Shadows, Job tryouts, Work-site Assessments or Work Adjustment Training.

Step Four: My Plan: A second Support Team Meeting is held to discuss phase 2 outcomes and the next step of employment. Outcomes may consist of continuing the discovery stage, starting supported employment, self-employment, starting Keys to Success (intensive psychiatric rehabilitation), pre-vocational or work adjustment training, or choosing not to pursue employment. At this meeting, the Support Team will review the Employment Profile and develop an employment plan, including the identification of strategies and supports and who will provide the supports, list of potential employers and funding mechanism for necessary services.

Step Five: My Empowerment Employment Plan implemented

- Job development activities are undertaken.
- Job placement is made, and start up supports initiated.
- Ongoing job supports are provided as directed by employment plan and funding is available.

For more information about My Choice Employment Services:

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