



PASSPORT TO QUALITY SUPPORTS AND SERVICES

Supports and services for individuals with
developmental disabilities in Lanark County

2015

Contents

Introduction	3
CLA Supports Eligible for Passport Funding	4
Individual Life Plan	5
Stage 1: Preparation and Pre-Planning	6
Stage 2: Planning Session	6
Stage 3: Writing the Plan	6
Stage 4: Plan Presentation	6
Employment Program and Supports	7
Used Book Store	Error! Bookmark not defined.
Personal Development Programs	8
Recreation & Life Skills Programming	9
Special Events	10
Day Program	10
Supported Independent Living	11
Eligible Community Programs and Supports	11
Other Important Considerations	12
Planning	12
Selecting Your Supports and Services	13
Ensure the Right Fit for You	13
Passport Funding Administration and Management	13
Contact Us:	14

Introduction

Community Living Association has a proud and rich tradition of working with individuals, their families and stakeholders to support their needs and the achievement of personal goals.

The Association offers a variety of service and supports that can be found on website or by simply contacting us and we will be pleased to book an appointment to meet with you.

Many individuals receive individualized funding to purchase services and supports in the community. In 2014, the government made a significant commitment to increase this funding. Individuals with intellectual disabilities and their families or support workers face four major challenges:

- 1. Determining eligibility and how to apply for funding.**
- 2. How to plan for the best possible use of the funding and determining eligible activities and supports.**
- 3. Identifying and accessing services and supports in the community.**
- 4. Management of the support plan and funding.**

THIS BROCHURE IS INTENDED TO PROVIDE THE READER GUIDANCE AND SUPPORTS TO MEET THESE CHALLENGES AND TO PROVIDE INFORMATION ON THE ELIGIBLE SERVICES AND SUPPORTS PROVIDED BY CLA. WE ARE COMMITTED TO SUPPORTING INDIVIDUALS AND FAMILIES THROUGHOUT THIS

CLA Services

- ❖ Residential Living
- ❖ Supported Independent Living
- ❖ Community Support Services
- ❖ Employment Services
- ❖ Family Home
- ❖ Advocacy and Family Support
- ❖ Individual Planning and Counselling

www.clalanark.ca

our

entire process or simply to provide the services or programs that the individual needs.

We encourage families, stakeholders and the individual to become informed consumers to select, not only the appropriate services and supports, but also the “right” agency or support workers to assist with these challenges and to develop a working relationship that will best serve the person with the intellectual disability to achieve their goals with the activities and strategies that are meaningful to them. CLA has a philosophy and service delivery methodology that is person centred and directed. We believe that we work for the person and that we are accountable to them for results and satisfaction with our supports.



We believe that we work for the person and that we are accountable to them for results and satisfaction with our

We encourage you to read our brochure to become familiar with our services and supports and to investigate other supports and agencies in our community so that you can make an informed decision regarding the best fit for you and or the person with an intellectual disability. We look forward to further discussions regarding our service and supports.

CLA Supports Eligible for Passport Funding

There are many eligible activities in the community for funding. It is recommended that the person engage in a Person Directed Plan before selecting and paying for activities and supports. A qualified Planner will facilitate the person and their invitees through a planning process that allows them to identify meaningful supports to help achieve important personal outcomes.

The following Community Living Association activities are eligible for passport funding:

- ☆ Individual Life Plan
- ☆ Employment Program and Supports
- ☆ CLA Recreational and Educational Programs
- ☆ Day Programs
- ☆ Supported Independent Living Supports

Eligible Community Programs

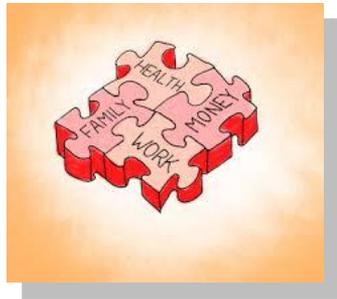
There are many community programs eligible for passport funding.

A. Community Recreational and Educational Programs.

Individual Life Plan

The CLA Planning process is intended to:

- ☆ **Define a Life Vision** or the person's dreams and goals for their lives.
- ☆ Identify and define an **interim Life Stage vision** which is limited to a period of time or a stage in life that is important to the person's dreams and goals.
- ☆ Define **strategies and actions** that will assist the person to achieve their goals.



The Planning Process is person centered and where possible person directed and includes stakeholders who are important to the person and who must be invited by the person to attend their planning session. The planning session has 4 stages:

Stage 1: Preparation and Pre-Planning

Review and Assessments: The Planner will review all existing documentation to familiarize themselves with the person's status, past plans and accomplishments. In addition, they will conduct two major assessments with key stakeholders and the person. The first is a quality of life survey and the second is a competency and skills survey.

Stakeholder and Personal Reflection: The Person and the stakeholders will be requested to complete a profile the person which will include their strengths and accomplishments to be shared at the planning session.

Stage 2: Planning Session

The planning session is person centred and directed and includes invited stakeholders to provide input, counsel, guidance and to re-affirm the person life vision and goals. At the end of the session (which takes approximately 2 hours) the person will have identified his/her goals and major strategies to help accomplish those goals.

Stage 3: Writing the Plan

Once this is complete the planner will review and evaluate all of the input and develop the formal Individual Life Plan.



Stage 4: Plan Presentation

Once the plan is complete, the person and their stakeholders are invited for the presentation of the plan.

The planning fee also includes two reviews and meetings to determine the person's progress including a plan update during the planning year.

Employment Program and Supports

The purpose of our CLA employment program and supports is to find competitive employment for persons with an intellectual disability. It is our belief that all individuals are capable of full employment or assisted employment and volunteering.

The Employment Program has the following components:

- ☆ Intake and assessment
- ☆ Seven week employment classroom program
- ☆ Employment placement
- ☆ Job search preparation and support.

For more information please ask for our brochure or book an appointment with our Employment Specialist.



COMMUNITY LIVING
Association, Employment Services
Inspiring Possibilities

People with disabilities:
5 times more likely to stay on the job!
That's good for business!

(613)257-8040
www.clalanark.ca

Personal Development Programs

CLA offers the following personal development programs that can be purchased for fee.

☆ **Nutrition and Diet**

☆ **Personal Fitness**

☆ **Personal Hygiene**

☆ **Prescription Medication**

☆ **Sexual Health**

☆ **Rights & Abuse**

☆ **Self Esteem & Well
Being**

☆ **Communication Skills**

☆ **Healthy Relationships**

☆ **Community
Participation**

All of these are a one day seminar that explores the main concepts of the topics and provides basic insights and learning. The programs are offered 3 competency levels. Fees will vary based on the person's competency and skills.

It may be recommended that individuals participate in integrated programs in the community. The person may purchase CLA staff supports if required to attend the course. In house CLA programs may vary from \$50 to \$100 depending on the level of support required.

Recreation & Life Skills Programming

CLA offers a variety of Recreational Programs and Events. It is recommended that if the person wishes to participate in facilitated recreation, that they purchase a day half day of Day Programs when the recreational programs occur.

The following are just some of the recreational programs offered by CLA:



or

☆ **Total Activation**

☆ **Collective Kitchen**

☆ **Lunch & Supper Clubs**

☆ **Craft It Programs**

☆ **Computer Literacy**

☆ **Literacy & Numeracy**

☆ **Social Nights**

☆ **Floor Hockey**

☆ **Basketball**

☆ **Volunteering**

☆ **Seniors Program**

☆ **Wii Fit**

Special Events

Special events are planned throughout the year. These include community based events as well as regional events that may involve travel and overnight stays.

The Association will be supporting people to attend as well as encouraging the people we support to plan their own special event with their friends and families. Please request our Special Events calendar from our local Community Support Services.

Day Program

CLA operates Day Programs in Smiths Falls, Perth and Carleton Place.

Individuals can purchase full days or half days to participate at our locations in these towns. People are encouraged to review our program and service schedules and to choose the days when activities are planned. Fees are based on the person's competency and the staff support needed to facilitate services or programs. In addition, Individuals or families can purchase individualized supports if required a minimum of 4 consecutive hours of service is required.



Supported Independent Living

Many people with intellectual disability live successful independent lives. Generally a minimum amount of supports are needed to assist the individual with daily living and other important aspects of life. CLA has two different programs and supports available to Individuals.

1. **Enhanced Supported Independent Living** is semi supervised and supported living experience that assists individuals acquire the skills and competencies to transition from a supervised living arrangement to living independently in the community.
2. **Supported Independent Living Supports** are individualized and tailored to meet needs that assist people to live independently in the community. These supports are varied and can include: budgeting and financing, assistance with medical appointments, advocacy, landlord relationships, grocery shopping etc. We will develop a support plan for the individual. The cost of the plan will depend on the supports required.

Eligible Community Programs and Supports

There are many eligible community programs and supports available in the community for the individual. CLA encourages the people that it supports to integrate and participate in these programs. We can assist in variety of ways:

- ☆ Provide the family and the individual with a list of programs and services available in the community.
- ☆ We will highlight available programs in the community that meet the needs and goals of the individual.
- ☆ We can provide staff support to assist with integration into the program.

Other Important Considerations

You will be making some very important decisions and CLA encourages you to think about the following factors:

- ☆ Develop a plan by yourself or with an organization or professional to help you decide your goals and strategies to achieve these goals.
- ☆ Select supports and services will support your important in life.
- ☆ Decide on the supports that will need from an organization or support worker.
- ☆ Ensure that the organization professional support workers are the “right fit” you.
- ☆ How will you administrate and manage your Passport Funding.?



that
goals
you
or the
for

Planning

We very much encourage you to develop a plan. If you or someone you know has this skill set competency, you can develop your own plan. There are many organizations and professionals that will assist you with your plan. CLA has a proven planning methodology which is person centered and directed. Please ask us for our brochure

Selecting Your Supports and Services

Regardless of whether you are hire your support worker or using an agency, we encourage you to consider this very carefully ensuring that you are directing your supports and services to meaningful strategies that will help you achieve your goals.

Quality is important!

Developmental Service agencies like CLA are governed by regulations set by the government of Ontario.

We also recommend that you develop an annual budget to ensure that your direct funding allocation and other financial resources are enough to pay for your planned supports. If you are hiring your own support worker, we recommend that you access information on your obligations as an employer.

If you are hiring the agency to support you, ensure that they have a plan and that the supports meet your needs.

Ensure the Right Fit for You

The individual has the right to choose his/her support worker. This is a very important professional relationship that will have a significant role in the person's life, therefore it is important that you ensure that you have a support worker that you trust and whom meets your needs.

Passport Funding Administration and Management

You have choices on how your passport funding can be administered. You can manage it yourself, designate joint management of your funds or you can entrust this to an agency. We encourage you to contact one of the Developmental Sector organizations or contact Developmental Services Ontario to discuss your options.

CLA can manage and administrate your passport funding. We would be pleased to discuss this option with you.

How Do I Apply for Passport Funding

If you have been diagnosed with an intellectual disability, you are eligible for passport funding. You must apply to Developmental Service Ontario or you can work with a Developmental Service Organization (like CLA) to guide you through the process.



Contact Us:

DEVELOPMENTAL SERVICES ONTARIO

Extend-A-Family-Passport
Agency
South East Region
24 Advance Ave, Napanee
Phone: 855-237-6737 | 613
354-7977
Fax: 613-354-7990

COMMUNITY LIVING ASSOCIATION, LANARK

CORPORATE OFFICE
Mr. Tony Pacheco,
Executive Director
178 Townline Rd.
Carleton Place ON
Phone: 613-257-8040
tony@clalanark.ca

COMMUNITY SUPPORT SERVICES NORTH LANARK

390 Flora St.
Carleton Place ON
Phone: 613-253-7873
Ccssnorthlanark

COMMUNITY SUPPORT SERVICES PERTH

1 Sherbrooke St. E, Suite
50
Perth, ON, K7H 1M4
Phone: 613-264-0876
cssperth

COMMUNITY SUPPORT SERVICES SMITHS FALLS

25 D Main Street W
Smith Falls ON, K7A 1M4
Phone: 613-283-7436
csssmithsfalls

EMPLOYMENT SERVICES

178 Town Line RD.
Carleton Place ON
Phone: 613-257-8040

Mission

Community Living Association, Lanark County, is a charitable organization accountable to a community based membership and is dedicated to supporting individuals with intellectual disabilities to live a quality life in a state of dignity, with the opportunity to participate fully in their community and to contribute and benefit from societal engagement.

Vision

That all people live in a state of dignity, share in all the elements of living in the community and have the opportunity to participate effectively.

Values

Respect, Dignity, Caring, Responsibility, Inclusion, Team/Family



Website: www.clalanark.ca