**CWTP Guidelines and Resources for 2021-2022 School Year Due to COVID-19 Restrictions**

**CWTP Allowable Virtual Services with Resources**

How to provide CWTP services that are billable through the COVID-19 restrictions?

* **Virtual communication** between ES and CWTP student:
	+ Google Classroom, Google hangout, Zoom, Skype, Skype for Business, Microsoft Teams, Private groups on face book, smart phone, or any platform that allows the ES and student to see one another. For schools using Chromebook or MacBook these will work.
	+ We would recommend the school continue to use whatever they are already using with students.
	+ Must document specific type of virtual communication with CWTP student in all monthly notes and reports.
	+ Must have way to verify type of communication, if requested.
	+ Can email materials for CWTP to download and open during virtual communication.
	+ Electronic signatures are approved.
	+ Phone calls should only be utilized if the student does not have access to internet and/or technology outside of the school building. The ES must document this at the beginning of monthly note and continue to monitor should the student gain access at some point. This type of communication should discontinue immediately after the student gains internet/technology access.
* **Community Work Transition Program: Pre-Employment Transition Services** ES can provide to students virtually:
	+ There is a Pre-ETS Jeopardy-Factile <https://www.playfactile.com/> You can also create your own version for specific lessons/engagement.
* Play Pre-ETS Virtual Games with CWTP students at <https://www.wisc-online.com/search?searchType=3&q=Pre-ETS>
	+ Learn about the importance of work, check out The Job Center for youth: <http://www.youthhood.org/youth/index.asp>
	+ Explore career aptitude assessments and career interest surveys at: <https://www.transitionta.org/system/files/covid19/NTACT_at%20home_Employment_resources_4.10.2020_0.pdf>
	+ Help CWTP student develop a Positive Personal Profile: <https://transcen.org/wp-content/uploads/2019/06/Blank-Positive-Personal-Profile.pdf>
	+ Find more instructional materials, Focus on Employment Preparation and links to websites at NTACT (National Technical Assistance Center on Transition):<https://www.transitionta.org/system/files/covid19/NTACT_at%20home_Employment_resources_4.10.2020_0.pdf>
	+ All kinds of games relating to employment: <https://www.wisc-online.com/search?searchType=3&q=virtual+job+shadows>
	+ NO NTI “packets”, please.

Virtual games must not be the only activity and the ES needs to be facilitating them via approved virtual communication. Each specific game must be included in monthly notes as well as how the activity identified learning objectives for the CWTP student.

Please keep in mind that the CWTP is a unique service. All services should go above and beyond what is required to learn through IDEA.

Must provide Pre-ETS different than what the schools are already doing, although it will be virtual you still need to link everything to employment. No activity will be approved if it’s part of the school curriculum.

1. **Job Exploration Counseling:**
	* CWTP services must be unique, has to be above and beyond what the school typically provides.
	* The key is finding the ones that keep your CWTP students engaged.
	* Explore various careers through videos: [https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.careeronestop.org_Videos_CareerVideos_career-2Dvideos.aspx&d=DwMFAg&c=jvUANN7rYqzaQJvTqI-69lgi41yDEZ3CXTgIEaHlx7c&r=odPRlXULsSdU2huP5b4mQsBWE0hPPJBUK3YdkGv4ess&m=EOAjaakzelfTWEwyItxl6OiSq5o1aVRe0nAgs5omjdw&s=1nbXragR9ewC1HIA6qYJ-7EJchv1qmm24cRup5_kQyQ&e=)
	* Explore in-demands occupations and labor markets in their geographic area through O’Net: <https://www.onetonline.org/>, and other labor market websites with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
	* Informational Interviews with community business owners and/or managers with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
		+ Ex.): CWTP student and ES are on Zoom meeting, and ES (who already has meeting scheduled with Employer) either invites Employer to Zoom meeting or initiates phone call for student to ask specific questions about their job/company and completes learning activity.
	* Virtual tours appropriate for CWTP students with ES present for questions and discussion immediately after each activity. Through approved virtual communication:
		+ Companies that are virtually toured should be in CWTP student’s geographical living area.
		+ Most of the major companies and colleges have virtual tours.
		+ Explore YouTube channels for virtual tours: search for “A day in the life of….”(insert whatever career desired).
		+ Short videos of many career options: [https://www.careeronestop.org/Videos/CareerVideos/career-videos.aspx](https://urldefense.proofpoint.com/v2/url?u=https-3A__nam04.safelinks.protection.outlook.com_-3Furl-3Dhttps-253A-252F-252Furldefense.proofpoint.com-252Fv2-252Furl-253Fu-253Dhttps-2D3A-5F-5Fwww.careeronestop.org-5FVideos-5FCareerVideos-5Fcareer-2D2Dvideos.aspx-2526d-253DDwMFAg-2526c-253DjvUANN7rYqzaQJvTqI-2D69lgi41yDEZ3CXTgIEaHlx7c-2526r-253DodPRlXULsSdU2huP5b4mQsBWE0hPPJBUK3YdkGv4ess-2526m-253DEOAjaakzelfTWEwyItxl6OiSq5o1aVRe0nAgs5omjdw-2526s-253D1nbXragR9ewC1HIA6qYJ-2D7EJchv1qmm24cRup5-5FkQyQ-2526e-253D-26data-3D02-257C01-257Cthewlet-2540email.uky.edu-257C7c9b17705df9464d36e908d827616581-257C2b30530b69b64457b818481cb53d42ae-257C0-257C0-257C637302646559462869-26sdata-3DjvYTTxsnscQIZvu5Q-252BX-252Ffl-252Bh7xnW-252FEFKfXmLOwHS3bU-253D-26reserved-3D0&d=DwMFAg&c=jvUANN7rYqzaQJvTqI-69lgi41yDEZ3CXTgIEaHlx7c&r=odPRlXULsSdU2huP5b4mQsBWE0hPPJBUK3YdkGv4ess&m=yYQb2S1WlPNaTOoWMzYXzCzqfcMBZ9KyZEVc-RSvJh4&s=oni79Qng6Kmut1zAF8MMzrUz8NqGRhjUqNcN7v7PXhQ&e=)
		+ These should be guided tours with ES present during virtual tour, so questions and discussion can occur immediately after.
		+ Each virtual tour and activity must be included in monthly notes as well as how each activity identified learning objectives for the CWTP student.

Must keep documentation that verifies services happen, example: screen shot of meeting with date and time of service, include URL of website and specific description of each activity in monthly notes.

1. **Work Based Learning Experiences:**
	* Internships
	* Job Training
	* Apprenticeship
	* Short-term employment
	* On-the-job Training
	* School based work based learning experience may not have enough opportunities to deal with the demand. Beyond CWTP students participating in the alternate assessment who are working toward career readiness in the state accountability system must meet the required minimum WBL hours per course that leads to the Career Work Experience Certification. These may or may not be students participating in the CWTP.
	* Job Shadowing – Search YouTube for “Job Shadow a…..” (Insert job title). Some giving advice before shadowing a particular career with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
	* Each specific activity must be included in monthly notes as well as how the activity identified learning objectives for the CWTP student.
2. **Post-Secondary Opportunities:**
* Virtual Tours of colleges, universities, or other trainings online with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
* Carl D Perkins Vocational Training Center Virtual Tour with ES present for questions and discussion immediately after this activity. Through approved virtual communication.
* Each virtual tour must be included in monthly notes as well as how each activity identified learning objectives for the CWTP student.
* Downloadable materials of specific information on vocational trainings or online websites with ES present for questions and discussions immediately after each activity. Through approved virtual communication.
* Disability Support Services for trainings
* Application and Admission processes

Must keep documentation that verifies services happen, example: screen shot of meeting with date and time of service, include URL of website and specific description of activity in monthly notes.

1. **Work Readiness Training for Development of Social Skills and Independent Living Skills:**
* Communication Skills
* Interpersonal Skills
	+ - Financial literacy for teens - Youtube or other online website or downloadable materials with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
		- Job seeking skills - Youtube or other online website or downloadable materials with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
		- Employability Skills and/or Soft Skills - Youtube videos such as: <https://www.youtube.com/watch?v=vGjNI16pxn8> or other online website or downloadable materials with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
		- Interview tips for teens – Youtube videos or other online website or downloadable materials with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
		- Understanding employer expectations - Youtube videos or other online websites or downloadable materials with ES present for questions and discussion immediately after each activity. Through approved virtual communication.
		- Details of each specific activity must be included in monthly notes as well as how each activity identified learning objectives for the CWTP student.

Must keep documentation that verifies services happen, example: screen shot of meeting with date and time of service, include URL of website and specific description of each activity in monthly notes.

1. **Self-Advocacy Instruction:**
* Disability Awareness
* Personal Rights and Responsibilities
* How to Request Accommodations
* Services and Supports
* How to Communicate Needs
* **Community Work Transition Program: Transition** **Services**

ES can provide to students virtually:

* + Still awaiting on KDE’s guidance out of CTE for more specifics
	+ Still waiting on specific school plans to reopen for more specifics
		1. **Modified Vocational Assessment (MVA)**
* Virtual meetings through approved communication options to work through assessments.
* Use of online career interests inventories, career aptitude assessments, phone meetings to discuss other related questions, previous observations of student in past years, virtual observations through approved communication options with real-time video capability of student performing job like work tasks, observations of current soft skills through CWTP Pre-Employment Transition Activities and other Educational/parental documented observations, mock interview skills as observed through virtual communications, job journal entries, Positive Personal Profile, etc.
* CVA can only begin after ES receives signed authorization from Counselor.
* CVA must be completed, signed, and submitted to Counselor within 45 days of receiving authorization.
	+ 1. **Job Development/Job Coaching Planning Meeting**
* Virtual meeting with all required participants
* Follow CWTP Policy & Procedures
* Discuss final year of high school and CVA, with specific virtual plan for job search
* Must complete and submit Report to Counselor
	+ 1. **Modified Job Development/Job Coaching Monthly Activities**
* Implement virtual plan discussed at planning meeting
* Job Development Virtual activities may include:
	+ Online job search through approved Virtual Communication – documenting specific activities
	+ Online job application through approved Virtual Communication – documenting specific activities
	+ Virtual Communication for Employer Networks through approved virtual communication – documenting specific activities
* Job Coaching Virtual activities
	+ Still waiting on KDE for specific guidance
		1. **Transition Exit Planning Meeting**
* Virtual meeting with all required participants through approved virtual communication.
* Invite SE, if student was referred.
* Follow CWTP Policy & Procedures.
* Discuss final year of high school and next steps.
* Report must be completed, signed, and submitted to Counselor.
	+ 1. **Job Placement**
* Report must be completed, at least one day after student exits high school.
* Report must include all information about current approved job.
* Report must be completed, signed, and submitted to Counselor.
	+ 1. **Employment Follow –Up**
* Report must be completed, at least 60 days after student exits high school and has worked at least 60 stable days.
* Report must include all information about current job, monitoring of employed youth, and include supports in place/needed.
* Report must be completed, signed, and submitted to Counselor.