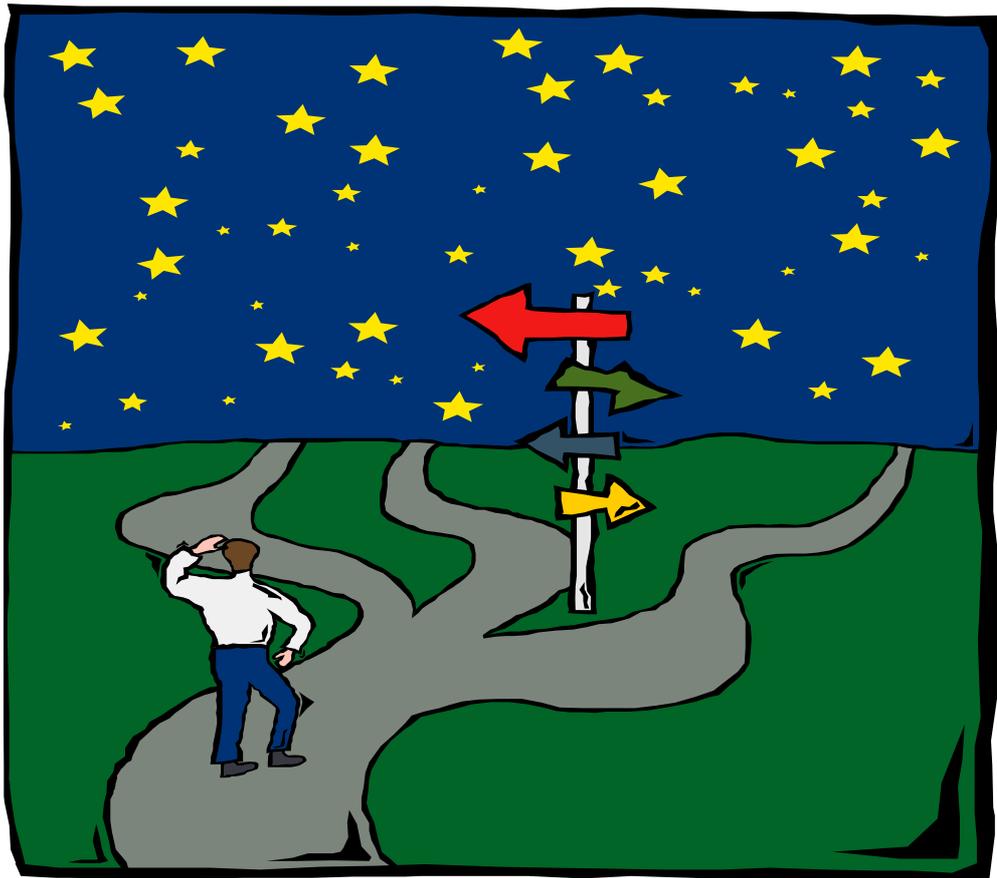


C-TRAN Handbook

A Guide for Young Adults & Families



**Lawrence Public Schools
Community Transition Program
331 & 333 California Street
Lawrence, KS 66044
785-832-5042**

**Jenifer Rovel Jones, C-Tran Teacher
Mistie Copas-Thomas, C-Tran Social Worker**

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Lawrence Public Schools Community Transition Program (C-Tran)

Location:

331 and 333 California Street
Lawrence, KS 66044

Contact Information:

Jenny Rovel Jones, C-Tran Teacher
Mistie Copas-Thomas, C-Tran Social Worker

Phone #: 832-5042
Cell Phone#: 550-4187

Weekly Hours for Young Adults:

M,T,Th,F 8:00 a.m. to 2:30 p.m.

W 8:00 a.m. to 1:00 p.m.
(early dismissal)

C-TRAN—Who we are and what we do!

C-Tran is a community based transition program designed to assist in the transition from school to adult life. C-Tran is one of several transition options offered to young adults with cognitive disabilities ages 18-21. C-Tran is a collaborative effort between young adults, parents, the Lawrence school district, and adult service providers. A planning committee with representation from these groups developed the basic parameters of the program. The program for individual young adults uses a person-centered approach in which the individual's needs and desires are and his/her team.

Young adults participating in C-Tran will be eligible for graduation (i.e. the young adult has met the minimum requirements for graduation, but continues to have education/transition needs); be at least 18 years of age; and have a mild to moderate disability with continued transition needs. Young adults enter the C-Tran program after completing at least three years of high school. At the end of the young adult's "senior" year, he/she goes through a social commencement with his or her class. A certificate is given instead of a diploma because the young adult cannot receive a diploma and still be served by the school district. However, the young adult will receive a diploma upon completion of the C-Tran program.

The C-Tran program is based from a location in the community, not at

the high schools. However, the young adult is still enrolled in school and receives credits through the C-Tran program. C-Tran addresses the following instructional areas: independent living, vocational-employment, social/leisure/recreation, and life-long learning opportunities.

Enrollment into the C-Tran program is decided by December of the young adult's senior year by young adults and their families along with school district personnel and adult service providers. This allows the young adult to participate in social commencement and allows the high schools to plan for staffing needs. For additional information on the C-TRAN program, contact Donna Patton-Bryant, assistant director of special education, at (785) 832-5000.

C-Tran: Objectives and Curriculum

(NOT every young adult will work on every skill. A young adult's time at C-Tran is individualized based on individual preferences, interests, strengths, and needs).

1. Personal Finances

- Applied money concepts
- Being responsible for own money/putting it in a safe place
- Planning/Budgeting
- Money Management (natural consequences)
- Using a calculator or basic math computations

2. Planning/Organizing/Scheduling

- Applied time concepts (face and/or digital watches)
- Time management (natural consequences)
- Being responsible for wearing a watch
- Reading a Calendar
- Using a Planner
- Scheduling/Canceling appointments
- Planning for transportation to appointments
- Adjusting to schedule changes
- Making transitions from one environment to the next without a struggle

3. Grooming/Self Care

- Starting each day with clean hair
- Starting each day with a clean body
- Wearing clean clothes
- Brushing teeth/hair
- Disposal of feminine hygiene products
- Disbursement of medication (when appropriate)
- Keeping track of personal items

Wearing appropriate clothing for the weather
Leaving a clean toilet after use
Maintaining personal identification (i.e. Social Security Card, state ID, or driver's license, birth certificate, etc.)

4. Household Management

Food preparation/consumption/clean up
Using appliances/correct cooking utensils
Hygiene related to food preparation
Reading directions or recipes
Using measuring equipment
Following a menu
Using appropriate table manners
Checking for spoilage and disposal of old food/storing leftovers
Knowing where to store food (i.e. shelf, refrigerator, or freezer)
Wiping down tables, appliances, and counter area

Grocery Shopping

Following a budget
Making a list
Locating items in a store
Using comparison shopping techniques
Time management
Maneuvering a cart
Using proper etiquette
Money transactions
When and how to ask for assistance

Establishing/following a chore chart

Using correct cleaning supplies on appliances/furniture
Washing/drying/putting away laundry
Household maintenance
Being a considerate roommate regarding food intake

5. Social Skills Awareness

Resolving roommate/relationship issues
Social and physical boundary awareness
Appropriate greetings/salutations
Initiating/maintaining, and ending conversations (in person and on the phone)
Understanding family dynamics
Anger management
Understanding the importance of group dynamics and being considerate of others

6. Community Involvement

Approaching cashiers or customer service representatives
Scheduling swimming, racquetball, or use of fitness equipment
Negotiation strategies
Problem solving strategies
Writing a simple letter

Eating out at a restaurant

Placing an order from the menu
Using appropriate table manners
Reading a bill
Counting out correct amount of money, figuring tips and taxes
Staying within budget

Leisure and Recreation

Trying new or different activities in the community
Using appropriate social etiquette while participating in group activities
Returning equipment if necessary
Budgeting for activity
Wearing appropriate clothes for activity
Choosing appropriate "downtime" activities and using time productively

Agency Linkages

Using the telephone to make contacts
Scheduling/canceling appointments
Taking advantage of leadership opportunities
Establishing case management

Self-Advocacy

Speaking up for yourself
Asking questions
Asking for help
Resisting peer pressure
Facilitating their own IEP's

Self-Determination

Taking responsibility for themselves
Having an active role in planning their future
Making choices
Incorporating what they are learning at C-Tran into their adult lives
Decision Making

Transportation

Getting along with others while being transported to a location
Arranging transportation for a specific activity
Canceling transportation when necessary

Brainstorming alternative forms of transportation

7. Health and Safety Practices

Eating healthy

Planning healthy meals

Identifying recreational activities that suit budget/interests

What to do in emergency situations (i.e. fire, adverse weather, etc)

Stranger Danger

Basic first aid

Calling 911

Basic safety practices (wearing a seat belt, crossing the street, using kitchen knives, locking doors, etc.

8. Career Development

Contacting appropriate staff to initiate job search process

Applying for a job

Interviewing for a job

Appropriate grooming and hygiene for a job

Maintaining a positive work history

Problem-solving on the job

Transitioning to a new job

Collaborating with vocational rehabilitation

Baska/Kaufman '02

Lawrence Public Schools Community Transition Program Monthly Themes

August

Getting to Know Ourselves and Each Other

Young adults will assess their individual learning styles, personal boundaries, personal preferences, and community interests as they participate in various activities throughout the month. The concept of team building will be introduced to the young adults as they participate in "icebreaker" activities". Person centered planning will be revisited as the young adults review their MAPS meeting summaries and develop their individual schedules.

September

CIRCLES & Personal Safety

Young adults will view the video entitle "Circles". The video addresses

self-esteem, relationships, and personal space. After viewing the video, each young adult will bring in pictures and develop his or her own circle chart by placing important people in their lives in appropriate circles. Young adults will also be discussing and role-playing home and community safety, will participate in a safety workshop with a community resource officer, and will visit the local police department.

October
Self-Advocacy & Self-Determination

Young adults will inventory their strengths through the IPLAN strategy. This strategy will help them prepare for their IEP's. They will learn the difference between aggressive, assertive, and non-assertive communication. They will also role-play various situations with their peers. The ARC of Douglas County will then present on rights and responsibilities. Many of the C-Tran young adults are also participating in the KU Self-Determination project this month.

November
Social Skills

Social skills instruction will take place in a group setting with much role-play and group discussion. The "Mind Your Manners" and "Be Cool" video series will be reviewed to help promote a mindset for appropriate social behavior. Instruction will then be individualized with each young adult being taught social skills relevant to his/her own needs. The young adults will be reminded of skills learned this month as they occur in natural settings.

December
Sex Education

Douglas County Health Department will work with C-Tran staff on a variety of presentations on reproductive organs, pregnancy, sexually transmitted diseases, contraception, and dating/relationships. Young adults will also have a guest speaker from the GaDuGi Foundation to talk with them about the concepts of sexual harassment and sexual assault.

January
Home of Your Own

This curriculum focuses on interpersonal conflicts that happen between roommates. Some topics include borrowing and lending money, sharing expenses, home safety, and respecting the privacy of others. Problem solving skills are introduced that involve strangers, neighbors, co-workers, friends, family members. And staff or service providers. Young

adults will be encouraged to use problem-solving skills when involved in personal conflicts at home and at C-Tran.

February **Living Options & Being Self-Sufficient**

We will spend this month talking about the different types of living options that are available to each young adult. The young adults will visit different types of living situations and get a feel for which ones they would like for the future.

Young adults will be presented with the concept of being self-sufficient. Weekly budgets and personal expenses will be analyzed as young adults make the connection between having a job, receiving a paycheck, and supporting themselves. Previous C-Tran young adults or other young adults with disabilities in the community will present as guest speakers on achievements and or hardships that they have faced.

March **Employment**

Young adults will select and begin practicing for their Job Olympics events. Young adults will also have the opportunity to develop a resume, have mock job interviews, and discuss and role play the skills needed to get and keep a job.

April **Emergency Situations**

Several experts from the Lawrence community will be invited to C-Tran to talk about safety during emergency situations. A meteorologist from Channel 6 will visit to speak with our young adults about adverse weather conditions and precautions to take when alone during adverse weather. Representatives from the Lawrence Fire Department will come to C-Tran to discuss fire safety and prevention. Finally, the American Red Cross will teach a course about basic injuries and what to do until help arrives. Shelter areas and fire escape routes will be identified throughout these presentations.

May **Recreation and Leisure**

Throughout the year, young adults in C-Tran will be exploring “3rd Places”. During this month, we will visit many recreation and leisure facilities within the town of Lawrence. Young adults will vote as a group on 2-3 end of year activities that will take place in Kansas City or surrounding areas. Young adults will understand the process of enrollment, fee payment, and activity schedules as they conclude this

session.

C-Tran Recognition Ceremony & Picnic

Young adults will participate in an event that will honor the young adults who are exiting the program. This event will include an awards ceremony, meal, diploma presentation, and games.

Kaufman/Baska '02
Revised 8/06 Jones/Thomas

Program Parameters for C-Tran Staff

We work to help young adults and their families to initiate access to community services and activities.

We work with young adults who want to be active participants in the program.

We provide options and assist the young adult in developing their own choices.

We provide situations that create "real life" consequences.

We provide assistance to the young adult in enrolling in community activities.

We allow for the young adult to learn from their mistakes.

We work with young adults who have completed their required district high school credits.

We assist young adults in arranging their own transportation.

We provide independent living skills training (based on the young adult's choice of skills).

We document the progress that the young adult is making in the program.

We provide assistance in the application for job seeking skills.

We engage in job development activities in the community.

C-Tran Rights and Responsibilities for Young Adults

I have the right to:

***be treated with respect and understanding**

***not be laughed at or made fun of by others**

***be safe in the apartment**

I have the responsibility to:

***treat others with respect and understanding**

***not laugh at or make fun of others**

***act safely in the apartment**

and community

***hear and be heard**

***use C-Tran materials and property**

***have my materials and property respected**

and community

***listen quietly and wait turn to talk**

***use C-Tran materials and property correctly**

***respect the materials and property of others**

Young adult and Family Commitment-

For the success of the young adult it is very important for the parent(s)/caregiver(s) to be involved and support the young adult's independence.

Some examples that would help would include:

***Make sure that young adult knows about his/her appointments and schedule changes and can communicate this to staff 24 hours in advance.**

***We focus on independence and providing young adults with the opportunity to problem solve and do things independently, therefore young adults should be practicing the skills they are learning at C-Tran at home and on the weekends.**

***Once a week you can expect your young adult to bring home a life skills homework assignment that may require some assistance from parents or family members.**

***Assist your young adult with follow-up from IEP and/or transition planning meetings.**

***Establish a relationship with an adult case manager and agencies of your young adult's choice—i.e. Social Security, Cottonwood, Independence Inc., etc.**

***Assist in planning for the eventual exit of your young adult from school services**

***Assist your young adult in making the most of their C-Tran experience by practicing and using self-determination and self-advocacy skills.**

***Part of the uniqueness of the C-Tran program is that the young adult directs their learning experience, so what they put in to it will help them to reach their goal.**

Natural Consequences

C-Tran staff work diligently to provide as many learning opportunities possible for the young adults in the program. We use a concept from "Love and Logic" where we provide guidance and allow the young adults to experience direct, natural results/consequences of their choices. We intentionally do not step in and solve all of the young adult's problems, so that they can fully learn from their experiences.

Weekly Budgeting

It is the young adult and family's responsibility for the young adult to have money with them every Monday. It is very important to stick with the \$30-\$35 budget so that the young adult has enough money, but is still able to practice and gain a real world understanding of needed budgeting skills. We find that young adults who come to school with extra money do not feel the need to stick to their budget because they know they have extra. If any family is experiencing financial hardship, please contact us to discuss individual options.

C-Tran Program Expenses

Although C-Tran students report daily to the C-Tran duplexes, they are still required to enroll at their former high schools. Young adults need to pay the enrollment fees and have the option to apply for fee waivers if needed. The C-Tran program is an elective (vs. required) class option for students who meet the referral requirements. Due to the nature of the program there are additional expenses. It is also a program based on individual choices. Many of the learning activities that young adults choose to participate in will cost money. It will be the responsibility of each individual young adult and his/her parent to pay for any of the following activities. Financial assistance will be approved by administration and made available to young adults in need on an individual basis.

If students are using budgeting skills (making choices, using coupons, etc.) they should not need more than \$35.00 per week. There are 5-6 after school or end of the school year special events that the young adult may chose to attend that may require them to spend more than \$35.00 that week.

Required Expenses (Approximately \$30-\$35 per week)

1. Weekly groceries \$15-\$20

Young adults purchase groceries each week so that they may benefit from instruction in budgeting, money management, comparison-shopping, food preparation, food care, safety in the kitchen, etc. If a young adult can't afford groceries, a young adult may apply for free and reduced lunches. These lunches are prepared by Free State High School. It is important to note that one of the main program objectives at C-Tran

is to improve daily living skills. We strongly encourage all C-Tran young adults to do their own cooking.

2. Weekly 3rd Places \$4-\$6 (i.e. Classic Gourmet, Panera Bread, Munchers, etc)

This is one social component of C-Tran. Again, this allows young adults the opportunity to manage and count money. It also serves as a social outlet. We hope that young adults will revisit these environments when they leave our program.

3. Weekly Lunch Out \$7-\$10

Young adults vote and can choose between two restaurants each week. On Fridays, the entire group goes out to eat. Young adults learn how to choose an item from a menu, order their meal, pay for their purchase and figure a tip (when necessary). The amount of purchase varies each week. This is a great opportunity for problem solving. Some young adults must come up with creative solutions because they have mismanaged their funds or they have miscalculated their budget. Young adults who work during their lunch hour can choose to eat at work or take a sack lunch.

Individual/Optional/Additional Expenses

(These vary from week to week and are based on young adult choice.)

1. Bowling: \$1.60 per visit
2. Lawrence Athletic Club membership or Park district classes
3. "Club" fees: occasional fees for needed supplies for the "clubs" young adults choose as a part of their individual schedules.
4. Various field trips: cost varies (i.e. Pumpkin patch, Topeka mall, Topeka Zoo, movie in KC, Festival of Trees, Worlds of Fun, swimming, celebrations, etc.)
5. Adopt-a-Family: \$5 This is a one time optional donation in December.
6. Lawrence Transit System: Fixed \$.75 per trip. Door to door service (T-Lift) \$2.00 per trip.
7. Personal shopping for needed/wanted items at local stores: \$1-\$3 per trip.

Lost and Found: Young adults must pay \$.25 to retrieve items in the lost and found. This money is collected and used for a young adult field trip at the end of the year.

Components of C-Tran

(These components are individualized to meet the needs of each young adult!)

Work at least 2 hours per day with Work Experience Program

Participate in health and fitness activities 2-3x per week

Participate in budgeting and planning

Participate in cooking and grocery shopping

Maintain good attendance

Complete homework

Participation in IEP and transition planning

Being willing to work towards becoming an independent adult

Learn and manage an individual schedule

Follow the community norms

Understand respect, responsibility, and teamwork

Use SHARE behaviors

Bring Daily Basics (wear a watch, bring wallet, etc.)

Participate in Clubs of their choice

ATTENDANCE

The C-Tran week of curriculum and activities is designed for young adults to attend Monday through Friday. Planning, budgeting, cooking, and money management activities continue throughout the week, and if a young adult misses a day it is sometimes difficult to catch up.

The young adults stay very active at C-Tran. Fridays are extremely busy with activities in the community. If possible, do not schedule appointments for Fridays. C-Tran staff need to be informed of any outside appointments that must occur during the school day so that the young adult's schedule can be updated. This is especially crucial for Fridays due to the staff and young adults spending the majority of the day away from the

duplexes.

If any young adult is having difficulty meeting attendance requirements, the young adult, family, and IEP team will come together to meet and resolve the attendance issue.

Important Attendance Information for Young Adults and Parents

What does C-Tran need to know if your young adult is going to be absent?

*If your young adult is sick and will not be attending C-Tran that day, they need to call C-Tran at 785-832-5042 and Laidlaw at 841-3594 to cancel their buses.

*Your young adult should also notify C-Tran staff if they are not going to be attending work.

*Due to the nature of individualized scheduling for our large group of young adults, please try to schedule your medical or agency appointments after school time.

*If your young adult cannot avoid appointments during school time, he or she should verbally notify C-Tran staff at least 24 hours before and write the information on the C-Tran appointment list.

What does your young adult's employer need to know if they are going to be absent?

*Your young adult will need to notify the employer if they are going to be absent or late.

*On a few special occasions during the school year, such as the end of the year recognition ceremony or field trip, C-Tran staff will work with young adults to fill out a request off form that they need to take to their employer, have their employer sign it, and return the form to C-Tran.

C-Tran Cell Phone Guidelines

All young adults bring cell phones to C-Tran will be required to keep their cell phones in their backpacks, purses, or mailboxes. Use of personal CD players and electronic games is limited to free time only.

If a young adult is demonstrating improper use, individual arrangements will be made to ensure that they will not be making calls at a time when cell phone use is not a necessity.

These are guidelines that all young adults at C-Tran are required to follow. Young adults will always be allowed to use their cell phones in necessary or emergency situations at C-Tran and in the community. On the whole, we want to promote opportunities for young adults to learn to use their cell phones independently at necessary times.

These guidelines will be going into effect in order to eliminate the possibility of social calls, text messaging, and gaming that could take away from the young adult's instructional time and learning experience at C-Tran.

Cars/Driving Guidelines

Use of Personal Cars at C-Tran by Young adults

Young adults will be able to drive personal cars for the following C-Tran activities:

- *Drive to and from C-Tran at the beginning and end of the day.
- *Drive to and from work
- *Drive to activities where the young adult will leave for work from and/or return to after work

In addition:

*Young adults will not be allowed to transport other young adults or staff to any C-Tran day activity. (It is up to the parents of all young adults involved to determine the appropriateness for evening/weekend activities.)

*Young adults will not be supervised while driving their own vehicles

*Parking will be assigned on an individual basis by the C-Tran staff. The number of C-Tran vehicles, staff cars, and the narrow streets surrounding the duplex will be considered when determining where young adults will park. At times, young adults may be required to park in a school district lot, not too far from the C-Tran apartment, if appropriate parking is not available at the duplex.

*USD 497 and staff are not liable if anything happens to the vehicle.

*The young adult will use alternative means of transportation (i.e. C-Tran vans, school bus, the T) if the young adult's vehicle is not operating correctly until it has been fixed or checked out by a mechanic. The vehicle must be safe and reliable.

*The privilege of driving and using a personal car may be revoked if the young adult, parent, or C-Tran staff has concerns about the young adult's reliability, safety, etc.

*Even if the young adult has his/her own transportation, young adults may

be encouraged to learn to use public transportation as an independent living skill.

Community-Based Instructional Experiences

Young adults will be involved in daily community-based instruction in Lawrence. Young adults are responsible for sharing their community schedules and activities with their families, guardians, and/or group home staff. At the student's MAPS meeting or at the beginning of each school year, young adults and parents will sign and return a permission slip authorizing that the young adult has permission to travel with C-Tran staff in C-Tran vehicles or on public transportation on local community-based instructional activities in the Lawrence area.

On a few occasions during the year, young adults may choose to participate in community-based activities (Job Olympics, end of year activities) in the Topeka or Kansas City areas.

Quarterly After-School Activities

Each quarter young adults have the option of participating in 1 or 2 activities outside of the school day that are both social and educational experiences.

C-Tran staff will transport young adults from C-Tran to the activity location and back to C-Tran. Parents and young adults are responsible for transportation to and from home.

If a young adult has a transportation conflict and would still like to attend, contact C-Tran staff at least 2-3 hours before the activity.

Staff Support and Fading

Young adults are working towards independence at the apartment and in the community. Young adults will begin the year with much staff support and instruction throughout the day. However, staff will be gradually fading out their support as each young adult becomes more independent. Once a young adult has consistently demonstrated the ability to do an activity independently, C-Tran, the young adult, and the family can make the decision to fade out supervision during a specific activity (i.e. riding the T-bus, exercising, etc.). This will be done on an individual basis. Before supervision is faded completely, young adults and their families will sign a written agreement regarding the specific times when support will be faded out.

In Closing

We are very pleased that you and your young adult have decided to participate in the C-Tran program. The C-Tran program provides a unique experience for young adults to develop their independent living skills to become confident and contributing members of the community. We hope to help your young adult realize their goals and dreams.

Words from some of our current second year students at C-Tran:

Sherry: It's a great program. We learn stuff. It's fun. The teachers are really nice.

Jordan: It's a really good program. I'm learning how to cook, budget, bill pay, daily chores, and to throw away food that has turned rotten. I have made new friends and I also have friends from Lawrence High. C-Tran has really helped me a lot. I do dishes when I'm done with my meal.

Drew: I have learned how to cook. I can be on my own. I like the program. We do fun stuff. I can work while I'm here.

Jelani: I like C-Tran. I've learned to cook and shop. I like everything we get to do. I'm glad we are learning all this stuff.

Anthony S: This is my second year and I've learned how to cook meals and do things just like an adult would do. My favorite part is being able to interact and practice my social skills with everyone—staff and students!