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Morgantown Industries



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LifeSkills Industries Program Descriptions

Community Habilitation Supports

- ◆ Supports are structured around work and living skills.
- ◆ Support plans of each individual are developed annually and based on the individual's outcomes and preferences for services provided.
- ◆ Programs may include: Community Living Skills, Vocational Skills Training, Social Skills Development, Community Exposure and Integration, Recreational Activity and Creative Expression.
- ◆ Supports continue to develop opportunities for community integration and training to develop natural supports for individuals served.
- ◆ Programs are funded through either State General Funds (SGF) or Supports for Community Living (SCL) a Medicaid waiver program.

Community Employment Supports

Vocational Evaluation

- ◆ Vocational Counseling
- ◆ Vocational Assessments/Evaluations
- ◆ Community Referral Assistance for: Medical Care, Transportation, Housing, Utilities, Food and Clothing

Traditional Job Placement

- ◆ Work Adjustment
- ◆ Identification of Job Interests
- ◆ Employment Skills Training
- ◆ Job Development
- ◆ Follow-up Services
- ◆ Assistive Technology Referrals for Work Site accommodations

Supported Employment

- ◆ Assessment of an Individual's Work Skills
- ◆ Person Centered Job Selection (PCJS)
- ◆ Trial Work
- ◆ Job Development
- ◆ Job Analysis/Matching Employer's Needs
- ◆ Job Training/Coaching
- ◆ Extended Follow-up
- ◆ Assistive Technology Referrals for Work Site Accommodations

Community Habilitation Supports

One hundred and seventy-eight (178) individuals received supports through the Industries Community Habilitation (CH) programs at our four locations in FY 2004. Currently, there are one hundred and fifty-five (155) individuals participating in our community Habilitation programs.

Number of individuals who participated by location during FY 2004

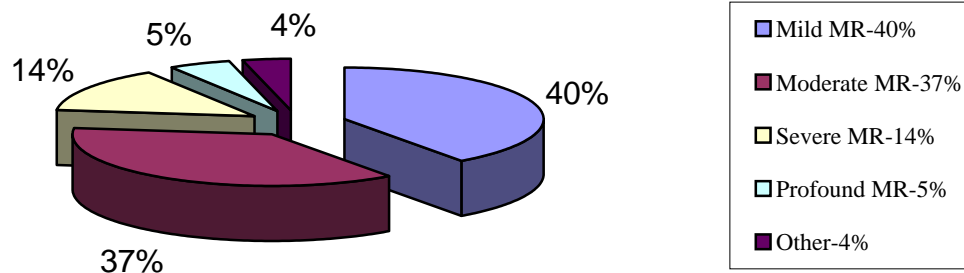
Bowling Green	103
Morgantown	18
Russellville	35
Scottsville	22
	<hr/>
	178

Twenty-three (23) individuals left the Community Habilitation programs to the following:

Adult Day Care-9
Alternative Services-2
Community Employment-3
Moved Out of Area-2
Returned to School-1

Behavioral Issues-2
Health Reasons-1
Declined CH Services-2
Deceased-1

Developmental Disability of Those Participating in Community Habilitation



Community Habilitation Supports

Highlights of FY 2004

- ♦ **Work opportunities have expanded with the addition of Dana, Emerson Electric, S-R of KY, and Waste Management Service of Russellville**
- ♦ **The Community Resource Program started again serving individuals, one on one, in developing natural supports in the community to pursue their outcomes**
- ♦ **We have enhanced the number of smaller work and activity groups to serve a broader range of outcomes**
- ♦ **Physical restraints decreased from 13 the previous year to 8 in FY 2004 due to efforts to provide pro-active and positive crisis prevention alternatives**
- ♦ **Activities offered this year include art, theatre, daily living skills, cooking class, computer class, fitness, vocational skills training, volunteer and paid work opportunities, and social skills training**
- ♦ **Structural and Services Accessibility was celebrated at the Annual Open House in June 2004.**
- ♦ **Accessibility improvements included: Lowering of thresholds on exit doors for wheelchair mobility, Handrails installed in front hall of building in Warren County, Handrails in bathrooms to meet individual needs in Warren County, Handrails in bathrooms to meet individual needs in Warren and Butler counties**
- ♦ **Sidewalks lowered in Butler and Logan counties.**

Goals for FY 2005

Maximize the number of individuals we support at alternate settings which are away from the work center.

Continue to focus on getting resources to build on Community Inclusion.

Maintain satisfaction from individuals we support and their families.

Supports will continue to enhance the quality of life for individuals.

Additional work options available.

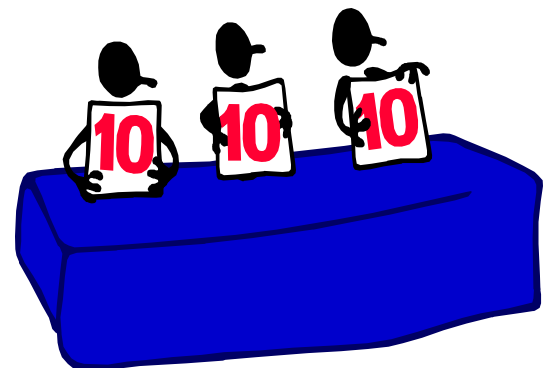
Increase the number of alternative activities provided.

Accessibility-Modifications to the web site for accessibility and feedback.

Thresholds lowered in Russellville for wheelchair mobility.

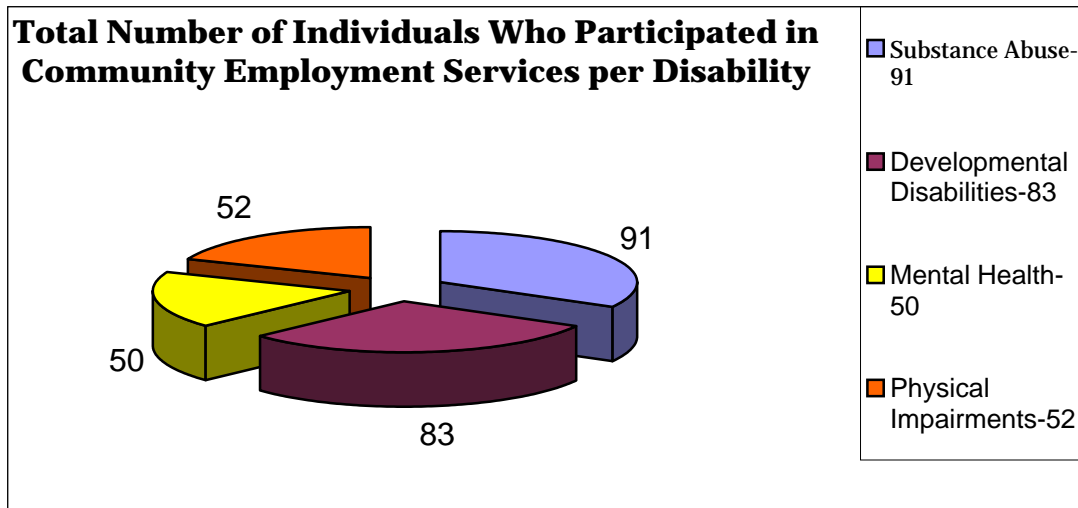
Satisfaction Results for 2004

LifeSkills Industries values the input we receive from the individuals we support and their families. Annual satisfaction surveys are conducted to gather individual's and family input. This information is utilized to ensure quality supports are provided and to improve or change supports as indicated by the surveys. Overall satisfaction has remained unchanged from last year's results. The individuals we support reported 95% satisfaction for FY 2004 and their families reported 98% satisfaction for FY 2004.



Community Employment Services

Two hundred and seventy-six (276) individuals participated in Community Employment Services during FY 2004. Of the two hundred and seventy-six individuals who participated, two hundred and twenty-four (224) participated in Traditional Job Placement Services and fifty-two (52) individuals participated in Supported Employment Services.



LifeSkills Industries Traditional Job Placement Services collaborate with various local agencies. Sixty-two (62) individuals who received services during FY 2004 were involved in legal or diversionary programs such as:

- >Warren County Drug Court
- >Warren County Judge Court
- >Probation and Parole
- >LEAP
- >Bowling Green Group Home

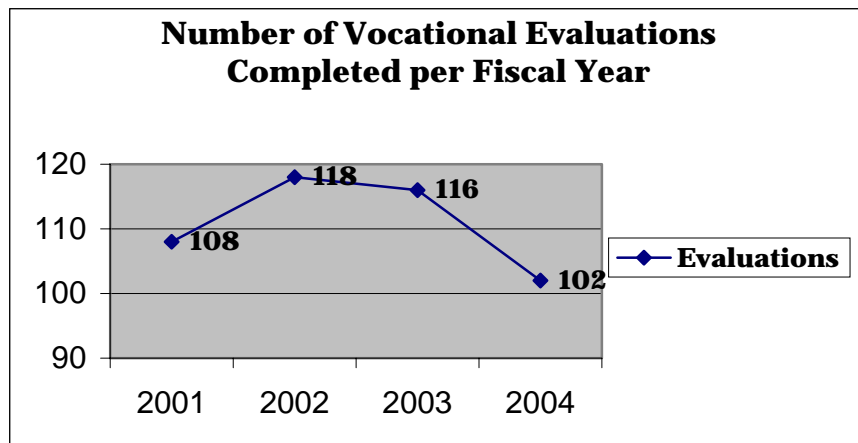
LifeSkills Industries utilizes a holistic approach to service delivery by helping individuals to not only obtain vocational training needed to obtain competitive employment, but also to secure the support services needed to ensure long-term employment retention. There were one hundred and forty-four (144) referrals issued to local non-profit agencies for this support. *Thank you* to the following agencies for their collaboration and support.

**Community Action of Southern Kentucky
St. Vincent DePaul
Oakland Mt. Zion Church
Salvation Army
Hillvue Heights Baptist Church
Goodwill
HOTEL, Inc.
Bowling Green Warren County Welfare**

**Bowling Green Housing Authority
Warren County Section 8
Bowling Green Towers
Bowling Green Technical College
WIC
Benefits Plus
Commonwealth Health Free Clinic
Dept. for Community Based Services**

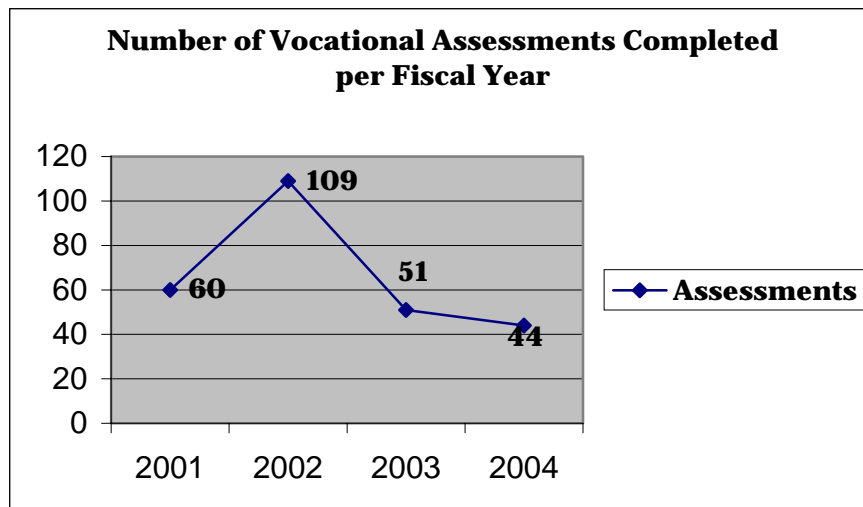
Community Employment Services

Community Employment Services are utilized to assess individual needs and to provide opportunities for individuals with disabilities who desire to enter the competitive workforce. A comprehensive vocational evaluation is conducted to identify employment barriers. Participants that are interested in pursuing employment are referred for job placement assistance to assist individuals in reaching their employment potential.



Vocational evaluation completions remained fairly steady due to quality service enhancements such as:

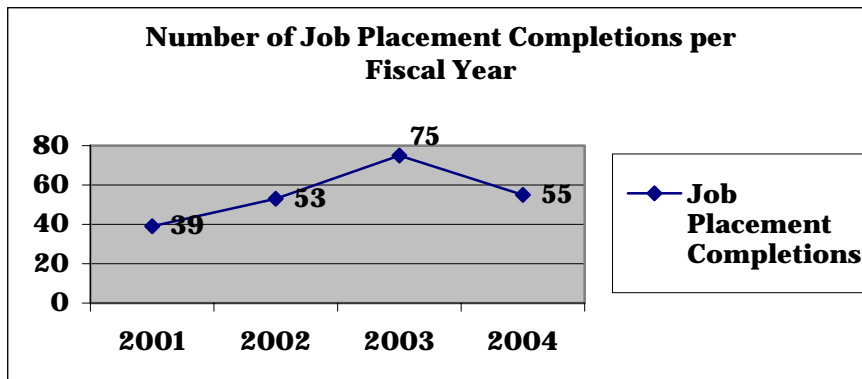
- > **Community Assistance Referral Program**
- > **Increased focus on minimizing amount of time required to complete evaluation**
- > **Increased work opportunities made available during work adjustment**
- > **Consumers entering services are in crisis and have limited resources**



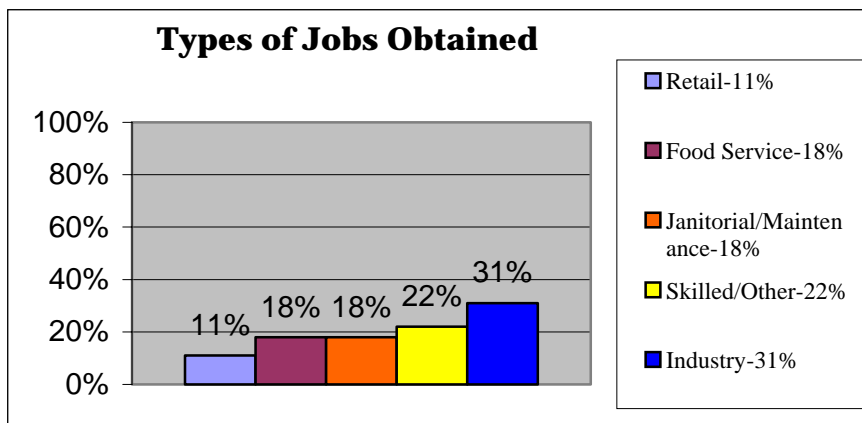
There was a 7% decrease in the number of assessments completed during FY 2004. Program staff currently travel to Barren County to provide assessments for the Office of Vocational Rehabilitation one day per week. It is anticipated that the number of referrals for this service will continue to decrease during the 2005 fiscal year.

Community Employment Services

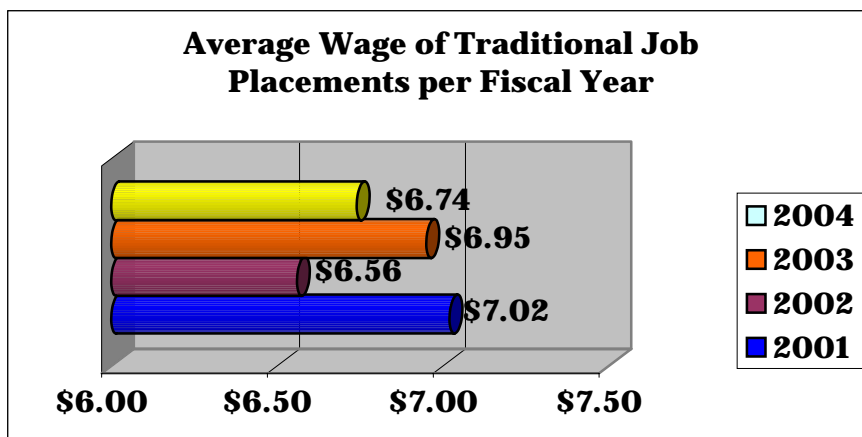
Traditional Job Placement staff are dedicated to providing services that are individualized and honor personal choice. Placement locations are identified and worksite assessments are conducted to ensure a successful placement match is made.



Interests and aptitudes are explored during vocational evaluation and job placement services to ensure that a good match is made between the job seeker and the employer. Several local businesses are working with LifeSkills to find quality applicants for their position openings. Continued focus on increasing partnerships with local employers will be conducted during the 2005 fiscal year.



LifeSkills Industries Traditional Job Placement counselors have been successful in assisting individuals with obtaining employment in a variety of occupations according to their individual interests and skills.



Community Employment Services

Traditional Job Placement Outcomes

<u>POSITION</u>	<u>WAGE</u>	<u>CLOSED</u>
Assembler	\$10.00	07/07/03
Dump Truck Driver	8.00	07/14/03
Waitress	5.15	07/22/03
Cashier	6.75	07/30/03
Sales Associate	5.75	08/02/03
Housekeeping	6.00	08/05/03
Production Support	6.43	08/14/03
Food Prep/Cook	6.00	08/17/03
Baker	8.50	08/17/03
Maintenance Worker	8.75	08/22/03
Production Support	5.59	08/25/03
Production Support	5.73	08/25/03
Farm Helper	5.00	09/03/03
Sitter	6.60	09/09/03
Waitress	6.05	09/23/03
Machine Operator	5.65	09/25/03
Sanitation Worker	7.00	09/25/03
Home Health Provider	6.50	10/02/03
Housekeeping	6.00	10/07/03
Warehouse Loader	7.00	10/15/03
Material Handler	6.50	10/16/03
Caretaker	8.33	10/18/03
Forklift Driver	6.65	10/28/03
Production Support	5.15	11/13/03
Cashier	5.85	11/21/03
Sales Associate	5.30	11/27/03
Baker's Helper	7.50	11/27/03
Farm Helper	6.00	12/06/03
Production Support	6.43	12/10/03
Courtesy Clerk	5.15	12/10/03
Housekeeping	6.00	01/01/04
Cashier/Cook	6.00	01/01/04
Janitor	6.50	01/20/04
Production Support	5.58	01/26/04
Maintenance/Janitorial	7.00	02/03/04
Production Support	5.15	02/03/04
Maintenance Technician	7.50	02/04/04
Janitor	7.00	02/09/04
Production Support	5.18	02/23/04
Telemarketer	8.00	02/29/04

Traditional Job Placement Outcomes

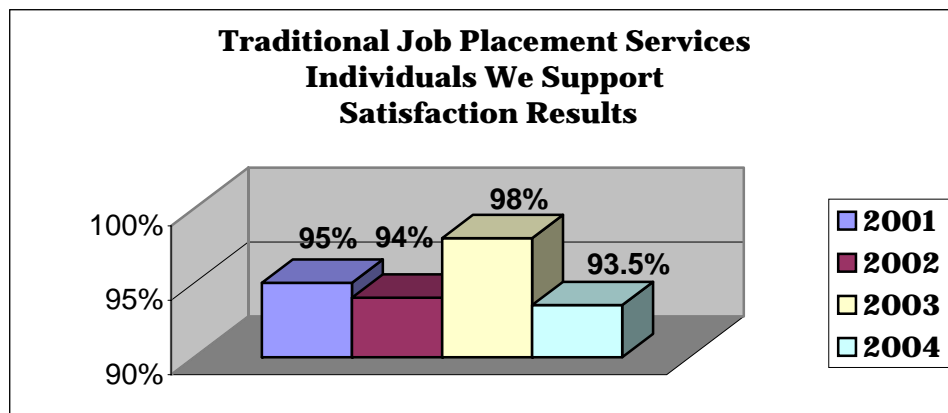
<u>POSITION</u>	<u>WAGE</u>	<u>CLOSED</u>
Telemarketer	8.00	03/22/04
Sales	19.50	04/09/04
Housekeeping	6.25	04/17/04
Packer	7.50	05/06/04
Telemarketer	6.50	05/07/04
Cashier	5.40	05/09/04
Child Care Worker	6.00	05/19/04
Production Support	6.31	05/23/04
Diagnostic Clerk	12.00	05/23/04
Cook	5.50	05/24/04
Cashier	5.50	05/24/04
Waitress	5.15	05/27/04
Production Support/Janitorial	5.70	06/15/04
Glass Cutter	6.50	06/18/04
Food Prep	5.50	06/30/04

The average hourly wage for Traditional Job Placement employment outcomes is \$6.74 per hour.

Satisfaction Results

In order to continue to meet the needs of participants and employers, we utilize a Quality Improvement System.

Community Employment Services is committed to collecting data from program participants that enable us to enhance service delivery to meet individualized needs. Data collection is conducted anonymously.



Survey Return Rates

**Vocational Evaluation
Job Placement**

FY2003

**66%
68%**

FY2004

**77%
79%**

Community Employment Services

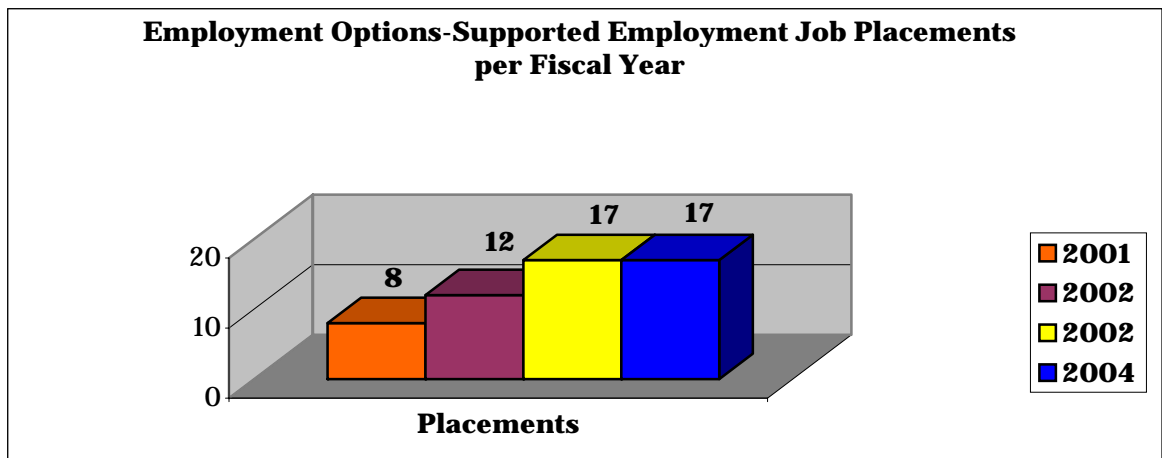
Employment Options is a Supported Employment Program that offers a comprehensive support network to assist individuals with mental retardation in locating and maintaining employment. Staff provide companies with effective ways to meet personnel demands. Services provided include individualized screenings, person centered job selection, job development, and extended follow-up and training services. This program is provided on a long-term basis and services continue until the consumer is able to develop a natural support network at the job site to ensure job retention.

Employment Options Supported Employment Placements for FY 2004

<u>Position</u>	<u>Wage</u>	<u>Date of Placement</u>
Stocker	5.45	08/24/03
Lobby Attendant	5.15	09/02/03
Clerk	6.50	09/03/03
Janitorial	6.50	10/06/03
Dishwasher	7.00	12/19/03
Lobby Attendant	5.50	01/16/04
Lobby Attendant	6.00	01/18/04
Janitorial	5.15	02/03/04
Dishwasher	5.25	02/17/04
Game Room Attendant	5.50	02/20/04
Laundry	8.36	03/22/04
Lobby Attendant	5.15	05/04/04
Product Promotions	5.15	05/19/04
Box Assembler	5.15	05/24/04
Dishwasher	5.50	05/24/04
Cook	5.50	06/15/04
Stocker	6.00	06/30/04

The average hourly wage paid to consumers entering the workforce through Employment Options during FY 2004 was \$5.81. This is a \$0.24 increase from FY 2003.

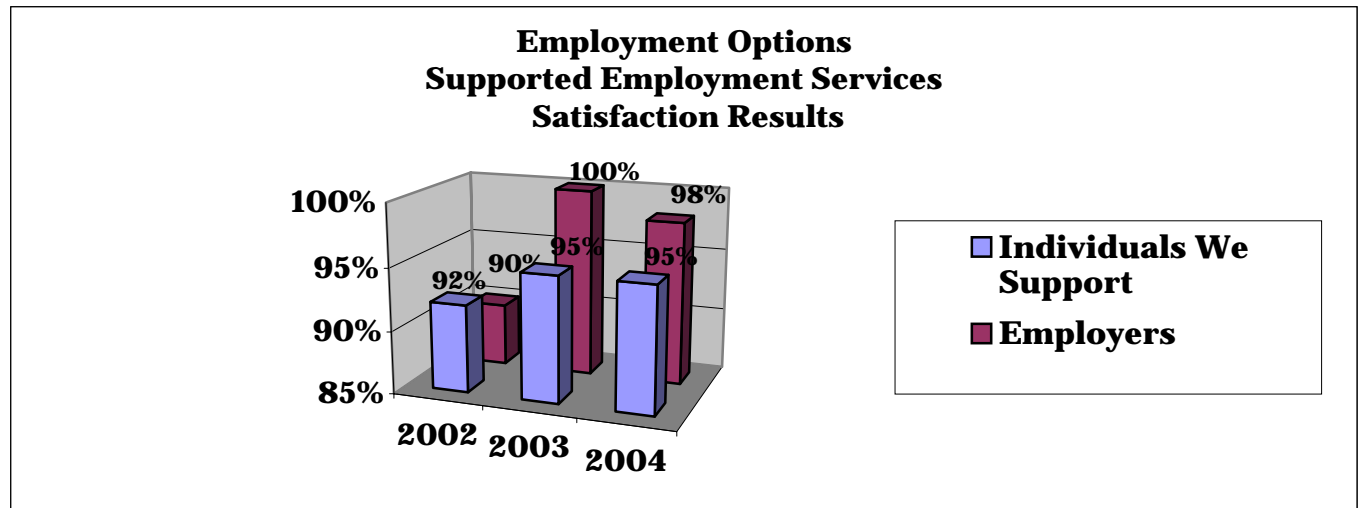
Fifty-two (52) individuals have received services during FY 2004. Seventeen (17) placements occurred during this time. Eleven (11) of the seventeen placements were for newly referred consumers and six (6) of the seventeen were re-placements.



Community Employment Services

Employment Options...Opening Doors for Brighter Futures!

Eight (8) individuals graduated SE services during FY 2004 due to their ability to perform and maintain their jobs independently. Employers were also recognized for providing support systems that enhance competitive opportunities for individuals with disabilities. These employers included: Winn Dixie, Mancino's, Shoneys, LaPetite Day Care, Houchen's, Wal-Mart, Community Education and Greenwood Mall-General Growth Management.



Things to Strive for in FY 2005

- ◆ Increase wages paid to individuals obtaining employment through participation in Supported Employment Services by 3%.
- ◆ Increase individuals we support satisfaction through utilization of individualized program planning for job placement, training and follow-up supports.
- ◆ Increase the number of individuals who transition from Community Habilitation Services to paid competitive employment.
- ◆ Expand employer contact base by developing five (5) new partnerships in the service area.

Community Employment Accomplishments during 2004

- ◆ The Emergency Housing Grant provided \$3,488.00 in rent payments.
- ◆ The Supports for Community Living (SCL) waiting list for Supported Employment Services was eliminated with services offered to all!
- ◆ The return rate for Consumer Satisfaction surveys increased by 11%.

Praises from Employers and Individuals We Support

“Employment Services has done an excellent job with the services and opportunities we have had!”

“Staff was great, and we used new methods to help our staff learn how to work with others that need help!”

“The time we worked with the Supported Employment Services was excellent. They were all there when we needed them.”

“Thank you for all you have done for me”

“They have been very good and completely understanding of my health problems and other problems and needs.”

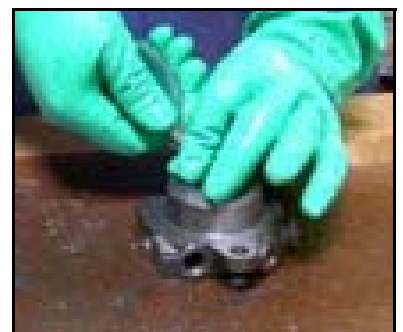
Industrial Customers

Company

ACK Controls
American Rubber Products
Aramark
Auburn Hosiery Mills
Bada
Bartley Enterprises
Beginnings Publishing House
Bluegrass File Management
Brent Industries
Camping World
Chuo Precision Spring
Commonwealth Brands
Construction Bolt
Dana
Desa
Dollar General
Emerson Electric
Freudenberg
General Motors
Gerald's Printing
Hills Pet Foods
Holley Performance Products
Huish Detergents
Sensus
Longview Fibre Company
Morgantown Plastic
Packaging Systems
Quick Fuel Technology
S-R of Kentucky
SCA Incontinence Care
Sofanou
Stoody
Sumitomo
Sun-Tec
Toyo
Tyco Adhesives
Tyco Electronics
Ventra Plastics
Waste Mgmt. Services
Weyerhaeuser

Location

Glasgow, KY
Morgantown, KY
Bowling Green, KY
Auburn, KY
Bowling Green, KY
Russellville, KY
Bowling Green, KY
Bowling Green, KY
Franklin, KY
Bowling Green, KY
Glasgow, KY
Bowling Green, KY
Bowling Green, KY
Glasgow, KY
Bowling Green, KY
Scottsville, KY
Russellville, KY
Madison, TN
Bowling Green, KY
Bowling Green, KY
Bowling Green, KY
Bowling Green, KY
Bowling Green, KY
Russellville, KY
Bowling Green, KY
Morgantown, KY
Carrollton, KY
Bowling Green, KY
Bowling Green, KY
Bowling Green, KY
Auburn Hills, MI
Bowling Green, KY
Scottsville, KY
Glasgow, KY
Franklin, KY
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Russellville, KY
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Bowling Green, KY



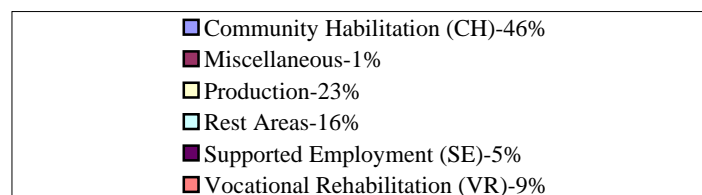
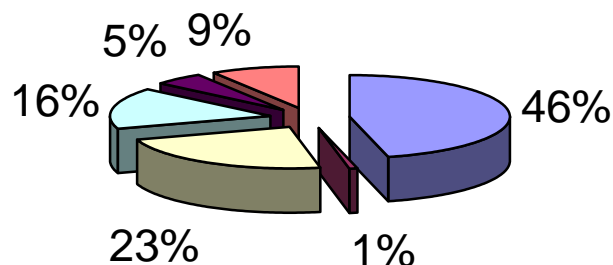
Accreditation/Revenue

Fiscal year 2004 was an exceptional year for LifeSkills Industries. This year we saw an increase in services to people in our Community Habilitation programs, a reduction in the number of individuals waiting for Supported Employment services, and an increase in revenue in our production areas.

Our CARF accreditation site survey was completed in August of this year and LifeSkills Industries received a three year accreditation. "Dignity and respect shown to the people we support...", "highly skilled and dedicated staff..." were some of the comments received from CARF surveyors. LifeSkills received a commendation for exemplary conformance in the use of the Fish philosophy in it's daily operations.

This coming year, we have committed to increasing the resources to provide more community inclusive activities for individuals in our Community Habilitation programs and to continue to be innovative in providing more Supported Employment opportunities.

Revenue FY 2004



Revenue Highlights

- ◆ Overall increase in revenue by 12%
- ◆ Total revenue \$3,747,865.00
- ◆ Community Habilitation revenues increased by 29%
- ◆ Production revenues increased by 23%
- ◆ Wages paid to people with disabilities \$239,659.00
- ◆ Holley Performance Products packaged at 3 of 4 locations
- ◆ Sofanou moved all assembly operations to our Morgantown location