

*support* *dream*

*discover*

*plan*

# On My Way

Transition Planning Workshop Guide  
For Students and Families



inclusion **BC**



# About the Transition Project

Since 2011 Inclusion BC's Transition Planning Workshop has been presented to families in communities throughout the province. This guide is a valuable accompaniment to the workshop or, used on its own, can help prepare a student for life after high school.

A blog has also been developed to showcase the planning process. Our cameras have been following four unique, talented and enthusiastic students and their families, who have generously agreed to share their hopes, dreams, challenges and successes as they prepare to leave high school. Visit the blog at [www.transitionplanningbc.ca](http://www.transitionplanningbc.ca)

The information found in this booklet is organized by age and is based upon the "Roles and Tasks Timeline for Transition Planning Team Members" (Appendix C of the Cross Ministry Transition Planning Protocol, revised September 2012).



# Meet the Students



Kayla

Hi! My name is Kayla. I love to play my Wii. My favourite Wii game is Just Dance 3. I love to eat sushi. California rolls are the best! I love cheerleading, and I'm on a cheerleading team. I love dancing and music. My best friends' names are Shannon, Melissa, and Kayla L. I want to be a teacher some day because I love kids.



Devon

Devon is a 2012 graduate from Dr. Charles Best Secondary in Coquitlam. He loves going to school and being with his friends. Devon is very creative. He loves to draw pictures, sketch and build lego cities. During his time at Charles Best, he participated in Theatre production, volunteered for stagecraft and had his first performance on stage.



Kit

Hi! My name is Kit. I go to Dr. Charles Best Secondary. I have two brothers. One of them is my twin. Both my brothers play hockey, and I love to go to all their games. My favourite team is the Vancouver Canucks. Every day after school, I go swimming, sometimes with friends, but mostly with my Mom. I also play baseball in the spring. I love the hotdog we get after baseball. I have two black cats named Jose and Flopsy. My favorite foods are Chinese food and pizza.



Olivia

My name is Olivia, and I'm 17 years old. I am in grade 12 at Dr. Charles Best Secondary. I have three sisters and a dog named Jake. I have many favourite foods like pancakes with ketchup and syrup. I also like macaroni with ketchup. I have a collection of dolls, and I enjoy the Wii game. My favourite singers are Justin Bieber and Selena Gomez. For activities, I enjoy trampoline, cheerleading, hip hop dancing, and traditional Italian folk dancing. I also take swimming lessons. My favorite colour is pink, and I want to be a doctor.

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# Person-centered Planning

## Why It's Important

Person-centered planning empowers people to take control of their own future. It puts the person in charge of defining the direction for their lives, which ultimately leads to a fulfilling life of being included in community.

There are many ways you can plan for the future, but the key to planning is keeping the focus on the person's gifts and desires for the future. A few guiding questions that all person-centered planning tools include are:

- What are your gifts and strengths?
- What works for you? What doesn't?
- How do you learn best?
- What things are important to you?

**THOSE PRESENT**  
Tristan  
Megan  
Robin  
Kathy  
Syle  
Donna  
Tenny  
Brittany  
Siobhan  
Carl

**KITS PATH** Dec. 19, 2011

**GREAT COMMUNICATIONS SUPPORT**

NOW	ENROLL	FIRST STEPS	NEXT MONTHS
<ul style="list-style-type: none"> <li>• JK School</li> <li>• Wheeling, Bowling</li> <li>• ACTIVE</li> <li>• LOTS of FRIENDS AT SCHOOL</li> <li>• Physically Strong</li> <li>• Motivated</li> <li>• Young = adult soon</li> <li>• HAPPY</li> <li>• Interact w/ Reciprocal in relationships</li> <li>• Running to GO!</li> </ul>	<ul style="list-style-type: none"> <li>• CLBC + MOH</li> <li>• Tristan</li> <li>• Mia</li> <li>• Kyle</li> <li>• Eri +anny</li> <li>• Jenny</li> <li>• Karen</li> <li>• Heidi</li> <li>• Instant Robbins friends</li> <li>• Agency</li> <li>• KIT</li> <li>• Invite Linda + Polaris</li> <li>• Shelley Nessman (employment Business central)</li> </ul>	<ul style="list-style-type: none"> <li>• Money</li> <li>• Management team</li> <li>• Patience</li> <li>• Vacation</li> <li>• Exit Strategy for Megan + Carl</li> <li>• Help Phase</li> </ul>	<ul style="list-style-type: none"> <li>• with Kathy on Christmas Eve</li> <li>• Expire Calgary Baptist Youth Group</li> <li>• PWD application?</li> <li>• Paid supports to look + plan to visit music groups, theatre for Kit.</li> <li>• Prepare a plan for supports for funding - if?</li> <li>• Megan, Carl, Karen, Kathy</li> <li>• Talk to other families for experiences with vela microboard</li> <li>• Look for customers for Kit's business</li> <li>• Boys Night</li> <li>• 19 year old!!</li> <li>• Check out group homes / day programs as a "what want that"</li> </ul>

**DREAMS**  
SAFE  
FUN!  
BUSY  
POSITIVE  
ACCOMPLISH  
HEALTHY  
STRONG  
SECURE

Hopeful  
Worried  
Concerns about physical ability changing  
Handling the journey with confidence + involvement

Read more about Kit's PATH on the next page

## Tools For Planning

The following tools can be used at any time during the planning process but are most effective when used early on, either before or around the age of 14.

- Maps, PATH and Essential Lifestyle plans are some examples of tools that help restore dreams and ignite hope by bringing family and friends together to plan for the future. These planning tools are very collaborative and are supported by graphics. Helen Sanderson and Associates provide a wealth of information on person-centered planning here: <http://www.helensandersonassociates.co.uk/reading-room/how/person-centred-planning/essential-lifestyle-planning-.aspx>
- People Planning Together (PPT) teaches people who receive services to take a leadership role in planning their life. The individual, and someone who supports them, participate together throughout the PPT class, which is taught by people with disabilities. For more information, contact ESATTA at [esatta.coop@gmail.com](mailto:esatta.coop@gmail.com). ESATTA is a co-op created by self advocates who develop and teach workshops.
- Transition Teams. A person-centered transition team involves the student and should include family, friends, school and the Ministry of Children and Family Development (MCFD). To keep the ball rolling, it is important to identify a team coordinator who will ensure that planning stays on track.

## Connecting To Learning

An IEP (Individual Education Plan) is a documented plan developed by the school for a student with special needs. During the high school years, an IEP should include learning goals that align with the goals identified through the planning processes mentioned in the previous section.

This process will assist the school team to build in some experiences and skill development activities that support the career/adult life preferences of the student.



When Kit's family, friends and teachers came together in a PATH to help him plan for the future, they learned that employment would be an important part of Kit's future, giving him independence and helping him build relationships in the community.

Kit has graduated from high school and is getting help with his job search from CBI consultants. They're exploring creative business opportunities thinking of ways to help Kit make a living.

# Transition Planning (age 14 – 16)

There are many benefits to starting transition planning early, but the main advantage is that it puts you in the driver's seat. You are in a position to state what it is that you want rather than take what the system has to offer. It provides students, families and support networks the opportunity to develop a clear vision of a "preferred future" on which to base planning and goal setting.



For quite a few years now, Kayla has known she wants to be a teacher. She loves working with kids and she's good at it. She and her mom, Teresa, have explored different options, including STEPS Forward BC Initiative for Inclusive Post-Secondary Education and Douglas College. She has decided to attend Douglas College first and then, if there is a spot available, possibly attend Simon Fraser University with the help of STEPS Forward. Her career goals have been incorporated into her Individual Support Plan with Community Living BC (CLBC).

## Exploring Post Secondary Options

For many students, the next step after high school is college or university. Start exploring post-secondary programs and possible grants or bursaries. Connect with organizations like STEPS Forward BC Initiative for Inclusive Post-Secondary Education: [www.steps-forward.org](http://www.steps-forward.org) to explore what kind of supports are available after high school for continuing education. Look into local colleges as well. Community Living BC and the BC Government Employers Union provide an annual scholarship: [www.communitylivingbc.ca/clbc-bcgeu-scholarship-fund](http://www.communitylivingbc.ca/clbc-bcgeu-scholarship-fund)

## Exploring Employment Opportunities

This is also a natural time to explore employment opportunities and incorporate work experience during high school into educational and transitional planning. Work is the place where we meet friends, expand our self-worth, gain independence, and earn money. Other opportunities may include part-time jobs, volunteering or vocational training.

## Engaging the Ministry of Children and Family Development and Community Living BC

It is the task of the Ministry of Children and Family Development (MCFD) to initiate transition planning with youth who are receiving special needs support from them. One of the first steps following a student's 16th birthday is to

connect with Community Living BC (CLBC): Visit [www.communitylivingbc.ca](http://www.communitylivingbc.ca). To access CLBC services, you must be 19 years of age or older, but you may apply for eligibility after you turn 16. Youth may be eligible for either the developmental disabilities stream or the personalized supports initiative stream. Check to see that you have all the necessary psychological/educational assessments.

## Applying for Legal Documentation

It is important to ensure students have legal identification documents such as a Social Insurance Number (SIN) and government issued picture ID. These documents are crucial to various application processes involved with transition planning for students in BC. This is also a good time to open a bank account, if you have not done so already.

## Learning about the Registered Disability Savings Plan

The Registered Disability Savings Plan is a savings plan to help save for the long-term financial security of a person who is eligible for the disability tax credit. If you are not contributing already, now is a good time to learn about the Registered Disability Savings Plan [rdsp.com/](http://rdsp.com/) along with other long term financial planning (e.g Will and Estate planning). [www.plan.ca](http://www.plan.ca)

## Keeping Track!

Remember to keep copies of all documentation and completed reports.

# Transition Planning (age 17 – 18)

The transitional phase from the last year of high school into the adult world is a huge step for students and their families. This is when the uncertainty of the future can be exciting and overwhelming. It is a time to reevaluate the planning and ensure the path ahead represents the dreams and ambitions of the student.

## **Learn about CLBC services and funding options, after 17th birthday**

Many communities hold resource fairs and you can also learn more on the CLBC Youth in Transition website: [www.communitylivingbc.ca/individuals-families/support-for-adults/youth-in-transition/](http://www.communitylivingbc.ca/individuals-families/support-for-adults/youth-in-transition/)

## **Meet with a CLBC facilitator**

### **Prepare an Individual Support Plan with Community Living BC (CLBC)**

If eligible for services with Community Living BC, an Individual Support Plan (ISP) may be prepared at this time. Remember, the person-centered planning that was done previously should inform the content of the ISP. This plan can be developed by a youth on their own, with family, a friend, a support network or with support from CLBC. See CLBC's ISP policy for directions on when an ISP is required.

## **Look at different service providers**

If supports will be required once school is finished, start exploring service providers and other community options for life after high school. Make arrangements to meet with your local association for community living to learn about their employment, community inclusion and independent living programs. [www.inclusionbc.org/member-association](http://www.inclusionbc.org/member-association)

## **Learn about Microboards**

For some students and families, a Vela Microboard might be their preferred option. A Vela Microboard is a small group of committed family and friends that join a person with disabilities to create a non-profit society, which may receive individualized funding from Community Living BC. [www.velacanada.org](http://www.velacanada.org)

## **Learn about Individualized Funding (IF)**

Individualized Funding (IF) provides flexible, person-centered, self-directed payment options for arranging, managing, and paying for supports and services. Both CLBC and Vela have information about individualized funding. See the resource page at the end of this document for contact information.



Devon tried out many different work experience placements in high school but his favourite place to work was at Thrifty Foods, a local grocery store. Devon is friendly and he liked helping customers. He's also good at moving things and stocking shelves. He wants to use his skills and the experience he got during high school to work at a grocery store. After graduating, Devon visited his local WorkBC office to help him with his job search. He has been practicing his interview skills and working on his resume.

## Find your local WorkBC office

WorkBC is a provincial government service that is available to youth and adults who are 16 years or older and no longer attending high school. Your local WorkBC office may help youth explore employment opportunities and support them in the job search process. More information is available at <http://www.workbc.ca/Work-BC-Centres/Pages/Work-BC-Centres.aspx>

## Connect with other families

Parents may find it helpful to connect with other parents. The Family Support Institute (FSI) [www.familysupportbc.com](http://www.familysupportbc.com) has a network of resource parents waiting to share their experience and help other parents navigate this transitional time for families. FSI also has an interactive website with a transition timeline which is a helpful tool at transition planning time: [www.findsupportbc.com](http://www.findsupportbc.com).

## Apply for Persons with Disabilities (PWD) Assistance

Persons with Disabilities (PWD) Assistance begins at age 18 for eligible citizens, but students can apply when they are 17 ½. The application process may be initiated online. Go to [www.eia.gov.bc.ca/pwd/apply.htm](http://www.eia.gov.bc.ca/pwd/apply.htm) A sample application is available at this site or a toll-free number has been set up to provide assistance to applicants at 1 866 866-0800.

- For youth who are recipients of the At-Home program, the process has been simplified. You may give permission to the ministries to share medical and functional assessments you have already provided, by completing the Youth Transition consent form. [www.sdsi.gov.bc.ca/OLR-docs/At-hometrans.pdf](http://www.sdsi.gov.bc.ca/OLR-docs/At-hometrans.pdf).
- The 2015 income assistance rate is \$906 per month, which includes \$375 for rent/shelter costs. You can earn up to \$9600 per year through employment and still receive this benefit. This annual earnings exemption does not place a monthly limit on employment income but once earnings exceed \$9600 at any time during the calendar year, the additional earnings will be deducted from the disability assistance. You can have \$5000 in your bank account and own your own home and vehicle. Once receiving PWD benefits, people are eligible for an annual bus pass for \$45 and medical /dental benefits including supplies and equipment.
- Youth with developmental disabilities who are eligible for disability assistance or their family are able to use an existing assessment by a registered psychologist or certified school psychologist, instead of filling out the PWD application form.
- **Disability Alliance BC**, through their BC Disability Benefits Advocacy Access program, helps people apply for PWD benefits and resolve issues relating to the assets, earnings exemptions, eligibility and reporting requirements. They also assist with BC Housing questions and Registered Disability Savings Plan. [www.disabilityalliancebc.org](http://www.disabilityalliancebc.org).
- If you live on reserve, contact the Band Social Development Worker and tell them you want to apply for PWD and get a PWD application.

# Transition Planning (age 18 – 19)

After high school many students decide it is time to leave the family home, but this can be difficult for students with special needs without the proper supports in place. Now is the time to check on status of applications for adult supports and start exploring residential options (if applicable) including live-in supports.

## Apply for the Choice in Supports for Independent Living (CSIL) Funding

Adults who have acute, chronic, palliative or rehabilitative health care needs may request an eligibility assessment by the Ministry of Health, Home and Community Care. CSIL is a self-directed option for home support. CSIL clients receive funds directly from their local health authority to purchase their own home support. For more information visit: <http://www2.gov.bc.ca/gov/content/health/accessing-health-care/home-community-care/care-options-and-cost/choice-in-supports-for-independent-living>.

## Services for People with Health Needs

Where an adult with developmental disabilities requires health services due to high intensity care needs, cost-sharing agreements are in place between CLBC and health authorities. This requires an assessment by Health Authority staff. Ask your CLBC facilitator for more information.

**Health Services for Community Living** is a specialized support service offering non-emergency nursing, rehabilitation, nutrition and dental services to CLBC eligible adults, their family and networks. Speak to your CLBC facilitator for more information.

## Exploring Residential Options

Many individuals and their families come up with creative ways to create a good home with supports in place. You may already have some ideas from earlier person-centered planning sessions or conversations with your local service provider or CLBC. Here are some resources to help make your plan a reality.

- **Residential Options funded by Community Living BC**  
Community Living BC provides funding for different residential options, including supported living, shared living and staffed residential. Visit their website for more information: <http://www.communitylivingbc.ca/individuals-families/support-for-adults/types-of-support/>
- **Affordable Housing**  
Finding quality and affordable housing can be a challenge for many young adults. To explore social housing options, you can connect with BC Housing: [www.bchousing.org](http://www.bchousing.org) and BC Non-Profit Housing: [www.bcnpha.ca](http://www.bcnpha.ca) or the Cooperative Housing Federation: [www.chf.bc.ca](http://www.chf.bc.ca). BC Housing provides a **Home Adaptations for Independence (HAFI) grant** for homeowners and tenants for up to \$20,000.

## Planning for the Long Term Future

**Representation Agreement** - For all students, support to make their own decisions is a very important step toward adulthood and active citizenship. A representation agreement allows you to authorize one or more individuals to be your representative to help make life decisions. This is not available until age 19. To learn more, contact Nidus Personal Planning Resource Centre: [www.nidus.ca](http://www.nidus.ca).

**Long Term Financial Planning** - Considering long term financial planning can be very beneficial for students, families and their supports. See the next page for more information about PLAN, the Planned Lifetime Advocacy Network.



Olivia plans on living in a ground-level suite in her parent's house after she's finished high school. Her parents, Pat and Elena, want to support Olivia to be independent but recognize that she is not ready to move out quite yet – she still needs and wants the support of her family nearby. For Olivia and her family, this is the perfect situation.

# Other Resources

## **Inclusion BC**

[www.inclusionbc.org](http://www.inclusionbc.org)  
(604) 777-9100

Inclusion BC is a provincial organization promoting the participation of people with developmental disabilities in all aspects of community life. Inclusion BC provides support, education and advocacy where and when it's needed, breaking down barriers and building communities that include people of all abilities. Inclusion BC is a federation of 72 member organizations who provide direct service to children, youth and adults with developmental disabilities in B.C.

## **Family Support Institute**

[www.familysupportbc.com](http://www.familysupportbc.com)  
(604) 540-8374

A province-wide organization whose purpose is to strengthen and support families faced with the extraordinary circumstances that come with having a family member who has a disability. FSI supports a network of resource parents (all of whom have a son or daughter with a disability) who help other families.

## **Support Worker Central**

[www.supportworkercentral.com](http://www.supportworkercentral.com)

Created by the Family Support Institute, Support Worker Central is an online database from the Family Support Institute designed to match individuals, families and agencies with support workers in their communities.

## **Find Support BC**

[www.findsupportbc.com](http://www.findsupportbc.com) is a resource directory and transition planning website from the Family Support Institute.

## **Community Living BC (CLBC)**

<http://www.communitylivingbc.ca/>  
1-877-660-2522

The Crown Agency that provides supports and services to adults with developmental disabilities.

## **Teen Transition Planning**

[www.teentransitionplanning.ca](http://www.teentransitionplanning.ca)

The Teen Transition Planning website was established to provide a comprehensive training and support mechanism for families and professionals throughout BC.

## **Disability Alliance BC**

[www.disabilityalliancebc.org](http://www.disabilityalliancebc.org)  
1-800-663-1278

Disability Alliance BC provides advocacy, training and resources that support people, regardless of their disability, to live with dignity, independence and as equal and full participants in society.

## **Registered Disability Savings Plan Resource Centre**

[www.rdspresource.ca](http://www.rdspresource.ca)

## **Representative for Children and Youth**

[www.rcybc.ca](http://www.rcybc.ca)

The Representative for Children and Youth supports and advocates for children and young adults, from their 19th to 24th birthdays, who are eligible to receive services from Community Living BC.

## **BC's Cross Ministry Transition Planning Protocol**

[http://www.mcf.gov.bc.ca/spec\\_needs/pdf/transition\\_planning\\_protocol.pdf](http://www.mcf.gov.bc.ca/spec_needs/pdf/transition_planning_protocol.pdf)

This document describes how the different systems of government in BC have agreed to work together to support transition planning.

## **Vela Canada**

<http://www.velacanada.org>  
(604) 539-2488

A non-profit organization that provides support to families and individuals regarding individualized funding through microboards.

## **BC Ombudsperson**

[www.bcombudsperson.ca](http://www.bcombudsperson.ca)  
1-800-567-3247

The office of the Ombudsperson is responsible for hearing complaints against a government ministry or public agency and is independent from government.

## **PLAN (Planned Lifetime Advocacy Network)**

[www.plan.ca](http://www.plan.ca)  
(604) 439-9566

PLAN offers resources and workshops to help families to plan for the future, deal with complex issues like wills and estates, registered disability savings plans (RDSPs) and discretionary trusts.



**inclusionBC**

Formerly the BC Association for Community Living

[www.inclusionbc.org](http://www.inclusionbc.org)

Phone: 604-777-9100

Toll Free: 1-800-618-1119

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