

Hi all –

Thank you to those who attended PIT earlier this month with us – I think it was good to get back to the basics and the foundation of the inclusion process to ensure its effectiveness throughout. 😊 Below is a recap for everyone as well as for those who missed it (see PowerPoint & Forms attached as well):

- Inclusion Process
 - Please ensure to use the initial intake form for NEW residents requesting an accommodation – this form should be used prior to sending an inclusion request to the coordinators (this is to guide a conversation with the families, this is for internal use only and should not be given to the families to fill out)
 - The inclusion request itself should have all information filled (including resident birthdate, disability, and behaviors observed) – cannot list “has an IEP at school”, is “behavioral”, be specific as these statistics are shared with each of your executive directors
 - Remember, we require a two week minimum to allow us sufficient time to secure an aide (as many of you know it can take much longer), please be mindful of this when sending requests. Same for observations – all will be done within a two week window.
 - The Parent Introduction to Inclusion Process Form is used for someone that might be exhibiting signs of additional support – this form allows you to approach the family respectfully and is worded legally appropriate
 - If parents refuse NWSRA services, follow your code of conduct as usual
 - We cannot observe the individual without parents’ consent
 - If the individual is 7 or over without a diagnosis, we also cannot support the individual, follow your code of conduct as normal (as always the coordinators can advise what might be helpful in the program but cannot give more for this specific scenario)
 - Under the ADA, it is required that the participant with a disability does not have any extra steps in the registration process – this means all registration forms should have the ability to request an accommodation and/or check ADA box so that it flags in the system and the park district makes note to contact and see what type of support is needed (see mentioned forms above).
 - You cannot say “families who need an accommodation must call, etc.” It must be available on the registration form to distinguish that they need an accommodation, any additional steps is considered a violation of the ADA
 - Is pausing participation legal? Yes, but only when it is a safety concern. Think safety trumps all. So if the participant is either harming themselves or others (violence and eloping are two main examples), participation can be paused until an aide is found (if an aide is secured and said behaviors persist, after all efforts have been made such as parent meetings and implemented supports, your code of conduct can then be followed as normal and end in removal if need be). If the participant needs redirection or is disruptive, **no** you cannot pause or send them home if an aide calls out for the day – **yes** you will have to make it work with the staff you have as they fit within said ratio. A lot of staff get hung up on this one, so please feel free to reach out to discuss further if any questions.
- Inclusion Aides
 - Three Supervisors (us, you, and the site leader)
 - On Site Leader - Needs to be approaching our staff and redirecting as they would with any of their staff, if issues persist, contact inclusion coordinator

- *Many sites have NWSRA Full-time staff who are CTRS's and are on-site assisting a variety of participants*
 - *They should be utilized until an appropriate ratio for participant success is met*
 - *Once an appropriate ratio is met, that CTRS will ensure that the site director is aware that a successful inclusion ratio has been met and they are not needed for the duration of the program that day.*
 - *Example: The inclusion assignment is 3-6 pm. At 4:30 pm, our CTRS notices a ton of kids have already been picked up and that there are 5 park district staff standing around, chatting, on their phone, or simply just available to assist. With assessing that situation, the CTRS will approach the site director and remind them that with being a full-time staff they have determined the ratio is safe enough to hand off "Johnny" and leave seeing there are 'x' amount of PD staff available to assist or 'x' amount of children left, etc.*
- Training opportunities for your staff exist and we can come out and provide that
- Access to Programming
 - Welcoming Atmosphere
 - From the moment a patron walks in (think of your front desk & custodians) – both should know what NWSRA inclusion services are and how families can access them, should not suggest to reach out directly to NWSRA but rather point out where on the registration form, you can request an accommodation and/or grab the program supervisor to further explain
 - Onboarding for *NEW* Park District Staff (both full-time **and** part-time) – please ensure somewhere in your manual explains our partnership as well as the inclusion department specifically, below are real life examples of staff violating the ADA as they were completely unaware of inclusion services:
 - Examples: “We cannot service your child and you must unenroll”, “We don’t have any programs for individuals with disabilities”
 - If a full-time staff is new, ensure they are introduced to their designated inclusion coordinator so they can set a meeting to discuss the inclusion process as well as introduce themselves and start building rapport
 - We have had many new full-time staff send emails requesting an aide the night of with no request or understanding of the process, lets try and get ahead of this for our residents who count on us
 - Process does not start with NWSRA, starts with the park district
 - ADA website – use and reference this as needed! A great resource to you and any new staff – I will ensure these notes from PIT also get placed on the website (all forms and other legal considerations are also posted here)

I think that covers our main points but again, feel free to reach out personally for any clarification.

Best,

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