

Point of Entry Manual

The purpose of this Point of Entry Manual (POEM) is to facilitate collaboration among the agencies responsible in the transition service planning for children with disabilities. It should be utilized while addressing instruction, community service, other post school adult living objectives, functional vocational evaluation, related services, employment objectives, and acquisition of daily living skills in Individual Educational Plan development, and is designed in a directory format for easy use by the individuals responsible for planning transitional activities. This document will be reviewed at least annually for updated information.

Chippewa County
March 2004 (*Revised*)

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Bureau for the Deaf and Hard of Hearing

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Bureau for the Deaf and Hard of Hearing (State of Wisconsin, Department of Health and Family Services, Division of Supportive Living)	<ul style="list-style-type: none"> • Provide information <ul style="list-style-type: none"> - Available services - Technology for accessibility - Issues related to deaf, HH, and Deaf-Blind - ADA • Referrals to appropriate supports and/or resources • Support • Training in a variety of settings: educational, medical, legal, law enforcement, businesses, other agencies 	Carolyn Small Western Regional Coordinator BDHH 610 Gibson St, Suite 1 Eau Claire, WI 54701 715-836-2107 Voice 715-836-3085 TTY 715-836-2535 Fax small@dhfs.state.wi.us	None	No formal intake required; contact regional coordinator	None

Center for Independent Living for Western Wisconsin, Inc. (CILWW)

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
<p>Center for Independent Living for Western Wisconsin, Inc. (CILWW)</p>	<ul style="list-style-type: none"> • Advocacy • Information and referral • Peer support • Independent living skills training • Adaptive equipment tryout • Accessibility & ADA surveys and implementation • Ramp and bathroom accessibility designs • Braille Services • Community education • Independent living skills assessment • Health and employment counseling (HEC) screening <p>Person-Centered Intensive Employment Services (PIES)</p> <ul style="list-style-type: none"> • Career exploration • Vocational assessments • Job retention and job seeking skills • Job placement • Benefits analysis • Pass plan development <p>Assistive Technology</p> <ul style="list-style-type: none"> • Computer assessments • Computer training 	<p>Kay Sommerfield, Assistant Director sommerk@cilww.com</p> <p>Tim Sheehan, Executive Director Sheehan@cilww.com</p> <p>2920 Schneider Ave East Menomonie, WI 54751</p> <p>715-233-1070 Voice/TTY 715-233-1083 Fax 1-800-228-3287 TTY/Voice</p> <p style="text-align: center;">Email cilww@cilww.com</p> <p style="text-align: center;">Website www.cilww.com</p>	<p>Persons with disabilities living in Barron, Chippewa, Clark, Dunn, Eau Claire, Pepin, Pierce, Polk, Rusk or St. Croix counties</p>	<p>CIL staff travel to 10 counties and can meet with consumers in their own homes to assist them with working on their goals for independent living.</p> <p>Goals are developed during the initial meeting.</p> <p>Referrals can come from:</p> <ul style="list-style-type: none"> • Self • Agency • Family Member • Advocate 	<p>Fees for the following services**:</p> <ul style="list-style-type: none"> • Formal assessments requiring written reports and recommendations • ADA/Accessibility surveys • Benefits analysis • PASS plan development • PIES employment services <p>** There are no fees for most services.</p>

Chippewa County Department of Human Services

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
<p>Chippewa County Department of Human Services Room 306 715-726-7799 humanservices@ co.chippewa.wi.us</p>	<p>Service areas include:</p> <ul style="list-style-type: none"> • Child protection services • Foster care / Kinship care • Adult family care • Community living/Support services • Protective services/Placements • Guardianships • Mental and alcohol commitments • Assessment/Case planning • Respite care • Specialized transportation • Case management • Information and referral • Crisis intervention • Detoxification • Inpatient and institutional care • Supported Employment • Supervised apartment living • Work related and day services • Community residential services • Services to the aged • Protective payee and financial counseling • Juvenile court services • Individual and family counseling • Step-parent adoptions • Speaker services • Child day care • Elder abuse services • Outpatient treatment/Psychotherapy • County employee assistance program 	<p>Director - David Rynders Office Manager - Linda Metcalf Service Administrator – Sue Klinger Walloch and Marvin Schneider Guidance Clinic Supervisor – Nancy Peloquin (726-7788) Economic Support Manager – Mark Nelson (726-7840) Community Support Manager – Sue Klinger Walloch (726-7887) Transportation Program Coordinator – Nancy Sarauer (726-7820) Development Center Director – David Lemanski (726-7822)</p>	<p>Persons served:</p> <ul style="list-style-type: none"> • Children and families • Persons who are elderly • Persons with physical or sensory disabilities • Persons with alcohol and other drug disabilities • Persons with mental health disabilities • Persons with developmental disabilities 	<p>Call 715-726-7799 for more information.</p>	

Chippewa County Department of Human Services

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
	Related programs: <ul style="list-style-type: none"> • W-2 • Temporary assistance program • Medical assistance • Healthy Start • Nursing home care • Food stamps/Judicare applications • Refugee assistance • Low income energy assistance • Employment programs • Supportive home care program • Community options program • Community support program • Family support program • Birth to three program • Alzheimer family caregivers program • Medical assistance waiver programs • Intoxicated driver program • Badgercare 				

Chippewa Valley Technical College Services for Students With Disabilities (SWD)

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Serve Lab	<ul style="list-style-type: none"> • Tutoring • Case management • Note taking • Test accommodations • Computer assistance • Ergonomic assistance • Taped texts/computer software • Interpreter (for students enrolled) 	Disability Services Department 715-833-6234 1-800-547-2882, ext. 6234 715-833-6509 TTY	Service based on need through current and valid documentation of disability	<ol style="list-style-type: none"> 1. Print documentation forms off website (www.cvtc.edu/services/support/disabilities.htm) 2. Acquire appropriate professional's signature and recommendation on documentation form 3. Submit form to Disability Services Department at CVTC or call 715-833-6254. 4. Meet with disability case manager to discuss individual needs. 	Valid documentation of disability (ADA/504)
Transition for students with disabilities	<ul style="list-style-type: none"> • IEP Involvement • Presentations • Assist potential students in identifying appropriate courses and accommodations • Provide general program information • Provide campus tours • Shadowing for students • Serve as liaison for high school staff or other community service provider • Parent or teacher inservices 	Michelle O'Connell 715-833-6254 715-833-6509 TTY	Free for any student, potential student, high school personnel, or community agency		Free

Community Link Program (Victory Medical Center) / Faith In Action

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
<p>Community Link 230 East Fourth Avenue Stanley WI 54768 715-644-4981 1-877-644-4981 (Toll-free) 715-644-3221 (Fax) pollertj@victorymedicalcenter.org Hours: 7:30 am-4:00 pm / M-F Evening & weekend appointments upon request.</p>	<ul style="list-style-type: none"> • Information and referral • Screen for eligibility for county programs • Assist with Badger Care and other forms • Resource Guide available to professionals of services and agencies in Chippewa, Clark, Taylor and Eau Claire counties 	Jill Pollert, BSW	Anyone requesting services	Services can be provided over the phone or in person. Please call for an appointment.	No charges
<p>Faith In Action Interfaith Volunteer Caregiver Program 230 East Fourth Avenue Stanley, WI 54768 715-644-4981 1-877-644-4981 (Toll-free) 715-644-3221 (Fax) pollertj@victorymedicalcenter.org Hours: 7:30 am-4:00 pm / M-F Evening & weekend appointments upon request.</p>	<ul style="list-style-type: none"> • Transportation to medical appointments (non-emergency) • Grocery shopping • Errands • Telephone reassurance • Caring companionship • Respite care 	Jill Pollert, BSW	Must be 60+ or disabled with proof of disability. Persons requesting transportation must be able to transfer independently. Children under the age of 18 must be accompanied by a parent or guardian.	Contact office to request service. Home visit is completed prior to placing a volunteer for companionship or respite care. Availability of services is dependent upon availability of volunteers. Please allow at least two full business days when requesting transportation.	No charges. All services provided by volunteers. Donations accepted and appreciated.

Cooperative Educational Service Agency (CESA) #10

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Transition for students with disabilities	Program support in: <ul style="list-style-type: none"> • Transition services • IEP involvement • Curriculum • Assistance in learning strategies, accommodations and modifications • Assistive technology • OT/PT/SLP/interpreter • Specific disability related support • Professional staff development • Other special education related issues 	CESA #10 Special Education Linda Berg 715-720-2057 lberg@cesa10.k12.wi.us	None	Contact school district's guidance counselor or School-to-Work coordinator or special education teacher	None
Carl Perkins / School-To-Work	Program support in: <ul style="list-style-type: none"> • Youth Apprenticeship • Work Coop • Work Experience • Service Learning • Job Shadowing 	CESA #10 Instructional Services Candy Lund 715-720-2037 clund@cesa10.k12.wi.us	None	Contact school district's guidance counselor or School-to-Work coordinator or special education teacher	None

Eau Claire Academy Day School

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Day School Program	<ul style="list-style-type: none"> • Educational services include individual academic instruction designed to meet student needs and abilities • Supplementary instruction includes career education, computer skills, Title I reading and math, physical education, art, foods 	Laurie Van Beek Director of Education 715-834-6681 Ext 202	<ul style="list-style-type: none"> • Students between ages 10-17 • Eligibility determined on individual basis 	<ul style="list-style-type: none"> • IEP team meets to discuss goals for the student to meet while at the Eau Claire Academy • School districts generally make the initial referral 	<ul style="list-style-type: none"> • For current rates contact Laurie Van Beek at 715-834-6681 • Transportation is provided by school district

Juvenile Court

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Juvenile Court	Screening service to another agency such as H.S., court system and other	Gary Lefler 715-726-7735 711 North Bridge Street Chippewa Falls, WI 54729	Through referral	Law enforcement; schools; parent and child refer to agency	
Chippewa County Department of Human Services	Court and Voluntary Services	Sue Klinger Supervisor 715-726-7799	<ul style="list-style-type: none"> • Referral • Walk-in 	Parent, other teacher contact intake	

Literacy Volunteers of America – Chippewa Valley

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Literacy Volunteers of America – Chippewa Valley	<ul style="list-style-type: none"> • One-to-one tutoring <ul style="list-style-type: none"> ▪ Reading ▪ Writing ▪ Math ▪ GED ▪ Citizenship ▪ Job skills ▪ English competency ▪ Self-sufficiency skills • Family Literacy • GED prep in corrections 	Margarete Cook	18 years and older	Call 715-738-3857 for information	None

Lutheran Social Services

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
<p>Lutheran Social Services 3136 Craig Road Eau Claire WI 54701</p> <p>Community Skills Program</p>	<ul style="list-style-type: none"> • One-to-one services to individuals living in their own apartment. • Hours of support and type of support based on needs and assessment results. • Assistance includes support/training in the areas of financial management, nutritional planning, meal preparation, medical appointments, transportation, housekeeping skills, grooming and connecting with others. • Assistance with accessing services including energy assistance, homestead credit, housing authority, food assistance programs, etc. 	<p>Gail Hagen West Central Region Director 715-838-8440 Ext 109</p> <p>Teresa Bell Stone Supervisor 715-838-8440 Ext 211</p>	<ul style="list-style-type: none"> • Complete assessment which shows individual is appropriate for independent living. • Have funding sources (county agency or private pay). 	<ul style="list-style-type: none"> • Contact Department of Human Services and/or • Contact LSS representative for more information. 	<p>\$20.28/hour Travel time may be added for rural residents.</p>
<p>Residential Services</p>	<ul style="list-style-type: none"> • LSS operates small community based residential facilities (CBRF), adult family homes (AFH), and homes supporting individuals up to 24 hours per day. 		<ul style="list-style-type: none"> • Complete assessment by LSS to determine level of support needed. • Have funding source (county agency or private pay). • LSS mission home health supervision and coordination for medical assistance personal care program. 	<ul style="list-style-type: none"> • Contact Department of Human Services and/or • Contact LSS representative for more information. 	<p>Varies based on support needed.</p>
<p>Supported Employment</p>	<ul style="list-style-type: none"> • Assessment • Job development • Community job placement • Job coaching • Employer support 		<ul style="list-style-type: none"> • Complete assessment to determine community job match. 	<ul style="list-style-type: none"> • Contact Department of Human Services and/or • Contact LSS representative for more information. 	<p>Varies by funding source.</p>

Stout Vocational Rehabilitation Institute Services

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Assistive Technology	<ul style="list-style-type: none"> • Computer assessment • Communication assessment • Mobility assessment 	Al Noll 715-232-2379	<ul style="list-style-type: none"> • Need for assistance 	<ul style="list-style-type: none"> • Recommendations of adaptive technology to assist participant in reaching goal 	<ul style="list-style-type: none"> • Hourly
Assessment	<ul style="list-style-type: none"> • Community living assessment • Vocational evaluation 			<ul style="list-style-type: none"> • Community living: Assessment of participant's ability to live in the community and needed services and support • Evaluation: Testing and counseling to assist in career decision making 	<ul style="list-style-type: none"> • Community living: \$600 • Evaluation: \$600 to \$690, depending on location
Projects with Industry Center	<ul style="list-style-type: none"> • Job Development / Placement • Work experience • Private worker • Comp placement • Job seeking skills (3-day class) 	Dave Swan 715-232-1419	<ul style="list-style-type: none"> • Documentable disability, severe or non-severe • Need for assistance 	<ul style="list-style-type: none"> • Assistance seeking employment • Practice interviewing, resume development • Referred through DVR or other community agency 	<ul style="list-style-type: none"> • Grant funded for residents of Chippewa, Eau Claire, Clark, Barron, St. Croix, Polk, Pierce, Dunn, Pepin counties • \$68 per hour for private cases referred through work comp • \$450 flat fee for 3-day job seeking skills class

Supported Employment Services / REACH, Inc.

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Supported Employment Services (SES) / REACH, Inc. 405 S Farwell #6 Eau Claire, WI 54701 715-833-7747 715-833-4450 (Fax)	Business Development	Sue Miller Dennis Mathson Co-Directors 715-833-7747	<ul style="list-style-type: none"> • At least 18 years old • Not more care or services than SES can provide • Access to a funding source (agency) to pay for services • Need and/or want SES services 	<ul style="list-style-type: none"> • Referrals to SES by an agency which has a service contract agreement/contact with SES or has agreed to pay for activities such as functional assessment, job development, job coaching, long-term support • Provide up-to-date information about the individuals such as case note, medical vocational, or psychological reports. 	
Functional Assessment	Evaluation of an individual's abilities in a variety of community settings. <ul style="list-style-type: none"> • The assessment will include job interests, strength and endurance, mobility, transportation needs, academic and communication skills, and identification of other supports available to the individual. 			<ul style="list-style-type: none"> • SES staff will set up a meeting with the individual and significant others. • Staff will spend time with the individual in different community settings, both familiar and unfamiliar. • At the end of the assessment, recommendations are made as to appropriate jobs and employers in order to maximize individual's vocational potential. 	Varies
Job Development and Placement	The process of developing appropriate employment for the individual to complement their functional abilities.				Varies

Supported Employment Services / REACH, Inc.

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Job Training and Coaching	Job skills training is provided to an individual by a job coach at the job site. <ul style="list-style-type: none"> • Training will include working with co-workers and supervisors. 			The job coach will remain with the individual at the job site until the fading process can begin.	Varies
Ongoing Supports	To assure the individual and employer maintain the communication necessary for the employment/worker relationship to grow.			The job coach can return at anytime if employer requests it, or if a problem has surfaced.	Varies

United Cerebral Palsy of West Central Wisconsin

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
UCP of West Central Wisconsin	<ul style="list-style-type: none"> • Information and referral • Advocacy for individuals or groups • Counseling • Public education • Lending Library (toys, equipment) • Respite (a free overnight out with meals and entertainment) • Recreation • Evaluation: UCP-sponsored Neurodevelopment Evaluation Clinic • Community living • Loans or grants, depending on the need 	Carlyn Conway Barbara Thiel Ruth Gullerud 206 Water Street Eau Claire, WI 54703 715-832-1782 Voice 715-832-8203 Fax ucpwcw@aol.com	Developmental disability, not <u>just</u> cerebral palsy	<ul style="list-style-type: none"> • Referrals may be direct from consumers, parents, caregivers, agency representatives such as Case Managers. • The counties UCP serves are: Barron, Chippewa, Dunn, Eau Claire, Jackson, Pepin, Pierce, Polk, Rusk, St. Croix 	Most services are free. There may be charges for the Neurodevelopment Clinic if an individual does not have insurance or Medical Assistance.

University of Wisconsin-Eau Claire

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
University of Wisconsin-Eau Claire	<ul style="list-style-type: none"> • Consultation • Training 	Rose Battalio, Ph.D. battalrj@uwec.edu 715-836-5352	None		

University of Wisconsin – Eau Claire

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Services for Students with Disabilities at UW-Eau Claire, Wisconsin	Academic and classroom accommodations including but not limited to: note takers, scribes, readers, exam accommodations, taped texts and materials, enlarged material, lab assistants, interpreter services for the deaf, priority registration	Beth Hicks 715-836-4542 Alice Bayerl 715-836-4542 bayerlam@uwec.edu	Students with disabilities who are enrolled at UW-Eau Claire	Provide documentation of disability and request needed services	None

Vocational Rehabilitation for Native Americans

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Vocational Rehabilitation for Native Americans	<ul style="list-style-type: none"> • Assessment Counseling • Support Services Referral • Vocational Training • Small Business <ul style="list-style-type: none"> - Start-up - Training • Interpreters/Readers • Occupational Equipment • Assistive Technology • Placement/Job Development 	Anne Staff VR Counselor 715-284-4915 astaff@ho-chunk.com	<ul style="list-style-type: none"> • Native American • Documented physical or mental disability • Reside within designated areas • Disability results in a substantial impediment to employment • Require vocational rehabilitation services to prepare, secure, retain, or regain employment 	Call Ho-Chunk Nation Education Department to obtain application form	No fees to eligible participants

Workforce Resource, Inc. – Chippewa County

Title of Program	List of Services	Contact Person for Services	Eligibility	Procedures	Fees/Other Requirements
Workforce Resource	Employment and Training Services <ul style="list-style-type: none"> • Work experience (paid or unpaid) • Job shadowing • Summer youth program • Tuition assistance • Career planning and/or exploration • Job referrals • Job fairs • Career valley • Resume assistance • Job seeking skills workshops 	715-720-2840 Ext 106 Sue Lane Ext 104 Ed Hudson Ext 108 Ginger Hanff Ext 101 Dawn Harings Locating within Chippewa County Job Center	<ul style="list-style-type: none"> • Age 14-18; 18-21 for youth programs • Documented disability • Family income = 100% of poverty level OR • Family receives county assistance such as food stamps 	<ul style="list-style-type: none"> • Workforce resource application • Workforce resource youth referral form • Registration for services through appointment 	None
	Support Services <ul style="list-style-type: none"> • Transportation for job searching/ training or work (temporary) • Child care assistance (temporary) • Purchase of uniforms 		<ul style="list-style-type: none"> • Income eligibility • Must be accompanied by other barriers as determined by staff 		