

Coleridge Adult Training Program Enrollment Procedures

1. A pre-registration interview with each individual and/or guardian is conducted either over the phone or in person by the program director or QMRP. Candidates are placed on a waiting list in chronological order and receive a list of referrals for other similar services provided in the Chicagoland area. All individuals on the waiting list are referred to the appropriate Pre-admission Screening (PAS) agency, which assists the family in applying for the necessary funding to obtain developmental training services.
2. Individuals on the waiting list are contacted when placement opportunities in the program are available. A tour of the workshops and initial interview are scheduled for the candidate and guardians.
3. At the initial interview, “release of information” forms are signed to review the required information needed upon admission.
4. Several screenings and assessments are used to determine if individuals qualify for entrance into this developmental training program. The assessments are used to determine whether the candidate exceeds the exit criteria as set forth by the Illinois Department of Human Services, and identify areas of need for the Individual Service Plan (ISP). The assessments include:
 - Psychological Evaluations
 - Medical Evaluations
 - Social Evaluations
 - Service Summaries
 - Psychiatric Evaluations (if applicable)
 - ICAP (Inventory for Client And Agency Planning) or other acceptable, standard measurement devices
5. If the applicant and/or guardian choose to proceed with participation in the Coleridge program, the PAS agency caseworker is notified by both the individual/guardian and the Coleridge QMRP. After program eligibility is confirmed, intake and trial placement is scheduled. During the trial visit, all additional forms must be completed and returned to the Coleridge program.

Esperanza Community Services

520 North Marshfield Avenue

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6. The program director and QMRP will decide whether an appropriate placement is available for the applicant.
7. After it is agreed that the individual could benefit from the Coleridge Adult Training Program, an official start date is determined by the agency in consultation with the individual and/or guardian, and the PAS agency caseworker.
8. Upon admission, the individual receives a Participant Handbook describing the program, procedures, rights and responsibilities of adult participants at Esperanza Community Services. The assessment and evaluation process begins on the first day of admission. The necessary assessments include, but are not limited to, the Inventory for Client and Agency Planning, the Basic Skills Assessment, and the prevocational assessment and Curriculum Guide.
9. Within 30 days after an individual's entry into the program, a plan is developed by the Interdisciplinary Team which develops goals and objectives for developmental training. This criteria is based upon:
 - Assessment results
 - Reflection on the individual and/or guardians preference for goals, objectives and services
 - Identifying services and supports to be provided. Objectives are measurable, have time frames for completion, and have a person assigned to implement the plan. .
10. The QMRP reviews the plan monthly and documents the following:
 - Services are being implemented, and
 - Services identified in the plan continue to meet the individual's needs, or require modification or change to better meet the individual's needs.
11. The team reviews this plan annually, noting the individual's status, including any progress or regression that may require modification to the plan.

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