

WORK ACTIVITY PROGRAM

Purpose (Pre-Vocational Training and Evaluation for Residents and/or Patients identified as mentally retarded)

1. The Work Activity Program authorized herein shall be planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make productive capacity inconsequential.
2. The Work Activity Program shall consist in the manufacture, processing and repairing of goods, wares and merchandise for the purpose of providing therapeutic work activities for the residents involved in said program.
3. The work activities within this program shall conform to the rules and regulations relating to work activity centers promulgated by the United States Department of Labor.

Program Aims:

1. This Work Activities Program emphasizes pre-vocational training and evaluation as a part of a total program for the resident of the Faribault State Hospital.
2. The Work Activities Program has been established to develop each individual's vocational potential to his or her maximum level.
3. The Work Activities Program is established to assist each resident in realizing that he or she is a contributing member of the community in which he or she lives.

Eligibility:

1. Adult population from 16 years of age through age 55.
2. Male or female.
3. Referral by Unit Team through the Vocational Program Section of the Rehabilitation Therapies Department.
4. Physically capable, Psychiatrically capable (medical okay). No resident shall be included who is not physically or psychiatrically capable as determined by the medical doctor (physician).

Program and Staff Operation:

1. The Work Activities Program shall be operated by the Faribault State Hospital in compliance to the 1966 Amendments to the Fair Labor Standards Act, effective February 1, 1969.
2. This workshop shall be located in a suitable area, allowing for work benches and mobility of operation, and in close proximity to clients living area as well as Rehabilitative Services.

3. Scheduling of clients shall take into consideration any and all programs presently in operation or determined by the Unit Team for the boarding of the clients experiences socially, physically, economically, or educationally.
4. This workshop shall be initiated at this time for 8 to 10 clients evaluated for inclusion in said program. The screening and evaluation shall be made by the Workshop Supervisor in cooperation with Vocational Program Section staff and the Work Activities Program Director.
5. The Institution Education Administrator or his designee shall be responsible for the overall administration and operation of the Work Activities Center.
6. The Workshop Supervisor shall be responsible for the day-by-day operation of the Workshop and held responsible to the Workshop Director.
 - a. It shall be his responsibility to screen said clients in cooperation with the Director, and the Vocational Programs Staff.
 - b. Responsible for scheduling; cooperatively with other departments so that each client may gain maximum benefit from this vocational involvement.
 - c. Shall be responsible to the Workshop Director for implementing the accounting system in cooperation with the Business Office which includes the following:
 1. Work production (daily)
 2. Attendance and time-card procedure
 3. Pay-roll system
 - d. Has responsibility, in cooperation with Vocational Section Staff, in initial evaluation and on going as well as final evaluation for referral purposes.
 - e. Responsibility for securing contracts or sub-contracts with public and private industries for manufacture, repair, or assembling of work for the Work Activity Center in cooperation with the Director, Vocational Program Section and the Business Office.
7. An account or fund has been set up by the Faribault State Hospital Business Office in accordance with the enabling legislation which was passed by the 1969 legislature.
 - a. Will handle certificates for said Work Center operation.
 - b. Business Office shall be recipients of payments received and a system of pay-roll to the workshop clients.
8. Revenues realized from the Work Activity Center operation will be used to pay wages to patients and residents according to their productivity, purchase equipment and supplies, and pay other expenses necessary to the operation of the said programs. It shall be the responsibility of the Workshop Director and Business Manager to assure that the program finances are managed in accordance with State statutes and approved procedures.

9. Clients shall be assigned to this Work Activity Center in the following manner for a period of 3 to 6 months:
 - a. By Unit or Building team referral.
 - b. Through initial screening and evaluation.
 - c. Selectivity made by Workshop Supervisor working in close relations with the Director and Vocational Program staff.
10. The supervisor, together with the workshop Director shall have the prerogative to terminate said client in this program if that client is not benefiting from said program or that circumstances demand removal of said client.
11. At this time we are not involved with CVRP programming, but are working in close cooperation with the Vocational Programs Section of the Rehabilitation Therapies Department. It is our intent to assess and prepare these client for future inclusion in CVRP or such vocational programs as are established. Furthermore, we will keep the Department of Vocational Rehabilitation posted on this Work Activities Program working in close cooperation with the regional D.V.R. Office.