

# My Next Steps



My VERY important guide to Supports and  
Services AFTER High School!

Name \_\_\_\_\_

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MY Personal Information

**Full name**

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**Address:**

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**Phone Number**

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**Birthday**

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**Email address**

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**Password**

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**Essential services**  
**Intellectual Disability Services (IDS)**

This is a list of service providers under the Department of Human Services that provides lifelong services and support for people with Intellectual disabilities:

- Employment support
- In-Home support
- Community participation
- Respite services

\*\*\*\* Being registered with IDS does not affect Social security benefits.

**Address:**

Intellectual Disability Services  
701 Market Street – 5<sup>th</sup> floor  
Philadelphia, PA 19106

**Phone Number:**

- Reception: (215) 685-5900
- Registration: (215) 685-4677
- E.I. Intake/ Referral: (215) 685-4646

**To be eligible for services:**

- IQ score of 70 or below
- Documentation of an Intellectual disability before turning 22
- Significant limitations in at least two areas:
  - Daily living issues
  - Communication issues
  - Self-care issues
  - Living at home issues
  - Social / interpersonal limitations
  - Self-direction issues
  - Academic skills deficits

- Work issues
- Leisure issues
- Health and safety issues

**To register:**

**STEP one: Make an Appointment**

Call (215) 685-4677 to make an appointment with a registration specialist

**Step two: meet with a registration specialist**

Fill out the following forms - application for waiver services, services preference, voter registration, etc. bring the following documents.

1. Psychological report
2. Student ID
3. Social security card
4. Birth certificate
5. Medicaid or access card

**Step three: Discuss services**

The registration specialist will help you plan the services you may need and offer you a choice of supports.

**Step Four: Eligibility Notification**

Within 10 days after the registration process is complete, you will receive an eligibility determination letter.

\*\*\*If you do not receive a letter, call (215) 685-4677 to follow up!

**Step five: Refer to a supports coordinator**

Within two weeks, you will be referred to a supports coordinator. The supports coordinator will help develop an individual support plan as well as locate and coordinate community services and supports.

**\*\*\*You can transfer your supports coordinator at any time if you are not satisfied.**

**MY IDS STATUS:**

**I have not started the process to apply to IDS. THIS MUST BE STARTED IMMEDIATELY!!!**

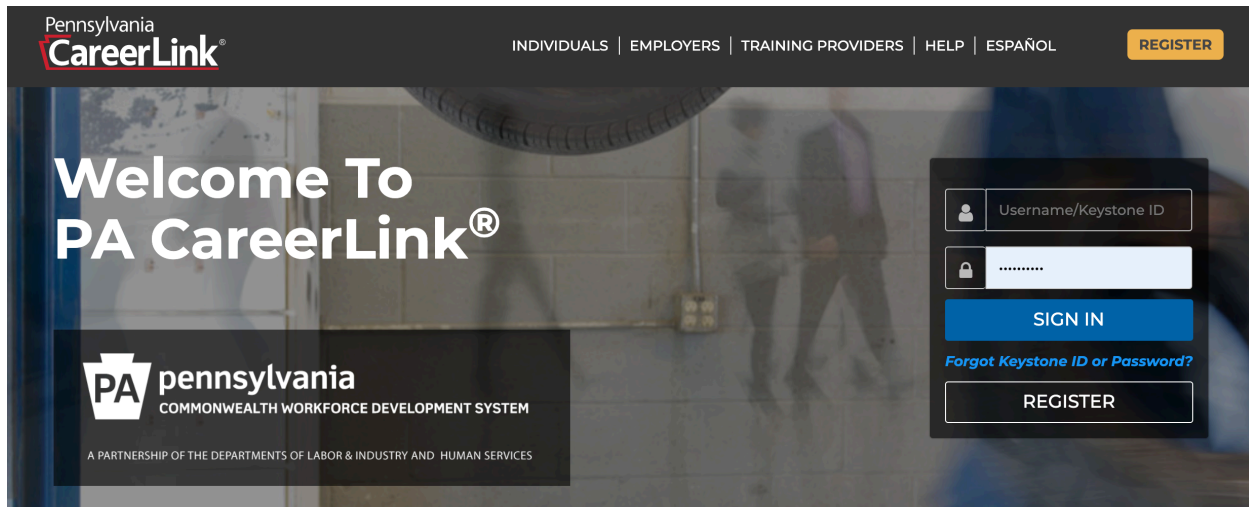
**MY DOCUMENTS have been faxed and submitted to IDS on \_\_\_\_\_ by \_\_\_\_\_ you will be contacted by a registration specialist from IDS. If you don't hear from anyone in two weeks call (215) 685-4677**

**I am registered with IDS.  
My support coordinator is \_\_\_\_\_**

**Essential services  
Office of Vocational Rehabilitation (OVR)**

**STEP 1: Career Link Website**

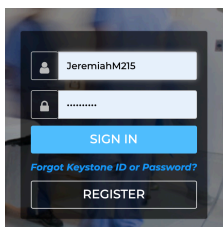
Go to PA Career Link Website - <https://www.jobgateway.pa.gov/>



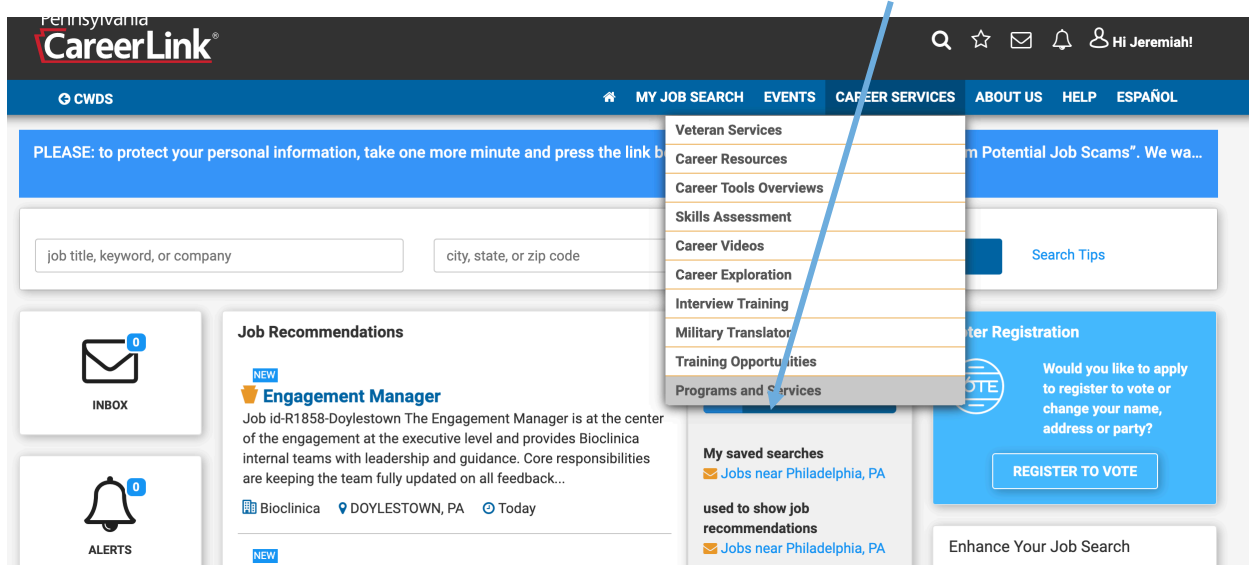
## STEP 2: Register with OVR

### How to register with OVR if you have already registered with Job Gateway:

1. Sign in using your Keystone ID and password.



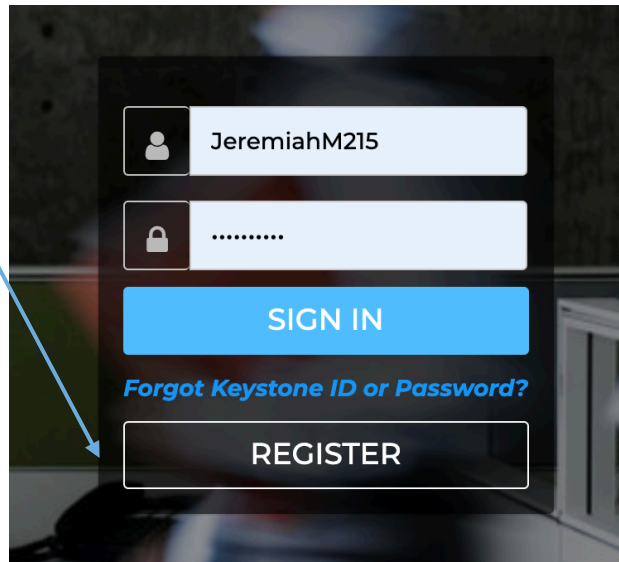
2. Select the “Career Services” tab on the top right of the page
3. Choose the “Programs and Services” menu item.



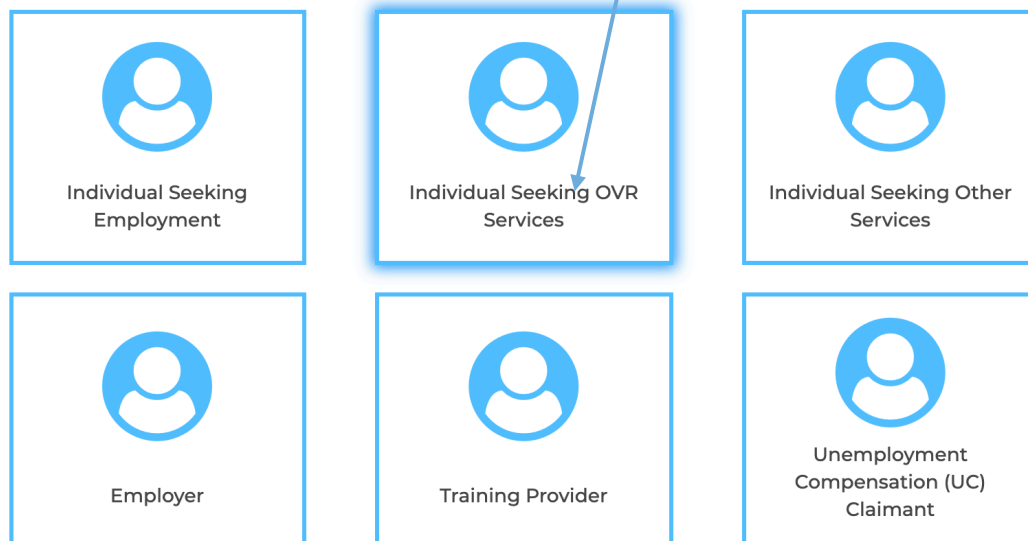
If you are a new Job Gateway user:

**\*\*\*An email address is required in order to register.**

1. Click “Register”



2. Click “Individual Seeking OVR Services”



3. Input “Personal information” and continue through.

## Job Seeker Registration

EMPLOYERS  
REGISTER HERE

Welcome to the PA CareerLink®. You are registering as an individual who is seeking disability services. The PA Office of Vocational Rehabilitation (OVR) works with individuals with disabilities who want to work but face difficulties getting, keeping, or advancing in employment.

Please provide the information requested and click the "Continue" buttons to walk through each portion of the registration process. Once you are successfully registered, you can apply for OVR services.

FIRST NAME (required)

LAST NAME (required)

DATE OF BIRTH (required)

HAVE YOU APPLIED FOR, OR ARE YOU RECEIVING BENEFITS OR SERVICES? (required) 

- Yes  
 No

ARE YOU REGISTERING TO COMPLY WITH THE UC REQUIREMENT TO REGISTER FOR EMPLOYMENT SEARCH SERVICES? (required)

- Yes  
 No

ARE YOU A PERSON WITH A DISABILITY SEEKING OVR SERVICES? 

- Yes  
 No

**4. On the “Registration Confirmation” screen, select “Request Staff Assisted Service” button.**



## Request Services

If you are interested in obtaining more information about our staff-assisted services and programs, select the program(s) below, then click the "Request Services" button and the appropriate staff will contact you.

### Referral Details

#### REFERRAL DATE

5/16/2019

#### COMMENTS

0 characters of 1000

### Programs (select at least one)

- Education and Training Assistance (Workforce Investment Act) ?
- Job Search Assistance (Labor Exchange) ?
- Veteran Programs ?
- Foreign trade Affected Job Loss (Trade) ?
- Office of Vocational Rehabilitation - Bureau of Vocational Rehabilitation Services ?
- Office of Vocational Rehabilitation - Bureau of Blindness and Visual Services ?

#### OTHER DISABILITY DESCRIPTION

0 characters of 250

### Department of Human Services (DHS)

To receive Employment and Training services through DHS Programs, please contact your local County Assistance Office. DHS Programs include Cash, Food Stamps and Medical Assistance. ?

CANCEL

REQUEST SERVICES



## STEP 3: Request Services

1. Go to the "Request Services" page Under Programs
2. Select one "Office of Vocational Rehabilitation – Bureau of Vocational Rehabilitation Services"
3. Select "Request Services" on the bottom of the screen.
  - a. A pop up notification will appear providing an explanation of OVR's mission and basic eligibility criteria.

- b. Choose “YES” for:  
I WANT TO WORK AND HAVE A DISABILITY THAT CURRENTLY  
CREATES DIFFICULTIES FOR ME IN TERMS OF GETTING,  
KEEPING, OR ADVANCING IN EMPLOYMENT
- c. Select Continue until you get to OVR’s Pre-Application for Services

**STEP 4: OVR’s Pre-Application**

- 1. You may start your pre-application or finish it later by clicking “Save and Finish Later”.  
\*\*\*Your incomplete pre-application remains available on your Job Gateway Dashboard for up to 90 days.
- 2. When all sections are complete select the “Submit Application” button.  
This will send your completed pre-application to the District Office that covers your county of residence.  
\*\*\*Within 15 days, you will be contacted by OVR to discuss the next steps by phone, mail, or email.

The screenshot shows the 'OVR Pre-Application' interface. At the top, it says 'Please complete each section and submit the application'. Below this is a section titled 'Application Sections' with a list of seven items, each with a 'START' button to its right:

- ① Personal Information
- ② Education Information
- ③ Disability and Employment Information
- ④ Household Information
- ⑤ Waiver Services and Other Agency Involvement
- ⑥ Medical Information
- ⑦ Voter Registration

At the bottom of the form, there are three buttons: 'PRINT OVR APPLICATION', 'SAVE + FINISH LATER', and 'SUBMIT APPLICATION'.

**MY OVR STATUS:**

I have not started the process to apply to OVR. **THIS MUST BE STARTED IMMEDIATELY!!!**

My OVR Pre-application was completed and submitted to OVR on \_\_\_\_\_ by \_\_\_\_\_ **If you do not hear from an OVR Counselor within two weeks contact your OVR**

**DISTRICT OFFICE:**

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

I am registered with OVR.

My OVR Counselor is \_\_\_\_\_

**O\*NET Career EXPLORATION and Plan**

You will be completing the o\*net profiler to help you find a career that fits your interests and preparation level. Follow the steps below to find the career that is the perfect fit for you!

**PART A**

1. Go to <https://www.mynextmove.org/>

## What do you want to do for a living?



"I want to be a ..."



### Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses

Search

"I'll know it when I see it."



### Browse careers by industry.

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services

Browse

"I'm not really sure."



### Tell us what you like to do.

Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.

Start

- Click "Tell us what you like to do"

**O\*NET Interest Profiler** ?

[User Agreement](#)  
[Proper Use](#)

Taken the Interest Profiler before?

Welcome to the O\*NET Interest Profiler!

The **O\*NET Interest Profiler** can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do.

The **O\*NET Interest Profiler** helps you decide what kinds of careers you might want to explore.

On each screen, click the **Next** button at the bottom to continue. You can use the **Back** button at the bottom to re-read the instructions or change your answers.


Start
Interests
Results
Job Zones
Careers
Next

- Start the O\*Net Interest Profiler by clicking "Next"

- Carefully Read and Complete each page until you have completed the O\*NET Profiler

**O\*NET Interest Profiler** ?

**Great job!**



You answered all of the questions.

You can review or change your answers at any time by selecting the **Back** button at the bottom of the screen, or by returning to the first screen of questions with the button below.

[Return to the first page](#)

If you answered "Unsure" for any of the questions, you might wish to review them now. You can print or change your answers using the button below.

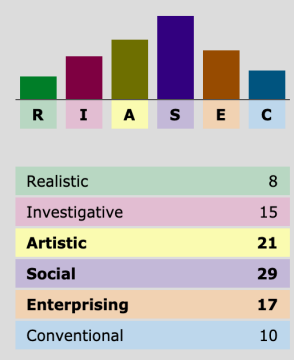
[View your Unsure answers](#)

When you are ready, use the **Next** button to see your Interest Profile.

Back Start **Interests** Results Job Zones Careers Next

5. Check out your results!

**O\*NET Interest Profiler** ?



Interest Type	Score
Realistic	8
Investigative	15
<b>Artistic</b>	<b>21</b>
<b>Social</b>	<b>29</b>
Enterprising	17
Conventional	10

**Here are your Interest Profiler results!**

Think of your interests as work you like to do.

Your interests can help you find careers you might like to explore. The more a career meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest below to learn more. When you're ready, click **Next** to continue.

- [Realistic](#)
- [Investigative](#)
- [Artistic](#)
- [Social](#)
- [Enterprising](#)
- [Conventional](#)

[Print](#)

Back Start Interests **Results** Job Zones Careers Next

My highest interests are:

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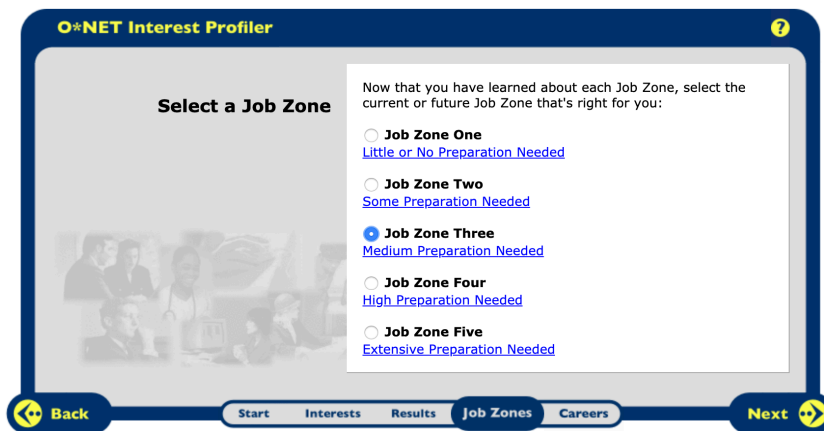


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6. Click “Next” to go to Job Zones. You will select how much education and training you want to complete.

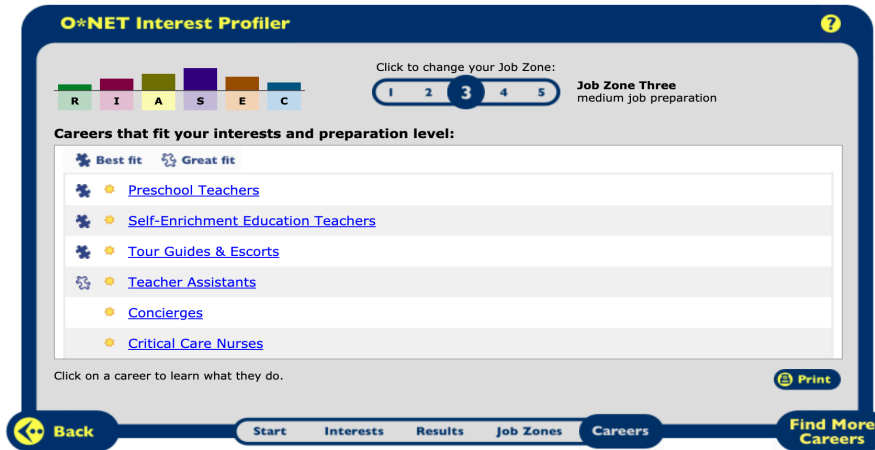


The screenshot shows the O\*NET Interest Profiler interface. The title is "O\*NET Interest Profiler" with a question mark icon. The main heading is "Select a Job Zone". Below this, there is a background image of a group of people. To the right, a text box says: "Now that you have learned about each Job Zone, select the current or future Job Zone that's right for you:". Below this text are five radio button options, each with a link to more information:

- Job Zone One  
[Little or No Preparation Needed](#)
- Job Zone Two  
[Some Preparation Needed](#)
- Job Zone Three  
[Medium Preparation Needed](#)
- Job Zone Four  
[High Preparation Needed](#)
- Job Zone Five  
[Extensive Preparation Needed](#)

At the bottom, there is a navigation bar with buttons for "Back", "Start", "Interests", "Results", "Job Zones" (which is highlighted), and "Next".

7. Click on the job zone that represents how much education or training you are planning on doing.
8. Click “next” until you get to careers that match your interest and preparation level.



## PART B – Career #1

Explore four careers based on your interests and preparation level.

- Watch the career video
- Fill out the chart below for each of the careers.

**Career** \_\_\_\_\_

What they do:

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On the job you would:

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PART B – Career #2

KNOWLEDGE

Skills

Abilities

Personality

Technology

Education

Explore four careers based on your interests and preparation level.

- Watch the career video
- Fill out the chart below for each of the careers.

**Career** \_\_\_\_\_

What they do:

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On the job you would:

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KNOWLEDGE

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Skills

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Abilities

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Personality

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Technology

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Education

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**PART B – Career #3**

Explore four careers based on your interests and preparation level.

- Watch the career video
- Fill out the chart below for each of the careers.

**Career**

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What they do:

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On the job you would:

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KNOWLEDGE

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Skills

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Abilities

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Personality

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Technology

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Education

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**PART B – Career #4**

Explore four careers based on your interests and preparation level.

- Watch the career video
- Fill out the chart below for each of the careers.

**Career** \_\_\_\_\_

What they do:

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On the job you would:

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**KNOWLEDGE**

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**Skills**

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**Abilities**

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**Personality**

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**Technology**

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**Education**

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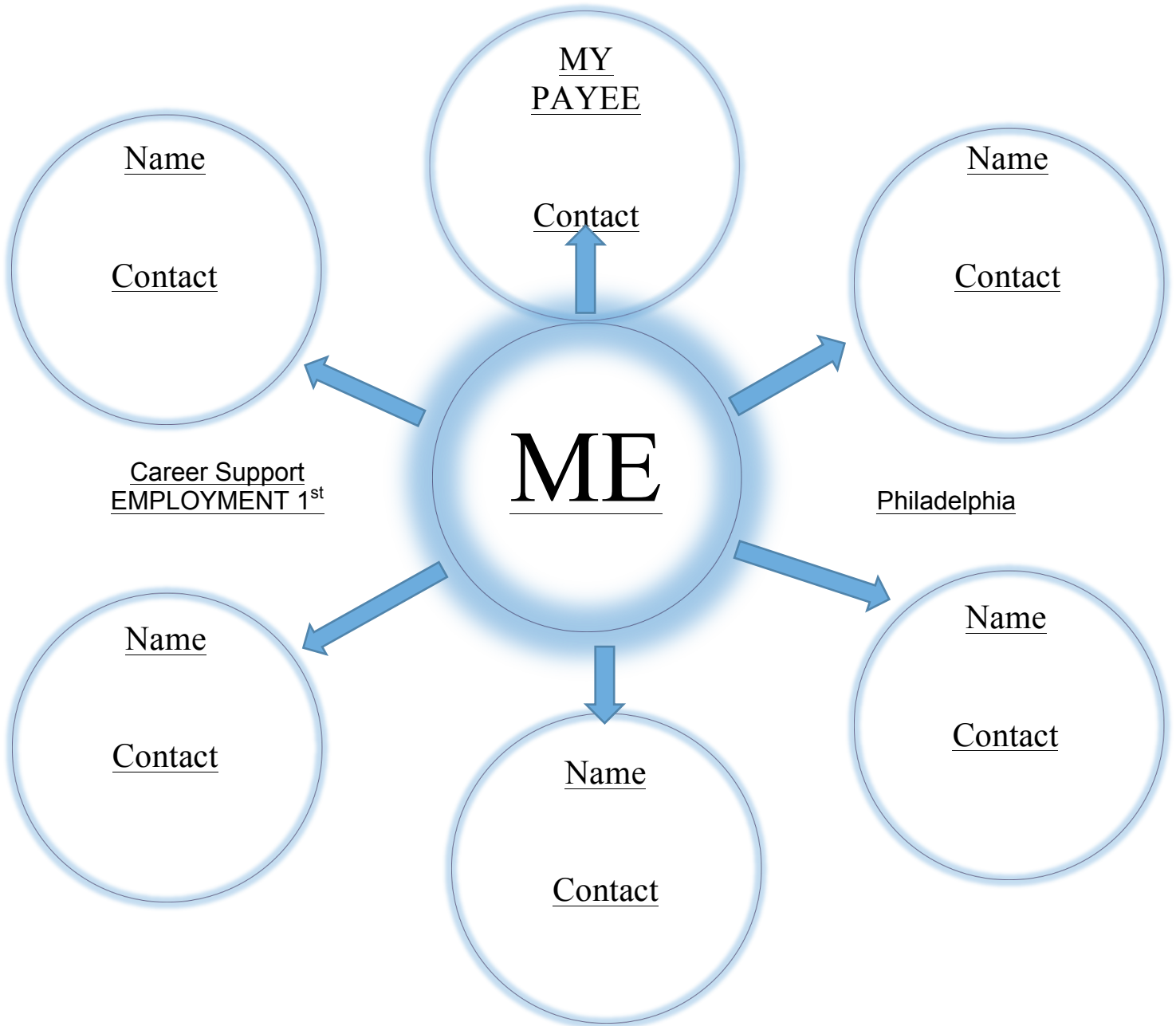
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## My Circle of Support

Identify five people who care about you and that you trust who can help support you after high school. These people can be family, friends, teachers, counselors, etc.





What it is:

- Promotes employment opportunities for people with intellectual disabilities and / or autism
- **Must be registered with IDS and OVR (see ESSENTIAL SERVICES in this packet)**

Phone Number: (215) 685-5900

### Career Support

#### **SPIN Employment Services**



**SPIN**  
Employment Services

For more information,  
please contact us at:  
215.698.3034  
or  
EmploymentServices@spininc.org  
www.spininc.org

SPIN's Employment Specialists are experienced in finding opportunities that maximize *your* strengths and abilities.

SPIN Employment Services Offers More...

- Individualized job development plan
- Resume development
- Vocational assessment
- Identification of strengths
- Interview preparation
- Full on the job training
- Support to maintain successful employment
- Travel training
- Services available 7 days a week, 24 hours a day

SPIN... a Life of Possibilities 

What it is:

- Promotes employment opportunities for people with intellectual disabilities and / or autism
- Vocational assessment
- Assists with job search, resume writing, application and interview
- On the job training
- Travel training

Address: 10980 Norcom Road Philadelphia, PA 19154

Phone Number: (215) 698-3054

Career Support

**TICKET TO WORK**



“If you are currently disabled (receiving SSI / SSDI) and would like to transition to full-time work, then please call us ASAP! We listed as an approved Employment Network (EN) by the Social Security Administration (SSA) to accept your ‘Ticket to Work’.”

What it is:

- Promotes employment opportunities for people with disabilities
- Career Counseling
- Assists with job search, resume writing, application and interview
- On the job training
- Job development
- Nursing jobs, truck driving jobs, etc

Phone Number: (866) 968-7842

Career / Community Support

**JEVS Human Resources**



**Services**

- Centralized source of current job openings
- Matching of applicant skills and interests to job openings
- Support services during the placement process and follow-up after employment
- Education in the job search process and programs to help applicants assess their employability
- Individuals age 18 or older living with a physical, intellectual, mental health disability, or a chronic condition

Enrollment

Phone Number: 215.728-4452

**Career / Community Support**

**Quality Progression**



**Services**

- Locates, coordinates and monitors support for adults with Intellectual disabilities
- Helps individuals achieve employment, participate in the community and make meaningful choices in their life

Phone Number: Philadelphia: (215) 685-5900

Address: 1339 Chestnut Street, Suite 700 Phila, PA. 19107

**Career / Community Support**

**The ARC Philadelphia**

**Services**

- Provides a vocational evaluation and provides skills training, job placement, and job coaching
- Home and Community-Based Services for people to achieve a more independent quality of life
- Cultural Arts Center fosters creativity, self-confidence and community connections for adults with disabilities



Phone Number: (215) 229-4500

Address: 2350 W. Westmoreland St Phila, PA. 19140

### **Social Activities**

You don't need to go through life alone!

### **SPIN – FIT For You**



What it is:

- A free group fitness program for adults registered with Philadelphia IDS Services
- Personal fitness evaluation
- Personal training
- Group fitness
- Gym swag

Phone Number: (215) 698-3012

**Social Activities**  
**You don't need to go through life alone!**

**SPIN Community Participation**



What it is:

- Direct service in groups of three to assist supported adults in community based settings to improve their skills in:
  - Self-Help
  - Peer Support
  - Socialization
  - Adaptive Skills
  - Relationship building
  - Travel safety

Phone Number: (215) 698-3082

MY LIFE, MY RIGHTS



# DISABILITY RIGHTS

PENNSYLVANIA

You have rights. You have the right to:

- Live in the community with support and services
- Live free of discrimination
- Live free of abuse and neglect
- Have control and determination over your services

If you feel like your rights are being violated call:

**1 (800) 692-7443 ext. 309**