



AIM SERVICES, INC.

**Adult Career and Continuing
Education Services (ACCES)**



**A COMPREHENSIVE CONTINUING EDUCATION
CATALOG OF ASSESSMENTS, TOOLS,
COACHING AND REAL LIFE WORK
EXPERIENCE FOR PEOPLE
OF DIVERSE ABILITIES.**

AIM Services, Inc. ACCES Catalog

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Pre-Employment Transition Services (Pre-ETS)

121X Counseling on Opportunities for Enrollment in Comprehensive Transition or Post-Secondary Educational Programs at Institutions of Higher Learning

A comprehensive assessment of the student (ages 14-21) to evaluate strengths, likes, interests, education, and work experiences. This service allows for a holistic approach to supporting the student, and their team to explore opportunities and prepare for post-secondary education programs. Person centered planning is implemented throughout the service.

122X Job Exploration Counseling

A comprehensive assessment of the student (ages 14-21) to evaluate strengths, likes, interests, education, and work experiences. This service allows for a holistic approach to supporting the student, and their team to explore and discover opportunities for entering the workforce, and to uncover potential career paths and goals. Person centered planning is implemented throughout the service.

124X Instruction for Self-Advocacy

Throughout the service, you will learn about your own strengths, interests and desires. You will learn to apply your own strengths and abilities to profession(s) of your interests. Topics include person centered thinking and planning, discovery, and building your team. The service will also discuss conditions, accommodations and disclosure. Your awareness of your attributes will empower you to see your own power of potential.

127X Workplace Readiness Training to Develop Social Skills and Independent Living

Throughout the service, you will learn basic work skills that enhance your employability. This will create a strong foundation for you to progress through services to gain competitive integrated employment. Topics include communication, teamwork, success, professionalism, resumes and interviews. At the end of the course, you will create your first resume and portfolio to present to employers.

557X Work-Based Learning Development

This service allows AIM to support you in developing a work experience opportunity just for you! You will have the opportunity for a real work experience in a business of your choice and build connections that may lead to competitive integrated employment.

963X Work-Based Learning Experience

This service provides an opportunity for paid work experiences for students (ages 14-21). This is a funding mechanism to assist businesses with overcoming fears and barriers for hiring people with disabilities. AIM will act as the responsible party for payroll purposes for a max of 320 hours.

964X Worksite Based Trainer

This service is an individualized support for students (ages 14-21) who need varying levels of supports both on and off the job. Supports can be short term or long term and are truly driven by what the person needs at that moment in time, such as becoming familiar with the worksite and learning how to navigate the environment. This flexible service meets the person where they are working, and supports them to remain as successful as possible.



Assessment Services

110X Diagnostic Vocational Evaluation (DVE)/Community Based Work Assessment (CBA)

A service to formally and informally assess the person's abilities, strengths, and assets for potential employers.

112X Community Based Workplace Assessment

A comprehensive person centered assessment to evaluate the person's abilities, strengths and assets for potential employers. Interviews with the person and their team, as well as multiple observations and assessments are completed to create an individualized vocational profile.



Employment Preparation Services

175X Benefits Advisement

Are you overwhelmed with how earning income will impact your benefits? Come meet one-on-one with a specialist to explain and understand your benefits.

625X Work Readiness Services 2 – Skill Development

Throughout the service, you will strengthen your foundation of initial work skills. Additional skills related to a specific field of interest for you will be introduced. You will have the opportunity to enhance your skill set through group activities as well as hands on practicum learning. This will progress you through the services to build your portfolio and obtain competitive integrated employment.

630X Work Readiness 3 – Skill Development with Work Experience

Throughout the service, you will enhance your skill set through actual experiences in the community. You will have the opportunity to trial different opportunities within your own community to potentially lead to competitive integrated employment.

Job Placement

559X Work Experience Development

This service allows AIM to support you in developing a work experience opportunity just for you! You will have the opportunity for a real work experience in a business of your choice and build connections that may lead to competitive integrated employment.

958X Community Work Experience

This service provides an opportunity for paid work experiences. This is a funding mechanism to assist businesses with overcoming fears and barriers with hiring people with disabilities. AIM will act as the responsible party for payroll purposes for a max of 320 hours.

959X Coaching Supports (For Employment)

This service is an individualized support for people who need varying levels of supports both on and off the job. Supports can be short term or long term and are truly driven by what the person needs at that moment in time. This flexible service meets the person where they are working, and supports them to remain as successful as possible.

Supported Employment Services

571X Supported Employment Intake

This service allows AIM to complete the intake and assess the vocational goal, job search methodologies, and expectations.

572X SEMP- Pre Employment Assessment/Job Development

This service supports a pre-employment assessment, including at least one situational assessment. The job development service includes, workplace behavior skills training, job application training, job seeking skills training, situational assessments, interviewing skills training and job retention skills.

573X SEMP Job Placement Day 5

This is an outcome-based service for when the person begins working on a job that meets his/her vocational goal and stays on the job for 5 calendar days (having worked a minimum of 3 days).

574X SEMP Job Placement Day 45

This is an outcome-based service for when the person begins working on a job that meets his/her vocational goal and stays on the job for 45 calendar days.

575X SEMP Job Retention Services

This service provides a resource to both the person and the employer during the initial 90 days of employment. Ongoing communication occurs to ensure a smooth transition to competitive integrated employment.

576X SEMP Job Retention-Hours Per Week

Outcome based service for when the person works competitive integrated employment for 22 hours a week.

578X Extended SEMP

This is designed as an ongoing support service for the person to maintain employment. Once the person is stabilized in their job, this allows for ongoing support, but must include at least twice monthly contact at the worksite or off-site as appropriate. If off-site, services must include two meetings with the person, and one employer contact per month. Services include building natural supports, and a plan for how those supports will assist the person to maintain competitive integrated employment.

582X Extended SEMP for Youth

This service provides support for up to 48 months or until the age of 25.

Adjunct Services

792X Coaching and Communication Supports for Post-Secondary Education and Employment

The goal of this service is to provide individualized supports in the areas of social communication, emotional regulation, and communication advocacy. This service also supports the person to effectively communicate at post-secondary sites as well as employment sites.

Effective communication can include, but are not limited to: coping strategies, problem solving, stress management, and social awareness.

Post-secondary options can include, but are not limited to: campus orientation, registration for classes, understanding hidden curriculum, and agendas and all social nuances in the classroom and on campus.

Employment site support options can include, but are not limited to: coping strategies, problem solving, stress management, job site orientation, review of human resources forms and rules, social nuances of break times, lunch times and everything in between.

T Transportation 2-Facility Provided

This is a reimbursement mechanism for vendors to provide round trip rides to facilitate participation in services.



To learn about all of AIM's Employment Services, visit:

www.aimservicesinc.org/services/employment-services/

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