

HOW TO COME INTO OUR PROGRAMS AT CLEVELAND VOCATIONAL INDUSTRIES, INC.

WELCOME TO CLEVELAND VOCATIONAL INDUSTRIES, INC. (CVII)

At CVII we help individuals with obtaining and maintaining employment based on their abilities and goals. We also work on basic living skills such as budgeting, social skill development, and other types of community involvement and personal goals.

We understand that getting your loved one the services they need may be overwhelming. So, in an effort to make it as easy as possible we've created this admissions process sheet for you to refer to.

OUR PROGRAMS

At CVII we offer two categories of services; **Community Employment** program and **Community Integration** program. To enter one of these programs and attend CVII we will need to receive a **referral** from a Vocational Rehabilitation Counselor or a Case Manager.

COMMUNITY EMPLOYMENT

If you are able to work in a competitive working environment then you will need to contact **Vocational Rehabilitation** at **704-480-5412** to get an appointment and a Vocational Rehabilitation Counselor. The Vocational Rehabilitation Counselor will look at what skills you have and determine if you are appropriate for our Community Employment Program.

COMMUNITY INTEGRATION

If you do not have a Case Manager and you have a developmental disability, substance abuse or mental health issue you will need to contact **Pathways** at **1-800-898-5898** to be referred to a Case Management company. The Case Manager will assist you with determining what services you need and getting those services. Based on your needs, to come into our Community Integration program your Case Manager will need to submit authorization requests for an IPRS service such ADVP and/or Developmental Therapies. If you are receiving CAP Services then your case manager will have to submit a request for a revision to your plan to include Day Supports Individual or Group, etc...

ADMISSION STEPS

If you choose to come to CVII and your services are authorized then you are a strong candidate for our Community Integration program. You will need to

1. **TOUR:** You will have a tour of our facility
2. **IN-TAKE:** You will need to come in for an In-Take
3. **CHART ITEMS:** Your Case Manager will need to submit chart items for our records

Steps 1-3 above may take anywhere from a day to a few weeks. The Case Manager and CVII will be taking care of the paper work and guiding you every step of the way to make it as easy as possible. After the Tour, In-Take and we have received your chart items we will:

4. **REVIEW:** Be up for review by our team of Qualified Professionals (QP) to determine for certain your eligibility. At this time a QP will be chosen to monitor your services. The QP should contact you to keep you informed about the start date, transportation, and other service information.
5. **STAFF:** Upon accepting you into our program it may take up to 2 weeks on average to hire and train a staff person to work with you on your goals. Either the QP or a staff will greet you on your first day and review our handbook with you.

If you have any questions about any of this don't hesitate to call Jeff Adams at 704-471-0606 or visit us online at www.cvii.org to contact us via internet, learn more about us, and to obtain directions to our facility.