

Agency Quarterly Report Cover Sheet

Agency: WorkSource enterprises

Program: Vocational Program

Quarterly Report Date Range: July 2022 – September 2022

Report Due Date: October 14, 2022

Agency Quarterly Meeting: October 18 – Location TBA

Agency Outputs: (As detailed on 2021-2022 Application)

We measure the success of the program based on placements.

15 day placement

45 day placement

90 day placement

We continue to provide important and much needed services to clients with services that are not funded by any other source.

How many lives have been impacted over the last quarter?

The Vocation Program has impacted 110 people over the last quarter of this fiscal year. This includes consumers in the program with needs outside of employment, potential clients, production workers who could quality and benefit from services, family members of consumers, past consumers, and employers who have previous clients working at the business.

Please break down demographics of client lives impacted. If not available, how are you going to work towards gathering this information?

Black – 3

White – 12

Male – 6

Female – 10

Disabilities: Autism – 1

Intellectual disability – 3

Learning disability – 2
Mental Illness – 5
Multiple disabilities – 2
Physical and/or medical disabilities – 4

Age groups: 18 to 24 - 5

25 to 44 - 4

45 to 64 - 8

65 and older - 0

Are you on track to hit your output goals as listed above? If not, what is preventing you from reaching those output goals?

We are not on target to reach our output goal for the first quarter of the year. We were impacted with the lack of referrals from DRS to our program going into the first quarter, starting out with a small caseload. Covid restrictions at the state level continue to keep the DRS counselors only working in the office one day weekly but they are now allowed to meet face to face with clients if they meet them at WorkSource. We continue to use the telephone for staffing clients, DRS counselors and WorkSource staff on a three way call and we continue to assist the DRS office with the completion of all paperwork required with the clients that we mutually serve. We have started to receive more referrals from DRS and I am receiving more work of mouth referrals, the caseload is now at a good operating level. I have several clients at a lower level than what we typically service, so the time to place will take longer and these clients will need more one-on-one assistance.

Please provide one (or more) inspiring story over the last quarter. This could be about your organization or a special impact story. Please include any pictures/graphics you feel necessary with your report.

A client that has not worked in over 20 years due to debilitating physical issues, including obesity; has lost 250 pounds, relocated to Illinois and is now currently employed in Danville and loving her new independence. I have assisted this client with her obtaining employment as well as transportation assistance, clothing assistance, (personal donation and referral to Fair Hope Ministries) and encouragement.

Please use this sheet as your cover letter for any supporting documents.

United Way First quarterly supporting documents for FY23– Vocational Program

Submitted by: Lisa Martin / VP Vocational Development WorkSource enterprises

Provide 2.5 hours a week of job development service hours in a class setting to assist consumers who are not job ready, currently consumers should be job ready to enter the vocational program.

July - Class setting job training was provided to 3 clients individually this month, averaging 2.5 hours per week

August - Class setting job training was provided to 6 clients individually this month, resulting in the equivalent of 2.75 hours per week

September - Class setting job training was provided to 4 clients, with 3 of the 4 attending two or three classes each, resulting in the equivalent of 3 hours per week

Provide job supports to consumers working at off site locations, currently off site locations do not count toward placements so job supports services are not funded.

July -25 hours week at BK

August -25 hours a week at BK

September -30 hours a week at BK

*Burger King has employed several clients over the contract year and we continue to provide support services for many of the clients working long after their caseload is closed.

Assist consumers with applications for housing

July - no requests or need

August - no requests for an application but assistance given with help adding a family member to the lease.

September - no requests or need

Assist consumers with applications for funding for higher education

July - no requests or need

August - no requests or need

September no requests or need

Assist consumers with applications for food assistance

July - 1 referral to a food bank

August -no requests or need

September – assisted a client with shopping needs by providing transportation to and from the store and their home

Assist consumers with applications for transportation assistance

July - no requests or need

August -no requests or need

September – I request, provided transportation to the DMT office, provided transportation to work, and provided transportation to pick up vehicle from mechanic shop

***additional services provided this quarter**

2 phone calls assisting a person with clothing needs

14 phone calls inquiring about services, some received our services, some were referred to outside agencies

8 Intake appointments scheduled 6 referrals to DRS

24- Phone calls with DRS counselors: discussing how to best serve a sex offender with physical barriers, some of our mutual clients' needs and obstacles and discussing their future goals to determine if the DRS counselor should continue to service these client or close their caseload due to lack of follow thru.

5 calls directly to employers to inquire about a specific job for a specific client

During the first quarter of this fiscal year I assisted a previous client with family matters in regards to housing, transportation, and helping ease the transition of having a family member moving in with the client. I continue to get requests for help from both the previous client and the family member who seems to be more hindrance than help. This

family member states he/she does not have a disability, but appears to have difficulty functioning without assistance, as he/she will call me in the middle of the night with questions and in a crisis mode.

An allegation of rape from previous client was reported to Randy. His report follows:

5 hours' time spent with previous client where she reported a co-worker had raped her. Time was spent researching the allegations with her, her apartment complex, and getting her to tell me what and how exactly she was hurt.

3 hours' time spent with the employer to discuss these allegations and have a meeting with the client to discuss and investigate.

3 hours' time spent with her legal guardian discussing allegations and telling her there was a meeting. Client reported that her guardian knew, but the guardian didn't. The Guardian called the Vice President of the employer and discussed allegations and how things would be handled with me present and call on speaker phone.

3 hours' time was spent with the employer's Vice President after a call was made from the guardian.

2 hours' time was spent with the employer's Manager of Employment to discuss the outcome and how her schedule would be specific to days that she would work. It was also discussed that this employee would no longer be available to be called in, be a fill in for anyone, and that she would be allowed to arrive at work no earlier than fifteen minutes before her shift would start.

The guardian did file a police report and ask for an order of protection. She intends to take the previous client to the doctor for a checkup.

WorkSource will provide ongoing follow up and support on this occurrence into the next quarter.

Placement milestone outcomes met for the first quarter of FY23

15 day -0+1 +1

45 day - 0+0+1

90 day -0+2+0