TRANSITION GUIDE

Aging & Disability Resource Center of Waukesha County

A Transition Guide for Young Adults with Disabilities and Their Supporters

Office Hours
Monday through Friday
8:00am-4:30pm
(262) 548-7848
www.waukeshacounty.gov/adrc

Aging and Disability Resource Center of Waukesha County

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Overview

This publication was developed by the ADRC of Waukesha County, with the assistance of the Waukesha County Department of Health and Human Services Children's Special Needs Unit and parents of youth who have experienced transition or who will be in transition in the near future. It is intended to help the student with disabilities and his/her family make the transition into adulthood as smoothly and effectively as possible.

It provides a brief overview of the changes, the process, the timeline and the resources involved for a young person with special needs and/or disabilities to transition from adolescence into adulthood. It explains how and when the ADRC can help you understand your new rights and responsibilities, determine your immediate and future care needs and evaluate your options for meeting those needs. It provides links to resources and organizations that will help you make more informed choices about living as an adult in Waukesha County.

Beginning 6 months before your 18th birthday, the ADRC can help you, your family and your transition team make the transition process seamless, productive, and less stressful. We can help you identify the questions to ask and find answers specifically tailored to your situation.

Questions you will answer during the transition process:

- How do youth services and adult services differ?
- What is publicly funded long term care and how is eligibility determined?
- How do my legal rights and responsibilities change?
- How does guardianship change?
- How will I support myself and manage my finances?
- How will I manage my health care?
- Where and how will I live?
- Will I go to school, or job training for employment?
- Where can I find help and guidance to answer all these questions?

The ADRC is here to help you find the answers to your questions. There is no charge for ADRC services.

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Transition Planning

Good Transition Planning Includes a Role for Everyone!

Student Role

- Identify interests, talents, and passions to pursue after leaving high school.
- Actively participate in the Individualized Education Plan (IEP) process and identify employment and independent living goals.
- Work towards achieving those goals.
- Identify supports (people and resources) that can help achieve those goals.
- Stay in school.
- Develop self-determination and self-advocacy skills*.

Parent/Family Role

- Help my son/daughter identify his/her interests, talents, and passions.
- Work with the IEP team to address transition related goals (e.g., employment, independent living,.
- Work with my son/daughter to complete activities toward achieving their post school goals.
- Collaborate and communicate with identified support systems (e.g., school, adult services).
- Support my son/daughter in advocating for him/herself*.

Teacher Role

- Develop an understanding of the student's abilities, interests, and passions.
- Develop and implement transition plan with student and family.
- Work with student and family to complete activities toward achieving post school goals.
- Collaborate and communicate with identified support systems (e.g., families, school, adult services).
- Support the student in advocating for him/herself*.

***Why Self-Determination and Self-Advocacy?**

- To live life as you choose in accordance with your interests, needs, and abilities.

What is Self-Determination?

- Exercising the right to make choices and direct your own life.
- Promoting self-determination includes choice making, decision making, and problem solving.

What is Self-Advocacy?

- Knowing and standing up for your rights.
- Promoting self-advocacy, includes knowing your strengths, interests, weaknesses, and understanding your disability and the support you need.

Transition Planning Timeline

Grades 8-9	Grades 9-10
• Continue to learn basic academics (reading, math, & writing). • Develop self-determination and self advocacy skills. • Discover and identify interests, passions, and abilities. • Learn about your disability and its impact on your learning. • Explore employment options (volunteering, job shadowing, and career exploration). • Participate in the IEP process. • Complete a 4, 5, or 6 year plan for high school • Consider college prep classes if appropriate.	• Continue to build on academic skills. • Continue to develop self-advocacy skills (be able to describe your disability and your needs). • Learn more about how your interests and goals relate to your disability and your job/career goals. • Learn more about your disability and begin to express needed learning supports. • Volunteer in your community and/or begin looking for a part time job. • Become a more active participant in your IEP. • Begin a career portfolio (resume, letters of reference, copies of job applications). • Participate in a functional vocational evaluation at your school.
Questions to Consider	**Questions to Consider**
Students • What do I do well? • What do I like to do? • What do I want to do after high school? • What do I do for fun? • What do I need help with and who can help me?	Students • What are my dreams for my future? • What accommodations for my disability do I need in school, at home, or on the job and can I describe them? • Where do I want to live after high school?
Parents • What are my son/daughter's strengths, weaknesses, and interests? • Do I help develop self-advocacy and • self-determination by providing opportunities to make decisions and choices at home? • Do I help my son/daughter develop goals for education, employment, and independent living?	Parents • What do I know about guardianship and adult rights and responsibilities? • Where will my son/daughter live after high school? • How will I support my son/daughter in finding and keeping a job?

Got Dreams?

Students need to express their goals and desires whenever and however possible. This expression may include: observations, interviews, and/or picture based inventories.

Transition Planning Timeline

Grade 11	Grade 12
• Continue career exploration based upon areas of interest and abilities. • Take college admissions tests for 2-4 year colleges, if appropriate. • Begin to understand adult rights and responsibilities. • Contact the Department of Vocational Rehabilitation (DVR) 4 semesters before graduation. • Begin to investigate and visit adult service agencies.* • Continue exercising self-advocacy skills. • Develop strategies for transportation (driver's license, independent travel skills, public or para transit, with or without an attendant).	• Finalize post high school goals for employment, vocational training, and housing. • Apply to a technical school or 4 year college. • Consider staying in school through age 21 to gain additional work experiences and complete educational objectives. • At age 17 years & 6 months, contact the local Aging and Disability Resource Center (ADRC) for options counseling that will help you plan and make informed decisions about opportunities available to you as well as information about long term care programs. • Complete final IEP addressing graduation and life after high school. • Participate in school sponsored work activity or in paid community based work programs. • At age 18, contact Social Security for an adult disability determination, if appropriate.
Questions to Consider	**Questions to Consider**
Students • How will I deal with transportation issues? • What have I learned about the required training to achieve my career/job goals? • What caring adults do I know that may act as mentors for me in the school and community?	Students • How much money will I need after high school? • What do I see myself doing immediately after completing high school? • What do I like to do with my free time? • How will I manage my health needs?
Parents • Have I resolved the issue of guardianship? • Do I encourage positive talk about the future (jobs, family, and housing)? • What do I anticipate my son/daughter's living arrangements will be?	Parents • What do I know about adult service agencies? • What supports (people, accommodations, technology) will my son/daughter need in order to succeed in work or postsecondary education?

***Adult Service Providers**

Adult service providers are agencies, some run by the government others run by private individuals, that assist individuals with disabilities with employment , housing, recreation, and other skills needed to live as independently as possible.

What's so Important About Turning 18?

In Wisconsin, you are considered an adult after age 18, except for criminal law purposes (you're treated as an adult at age 17).

What does it mean to be an adult?

If you are not under legal adult guardianship based on disability, you have certain new rights which are associated with being completely independent

What are some of your rights?

- Vote in national, state, and local elections.
- Create a will.
- Marry without the consent of your parents or guardian.
- Obtain medical treatment without your parents' permission.
- Apply for credit.
- Serve in the armed forces.
- Support yourself because your parents are no longer required to support you.
- Sign contracts and other legal documents.

Action Steps to Take at 18

- Males - Register with the Selective Service at www.sss.gov.
- If appropriate, obtain an adult disability determination through Social Security Administration, ph. 800-772-1213, and apply for Supplemental Security Income (SSI) and Medical Assistance (MA).
- At age 17 years & 6 months, call to get information directly from the Aging and Disability Resource Center (ADRC) of Waukesha County. (262) 548-7848 or www.waukeshacounty.gov/adrc

Eligibility for Adult Services

- Adult services are based on eligibility and vary by agency.
- Services are based on the Individualized Service Plan (ISP) and/or Individualized Plan for Employment (IPE) which are developed with the adult consumer.
- Progress toward goals is monitored by consumer and requires self advocacy.
- Required by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.(ADA).

Aging and Disability Resource Center (ADRC)

Services provided by the ADRC include but are not limited to:

- Offers the general public a single entry point for accurate and unbiased information and assistance on issues affecting students and adults with disabilities regardless of income such as:
  - Adult Service Agencies and Providers
  - Independent Living Options
  - Recreational Opportunities
  - Transportation
- Information and access to publicly funded long-term care programs, if eligible.
  - Eligibility Determination - Functional Screen and Financial Eligibility
- Disability Benefits Counseling
  - Information when applying for benefits
  - Dealing with a denial of benefits
  - Working and keeping Social Security benefits while working
- Transitional services for students and youth
- ADRC services can be provided via telephone by calling the local ADRC or through a home visit.
- General information can be obtained at any age by calling the ADRC.

ADRC
Aging & Disability Resource Center of Waukesha County

To determine eligibility and, if appropriate, apply for publicly funded long term care services, contact the ADRC of Waukesha County.

(262) 548-7848
www.waukeshacounty.gov/adrc

Enrolling in Publicly Funded Long-Term Care

Long-term care is any service or support that a person may need as a result of getting older or having a disability that limits their ability to do the things that are part of their daily routine. This includes things such as bathing, getting dressed, making meals, going to work, and paying bills.

Individuals interested in learning more about their options for long-term care should contact their local aging and disability resource center (ADRC). ADRC services are available to everyone, whether or not they are eligible for publicly funded long-term care or other Medicaid programs. Publicly funded long-term care programs include Family Care; Include, Respect, I Self-Direct (IRIS); Partnership; and Program of All-Inclusive Care for the Elderly (PACE).

To be eligible for these long-term care programs, you must:

- Be aged 65 or older, or an adult with a disability.
- Meet applicable requirements for Wisconsin residency.
- Have long-term care service needs that meet program functional eligibility requirements.
- Meet financial eligibility requirements.

People receiving a long-term care benefit may be required to pay a cost share to their managed care organization or fiscal employer agent. The ADRC will explain these requirements to you.

Once your eligibility for long-term care has been determined, the ADRC will provide information about the options available to you. Options may include enrollment in Family Care, IRIS, Partnership, or PACE. You may also be able to choose to receive services through the Medicaid fee-for-service system or to privately pay for services.

If you decide to enroll in a long-term care program, the ADRC will complete enrollment or referral paperwork, finish the enrollment or referral process, and notify the managed care organization (MCO) or IRIS consultant agency (ICA) of the enrollment or referral date. Within three days after your enrollment date or referral, the MCO or ICA will contact you to begin working on your plan for services and supports.

Steps to Enrollment

1. Functional Eligibility

The ADRC will visit with you to complete the Long-Term Care Functional Screen. The screen will assess your level of need for services and determine your functional eligibility for a publicly funded long-term care program.

2. Financial Eligibility

If you are a full-benefit Medicaid recipient, you automatically meet the financial eligibility criteria for publicly funded long-term care programs.

If you are not a current full-benefit Medicaid recipient, the ADRC will help you contact an income maintenance agency to determine your financial eligibility.

3. Enrollment Counseling

Once functional and financial eligibility is established, the ADRC will contact you. The ADRC will make sure you understand what it means to become a member of a publicly funded long-term care program, and that you understand all of the options for long-term care available in your area.

What is the "Long-Term Care Functional Screen" and How is it Used?

What is the Long-Term Care Functional Screen?
The functional screen is used by staff to determine your eligibility for many of Wisconsin's' Long-Term Care Programs. It is used to gather information about whether you need help, and to what extent, in doing the activities of your everyday life.

What sort of "activities" does the tool gather information about?
The long-term care functional screen looks at many of the common activities of daily life such as bathing, getting dressed, using the bathroom, walking and eating.
It also looks at activities that you may or may not be able to do for yourself such as meal preparation, managing your medications, managing your money, and using the telephone. In addition, the screen includes questions about behavior, physical diagnoses, medically-oriented tasks, transportation needs, and employment. Information is also gathered about mental health concerns and substance abuse and other conditions that might impact your need for help.

How will the information I share be used?
The functional screen has multiple purposes. First, the functional screen was designed to be an objective way to determine the long-term care needs of elders and people with physical and developmental disabilities. This is important, because the functional screen is used to determine whether the type of help you need qualifies you for long-term care services. The long-term care functional screen also calculates the monthly budget allocation for all persons who choose the IRIS options.

Who administers the screen?
Only experienced professionals who have taken a training course and have passed a certification exam can administer the screen.

Will my information be kept confidential?
Yes. Any information collected for the screen or during the screening process is confidential.

Am I required to have a Long-Term Care Functional Screen?
The functional screen is voluntary, but it is required in order to enroll in one of the Wisconsin's long-term care programs since the screen is used to make sure you are eligible.

If I don't like the results of the screen what can I do?
If you have a reason to believe that an error has occurred in you functional eligibility determination, you have the right to appeal. The appeals and grievance processes will be shared by your local ADRC at the time your functional screen is done.

Which Long-Term Care Program is Best for You?

I would like to have help in getting the services I need.

I would like to have help to coordinate my long-term care services. I want to use Medicare or Medicaid to pay for my doctor and my medications

Tell Me More about...
Family Care

I would like to have help to coordinate my long-term care services and my other health care services, such as prescription drugs and physician services. I like the idea of having a nurse practitioner on my care team to coordinate my doctor and medications.

Tell Me More about...
Partnership

I would like to manage my own services and supports.

I would like to direct my own care and have the help of a care team. I want to self-direct all, or some, of my services within a budget, allowing me to recruit, hire, and schedule services I choose. I want to leave management of some of my services to my care team. Family, friends, and other may help me self-direct.

Tell Me More about...
Self-Directed Supports
in Managed Long-Term Care

I would like to be in charge of and be responsible for all of my long-term care services. An IRIS consultant and a fiscal employer agent will help me. Within a budget I am allowed to recruit, hire, and schedule my long-term care providers and services, or I may purchase services from an agency. Family, friends, and other may help me self-direct.

Tell Me More about...
IRIS
(Include, Respect, I Self-Direct)

Transitioning to Adult Health Care

Every young adult will transition from pediatrics to adult health care. However, if you have always gone to a family doctor who sees patients throughout the life span, you will not need to switch doctors. Individuals with disabilities often have complex medical needs and finding a new doctor can be a big decision. You will want to find someone that is knowledgeable about your special needs and someone with whom you feel comfortable communicating.

Finding Adult Health Care Providers

Finding adult providers early will help you coordinate your health care and make your transition a smooth one. There are several ways to find adult medical providers. Listed below are some ideas to help you get started:

- Ask your pediatrician for referrals
- Ask friends and family for referrals
- Call your health insurance company
- Contact the ADRC. The ADRC will not endorse any single provider, but can direct you to physician referral hotlines or other referral sources.

Be Prepared for the Transition

Begin updating your evaluations and assessments. Obtain and keep a copy of school records, including IEPs, psychological evaluations and OT/PT/Speech evaluations. All of these documents will assist in determining eligibility for programs. Start thinking and talking about transition from pediatric to adult health care service providers.

Finding Providers That Are Right for You

It is perfectly acceptable to schedule an “interview” appointment with a new doctor so that you have a chance to meet him/her in person. This interview appointment allows you to ask questions and make sure you are comfortable with the doctor before making your final decision.

Once you have found a new doctor, you will need to have your medical records transferred. You can usually do that by contacting your pediatrician’s office. You will need to fill out a “Medical Release Form” and sign it before any information will be disclosed to your new provider. Transferring records can take some time so be sure to do it well before your first real appointment with your new doctor.

It is a good idea to make your first appointment while you are still being seen by your pediatrician in case there are any questions or concerns about your treatment or medications.

Health Insurance Options

Once you turn 18, your eligibility for health insurance coverage may change. Health insurance helps pay for medical expenses including office visits with your doctors, hospital stays and medications. Without health insurance, most people cannot afford the cost of health care. It is critical to staying healthy. Below are possible insurance options for young adults.

Private Insurance (through employment)

If you decide to go straight into the work force after high school, you may qualify for health insurance coverage through your place of employment. Most, but not all, employers offer health benefits, so it is important to ask what benefits are offered before accepting a job. All insurance plans are different, but most require you to pay monthly premiums and a yearly deductible. If you have this type of insurance, it is important to know what your premiums and deductibles will cost you, what type of medical expenses are covered, and which doctors you can see. If you have questions, you should contact your insurance provider directly.

Continuation on Family Plan (dependent adult)

If you are dependent on your family for support because of your disability, you may qualify to remain on your family's health plan as a dependent adult. This may vary from plan to plan, so it is important to review the policy details to learn which conditions would allow an adult child to remain on the family's plan. If you are allowed to stay on the plan, you may be required to provide documentation of your disability. You or the policy holder should contact the insurance company directly to find out what is required.

Continuation on Family Plan (student)

If you will be continuing on in school or are transitioning into post-secondary education, you may qualify to remain on your family's plan as a student until a certain age. This also varies from plan to plan, so it is important to contact the company to get more information and learn what documentation may be required in order to remain eligible.

COBRA Health Insurance

COBRA is a short-term health insurance option for young adults who lose coverage under a family plan because they are no longer eligible as dependents. This would entitle you to coverage for 36 months under COBRA. If you want health care coverage under COBRA, you must notify your plan administrator of this "qualifying event" within 60 days of ceasing to be covered as a dependent under plan rules.

Medicaid

Medicaid pays for medical services, such as hospital stays, doctor appointments, and prescription drugs. You may qualify for Medicaid if you are a citizen of the United States or a qualifying immigrant, and meet the financial eligibility requirements. There are several different Medicaid programs available in Wisconsin (i.e. Katie Beckett, Medicaid Purchase Plan, and BadgerCare). Each have different eligibility criteria. For more information about Medicaid programs, contact **Moraine Lakes at: 888-446-1239, or https://access.wisconsin.gov/.**

How Will I Support Myself?

Social Security Administration Programs

Social Security programs provide financial protection to workers and their families, and pay monthly Social Security retirement, disability, or survivor benefits to individuals. The Supplemental Security Income (SSI) program pays monthly benefits to individuals who have little or no resources and who are elderly, blind, or disabled. The Social Security Administration administers both programs. Most young adults with disabilities receive SSI unless a parent is deceased or retired.

If you received SSI prior to age 18, contact Social Security to see if you will need to complete a review. Eligibility must be reestablished at age 18. To prevent interruption of benefits, contact the Social Security office on the 1st of the month in which you turn 18. The local office servicing Waukesha County residents is located in Waukesha and can be reached at 1-866-220-7885. You can call and make an appointment to apply for SSI. When you make your appointment you may want to discuss what documents you will need to bring.

If you begin working and are receiving SSI, your cash benefit will change based upon how much you earn each month. Generally, the more income you have the less you will receiver from SSI cash benefit. There are several work incentive programs available to assist you in keeping some SSI cash benefits which you can discuss with Social Security representatives.

Work incentives benefit specialists can help people with disabilities make informed choices about work. They provide information about the potential benefits of employment as a person who receives disability benefits and the special rules about returning to work. They can also analyze how work and earnings may impact disability benefits. You can find a work incentives benefit specialist by calling the Helpline at 1-866-968-7842 or 1-866-833-2967 (TTY).

Disability Benefit Specialist Program

The Disability Benefit Specialist program is a service of the Aging and Disability Resource Center. The Disability Benefit Specialist (DBS) works closely with information and assistance specialists on options and other resource center services. The DBS provides services to people ages 18 to 59 with physical disabilities, developmental disabilities, mental illness, and substance use disorders. The DBS provides information about public and private benefit programs including assistance with application and appeal procedures, such as formal appeals related to denials of eligibility, termination of benefits or overpayments of public and private benefits.

The Disability Benefit Specialist can also help with: Medicaid (Medical Assistance), Food Share, Medicare (Including Part D), Veteran's Benefits, Social Security Disability Income, Supplemental Security Income (SSI), Housing and Utility Issues, Prescription Drug Assistance Programs, and Private Health and Disability Insurance Issues.

Social Security: A Few Things You Should Know

The Social Security Administration (SSA) administers benefits paid through Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Disability Determination is a finding made by disability examiners and medical professionals that an individual has an illness, injury, or condition that meets the legal definition of disability in the Social Security Act. This may take 60-120 days or longer. Contact SSA at age 18 even if this determination process occurred as a child.

Supplemental Security Income (SSI) makes cash assistance payments and medical benefits (Medicaid) available to persons with a disability who have limited income and resources.

Social Security Disability Insurance (SSDI) makes cash assistance payments and medical benefits (Medicare) available based upon an individual's prior work or a family member's prior work contributions to the SSA Trust Fund.

Social Security Employment Supports
Employment supports help you to enter, re-enter, or stay in the workforce by protecting your eligibility for cash payments and/or health care as you move from dependency to independence.

"Ticket to Work"
The Ticket to Work Program is an innovative program for individuals with disabilities who want to work and participate in planning their employment. A Ticket increases your available choices when obtaining employment services, vocational rehabilitation services, and other support services you may need to get or keep a job. It is a free and voluntary service.

Plan to Achieve Self-Support (PASS)
To be eligible you must receive SSI (or SSDI and be eligible for SSI) and want to set aside money to pursue an employment goal.

SSDI Employment Supports
The SSDI employment supports provide help over a long period of time to allow you to test your ability to work, or to continue working, and gradually become self-supporting and independent.

SSI Employment Supports
The SSI employment supports offer ways for you to continue receiving your SSI checks and/or Medicaid coverage while you work. Some of these provisions can increase your net income to help cover special expenses.

Student Earned Income Exclusion for SSI
A student under age 22, regularly attending school, college, or a course of vocational/technical training, can have limited earnings that are not counted against SSI benefits. For the current amount of the income exclusion, see: https://www.ssa.gov/OACT/COLA/studentEIE.html.

For more information, contact Social Security at **(800) 772-1213**. Individuals ***currently*** receiving SSI or SSDI who want to work can also call the ADRC of Waukesha County at **262-548-7848.**

ADVANCE DIRECTIVES:
WHAT ARE THE OPTIONS?

Things to think about when considering advance directives:

- What functional abilities and needs for decision making support does the individual need?
- Have these areas been considered: medical care, safety, finances, and personal needs?
- Is the individual able to understand the nature, risks, and benefits of various options, and rights, related to these areas?
- Is there support in the form of an advocate or an informal network of support to help the individual make decisions and protect him or her from exploitation?
- If guardianship is appropriate, how should the guardian's power be limited to cover only those decisions and rights where risks justify the use of guardianship?

Alternative Decision Makers:

Less Restrictive

1. Release Forms - A person signs release forms authorizing a specific person(s) access to certain kinds of records (health, financial, etc.). Some of the release forms may allow a person to select certain records to be release while retaining privacy over others. Additionally, some release forms may provide one-time or time-limited access to records, while others may remain in effect in perpetuity.

2. Supported Decision Making Agreements - Supported Decision-Making recognizes adults with disabilities and older adults as their own decision-maker. In a Supported Decision-Making agreement, the adult with a disability or older adult chooses who they want to be their Supporter to assist them in certain areas such as educational, medical, and/or housing. The adult with a disability or older adult remains in control of their own decision-making.

3. Representative Payee - A representative payee is an individual or organization appointed by the Social Security Administration (SSA) to receive Social Security and/or Supplemental Security Income (SSI) benefits for someone who cannot manage or direct someone else to manage his or her money. The main responsibilities of a payee are to use the benefits to pay for the current and foreseeable needs of the beneficiary and properly save any benefits not needed to meet current needs. A payee must also keep records of expenses. When SSA requests a report, a payee must provide an accounting to SSA of how benefits were used or saved. In order to be a payee a person or organization must apply for and be appointed by SSA.

4. Power of Attorney/Medical Proxy – This is a formal legal arrangement that permits others to act on the person's behalf. Powers of Attorney (POA) agreements designate another individual to make certain decisions (generally health care or financial) on the Person's behalf. Some POAs are activated only when a person is incapacitated while others may be set up so the POA is always the designated decision maker in certain areas. Medical Proxy documents designate a person to express a person's wishes and make decisions if the person cannot speak for themselves.

More Restrictive

SUPPORTED DECISION MAKING

Role of the Supporter:

Supported Decision-Making upholds the values of autonomy, self-direction, empowerment and dignity of risk by supporting and accommodating an adult with a disability or older adult to make their own decisions. The adult with a disability or older adult chooses who they want to be their supporter and in what areas they would like to be supported.

In the process of assisting the adult in decision-making, a Supporter can:

- Help the adult understand options and alternatives
- Help access and obtain information relevant to a decision
- Help communicate the adult's decision
- Help read and explain complex documents
- Attend appointments and meetings to help express concerns and ask questions

A Supporter does **not** make decisions on behalf of the adult with disability or older adult.

Alternative to Guardianship:

Wisconsin law requires lesser restrictive alternatives to be considered before pursuing an adult guardianship. Wisconsin Statute § 54.10(3)(a)4. explains a court may appoint a guardian only if it finds by clear and convincing evidence that the individual's needs for assistance in decision making or communication is unable to be met effectively and less restrictively through other means such as training, education, support services, health care, assisted devices, a supported decision-making agreement or other means the individual will accept.

Supported Decision-Making does not take away any authority from the adult with a disability to make their own decisions or give any authority to the supporter to make decisions on behalf of the adult. In contrast, through a guardianship action, a court removes decision-making authority from the adult and assigns a guardian to make their decisions.

Supported Decision-Making Agreement:

To complete a Supported Decision-Making Agreement, it must be in writing and it must be voluntary. The document must be signed, dated and witnessed by two adult witnesses or a notary. The agreement can be revoked at any time.

Supported Decision-Making was signed into law in Wisconsin in April 2018 and can be found in Chapter 52 of the Wisconsin Statutes. The state form for Supported Decision-Making is available through the Department of Health Services website at https://www.dhs.wisconsin.gov/library/f-02377.htm.

An agreement that is substantially similar is also valid.

GUARDIANSHIP:
WHAT IS IT AND WHO NEEDS IT?

CAUTION

Wisconsin law requires lesser restrictive alternatives to be considered before pursuing an adult guardianship. The need for a guardian is established by assessing a person's ability to understand the decisions he or she needs to make. Here is a brief overview of the different options available for adult children who will require assistance with decision-making.

Parents should consider guardianship and/or related alternatives at least 6 months before your child's 18th birthday. The legal process for appointing a guardian may take several months.

A Guardianship is considered when a person does not have the mental capacity to make decisions to meet their needs for physical health and safety. In these situations an alternate decision maker is needed. The need for guardianship is determined through a legal proceeding by a judge. A judge makes a legal determination that the person placed under guardianship is incompetent and unable to make his or her own decisions. Physical disability and/or poor judgment without a legal finding of mental incompetence are not sufficient reasons to establish guardianship.

To meet the legal definition of "Incompetent" a person must be at last 17 years and 9 months old, must be suffering from an impairment: developmental disabilities, degenerative brain disorder (dementia), serious and persistent mental illness or other like incapacities (i.e. stroke), the condition must be permanent, and the individual must be unable to effectively receive and evaluate information, or to make or communicate decisions.

A **Guardian of Person** must visit the ward at least four times per year to observe the ward's condition, surroundings, and treatment. The guardian must review treatment records, attend staffing and work with (consult with) providers of health care and social services in making all necessary treatment decisions. A guardian is expected to make decisions based on what is in the best interest of the ward. A Guardian of Person does not have decision making powers over the ward's property (including finances, unless he or she is also appointed Guardian of Estate or Representative Payee for Social Security benefits.)

A **Guardian Ad Litem** is an attorney who is appointed to represent the best interest of the proposed ward during the court process. The process of appointing a guardian includes: 1) Filing a petition with the court, 2) The completion of a competency evaluation by a psychologist or physician, and 3) A court hearing. These steps are generally completed by a private attorney.

There are two basic kinds of guardianship:
Guardian of the Estate—Manages the ward's finances and property.
Guardian of Person—Arranges for personal needs such as food, shelter, social services, or medical needs.

A court may appoint the same person for both kinds of guardianship or the responsibilities may be divided.

RESOURCES:
SUPPORTED DECISION MAKING

Where to go for more information on Supported Decision-Making:

Webinar on Supported Decision-Making:
https://arcwi.org/2018/04/13/supported-decision-making/

Wisconsin Board for People with Developmental Disabilities:
https://wi-bpdd.org/index.php/supporteddecision-making/

American Bar Association:
https://www.americanbar.org/groups/law_aging/resources/guardianship_law_practice/

The National Resource Center for Supported Decision-Making has resources, publications, and a state-by-state guide to information on Supported Decision-Making.
www.supporteddecisionmaking.org

Where to go for more information on other alternatives to guardianship:

Wisconsin Guardianship Support Center has information on alternatives to guardianship including supported decision-making, powers of attorney, and other options.
1-855-409-9410
https://gwaar.org/guardianship-resources

Contact an attorney to help you through the process:

Disability Rights Wisconsin
https://disabilityrightswi.org/

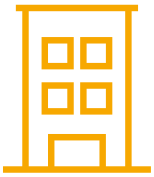
State Bar of Wisconsin
Lawyer Referral and Information Service -
https://www.wisbar.org/forPublic/INeedaLawyer/Pages/LRIS.aspx
Modest Means Program for Low Income Families -
https://www.wisbar.org/forPublic/INeedaLawyer/Pages/Modest-Means.aspx

Marquette University Law School Volunteer Legal Clinic
https://law.marquette.edu/mvlc/brief-legal-advice-and-referral-services

Housing and Assisted Living Options

As an adult, you will be responsible for determining how you live your life. You will make many decisions, which will effect the quality and stability of your life as an adult. You may choose to live with your family into adulthood, or you may want to experience independent living. Maybe you will go back and forth between your family and independent living. There are may things to consider in making this very important choice.

Housing and Assisted Living Options

Support Services In the Home	Individual continues to live at home (own home or family member's home) and receives support services.
Supervised/Supported Apartments 	On-site staff supervision and support services available from a few hours to 24-hours a day—may include personal care assistance, making meals, assistance in budgeting, help with connecting to community leisure activities or other areas needing attention.
Adult Family Care Homes	A place where adults who are not related to the operator reside and receive care, treatment, or services that are above the level of room and board, and may include up to 7-hours per week of nursing care per resident.
Community Based Residential Facility (CBRF) (Group Home)	A place where five or more unrelated people live together in a community setting. Services provided include room and board, supervision, support services and may include up to 3-hours of nursing per week.

Find more information on housing options in Waukesha County in the ADRC Resource Guide. Call the ADRC and ask for a copy **(262) 548-7848** or visit our website: **www.waukeshacounty.gov/ADRC**

Employment Strategies and Options

What can I do if I want to work?

- Participate in work experience through the high school.
- Volunteer.
- Job shadow.
- Complete a Career Inventory.
- Develop and demonstrate self-advocacy skills: be able to explain your disability, strengths, and how you learn new things.
- Learn about employment support available through adult service providers.
- Learn what skills are necessary for specific careers.
- Apply to Division of Vocational Rehabilitation (DVR) for assistance four semesters prior to completing high school.
- Know what you can do with and without assistance.
- Know the impact of your healthcare needs.
- Contact the ADRC for information about long term care services including employment support.

Competitive Employment	Questions for Competitive Employment
• Working in an integrated setting with coworkers on a job you compete for in your local community. • Job obtained with or without the assistance of an adult service provider. • You are paid at least minimum wage and may receive benefits.	• Are job accommodations available if needed? • Will I need assistance to successfully meet job requirements? • What is/are the pay, work schedule, and job requirements? • How will I get to work?
Supported or Customized Employment	**Questions for Supported or Customized Employment Providers**
• Working in a job found in your local community with the assistance of an adult service provider. • Jobs are based on your interests and abilities and are sometimes negotiated with employers by the adult service provider. • Jobs are designed to meet the specific needs of the employee and employer. • You are paid wages and may receive benefits. • Support on the job from a job coach or co-worker that may or may not be paid.	• What are the eligibility requirements and how do I apply? • How long does it generally take to assist someone in getting a job? • How many permanent vs. temporary placements in the last 12 months? • How many placements in my field of interest? • Does the provider accompany me on interviews and assist with completing forms if necessary? • How frequently does the provider communicate with me during the job search? • What is the average pay for individuals who get jobs through your agency?

Employment Strategies and Options

Self Employment & Micro-Enterprise	Questions for Self Employment & Micro-Enterprise
• Owning, managing, and/or operating your own business to earn money. • Gives you a chance a create your own work based on your talents and work you want to do. • More flexible work hours. • Micro-Enterprise has 1-5 people running a business. • Adult service providers may provide assistance.	• Am I a self starter and self reliant? • What business am I interested in and why? • How much do I know about this type of business? • How well do I plan and organize? • What special training is required for this business? • Do I have the physical and emotional strength to run a business?
Community Rehabilitation Programs **(This is not integrated employment)**	**Questions for Community Rehabilitation Providers**
• Work done in a group setting with supervision and co-workers with or without disabilities. • Job provided by an adult service provider who acts in the role of employer and adult service provider. • Previously known as sheltered workshops. • Wages are earned based on piece rate or productivity.	• What are the eligibility requirements? • How do I apply to participate? • What are the types of jobs available and what are the requirements? • What are wages based on? • Are there a variety of work tasks or duties? • Are employees helped to move to community based integrated employment?

DVR:
DIVISION OF VOCATIONAL REHABILITATION

The role of DVR is to:

- Provide employment services and counseling to people with disabilities.
- Provide or arrange for services to enable an individual to go to work.
- Provide training and technical assistance to employers regarding disability employment issues.

Two separate determinations must be made before an individual with a disability receives DVR services:

- Eligibility determination
- Placement on the Order of Selection waiting list

To be eligible for DVR:

- The individual has a physical and/or mental disability.
- The disability makes it difficult for the person to obtain, retain, and/or advance in employment.
- The individual requires DVR assistance to achieve an appropriate employment goal.

Order of Selection:

Because DVR may not have sufficient resources to provide services to everyone who is eligible, the Rehabilitation Act requires that people with the most significant disabilities be served first. This is the reason for the second determination noted above, placement on the Order of Selection waiting list. Once an individual has met the test for the eligibility determination, DVR must assess how significantly disabled the individual is. DVR has three categories of severity:

- Most significantly disabled (category 1)
- Significantly disabled (category 2) - an SSDI beneficiary or SSI recipient is automatically considered to be, at least, an individual with a significant disability
- Disabled (category 3)

Services Provided by DVR:

- Career Guidance & Counseling
- Information and Referral Services
- Supported Employment Services
- Vocational and Other Training
- Transportation
- Assistance in Small Business Planning
- Rehabilitation Teaching Services
- Post- Employment Services
- Job Search and Placement Assistance
- Transition to Work Services for Students with Disabilities in High School
- Rehabilitation Technology
- Disability and Employment Assessment
- Occupational Licenses, Tools, and Equipment
- Interpreter Services
- Diagnosis and Treatment

Contact DVR at: www.dwd.wisconsin.gov/dvr or Call the ADRC at (262) 548-7848

Education Options and Resources

- **Technical College/Two Year College**
  - Smaller class size
  - Hands on education
  - Get into field of study sooner
  - Less expensive
  - Credits often transfer to a four year college
- **Four Year College**
  - More expensive than technical or 2 year college
  - May take more than 4 years to graduate
  - More academic and less hands on
- **Apprenticeships**
  - Instruction in a skilled trade
- **Degree and Certification Programs**
  - Generally offered at community and technical

Questions to ask when you begin exploring education options:

- Why do you want to get more education?
- What assistance and accommodation do you think you will need?
- Are you able to talk about your disability and what help you will need?
- Where do you plan to live while in college?
- How will you manage your transportation needs?
- How will you pay for your education?

Special considerations when selecting postsecondary education and training options:

- Know why you want to go to college.
- Know what your career goals are.
- Begin planning as early as 9th grade.
- Understand your disability and how to be a self-advocate.
- Understand your unique academic needs associated with your disability and what type of academic support is offered by the college.
- Understand the application process and what the entrance requirements are for a student with a documented disability.
- Learn the expectations for students who need access to student support services.
- Develop good study habits, self–discipline, and time management skills.

Education Resources

Division of Vocational Rehabilitation (DVR)

- Assistance for students in achieving post-school employment.
- www.dwd.wisconsin.gov/dvr

Disability Service Offices

- provide on-campus support at universities or tech schools for students with disabilities.
- Contact the college of your choice to learn more about their disability service office and resources.

Social Security

- Offers incentives to pursue post-secondary educational options.
- (800) 772-1213

LOCAL EDUCATIONAL PROGRAMS

Concordia University Wisconsin – Bethesda College of Applied Learning

12800 N Lake Shore Drive Mequon, WI 53097
(262) 243-2712
www.cuw.edu/about/offices/bethesda.html

Edgewood College – The Cutting Edge Program

1000 Edgewood College Drive Madison, WI 53711
(608) 663-6869
www.edgewood.edu/cutting-edge

Madison College- Campus Connect

201 North Carroll D116 Madison, WI 53703
(608) 258-2308
www.studentservices.madison.k12.wi.us/campus-connect

Shepherds College

1805 15th Ave. Union Grove, WI 53182
(262) 878-5620
www.shepherdscollege.edu/

UW-Whitewater

800 W Main Street, Whitewater, WI 53190
(262) 472-1905
www.uww.edu/coeps/departments/life-program

Waukesha County Technical College (WCTC)

800 Main Street, Pewaukee, WI 53072
(262) 691-5566
www.wctc.edu

Transportation Options & Education

Self Driving/Instructional Options

Employment Resources, Inc. (ERI)
ERI offers a *Pre-Driving Assessment* which provides people with disabilities feedback about their abilities related to driving. This hands-on experience builds confidence and provides valuable information about moving forward with driving training. ERI uses a state-of-the-art driving simulator to test key driving skills. They also offer driving skills practice using interactive lessons customized to meet your unique needs and build your skills for driving.
Phone: (608) 906-2728
https://eri-wi.org/contact-driving-assessment/

Adaptive Driving, LLC.
Adaptive Driving LLC. Is a licensed driving school that provides comprehensive driver rehabilitation services to beginning drivers and adults with functional impairments. They offer various evaluations and simulations to determine how a person's functional impairment impacts their ability to operate a car and negotiate normal traffic situations. The results of the evaluation are discussed with the client and a detailed report is sent to their physician and/or the referral source. Permission to drive is granted by the physician and the Department of Motor Vehicles (DMV).
Phone: (414) 721-8636
https://adaptivedrivingllc.com/evaluations

ADRC Transportation Options

The Aging and Disability Resource Center or Waukesha County (ADRC) sponsors subsidized transportation services for non/limited-driving older adults 65 years of age and older, and for individuals with disabilities who are under the age of 65. Users of the transportation services are required to complete an eligibility application. When approved for transportation services, applicants receive a discounted fare. The ADRC offers subsidized rides in shared-fare taxis for those who are able to get in and out of the vehicle without assistance. The RideLine Program is available to Waukesha County residents who use assistive devices such as; walker, wheelchair, scooter, or are legally blind. Individuals must be unable to enter or exit a car with little or no assistance.
Contact the ADRC to complete an application.
(262) 548-7848
www.waukeshacounty.gov/adrc

ADRC
Aging & Disability Resource Center of Waukesha County

Assistive Technology

Devices and services that allow people to function as independently as possible at home, at school, at work and in the community are known as Assistive Technology.

Assistive Technology includes:

- Wheelchairs and motorized scooters
- Hearing aids
- Magnifiers and other visual aids
- Computers with modifications
- Control/switches for lights, doors and appliances
- Vehicles with lifts or hand controls
- Home modifications (for example, kitchen or bath redesign, ramps and/or widened doorways)

Wisconsin's Assistive Technology Program (WisTech)

The WisTech program provides information on selecting, funding, installing and using assistive technology. The provider of these services for Waukesha County residents is Independents First.

Staff at the Device Demonstration Centers provide:

- Individual assistance regarding selecting and trying-out a variety of assistive technology devices.
- Direct consumers to manufactures and funding sources.

Device Loans are short-term loans of assistive technology devices for the purpose of:

- assisting in the decision-making process of finding the most appropriate equipment
- serve as loaner equipment
- provide short-term accommodations

Device Loans are available at the regional independent living centers. Loans are available to people with disabilities, their families, employers, service providers and other interested persons.

The Wheelchair Recycling Program maintains an online inventory of equipment and operates storefronts in Madison and Milwaukee. The Wheelchair Recycling Program will work with independent living centers, Aging & Disability Resource Centers and county human services and aging offices to make equipment available to consumers.

The WisLoan program offers loans for assistive technology. The loans help people buy equipment such as hearing aids, modified vehicles, wheelchairs and ramps. Independent living centers throughout the state provide technological assistance, applications and assistive technology services.

The program is open to Wisconsin residents of all ages who have a disability. There is no income requirements and individuals are not required to exhaust personal or public funding. Under the program, banks provide loans to qualified borrowers. Loan amounts depend on the item purchased and the ability to repay the loan.

Contact Independence First at www.independencefirst.org or (414) 291-7520 (V/TTY)

CONTACTS:

LONG-TERM CARE STATE AGENCIES AND OMBUDSMAN

State Licensure/Complaints:
Division of Quality Assurance
P.O. Box 2969, Madison, WI 53701-2969
(608) 266-8481 TDD# (608) 266-7376
Responsible for monitoring different types of health and community care providers, including Nursing Homes, Hospitals, and Home Health Agencies. Also does on-site surveys, complaint investigations, and enforcement. The Southeastern Regional office represents Waukesha County.

Long-Term Care Ombudsman
Board on Aging and Long-Term Care
1402 Pankratz Street, Suite 111, Madison WI 53704
Toll Free: (800) 815-0015
Investigates improper treatment of elderly and disabled persons receiving long-term care; monitors federal, state and local laws concerning long-term care; promotes public awareness; works to improve long-term care through education and cooperation.

State Bureau of Aging and Disability Resources:
Bureau of Aging and Disability Resources
1 W. Wilson St., Room 450, Madison, WI 53703
(608) 266-2536
Responsible for implementing Title III of the Older Americans Act, oversees a county aging network and promotes public policies to help older people.

DRW Ombudsman Services
Disability Rights Wisconsin
131 W. Wilson St., Suite 700, Madison, WI 53703
(608) 267-0214 Toll Free: (800)928-8778
Designated protection and advocacy agency for people (18-59 years of age) with developmental disabilities and mental illness. Disability Rights helps people across Wisconsin gain access to services and opportunity through its advocacy and legal expertise.

Transition Checklist

Use this checklist to guide you through the steps of the transition process. If you need assistance or have questions, you can always contact the ADRC or if the person with a disability is receiving children's services, you can reach out to their case worker.

Resource	Phone or Website	Call or Contact	Completed On
Division of Vocational Rehabilitation (DVR)	www.dwd.wisconsin.gov/dvr/ Phone: 800-442-3477	For assistance with post school *employment goals*, contact four semesters prior to leaving high school.	
Aging and Disability Resource Center (ADRC)	www.waukeshacounty.gov/adrc Phone: (262) 548-7848	Call at any age for general information: At age 17 years & 6 months contact the ADRC to determine eligibility and, if appropriate, apply for long term care services.	
Job Centers	www.jobcenterofwisconsin.com/ Phone: 888-258-9966	Contact to find your nearest Job Center or to ask questions	
Guardianship and Supported Decision-Making	www.dhs.wisconsin.gov/clientrights/guardianship.htm www.dhs.wisconsin.gov/library/f-02377.htm	If needed, begin process at least six months prior to turning 18.	
Social Security Benefits (SSI or SSDI) Disability Determination	www.ssa.gov/ Phone: 800-772-1213	At 18 years old; If already receiving SSI as a child then contact SSA to receive benefit as an adult.	
Medical Assistance	www.ssa.gov/ Phone: 800-772-1213	At 18 years old; If already on MA as a child then contact SSA to receive benefit as an adult.	

Notes

Notes

Call us to talk to an Aging and Disability Resource Specialist

Telephone: (262) 548-7848
Fax: (262) 896-8273
Toll Free: (866) 677-2372
TTY: 711
Email: adrc@waukeshacounty.gov
Web: www.waukeshacounty.gov/adrc

Aging and Disability Resource Center of Waukesha County
A Division of Health and Human Services
514 Riverview Avenue
Waukesha, WI 53188

Office Hours:
8:00 a.m. – 4:30 p.m. Monday – Friday