

MISSION

The mission of the Carl D. Perkins Comprehensive Rehabilitation Center is to provide services to assist consumers in achieving suitable employment and independence. The organizational vision is that all individuals served at the Carl D. Perkins Comprehensive Rehabilitation Center will achieve employment and independence.

MESSAGE FROM THE DIRECTOR

The Carl D. Perkins Comprehensive Rehabilitation Center is a 206-bed residential, state-owned and operated facility whose purpose is to serve Kentuckians with disabilities. The Center offers a wide variety of comprehensive services directed toward a successful vocational outcome for its consumers. The staff of well-qualified and experienced professionals are committed to persons with disabilities and the mission of the Center. The Center provides a safe environment for learning and achieving rehabilitation goals. The Center's programs are accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), the national rehabilitation accreditation commission. We welcome visitors to our facility and encourage prospective consumers to come and tour.

William G. Duke

REFERRALS

The Perkins Center receives referrals from various sources for participation in residential and day programs as well as outpatient services.

- Individuals are admitted to the Perkins Center through referral. Vocational rehabilitation field counselors are the primary source of referrals for the Center.
- Individuals may also be sponsored by other agencies under special arrangements with the admissions office.
- Individuals who have Medicare or private insurance can be referred for outpatient medical services as space and services are available. Physicians usually initiate these referrals.
- Individuals and the referral source participate in initial decisions about services at Perkins Center with assistance from the admissions counselor.

ELIGIBILITY

Eligibility to participate in Center programs is based on a determination that the Center is most appropriate for the individual.

- The Perkins Center admissions counselor determines whether the referral is appropriate for services and/or programs at the Center. The admissions counselor may consult with other Center professionals to make an admission determination.
- The consumer will first be notified, in writing, of acceptance or rejection. If accepted, an admission date will be given.
- If admission is rejected, the consumer will be notified in writing as to the reason. Vocational Rehabilitation consumers will be informed of their right to appeal the decision.

ADMISSION

Information regarding the referral process can be obtained from the Center by calling 1-800-443-2187, or TTY 1-877-600-6111. Tours of the facility are available upon request.

The following procedures are customary for all individuals who will reside at the Perkins Center while receiving services:

- Individuals are admitted every Sunday during the year except during Thanksgiving, Christmas and summer break.
- A staff member who can answer questions about services, facilities and campus life greets individuals planning on residing at the Center.
- Current Center residents serve as guides to take new residents to the assigned dormitory or medical housing unit. Dormitory staff are available to assist new residents move into Center housing.
- A physical examination by the Center physician will be completed on all individuals admitted for residential services. Specialist examinations may be recommended on an individual basis. A physiatrist is available to assess individuals, as needed.

ORIENTATION

- All new and readmitted individuals who will reside or receive services as day students are required to attend an orientation program that covers Center guidelines, including safety and emergency procedures.
- On the day of the first visit, outpatient medical consumers are given an orientation that covers the Center and the programs in which they will be involved.
- Every effort is made to make the admission process simple and timely. Detailed instructions for admissions are described in the Kentucky Department of Vocational Rehabilitation Counselor's Manual.

CASE MANAGEMENT

- Each individual participating in services is assigned a case manager who is responsible for coordinating services in the individual's program throughout enrollment. The case manager also serves as liaison between the Perkins Center and the family and/or referral source.
- The individual, the case manager and the Center vocational rehabilitation counselor jointly agree upon an Individualized Plan for Employment that contains the work goal and the services needed to reach this goal.
- In addition, the Center's professional staff work with each person served, to develop service plans for each of the programs entered. Individual plans serve as roadmaps for successfully completing programs and achieving goals.
- Case managers continually review individual progress in programs and in achieving work goals. Persons served are also assisted in developing life skills that will support independence and self-sufficiency.
- Case managers also facilitate changes and/or resolve conflicts in programs of services. They assist with problem solving and arranging necessary interventions. The field counselor or other referral source is provided information on the individual's progress through Center programs.

REAPPLYING FOR SERVICES

Even though an individual has participated in Center services in the past, that person may reapply. Eligibility for readmission will be determined at the time the Center receives an application.

PROGRAMS

Comprehensive Vocational Evaluation

Work Adjustment

Occupational Training

CDPCRC

Child Care

Cosmetology

Nail Technology

Nurse Assistant

Graphic Arts

Custodial

Building Maintenance

Food Service

Small Engine Repair

Mayo Technical College

Prestonsburg Community College

Medical Programs

Brain Injury Program

Outpatient Medical

Physical Restoration Program

COMPREHENSIVE VOCATIONAL EVALUATION

The Comprehensive Vocational Evaluation (CVE) is an individualized assessment that includes vocational aptitude and interests, nonverbal reasoning, reading, arithmetic, independent living skills, psychosocial functioning and screening for psychological symptoms and stressors. Medical aspects are assessed through screenings by physical and occupational therapy staff, speech/language and hearing screenings, nursing staff interviews and a general physical by the staff physician. Assessment generally requires five days but length may be adjusted based on individual needs. Assessment results are integrated into a comprehensive report that outlines an individualized program of vocational rehabilitation.

WORK ADJUSTMENT

Community Living

Community Living is an open-ended, pre-vocational class designed to assist students with money management and budgetary skills. Basic information is provided about banking, wages, government services, citizenship, housing and transportation.

Health Maintenance

Health maintenance is designed to help students understand the physical, cognitive and emotional aspects of nutrition, exercise, sexuality and drug awareness.

Self Concept and Socialization

Self concept and socialization is designed to enhance skills in self awareness, social interaction, coping, conflict resolution and group interaction. Activities are specifically designed to improve the student's cognitive, emotional and social development skills. Students learn how to apply these skills and strategies in daily life.

Work Activity

Work activity is a hands-on class that teaches appropriate work habits and behaviors. Some of the activities include laundry, wrapping silverware, packaging, mailing and making center identification cards.

Craft Factory

Craft factory is designed to improve work skills and attitudes through the use of wood craft activities and projects.

Entrance Requirements

- Recommendation on vocational assessment
- Referral from case managers

OCCUPATIONAL TRAINING

CHILD CARE

360 Hours

Child Care program provides training to develop marketable skills for successful employment in the field. The curriculum includes planning a safe and healthy learning environment, supporting children's social and emotional development and learning strategies to establish positive and productive relationships with families. Practical skills are developed in the licensed Day Care on site.

Entrance Requirements

- High school diploma is **NOT** required
- TB skin test
- Criminal background check
- Ability to lift 25 lbs frequently and 50 lbs occasionally

Employment Opportunities

- Private homes
- Schools
- Workplaces
- Private businesses

COSMETOLOGY

1800 Hours

Cosmetology offers training in the entire field of beautification including hairdressing, esthetics, skin, nail, hair and scalp treatments. Extensive practical experience is possible in the well-equipped salon lab on site. Students work with patrons from the student body and the local community.

Entrance Requirements

- Completion of 10th grade, high school diploma or a GED
- Ability to learn and apply various techniques of cosmetology
- Good eye-hand coordination, finger dexterity and physical stamina
- Ability to tolerate fumes and chemical irritants
- Individuals with felony convictions are reviewed on an individual basis by the State Board of Hairdressers and Cosmetologists and may be prohibited from licensure

Employment Opportunities

- Salon owner/operator/manager
- Makeup artist
- Manufacturer representative
- Instructor

NAIL TECHNOLOGY

600 Hours

Nail technology provides training in all areas relating to nail services including manicuring, pedicuring and artificial nail application. Extensive practical experience is possible in the well-equipped salon lab on site with patrons from the student body, as well as, the community.

Entrance Requirements

- Must be at least 16 years of age
- Completion of the 10th grade in high school, a high school diploma or GED
- Ability to tolerate fumes and chemical irritants
- Individuals with felony convictions are reviewed on an individual basis by the State Board of Hairdressers and Cosmetologists and may be prohibited from licensure

Employment Opportunities

- Nail technician
- Salon owner/operator/manager

NURSE ASSISTANT

360 Hours

Nurse Assistant training provides both classroom instruction and clinical experience. Students develop the knowledge and skills to safely practice in health services.

Entrance Requirements

- High school diploma **NOT** required
- Ability to perform general math skills
- Ability to recognize and understand medical terms
- Ability to follow instructions
- Ability to walk, stand, lift 50 lbs frequently and 100 lbs occasionally
- Felony convictions significantly restrict placement opportunities

Employment Opportunities

- Hospitals
- Clinics
- Health departments
- Convalescent and nursing homes
- Private homes
- Long-term care facilities

GRAPHIC ARTS

1400 Hours

Graphic Arts offers the opportunity to acquire entry-level skills in printing. Training includes: layout and design, computer phototypesetting, process photography, image assembly, platemaking, offset press work and bindery. Students print all materials used by the Perkins Center.

Entrance Requirements

- High school diploma **NOT** required for entry
- Ability to follow instructions
- Ability to lift 25 lbs frequently and 50 lbs occasionally
- Ability to tolerate fumes and chemical irritants
- Desktop Publishing training is available for individuals who cannot meet physical entrance requirements

Employment Opportunities

- Printing shops
- Industries with duplicating departments
- State and federal agencies
- Businesses with in-house printing
- Self employment

SMALL ENGINE REPAIR

720 Hours

Small Engine Repair provides the opportunity to acquire entry-level skills in the service and repair of a wide variety of small engines. Students gain practical experience serving community customers.

Entrance Requirements

- High school diploma **NOT** required
- Ability to follow instructions
- Ability to read repair manuals and specification charts
- Ability to tolerate fumes and chemical irritants
- Ability to walk, stoop, bend, lift 50 lbs frequently and 100 lbs occasionally

Employment Opportunities

- Hardware stores
- Rental stores
- Service repair centers
- Boat repair
- Self employment

CUSTODIAL

360 Hours

Custodial training prepares individuals for entry-level positions in the institutional cleaning field. Instruction is provided in the use of equipment and chemicals for cleaning hard floors, carpets, restrooms and other areas. Students gain practical experience cleaning facility areas.

Entrance Requirements

- High school diploma **NOT** required
- Ability to walk, push, pull and lift 50 lbs
- Ability to stand for extended periods of time
- Ability to tolerate fumes and chemical irritants

Employment Opportunities

- Shopping malls
- Office buildings
- Banks
- Schools
- Hospitals
- Factories
- Hotels/Motels

BASIC BUILDING MAINTENANCE

720 Hours

Building Maintenance provides individuals with introductory instruction in the areas of custodial, electrical, plumbing, painting, construction, masonry and ground keeping. Students receive practical experience through maintenance of the Center's buildings and grounds.

Entrance Requirements

- High school diploma **NOT** required
- Ability to walk, crawl, climb, stoop, push, pull, bend and lift 50 lbs
- Ability to tolerate extremes of heat and cold, fumes, chemical irritants and noise

Employment Opportunities

- Shopping malls
- Schools
- Apartment buildings
- Chain stores
- Hotels
- Motels
- Factories
- Hospitals and nursing homes

FOOD SERVICE

360 Hours

Food Service provides entry-level skills in kitchen maintenance, sanitation, production, and safety necessary for employment in food service operations. Students gain practical experience in the Center cafeteria.

Entrance Requirements

- Must be at least 18 years of age to operate certain types of equipment
- High school diploma **NOT** required
- Ability to follow instructions
- TB skin test
- Ability to walk, stand for long periods, and lift 25 lbs frequently
- Ability to tolerate extremes of heat and cold

Employment Opportunities

- Schools
- Hospitals
- Hotels
- Restaurants
- Fast food outlets
- Caterers

MAYO TECHNICAL COLLEGE

Qualified students may pursue various programs of vocational training at Mayo Technical College. Available training areas include:

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| • Accounting | • Auto Body |
| • Auto Technology | • Carpentry |
| • Computer Integrated Manufacturing Systems | • Cosmetology |
| • Data Processing | • Diesel Technology |
| • Drafting and CAD | • Graphic Arts |
| • Heating, Ventilation/Air Conditioning | • Industrial Electricity Electronics |
| • Machine Tool Technology | • Office Technology |
| • Practical Nursing | • Respiratory Care Technology |
| • Robotics | • Surveying and Mapping |
| | • Truck Driving |
| | • Welding |

PRESTONSBURG COMMUNITY COLLEGE

Students may choose a vocational program or college training and enroll in courses offered at Prestonsburg Community College.

ADDITIONAL SERVICES

General Physical Medicine and Rehabilitation Clinic

Nursing/Medical Support

Psychological/Psychiatric Services

Rehabilitation Technology/Assistive Technology

Physical Therapy

Speech Therapy and Audiology

Therapeutic Recreation

Occupational Therapy

Horticulture Program

External Diploma Program (EDP)

General Educational Development (GED)

Developmental Education

Computer Basics

Driver Education

Preparing Adults for Competitive Employment (PACE)

Job Placement

PHYSICAL THERAPY

Physical Therapy treatments improve the physical functioning of an individual after the experience of injury, illness or disease. Therapy for individuals and/or groups is provided by a licensed therapist or supervised physical therapy aide upon referral by a licensed physician and development of an individualized therapeutic plan.

SPEECH THERAPY AND AUDIOLOGY

Individual Speech Therapy is offered to consumers for a variety of communication disorders. Treatment and evaluation are provided for expressive/receptive language, voice (including pitch/resonance and reduction of vocal nodules), fluency, articulation, motor speech and aural rehabilitation. Audiological screenings, evaluations and services are also available upon request.

THERAPEUTIC RECREATION

Therapeutic recreation services are provided to improve functional services for clients with acquired brain injury. This service provides an environment that promotes facilitation of prevocational skills for successful community re-integration and allows opportunity for personal development.

OCCUPATIONAL THERAPY

Occupational Therapy provides treatment programs based on purposeful activity with a goal of assisting individuals in leading useful, self-sufficient lives. Various techniques are utilized to help individuals reach their fullest functional capacity including assessment, adaptive training, remediation, compensation and use of adaptive equipment/assistive technology.

HORTICULTURAL PROGRAM

Horticultural activities are designed to provide instruction and/or treatment for the client to achieve an optimal level of functioning performance. This service is a process utilizing leisure activities to improve the psychosocial, educational, social, and physical adjustment of persons, thus improving their body, mind, and spirit.

BRAIN INJURY PROGRAM

The Brain Injury Program offers post-acute community re-entry services through three levels of functional retraining for those who have acquired brain injury. Support areas available for Brain Injury students are:

- Self-Esteem Group
- Functional Skills Group
- Cognitive Rehabilitation Group
- Head Trauma Support Group
- Memory Group
- Pragmatic Group
- Driver Education
- GED
- Remedial Academics
- Creativity
- Physical Therapy
- Occupational Therapy
- Speech/Language Therapy
- Assistive Technology
- Horticultural Therapy
- Recreational Therapy
- Psychological Services
- Supportive Counseling
- Psychiatrist Services
- Brain Injury Assessment

OUTPATIENT MEDICAL REHABILITATION

Rehabilitative medical services are offered on an outpatient basis. Services are designed to provide vocational rehabilitation and/or remediation for individuals with mild to moderately severe functional limitations. Services include, but are not limited to, the following:

- Physical Therapy
- Occupational Therapy
- Speech/Language Therapy
- Case Management
- Rehabilitation Engineering/Assistive Technology
- Supportive Counseling
- Driver Education
- Dietician
- Chemical Dependency Counseling

PHYSICAL RESTORATION PROGRAM

Physical restoration provides an intensive, multidisciplinary approach to increasing or restoring functional living skills and promoting the most efficient use of existing skills. Participants are those who, because of injury, illness or disability, cannot adequately accomplish the physical daily living skills needed for evaluation, training or employment.

GENERAL PHYSICAL MEDICINE AND REHABILITATION CLINIC

The clinic is conducted by a staff psychiatrist. This physician provides primary care for individuals with physical disabilities, as well as, a wide variety of orthopedic and neurological services. Physical Restoration is designed to help individuals regain as much functional ability and independence as possible in preparation for community re-entry.

NURSING/MEDICAL SUPPORT

A general practitioner is available during clinic hours three days a week and is on-call 24 hours a day. Nursing services are provided to all residents 24 hours a day, seven days a week by a staff of registered nurses, licensed practical nurses and nurse aides/orderlies. Nursing duties may include administration of prescribed medications, treatments ordered by physicians and/or nursing observation of symptomatology.

PSYCHOLOGICAL/PSYCHIATRIC SERVICES

Staff psychologists, adjustment counselors and chemical dependency counselors are available to help meet individual goals. Services include individual or group counseling, crisis intervention, and psychoeducational instruction. A consulting psychiatrist is available for individuals who are prescribed psychotropic medication.

REHABILITATION TECHNOLOGY/ASSISTIVE TECHNOLOGY

Rehabilitation technology is the application of assistive technologies, engineering methods and scientific principles to assist individuals with disabilities to learn, to work and to live more independently in their communities. Rehabilitation technology encompasses various types of devices and aids including, but not limited to, aids for daily living, augmentative communication, computer applications, environmental control systems, home/worksites modifications, and vehicle modifications.

EXTERNAL DIPLOMA PROGRAM

The National External Diploma Program (NEDP) is a high school diploma program based on competency and applied performance. NEDP credentials adults who have acquired high school level skills through life experiences. Participants are expected to demonstrate ability in a series of simulations that parallel job and life situations. The program is locally co-sponsored by Paintsville Independent Schools.

Entrance Requirement

- 25 years of age

GENERAL EDUCATIONAL DEVELOPMENT

General Educational Development (GED) prepares individuals in five subject areas: literature and the arts, science, social studies, writing and mathematics. Individuals can achieve a high school equivalency diploma through the GED Program.

Entrance Requirements

- 6th grade reading level
- 19 years of age
- Out of school for one (1) calendar year or
- Obtain a special waiver from the superintendent of the school district of the last school attended

DEVELOPMENTAL EDUCATION

Developmental Education classes are designed to improve reading, mathematics and language skills to assist students in achieving vocational goals. Classes are structured to meet individual needs.

COMPUTER BASICS

This class enables students to develop a familiarity with basic computer operations and an awareness of the role of computers in the 21st century workplace.

DRIVER EDUCATION AND DRIVER EDUCATION TUTORING

Driver Education prepared individuals to test for a Kentucky Learner's Permit and Driver's License.

Entrance Requirements

- Resident of Kentucky
- Age 16 years or older (original or certified copy of a birth certificate required for persons 16 to 17 or first-time applicants)
- Application signed by proper person (parent, legal guardian) for individuals who are 16 to 17
- Social Security Card or legible copy of the card
- Kentucky Personal Identification Card in lieu of birth certificate and Social Security Card

PREPARING ADULTS FOR COMPETITIVE EMPLOYMENT (PACE)

The Center offers a PACE Program to encourage development of work habits and skills at an actual work site.

The PACE Coordinator offers a two-part program with both classroom and on-the-job experiences. Classroom instruction includes topics such as job survival strategies, reasons employees are terminated, appropriate work dress and grooming, advancing positive relations with supervisors and co-workers, punctuality, independence, avoiding problem employees, strategies for career advancement and payroll and benefits information. Hours required for classroom instruction are based on individual needs.

Training reimbursement pay is 85% of current minimum wage. Wages do not count as part of the Social Security Trial Work Period and are not reportable for tax purposes. Total wages are limited to \$ 600.00.

Occasionally a PACE site becomes a permanent placement for the student. Students gain knowledge and work experience from a temporary PACE placement. References from these sites can assist the student in obtaining permanent employment.

- Hours required for classroom instruction are based on individual needs
- Students are generally referred at the completion of their training program

JOB PLACEMENT

An Employment Relations Specialist (ERS) provides placement services at the Center.

The ERS is available to:

- Meet individually with training students 4-6 weeks prior to Center discharge
- Assess students' knowledge of job search procedures and resources in home area
- Address student questions about resumes, application forms, discussing disabilities with employers and Social Security incentives for work
- Complete job development through Internet research, and contacts with community resources
- Register students with the Department for Employment Services
- Act as liaison with field staff regarding client's job interests and job search knowledge
- Provide written follow-up of each student contact to the field counselor, case manager and rehabilitation instructor
- Conduct Job Seeking Classes with students preparing to enter the workforce

LETTER FROM THE DEAN OF STUDENTS

Thank you for your interest in the Carl D. Perkins Comprehensive Rehabilitation Center. We pride ourselves on providing quality services to persons with disabilities across the state of Kentucky.

The Center's mission is to assist consumers in acquiring skills to achieve and maintain employment. Most individuals lose jobs not because of a lack of specific job related skills, but due to a lack of social skills necessary to function in a work environment. The Center supports development of appropriate social skills by providing an environment that identifies and reinforces positive work behaviors, including hygiene/grooming, interpersonal interaction, promptness and productivity. These behaviors are emphasized throughout the facility and are addressed in both occupational skill training areas and Center evening activities.

The Center has a wide variety of programs and services which can meet the needs of individuals with disabilities. Please contact us for further information or to arrange a tour.

CAMPUS LIFE

A wide variety of activities are available for students outside the classroom. Center staff work to provide an environment that supports development of independence, advocacy and recreational skills in consumers.

HOUSING

Residents are housed in a 180-bed area with separate male and female dormitories. There is also a 29-bed medical unit for individuals who need assistance with activities of daily living.

Each area strives to promote a sense of community and social interaction. Rooms are double occupancy and include two beds, desks and wardrobes. Rooms are arranged in groups of four to provide a feeling of privacy and comfort. Linens are provided. A washer and dryer are available on each floor.

Students are assigned rooms upon arrival, but may change rooms or roommates if they so choose.

OTHER FEATURES

- Dormitory and security staff are available 24 hours per day, seven days a week
- Programs on personal hygiene and grooming
- Full vending area

MEALS

Three nutritious meals per day are provided in the cafeteria. Cafeteria staff can make arrangements for special dietary needs.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) provides students an opportunity to provide input on Center services and programs. SGA participation supports development of effective advocacy and communication skills. Student government officers are nominated and elected by Center students. SGA provides input on student needs and concerns and on development of Center services and programs.

RECREATIONAL SERVICES

Recreation is provided to enable individuals to gain the skills, knowledge and attitudes necessary for successful leisure functioning. Students may choose from a variety of programs to learn and apply skills in effective structuring of leisure time. Individualized recreational programs can be developed to address specific consumer needs.

The Recreation Unit is divided into General Recreation, Arts and Crafts, and Therapeutic Recreation. General Recreation includes table games, pool, ping pong, air hockey, basketball, softball, volleyball, archery, tennis, and outings such as bowling, swimming, mall shopping trips and fishing. Students may access the computer lab in the evening for e-mail, home work and Internet research. The Arts and Crafts program provides students with the opportunity to learn painting and drawing, ceramics, pottery, wood burning, lure-making, seasonal crafts, leather crafts and woodworking. Therapeutic Recreation assists students in learning social skills, problem solving techniques, time management, and appropriate interpersonal skills and strategies that will support independent community living.