**Welcome to RT!**

We at RT, want to empower and support you whether that is through employment opportunities, community engagement, skill building or transportation. Our goal is to ensure you receive excellent service and support from quality staff. We look forward to helping you achieve your personal success!

Sincerely,

*Ashley Brocious, CEO*

(937) 552-3900

[ashley.brocious@RTndustries.org](mailto:ashley.brocious@rtindustries.org)

**Our Mission**

***Helping people achieve personal success by developing skills***

***to confidently work, interact and thrive in the community.***

**Our Values**

**Safety**

Our number one priority is to create an environment where people will not only be safe but feel safe.

**Collaboration**

We work to find solutions together through exceptional teamwork and communication.

**Camaraderie**

We create unity by building authentic relationships through respect, kindness and positive interaction.

**Growth**

We listen to what you want, meet you where you are and navigate your journey together. It’s about you!

**Integrity**

We are committed to make decisions and take actions guided by honesty, fairness and consistency.

**Excellence**

We never settle for less than exceptional quality in everything we do.

**Innovation**

We lead the way by revolutionizing services while adapting to constant change.

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*\*Addendums or revisions to this handbook can be made at any time and will be shared as they occur.*

**Service Options**

**Services through Ohio Department of Developmental Disabilities/Medicaid Waiver**

**Adult Day Support Services**

Adult Day Support (ADS) services are intended to provide you with the development of skills that lead to greater independence, community membership, relationship building, self-direction and self-advocacy. These services are offered within RT as well as in community settings. Persons receiving ADS services and their support team are encouraged to work together with RT Community Engagement Coordinators to build a set of services tailored to you. settings.

**Non-Medical Transportation**

RT offers non-medical transportation (NMT) for people to get to and/or from their place of employment or to access day service locations. RT operates a large fleet of vehicles to safely meet your transportation needs.

**Group Employment Support**

Group Employment Support (also known as enclaves) are groups who work at local businesses. These positions pay at or above minimum wage and can range from five (5) days per week to just a few hours once or twice a month at the discretion of the employer.  Each business maintains a contract with RT to include the hours worked and number of individuals needed with the support of an RT Employment Discovery Specialist. The GES service gives a person the opportunity to explore various types of work settings while developing the necessary skills to work independently.  This service is intended to be a steppingstone on the path to integrated competitive employment.

**Individual Employment Support**

**Career Discovery** – During Career Discovery the Employment Specialist takes time getting to know the participant by spending time in their home, visiting their neighborhood or other places the individual spends majority of their time, and will interview the individual and their team to get a better understanding of the individual. The individual and Employment Specialist are “hanging out with intent.” The intent being to discover character traits or skills that maybe beneficial in choosing their employment goal.

**Career Exploration**– During Career Exploration the Employment Specialist will assist the participant in exploring different places of employment that they may be interested in.  For example, if an individual is interested in dishwashing, they may visit a local restaurant.  They would watch an employee do their job and ask the employee some questions about their job duties to get a better understanding of what the job entails.

**Job Development** – The Employment Specialist and individual will submit their resume and application to places of employment that align the with individual’s employment goal based on their skills and interests. Once an interview is scheduled, the Employment Specialist will attend the interview to assist the individual. If a job offer is made, the Employment Specialist will assist the individual in completing the employer’s pre-employment requirements (including paperwork, drug screens, background checks, assessments, orientation) and setting up reliable transportation if needed.

**Job coaching**- takes place once a new job is obtained. The Employment Specialist accompanies the individual on their first day of work and will remain with them at work each day until they are stable in their position and the employer also determines them ready to work independently, sometimes within weeks, sometimes within a couple of months. When the Employment Specialist feels that the individual can work independently, they may “fade” from the individual and be on-site but not in view of the individual to see how long they can work independently and build the confidence they need to perform their job duties with minimal support from the Employment Specialist. During job coaching the Employment Specialist will assist the individual with establishing good relationships with coworkers and supervisors to create natural supports in the workplace. Also, during this time, the Employment Specialist will assess the individuals job performance and determine any techniques, tools, or accommodations needed to assist them in meeting the employer’s standards.

**Follow Along**- At this point in the Employment Services process, the individual has maintained employment independently and needs minimal assistance from the Employment Specialist but may need some additional assistance as changes occur. Some examples of assistance provided during these more sporadic site visits would be the Employment Specialist assisting the individual with communicating scheduling needs to management, identifying the need for an accommodation, creating a task list to improve time management, address concerns or constructive feedback provided by management, or ensuring adequate wages and/or eligible benefits are in place.

**Services through Opportunities for Ohioans with Disabilities**

**Career Exploration –** During Career Exploration the Employment Specialist will assist the participant in exploring different places of employment that they may be interested in.  For example, if an individual is interested in dishwashing, they may visit a local restaurant.  They would watch an employee do their job and ask the employee some questions about their job duties to get a better understanding of what the job entails.

**A Community Based Assessment (CBA)**- is a one week paid work experience in a job related to the individuals employment interest in hopes of giving the individual a realistic view of the position and build stamina over the course of the week to determine if the individual is ready for competitive integrated employment in that employment field. The individual may choose one or two jobs they wish to “try.”

**Work Adjustment -**is an extended paid work experiencing lasting up to 20 days. The Work Adjustment takes place at a competitive place of employment where the individual or team feels they may be able to make progress over a longer period. At the end of the Work Adjustment the individual and their team decides if they are ready for competitive integrated employment in this field or they have acquired enough job readiness skills and built enough stamina to choose a different employment goal.

**Job Seeking Skills Training (JSST) –**is provided before beginning to actively look for and apply for jobs. JSST can also be used if an individual is planning to seek employment on their own without the assistance of an Employment Specialist. JSST assists the individual in learning how to locate job opportunities, how to develop a resume, how to follow up with employers after an interview, how to address potential barriers (such as breaks in employment history, criminal convictions, and need for reasonable accommodations), how to handle difficult interview questions, and how social media can affect your job search.

**Job Development –** The individual and Employment Specialist will create a resume, register for Ohio means Jobs (online job search assistance), learn interview skills and appropriate interview attire and then conduct a mock interview to better prepare the individual before submitting applications to employers. There are funding sources available for individuals who need assistance with obtaining appropriate interview clothes, which will be done during this step before an interview is scheduled.

**On-the-Job-Supports, "Job coaching" -**takes place once a new job is obtained. The Employment Specialist accompanies the individual on their first day of work and will remain with them at work each day until they are stable in their position and the employer also determines them ready to work independently, sometimes within weeks, sometimes within a couple of months. When the Employment Specialist feels that the individual can work independently, they may “fade” from the individual and be on-site but not in view of the individual to see how long they can work independently and build the confidence they need to perform their job duties with minimal support from the Employment Specialist. During job coaching the Employment Specialist will assist the individual with establishing good relationships with coworkers and supervisors to create natural supports in the workplace. Also, during this time, the Employment Specialist will assess the individuals job performance and determine any techniques, tools, or accommodations needed to assist them in meeting the employer’s standards.

**Retention-** At this point in the Employment Services process, the individual has maintained employment independently and needs minimal assistance from the Employment Specialist but may need some additional assistance as changes occur. Some examples of assistance provided during these more sporadic site visits would be the Employment Specialist assisting the individual with communicating scheduling needs to management, identifying the need for an accommodation, creating a task list to improve time management, address concerns or constructive feedback provided by management, or ensuring adequate wages and/or eligible benefits are in place.

**Services for Transition-Age Youth**

**Pre-Employment Transition Services**- used to improve the transition of students from school to postsecondary education and/or an employment outcome. Pre-Employment Transition Services include the following five (5) different sub-categories:

1) Counseling on Post-Secondary Opportunities,

2) Job Exploration Counseling,

3) Instruction in Self-Advocacy,

4) Work Based Learning, and

5) Workplace Readiness Training.

**Summer Youth Career Exploration** is a 3-week program that allows participants to learn about job opportunities and the skills necessary for employment. Participants tour local businesses and are taught soft skills needed for work, such as communication, teamwork, and following directions.

**Summer Youth Work Experience** is a 5-week, real world work experience at one or more local businesses.  This program is 20 hours per week and participants are paid minimum wage per hour.  The first day is Orientation Day where participants learn about the expectations and review soft skills necessary for work.  Participants have a Job Coach present to assist them, identify areas to improve upon, and to provide encouragement.

**Services through RT contracts**

**Explore Program at the Upper Valley Career Center** is an opportunity designed to help students explore and experience different careers through the career technical programs offered through the school.

**Launch Program at Upper Valley Medical Center**is a unique, business-led, one-year employment preparation program that takes place entirely at UVMC.

RT has contracts with local companies to provide services such as janitorial, manufacturing and caretaking. The contracts can be between the business and an individual or the business and a group of individuals. When partnering with RT, a company is guaranteed the agreed upon number of employees and supervisor. These contracts support individuals with disabilities by helping them learn employment skills and grow to be successful in competitive integrated employment. Examples of locations include ODOT Rest Areas, Minster Bank, F&P America, Hartzell Propeller.

**Transportation Services**

Transportation (NMT) is a service you can request through your SSA. You may also utilize RT transportation for community engagement opportunities, during which, these rules also apply.

Please note the following safety and transportation rules:

* Remain seated at all times during transport.
* Follow safety instructions from the driver/aide.
* Limit the items brought onto the bus/van to 1 bag and 1 lunch bag. If bags are too large or pose a safety risk, you may not be permitted to bring.
* No food or sugary drinks on the bus/van.
* All changes in pick up/drop off location **must be requested in advance.**
* No weapons of any kind, or items used in a threatening manner, will be permitted on any bus/van. RT reserves the right to refuse transportation to any person displaying or expressing threatening behavior.
* RT drivers are required to wait no more than 3 minutes for you at pick up to prevent long route delays.

If you will be absent, late or do not need transportation for any reason, please contact the

Transportation Department at 937-332-1206.

Any concerns with your driver, aide or other transportation related topics should be directed to

Stefanie Sowry, Community Engagement & Logistics Coordinator.

**Schedule, Attendance & Inclement Weather**

**Day Services operating out of RT’s building**

1. Services typically begin around 9:00am and end around 2:30pm, though this varies. Please note: You will not be admitted to the building before 840am.
2. You will receive a copy of the service calendar at your intake meeting. The calendar is also available on RT’s website.
3. You may need or want more or fewer days of services or supports. Your schedule will be discussed during your Individual Services Plan (ISP) planning process and/or intake meeting. Changes to your schedule should be planned with your team.
4. If your attendance varies often from the schedule agreed upon in your ISP, your Coordinator will notify your Service and Support Administrator (SSA) to determine if a schedule change is needed.
5. **Inclement Weather**– In the event of bad weather, closings or delays will be on local TV and radio stations. You can also opt to receive a call through the OneCall system.

**Service Planning and Funding**

Your input is vital in planning your services. RT will follow your service plan, which you developed with your planning team. Your service plan may also be called:

1. Your Individual Service Plan (ISP), which you developed with your Service and Support Administrator, and/or
2. Your Individual Plan for Employment (IPE), which you developed with your OOD Counselor.

If you want to revise your service plan, you can talk with your Service and Support Administrator or OOD Counselor. RT will provide input to your team to ensure services are aligned with your individualized goals and outcomes.

Transition Planning

As you meet your goals, you may transition to additional services, leading to job placement. You and your planning team determine together when you transition from one service to another. Each person progresses through services at their own pace, depending upon factors such as prior work experience, speed of learning and progress toward goals. RT staff provides regular updates to your SSA and/or OOD Counselor on your progress.

Service Exit and Re-entry

You may choose to exit services at any time. This will be a decision you make with your planning team.

Individuals who have exited RT and wish to re-enter, will follow the referral and intake process by submitting a request for services either with your SSA or by contacting RT.

Individuals who are absent and have not contacted RT will receive notice in writing at thirty (30), sixty (60) and ninety (90) days requesting their intent to remain enrolled in services. After ninety (90) days, if no formal plan for re-entry to services is established, the individual will be exited from services.

Individuals wishing to have a pre-planned absence of more than two (2) weeks are asked to notify RT of the start and end date of their absence to ensure continuation of services upon their return.

Funding and Costs for Services

RT services are funded by Medicaid waivers (Level 1, SELF and IO), OOD, local county funds and private payment. There is no cost for services for individuals who are enrolled on a Medicaid Waiver or eligible for services though Opportunities for Ohioans with Disabilities (OOD). There may be minimal costs associated with special projects, community activities, meals or other events. Those without access to those funding sources may choose to explore a private pay contract for services.

**Benefits and Employment Information**

Social Security and Other Benefits

If you are receiving a check from Social Security, other disability or retirement benefits, or public assistance and start to work, your benefits may be affected. There are many incentives to help you keep your benefits when you return to work. Your SSA, OOD Counselor or other team member as appropriate can provide you with benefits counseling and general information. However, **YOU must report any changes in your earnings to the Social Security office or other appropriate agency.** RT staff can assist you in locating information for benefits resources as well. Information on benefits analysis can also be found at <http://www.ohioemploymentfirst.org/>

Benefits offered by RT Industries for **paid** positions including contracts

1. Life Insurance – A $10,000 term life insurance policy is offered to all RT employees at the beginning of employment on a co-pay (50%) basis. This means RT pays half the cost and you pay the other half.
2. Any employee who works 20 hours per week consistently accrue PTO and are paid for the 10 holidays each year.  Employees can cash out up to the average hours worked in a two-week period one time per year. Questions about benefits can be directed to your Community Engagement Coordinator, Production & Career Discovery Coordinator, Employment Specialist or the Business Director.
3. Any employee who works 20 hours per week will be offered to participate in the RT 401K plan. RT will match up to 2% of gross wages. The employee must be at least 21 years old and have completed 2 months of service with RT.
4. Community employed persons have access to benefits as determined by their employer. RT staff will support you to request benefits that are like co-workers at your job who perform similar work.

Benefits offered by RT Industries for **paid** positions receiving GES

1. Life Insurance – A $10,000 term life insurance policy is offered to all RT employees at the beginning of employment on a co-pay (50%) basis. This means RT pays half the cost and you pay the other half.

RT’s Commitment to Ohio’s Employment First Initiative

RT services prioritize the promotion of person-centered planning, community access, and community employment options. We are committed to the principles of Ohio’s Employment First Initiative, which states that employment services for people with developmental disabilities shall be directed at community employment and all people with developmental disabilities are presumed capable of community employment. We recognize that this an individualized decision and we will work with you to support whatever employment path you choose.

**Policies and Guidelines**

Grievance and Due Process

RT values customer satisfaction. If at any time you are not satisfied with the services you are receiving from, you can tell any staff person you feel comfortable talking with. They will guide you through the process and assist you in resolving your concerns. You may choose to consult with your SSA, OOD Counselor or other team member regarding grievance issues as well. RT staff are expected to treat everyone with respect, and you will not be treated differently if you have a complaint or if you are not satisfied with something. *Contact information for Coordinators, Directors, and/or CEO will be given to you at your intake meeting.*

You may also contact the following entities if you feel you have a grievance that has not been resolved.

Ohio Department of Developmental Disabilities (800) 617-6733

Opportunities for Ohioans with Disabilities (800) 282-4536

Disability Rights Ohio (800) 282-9181

Privacy and Confidentiality

All information you give to RT for the purpose of providing services is confidential. RT staff cannot share your private information outside the agency, unless you sign a release of information. Our agency has guidelines in place regarding who can have access to your information. If you need more information or if you want to see your records or any information about you, you may contact your Coordinator or a member of the executive team.

Equal Employment Opportunity, Nondiscrimination Clause,

Civil Rights Practices

RT is an equal employment opportunity employer in accordance with Ohio Revised Code. RT does not discriminate in the delivery of services based on gender, race, national origin, creed, religion, sexual orientation, socioeconomic status, language, age or disability. We adhere to all regulations and rules addressing nondiscrimination. Services are open to all eligible people who want to work regardless of race, color, religion, sex, national origin, political affiliation, handicap, or age. RT shall be in compliance with the Civil Rights Acts of 1964, and all other laws, rules, and regulations dealing with Civil Rights.

Right to Refusal, Termination and/or Suspension of Services

As noted in the rights and responsibilities section of this handbook, you can expect to be treated with respect, fairness and kindness. In turn, it is expected that you demonstrate the same behavior to your peers and the staff assisting you throughout the day.

RT reserves the right to refuse, terminate or suspend your services for any of the following:

1. Threatening to harm a peer, staff member, etc.
2. Bringing a weapon onto RT property, including a RT vehicle.
3. Deliberately damaging RT property. (\*You may be required to pay for all, or part of damages incurred at the discretion of the CEO and/or designee.)
4. Theft of RT property, peers’ property or any other theft of significant value to the victim.
5. Any other violation deemed severe in nature by the CEO and/or designee.

Return to Services after Medical Absence

 We understand that you may need to be out due to medical reasons. To ensure your safety and the safety of your peers, we ask that you provide us with a release at least **24 hours** before returning to RT in the event of:

* A visit to the emergency room or urgent care.
* An injury that required medical treatment.
* Any other contagious or potentially contagious illness.

Should you have a fever of 100 or higher or severe vomiting or diarrhea, even if you did not go to the doctor, we ask that you remain home until your symptoms have subsided for at least 24 hours. If you begin to feel ill while at RT, we will contact a member of your team to ensure you can receive the care you need.

Medication Administration

RT does not have a nurse onsite; we contract with a nursing agency for delegated nursing as required by DODD rule. If you have medication or a health-related task prescribed during day service hours, you must provide RT with a written order from the physician that includes specific instructions for administering the medication or treatment. This order will be good for 1 year from the date of physician’s signature. RT reserves the right to ask for clarification as required by rule before administering any medication or treatment. Only RT staff certified in Medication Administration and delegated by a licensed nurse will be permitted to administer medications or treatments. It is the responsibility of the residential staff, family or other primary support team member to ensure that medications are brought to RT in a timely manner.

Bed Bug Policy and Guideline

If bed bugs are seen or reported, the following protocol will be implemented at RT locations to reduce the risk of spreading bed bugs throughout the facility and during agency transportation. Upon discovery, staff shall will notify a Coordinator, Director or the CEO. Residential staff and/or family will also be notified. RT will contact the SSA from the county board to coordinate the treatment plan with the team.

When bed bugs are discovered on the person served or it is reported that the person has bed bugs within their home, RT staff will assist the person served to the designated area to change into clothes kept at RT. The staff person will, while ensuring privacy, inspect the person’s skin for evidence of bed bugs.

* + The removed clothes (and any other items from home) will be pre-treated by placing them in the dryer on HIGH heat for 30 minutes, then wash on HOT and dry again.
  + At the end of the day, the person served will change into the clothes they wore in the morning which have been washed and dried. They will then be transported home via transportation.

AFTER INITIAL DISCOVERY

* + The person served will be required to provide an extra set of clothing, including socks, underwear and shoes. The person will be permitted to bring a *limited* number of necessary and vital items during this time. This includes coats, gloves, hats, lunchbox. All small personal items (pens, pencils, phones, forms, notebooks, electronics, etc.) **must** arrive in a clear zip lock bag. RT reserves the right to not allow certain items into the building during this time.
  + This protocol will be maintained until the home is confirmed as bed bug free as indicated with a valid inspection report, invoice or confirmation from the County Board that indicates no remnants of active bed bug infestation exists. Absent this confirmation, RT will follow the initial discovery process as listed above for a minimum of fourteen (14) days after the date of the treatment, unless evidence of infestation still exists.

TRANSPORTATION

* + Persons served will be required to provide their own transportation from the home to RT each day until the home is confirmed as bed bug free by an exterminator with a valid inspection report and/or invoice that indicates no remnants or active bed bug infestation exists.
  + Persons served will be transported home via regular transportation.

**Confirmation of effective treatment of the home is required in order to discontinue this protocol.**

Electronics and Devices

Please note that the use of electronics and devices for a purpose other than communication and that are not part of your services at RT is not suggested. This includes Nintendo DS, Cell phones, laptops, tablets, etc. We highly recommend you do not bring these items. RT is not liable for any loss or damages to your electronics or devices.

Personal Belongings and Lunch

You may be issued a locker or other dedicated space for your belongings. It is important that you only bring what items are needed for that day. Please do not store food or valuables in your locker. RT is not responsible for loss or damages to items you leave unlocked in your locker. If you require RT to store a bulk supply of personal care items on your behalf, please ensure they are labeled with your name.

You will have access to refrigerators and microwaves for your lunch when at RT. You may be asked to pack a cold lunch if you will be outside RT. It is recommended that your lunch bag and other lunch items are labeled with you name. If you need assistance during meal times, staff are available for support.

Smoking, Vaping and Tobacco Use

Smoking, vaping and tobacco use is only permitted in the designated smoking area outside RT.

Visitors

Visitors may be permitted access to the building via the front desk where they will be asked to sign in and receive a visitor’s pass. Depending on the purpose of the visit, they may be escorted through the building to ensure safety and security. Anyone found in the building without a visitor’s pass will be directed to the front desk to get one. If you need to be picked up, your visitor will use to Door 9.

Money Management and Support

If you choose to participate in activities that have an associated cost, you must bring money on the day of the activity. Employees will not be responsible for holding funds but will help each person make change and/or get a receipt. RT staff are prohibited from loaning money to persons served. Loaning and/or borrowing money or property from a peer is your choice; however, RT will not be responsible for this action if you choose to do so.

**Rights and Responsibilities**

RT recognizes and supports your rights and responsibilities. We offer many opportunities to learn more about and expand your understanding of these through self-advocacy and self-determination. You can ask questions about your rights and responsibilities at any time. The Bill of Rights is also posted around the RT building.

|  |  |  |
| --- | --- | --- |
| **Bill of Rights** (Ohio Revised Code Section 5123.62) | **People First Language** | **Responsibility** |
| The right to be treated at all  times with courtesy and respect with full recognition of their dignity and Individuality. | You should be treated nicely at  all times and you should treat others nicely too. | C:\Users\bzinkon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\HDOZHWN0\MC900389216[1].wmf  C:\Users\bzinkon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\HDOZHWN0\MC900104786[1].wmf  Try to be kind to others too |
| The right to an appropriate, safe,  and sanitary living environment that complies with local, state, and  federal standards and recognizes the person’s need for privacy. | You should have a clean safe place to live and a place to be alone. | You should take care of your home |
| The right to food adequate to  meet accepted standards of nutrition. | You should have food that is good for you. | Be responsible for eating healthy |
| The right to practice the religion  of their choice or to abstain from  the practice of religion. | You should be able to go, if you want, to any church, temple or mosque. | Be respectful of other’s views |
| The right of timely access to  appropriate medical or dental  treatment. | You should be able to go to the doctor or dentist when you are sick. | Take care of yourself and seek medical treatment, don’t refuse when you need it |
| The right of access to necessary  ancillary services including, but not  limited to occupational therapy,  physical therapy, speech therapy,  and behavior modification and other psychological services. | You should be able to have people help you with the way you walk, talk, do things with your hands, act or feel; if you need it. | Allow these services to help you, don’t refuse when you need it. |
| The right to receive appropriate  care and treatment in the least  intrusive manner. | You should be able to have people help you and teach you if you want it. | C:\Users\bzinkon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JL4BZPRS\MC900230539[1].wmf  If you ask for help, be open to the help given. |
| The right to privacy, including  both periods of privacy and places of privacy. | Be able to have time and a place to go to be by yourself. | C:\Users\bzinkon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PGD6XE4R\MC900434481[1].wmf  Remember everyone likes some privacy. |
| The right to communicate freely  with persons of their choice in any  reasonable manner they choose. | You should be able to call, write letters, or talk to anyone you want about anything you  want. | C:\Users\bzinkon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Y70KYQKD\MC900383362[1].wmf  Write, talk and use phones and computers responsibly |
| The right to ownership and use of  personal possessions to  maintain individuality and personal  dignity. | You should be able to have your own things and be able to use them. | Take care of your own things |
| The right to social interactions  with members of either sex. | You should be able to have men and women as friends. | Are your friends good for you? |
| The right of access to  opportunities that enable individuals to develop their full human potential. | You should be able to join in activities and do things that will help you grow to be the best person you can be. | Take pride in the activities you choose…try try try! |
| The right to pursue vocational  opportunities that will promote and enhance economic independence. | You should be able to learn new things, make friends, and have activities to go do, and go out in your community. | Be a good representative |
| The right to be treated equally as  citizens under the law. | You should be treated like everyone else. | Obey the laws/rules |
| The right to be free from  emotional, psychological, and physical abuse. | Not be hit, yelled at, cursed at or called names that hurt you. | C:\Users\bzinkon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PGD6XE4R\MC910217514[1].wmf  Don’t call others names, hit or curse at people. |
| The right to participate in  appropriate programs of education,  training, social development, and  habilitation and in programs of  reasonable recreation. | You should be able to learn new things, make friends, and have activities to go do, and go out in your community. | Sometimes you can’t do ALL the activities you want to |
| The right to participate in  decisions that affect their lives. | You should be able to tell people what you want and be part of making plans or decisions about your life. | Make choices that benefit you, not hurt you |
| The right to select a parent or  advocate to act on their behalf. | You should be able to ask someone you want to help  you let others know how you feel  or what you want. | Remember your advocate looks out for your best interest |
| The right to manage their personal financial affairs based on individual ability to do so. | Use your money to pay for things you need and get help with, if you need it. | C:\Users\bzinkon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TIHX5BWO\MC900441316[1].png  Live within your budget |
| T. The right to confidential  treatment of all information in their  personal and medical records (except to the extent that disclosure or release of records is permitted under sections 5123.89 and 5126.044 of the Ohio Revised Code. | Be able to say yes or no before people talk about what you do at work or home or look at your file. | C:\Users\bzinkon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JL4BZPRS\MC900157021[1].wmf  Keep other’s info confidential too |
| The right to voice grievances and  recommend changes in policies and  services without restraint,  interference, coercion,  discrimination, or reprisal. | Be able to complain or ask for changes if you don’t like something without fear of being in trouble. | C:\Users\bzinkon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\52D59EMT\MC900287176[1].wmf  Remember complaining about everything will solve nothing |
| The right to be free from  unnecessary chemical or physical  restraints. | You should not be  given medicine that you don’t  need or held down  if you are not hurting yourself  or others. | Help your team, let them know when you have troubles |
| The right to participate in the  political process. | You should be able to vote and learn about laws and your community. | Be informed before you vote |
| The right to refuse to participate  in medical, psychological, or other  research or experiments. | To say yes or no to being part of a study. | If you say yes, know what the study or experiment is about |

**Who to Contact**

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