



The Children's Link Society's: Transition Manual



Supporting Parents and Caregivers in successfully
Transiting young adults with disabilities from
Children's Services to Adult Services



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The Children's Link Society's History

The Children's Link Society is a family-centered, community-based, central access point of information for families of children with special needs in Calgary and Area. Our service - unique to this area and Alberta - was formed in response to the question posed by parents when their child is diagnosed with special needs ... where do I start?

Calgary and Area is rich with resources, supports, programs and services for children including those with special needs. But in the past, there was little coordination of information across health, education and social services. Often families were left to negotiate their own way through the maze resulting in frustration, anger and increased stress [Key Risk Factors.]

As a result, families of children with special needs have long-identified a "need for a community-based, single-entry resource service to parents that would assist with needs identification, provide information about resources and referrals, support parents in meeting the needs of their child, and advocate for the child and family".

Transitional Services

Children's Link newest project provides information and supports to individuals with disabilities and their families who are currently in the process of transitioning from children's services to adult services. Transitional Supports include:

- Transition Planning
- Assistance in the coordination of services
- Assistance in applying for **AISH** (Assured Income for the Severely Handicapped) & **PDD** (Persons with Developmental Disabilities)
- Supporting individuals in filling out service application forms
- Providing unbiased and current information on adult Service Providers
- Other supports and information which may be required to provide an individual the opportunity to remain as independent as possible

The Children's Link Society neither endorses nor recommends any programs, services, supports, therapies, treatments, etc. but provides impartial and, to the best of our knowledge, factual information for families of children with special needs and service providers in the Calgary Rocky View Region. 09.08.



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In addition to the Transitional Services mentioned above, the Children's Link Society has also created a Transition Grid including information on agencies, organizations and associations that provide services and programs to adults with special needs. The Transition Grid was created for parents and caregivers to access information quickly in order to contact programs which families or individuals seeking services may find beneficial.

This template includes an abundance of information on services and resources in the Calgary Rocky View Area such as:

- Vocational, Access and Residential Programs
- Family Support and Advocacy Services
- Recreation and Social Opportunities
- Post-Secondary and Education Opportunities
- Transportation Services
- Housing Services
- Health Services
- Specialty Vendors
- Mental Health Programs and Services

If you have any questions regarding any of the services being offered by The Children's Link Society or other agencies, please do not hesitate to call or email any questions or concerns to **Amy Davidson, Transitional Support Worker at 403-230-9158 or amy.davidson@childrenslink.ca.**



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Quick Reference List: Address and Phone Number Look Up

The Children's Link Society

Address: Suite 245, 720-28th St NE,
Calgary, AB, T2A 6R3
Phone: 403-230-9158
Website: www.childrenslink.ca
Email: child@nucleus.com or amy.davidson@childrenslink.ca

Assured Income for the Severely Handicapped (AISH):

Address: TGS Place
500, 1520 4th St SW, Calgary, AB, T2R 1H5
Phone: 403- 297-8511
Fax: 403-297-6221
Website: www.seniors.gov.ab.ca/AISH

Persons with Developmental Disabilities (PDD):

Address: TGS Place
400, 1520 4th St SW, Calgary, AB , T2R 1H5
Phone: 403-297-5011
Website: www.pdd.org or www.calgarypdd.org
Email: pdd.calgaryboard@gov.ab.ca

Office of the Public Guardian:

Address: 9th Floor, 855 8th Ave SW
Calgary, AB, T2P 3P1
Phone: 403-297-3364
Web: www.lpdd.org/central/resources/transplanning.shtml

Calgary Office of the Public Trusteeship

Address: 2100 Telus Tower
411 - 1 Street SE, Calgary, AB, T2G 4Y5
Phone: 403-297-6541
Fax: 403-297-2823

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Preparing to Transition: A Check List

- Identification**
 - Photo ID is important when approaching adult programs and will make accessing information easier.
 - Photo ID may be obtained from any Registry Office in Alberta
- Social Insurance Number**
 - An important identification document which is required to access many adult programs and to complete funding applications
 - S.I.N number may be acquired at a Human Resources Development Canada office.
- Bank Account**
 - Opening an account for a young adult is beneficial in receiving funds from a number of programs such as AISH. Many employers and Government programs now rely on Electronic Funds Transfer (EFT) to deposit funds.
 - Opening a bank account may also ensure that funds are not delayed or mis-directed.
- Documentation**
 - Ensure all documentation is up to date and current including:
 - Birth Certificate
 - School records
 - Medical or psychological assessments
 - Immunization records, ect.
- Contact Persons with Developmental Disabilities (PDD)**
 - Two to One year (depending on severity disability) prior to your child turning 18 contact PDD to determine eligibility
 - Calgary Intake: 297-5139 or website: www.calgarypdd.org
- Contact Assured Income for the Severely Handicapped (AISH)**
 - Six months prior to your child turning 18 contact AISH to determine eligibility
 - Phone: 297-8511 or website: www.seniors.gov.ab.ca/AISH



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Life Planning:

Question for Parent/Caregivers to Consider

There are many questions to ask yourself before your child with developmental disabilities turns 18 years old. Many decisions need to be made concerning the youth's future living situation, community access and volunteer or employment endeavors. Here are some questions to start to thinking about as your child grows closer to adulthood.

School and Community Involvement

- How long does your son/daughter want to stay in school?
- What is the plan after graduation?
- Does your child want to continue education endeavors such as post-secondary opportunities or vocational training and is there funding available?
- What type of activities does your son/daughter enjoy participating in? How can this be incorporated to community involvement?
- Have you discussed/explored community access programs with your child or family?
- Does your son/daughter need transportation to access programs? Have you contacted Access Calgary?

Employment Endeavors

- What type of work will your son/daughter enjoy? What jobs are available?
- Does your son/daughter require job supports?
- Is training required for your son/daughter to obtain the job of their choice? Will there be job opportunities in the field that interests them?

Living Situation/Arrangements

- Does your son/daughter want to continue to live with you? If so, what supports will your son/daughter and your family need?
- Does your son/daughter want to live away from your home? Do they want a more independent lifestyle? What type of supports will be required to meet the needs of your young adult while living outside your home?
- Does your son/daughter want to live in a group living arrangement, with peers or a roommate?
- What household tasks can your son/daughter perform without support? Which household tasks require full support? How will his/her needs be met?

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Persons with Developmental Disabilities (PDD)

400, 1520 – 4th Street SW
Calgary Alberta, T2R 1H5
www.calgarypdd.org

What is PDD?

The Calgary Region Community Board Persons with Developmental Disabilities provides services to adults with developmental disabilities in Calgary and surrounding area. The funding pays for support staff that help people with disabilities live and participate in the community.

PDD Services

Client Service Coordinators assist adults with disabilities to enable them to participate in their communities through:

- Community Living Supports
- Employment Supports
- Community Access Supports
- Respite Services

Eligibility

PDD has 3 areas to determine if an individual meets the criteria to access PDD funding:

1. significant limitation in at least two adaptive life skills such as communication, self-care, home living, social skills, community use, self-direction, health and safety, functional academics, leisure and work
2. significantly below average intellectual ability
3. onset of the disability was prior to the age of 18

Types of Service Funding

- Contract Funding- PDD contracts with community agencies to provide services
- Individual Funding-PDD provides funds to family to pay for services

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Accessing PDD Services and Funding

Step 1: Intake and Eligibility

Step 2: Service Options

Step 3: Transition Planning

Step 4: Choose a Service Providers

Step 5: Service Monitoring

Step 1: Intake and Eligibility

- At least 1 year prior to turning 18, begin the application process by calling the PDD Intake office at 403-297-5139
- An Intake Coordinator will help you determine eligibility
- The intake worker may ask for information and assessments relating to the individual's disability

Step 2: Choosing Service Options

- After eligibility is determined, a *Client Service Coordinator* will schedule a time to meet the individuals and their support network to provide information about PDD. The meeting will determine the amount of support needed and develop an action plan.

Step 3: Transition Planning

- Gather all applicable supporting document
- Learn about service providers
- Apply for Assured Income for the Severely Handicapped (AISH)
- Explore Guardianship and trusteeship

Step 4: Choose a Service Providers

- Visit programs and agencies, ask questions then decide on the program which will best meet the needs of the individual as well as the family

Step 5: Service Monitoring

- The support network of the individual should monitor the services that are being provided to ensure all needs are being met. If there is a concern, discuss services with PDD staff to modify the Individual Funding Agreement (IFA).



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Assured Income for the Severely Handicapped (AISH)

500 TGS Place
1520-4th Street SW
Calgary, Alberta, T2R1H5
Phone (403)297-8511

What is AISH?

The AISH program provides a monthly living allowance and medical benefits for adults with a permanent disability that severely impairs their ability to earn a living.

AISH Services

AISH clients receive monthly living allowance to a maximum of \$1080.00, yet the amount determined will depend on you and your partner's income. Clients and family members receive health benefits. AISH also provided premium-free Alberta Health Care in addition to a health benefit card which provides coverage for medical requirements such as prescription drugs, eyewear, eye exams, dental work, ect.

Eligibility

To qualify each of the following criteria must be met:

- Must have a severe disability and limits your ability to earn a living
- The disability must be permanent
- You cannot refuse to take or look for employment, and can not quit work in which you are capable of performing
- Cannot refuse or neglect training, rehabilitation or medical treatment which would enable you to work
- You and your partner's income and assets must not exceed limits of the program
- You must be 18 years or older
- Must be a permanent resident of Alberta
- You cannot reside in an institution
- You must apply for other income benefits you qualify for first
- You must claim or collect benefits of assets you qualify for

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AISH Application Process

- To begin the application process, call AISH at 403-297-8511 and request an Application Package to be mailed to your home or go to the AISH office at the above address. Or contact Amy at The Children's Link Society 403-230-9158.
- If you have further question or concerns regarding AISH Funding or AISH application procedures or if you are needing assistance in this process, contact:
The Children's Link Society
Amy Davidson, Transitional Support Worker
Phone: 403-230-9158
Email amy.davidson@childrenslink.ca



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Alberta Aids to Daily Living

10th Floor, Milner Building
10040 - 104 Street
Edmonton, AB, Canada
T5J 0Z2

Phone: 403-943-2100

Website: <http://www.seniors.gov.ab.ca/aadl>

What is Alberta Aids to Daily Living (AADL)?

AADL is a provincial cost share program that helps individuals with a long-term disability, chronic or terminal illness to maintain independence by providing financial assistance to purchase medical supplies and equipment.

Individuals or families who access this program will pay 25% of the cost of equipment or supplies up to a maximum amount of \$500.00 per year. Low-income or Albertans accessing income supports may be eligible for a subsidy to eliminate the cost-share portion.

How to Apply:

Albertans must be assessed by a health care professional to determine your basic medical needs and eligibility before receiving the benefits of this program. Please refer to the website above for more information.

The Alberta Aids to Daily Living (AADL) program manual includes information on eligibility, cost-share exemption, quantity and frequency review requests and vendor, authorizer and specialty supplier roles and responsibilities. The program manual also includes policies and procedures for each benefit area and approved product lists. You can access this manual by linking to <http://www.seniors.gov.ab.ca/aadl/av/manual/index.asp>



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Guardianship

What is Guardianship?

Guardianship is a legal process which allows an individual the authority to make non-financial decisions on behalf of, or with, a dependent adult pertaining to personal matters.

Who can be appointed as a Guardian?

Typically, guardians are relatives or close friends of a dependent adult who are in the individual's support network who understand the needs and who has an invested interest in the overall well-being of the dependent adult.

The Court can appoint an individual to be a guardian if the potential guardian:

- is 18 years or older
- agrees to act in the best interest of the dependent adult
- will not allow personal interest to conflict with the role of guardianship
- will support the dependent adult to be as independent as possible

Guardian Responsibilities

Guardianship responsibilities will depend on the needs of the person with developmental disabilities and the level of support required. Guardians have the decision-making authority to choose:

- where the adult with disabilities will live
- social activities to access
- employment
- education and training that the individual will receive
- legal matters with the exception of financial affairs
- health care
- daily living routines



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Becoming a Private Guardian

Once you have made an informed decision and a commitment to become a Private Guardian, to apply for guardianship either the dependent adult or potential guardian must live in Alberta and the potential guardian must have a relationship with the dependent adult for six months or more.

To begin the application process a series of forms required by the Courts must be filled out and completed. All forms can be obtained by accessing the Private Guardianship Self-Help kit on-line at http://www.seniors.alberta.ca/services_resources/opg/guardianship/kits/

Additional Information:

Calgary Office:

Office of the Public Guardian
9th Floor, Century Park Place
855-8 Avenue SW
Calgary AB T2P 3P1
Phone: 403-297-3364
Fax: 403-297-3427

Provincial Office:

Office of the Public Guardian
Room 330, Standard Life Centre
10405 Jasper Avenue
Edmonton AB T5J 4R7
Phone: 780-422-1868
Fax: 780-422-6051

Additional resources available online:

<http://www.seniors.gov.ab.ca/services%5Fresources/opg/guardianship/>

- If you have further question or concerns regarding Guardianship information or if you are needing assistance in this process, contact Amy Davidson: Transitional Support Worker at The Children's Link Society by calling 403-230-9158 or email amy.davison@childrenslink.ca

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Trusteeship

What is Trusteeship?

Trusteeship may be required if an adult with a disability does not have the ability to manage his or her estate independently. In this situation, the Court may appoint an adult Albertan, a trust company, or a Public Trustee to manage the dependent adult's personal property, realty, money, investments and income.

The appointed Trustee will be responsible for the dependent adult's financial and legal affairs. The Trustee does not make personal choices or decisions for the individual with a disability, rather is in charge of managing the individual's legal and financial decisions.

There are two types of Trustees:

1. Informal Trustee

An informal trustee does not need to be appointed by a Court, yet signs a form called an undertaking which allows the trustee to manage the dependent adults income, expenses and his/hers allotted benefits from programs such as Canadian Pension Plan, Assured Income for the Severely Handicapped (AISH), Old Age Security and other government funded programs. Informal trusteeship is typically chosen when the dependent adult has no property to manage, yet requires assistance in accessing managing their finances.

2. Formal Trustee

A formal trustee must apply through the Court under the *Dependent Adults Act*. In this situation, the trustee controls all property, finances, benefits and expenses and must report to the Court at least every two years.

The formal trustee also manages and arranges tax returns, rent and loan payments. The formal trustee arranges wills and estate planning and any other aspects pertaining to property, income and government benefits.

The choice to become a dependent adult's trustee should be explored during the same time that AISH, guardianship and other adult services are being accessed.



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Additional information regarding Trusteeship may be obtained at:

Calgary Office of the Public Trusteeship

2100 Telus Tower
411 - 1 Street SE
Calgary, Alberta
Canada T2G 4Y5
Phone 403-297-6541
Fax 403-297-2823

- More information about Trusteeship is available through the Office of the Public Trustee at http://www.justice.gov.ab.ca/public_trustee/default.aspx
- General information about trusteeship may also be obtained through Dial-A-Law at 1-800-332-1091
- If you have further question or concerns regarding Trusteeship or if you are needing assistance in this process, contact Amy Davidson: Transitional Support Worker at The Children's Link Society by calling 403-230-9158 or email amy.davidson@childrenslink.ca



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Helpful Websites

Assured Income for the Severely Handicapped

- www.seniors.gov.ab.ca/AISH/

Family and Community Resource Centre

Well on Your Way - Youth in Transition Resource list

- www.fcrc.sacyhn.ca/pdfs/Transition_Resources.pdf

Guidelines for Supporting Successful Transitions for Children and Youth

Children and Youth In Transition: An Alberta Children and Youth Initiative

- www.child.gov.ab.ca/whatwedo/youthstrategies/youthintransition/page.cfm?pg=Youth%20in%20Transition%20Resources

Persons with Developmental Disabilities

- www.calgary-pdd.org/dnn/

Government of Canada

Persons with Disabilities Online

- www.pwd-online.ca/pwdhome.jsp?lang=en

Canada Revenue Agency

- www.cra-arc.gc.ca/menu-e.html

Homeowner Residential Rehabilitation Assistance Program

- www.cmhc-schl.gc.ca/en/co/prfinas/prfinas_001.cfm

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References

A time of transition. (n.d.). *Persons with Developmental Disabilities: A workbook for the journey to adulthood.*

Alberta Justice. (2008). *Public Trustee.* Retrieved from http://www.justice.gov.ab.ca/public_trustee/default.aspx

Alberta Senior and Community Supports. (2008). *Assured income for the severely handicapped.* Retrieved from <http://www.seniors.gov.ab.ca/AISH/>.

Alberta Senior and Community Supports. (2008). *Person with Developmental Disabilities.* Retrieved from <http://www.pdd.org/default.shtml>.