

# Tired of waiting for services?



**We offer STEPS  
in the following areas:**

**Day Program Participation**

**Alternate Living Supports**  
Respite  
Stepping Out  
Independent Living

**Life Skills Development**

**1 on 1 Support**

**Customized Personal Plans**

**Modules and Classes based on  
interests**

**Recreation and Leisure Activities**

**Volunteer Assistance**

**Create Your Own Program**

**Passport Funding? STEP this way...**

Community Living Cambridge offers unlimited possibilities for those wanting participation supports, and are in a position with Passport funding from the Ministry of Community and Social Services or other financial means, to design and purchase services.

CLC provides services to well over 500 individuals in Cambridge. We offer a full range of established day programs to suit individual needs, ages and areas of interest. Have a look at our listing of current STEPS modules available on our website.

Feel free to contact us for further information or to design a personalized program to meet your needs and your budget.



**Celebrating our 60th year of Inspiring Possibilities**

**Let Community Living Cambridge show you the way today!**

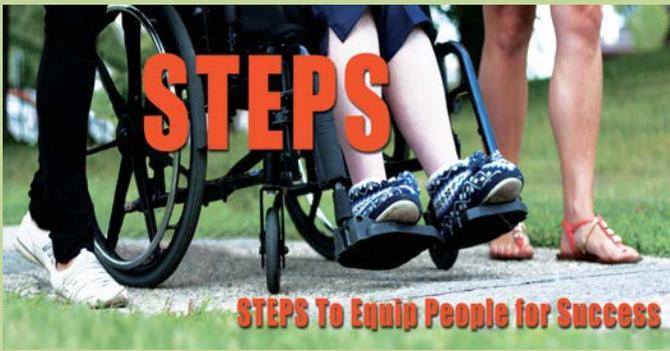


[www.communitylivingcambridge.ca](http://www.communitylivingcambridge.ca)

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## The Steps to Joining STEPS

### What do I need to do to access the program?

Once you have decided that the STEPS program may meet your needs, you will need to determine what it is that you want to achieve. CLC offers a wide range of choices and will design a program that suits your needs. Visiting the website or viewing the options in this package can help you determine where you may want to begin. Unsure? That is okay, we are here to help you.

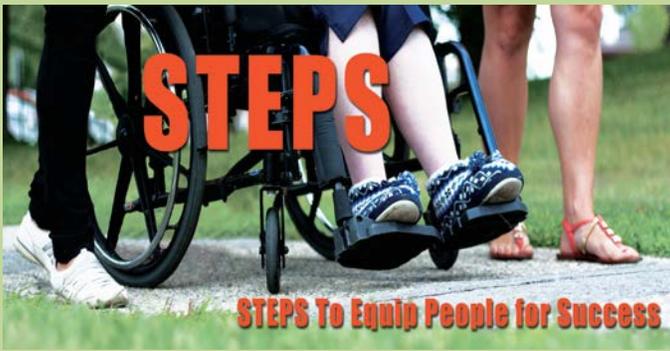
***The first step is making contact.*** The contact person for the STEPS program is Barb Chapman, Program Resource Manager at CLC. She can be reached at 519-623-7490 ext 2243 or [bchapman@clcambridge.ca](mailto:bchapman@clcambridge.ca). Barb will ask you a few questions to determine what it is that you are looking for and can let you know what is currently being offered. At this time, you can ask questions about the options and determine how you want to proceed.

***The second step is an intake meeting.*** At this meeting you will be asked a bunch of questions about yourself, your interests, what types of programs you wish to be involved in, discussing suitability to those programs and when you would like to start. A support person or family member may help you with this. This meeting may occur with the manager responsible for the program you are interested in joining (ie if you wish to develop work skills at ARC, your meeting would be with the manager of ARC at ARC).

***The third step (if needed) will be additional meeting(s)*** This may occur if there is more to determine prior to starting the program (ie: you want a 1:1 support worker. – This can take more time to determine the type of supports you want), or you have further questions you want answers to.

***The fourth step is signing a contract and Letter of Understanding.*** These two documents outline what everyone's responsibilities are, the details around program involvement, and the terms of the STEPS contract (how payment is made, how long the contract is for, hours of participation etc). This may occur as early as step two!

***The final step:*** Join STEPS and enrich your life!



## Community Participation Supports

Community Living Cambridge offers a variety of supports if you want to start with something established. The following is a brief outline of the programs offered.

### Adult Developmental Program (ADP)

ADP is an adult day program operating Monday to Friday and supporting individuals who present with various levels of abilities and needs and who require a higher ratio of ongoing support and supervision. The program focuses on life skills, maintaining health and wellness, social interaction and integration, and meeting personal needs. The programming components include sensory stimulation, exercise, music therapy, crafts, some limited kitchen/cooking exposure, therapeutic horseback riding and a variety of other community activities.

### ARC Industries

ARC is an adult day program operating Monday to Friday and supporting individuals in both a full and part-time capacity. The focus of the ARC program is to generate exposure to and development of work ethic, a positive attitude, co-operation, respect within a workplace, the social dynamics of a workplace, personal safety, attention to tasks and an ability to work. ARC also offers an ongoing "life learning model" with on site classes and training opportunities on a variety of subjects. Many of the participants at ARC are involved with a blended program – part of the day working at ARC Industries and part of the day working in the community. ARC generates almost 30% of its required operating budget through sub-contract work with local businesses.

### Community Connections

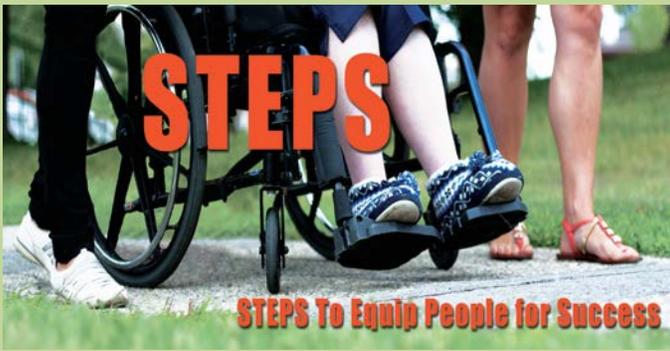
This program's intended participants are young adults 18-29 years old who are making the transition from school life to the adult world. Each person is supported through individualized planning and vision setting, and identifying and implementing the potential steps to achieve their goals. Coaching and advocacy is offered through employment, volunteer opportunities, and investigating other possible options such as education or connections within the broader community.

### Community Options

This program is similar to Community Connections with the exception that the age requirement for participants is over 29 years of age and there are no paid employment positions supported. However, referrals to employment may be facilitated for those people seeking competitive work.

*See next page for more community participation support options*

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## Community Participation Supports

### *More Community Participation Support (CPS) options*

#### **LINKS**

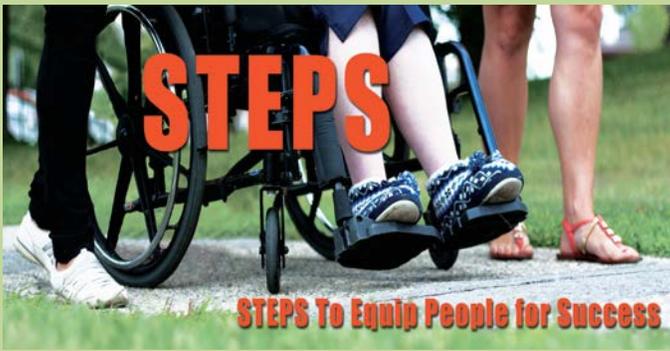
The LINKS program is comprised of three different components which include work, education, and leisure. The work component allows participants to learn and improve work related skills. The work is divided into a variety of steps allowing individuals to start where they are comfortable and progress at their own pace. There are a variety of topics that are discussed during the educational component of the day. Topics of discussion range from work related units like 'Health and Safety' to current events. Sometimes these units include workbooks, guest speakers and on occasion, an off- site day trip.

#### **Seniors Program**

The seniors program offers individuals 55 years of age and older a retirement style day program that identifies personal interests and abilities and attempts to match them to appropriate and available programming. Some activities take place on site and others occur in local seniors centers throughout the community.

#### **Supported Employment Services (SES)**

SES is an employment program with the explicit goal of assisting individuals who desire competitive employment with finding a job that matches their interests and abilities. Participants that secure employment are also able to learn to perform and sustain their job with the support of an on site job coach. Participants that do not have employment are guided through the job search process and gain experience applying to job postings, learning the requirements and expectations of the work world and creating resumes and other documents. Job coaches will provide ongoing support to participants through the whole process and into a job placement.



## 1:1 Supports and Personal Plans

### 1:1 Supports:

Community Living Cambridge offers 1:1 supports to those who wish to have it or require it to participate in a program through STEPS. 1:1 supports may be used for life skills development, in home supports, recreation and leisure, companionship, or as an attendant to attend a program either in house or in the community that you would otherwise be unable to attend (or a combination of any of these).

CLC will take the role of hiring, managing, and paying your employee using your funding. We take care of all the paperwork and worry so you don't have to.

Currently our 1:1 supports cost is \$30.00 per hour.

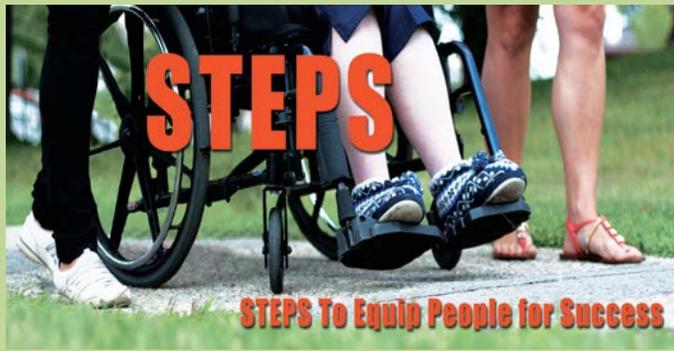
### Customized Personal Life Plans:

Personal Life Plans are a way to put your life into perspective and set some life goals. CLC will commit up to 10 hours to assist you in determining your goals and laying out a map and framework to see those goals through. CLC has a trained team in both MAPS and PATHS and are very familiar with life plans. Let CLC help you see your dreams become your reality..

The 10 hours includes meetings with you and anyone you wish to have involved in your life plan, a MAP/PATH to take home (we have very skilled artists on hand to make yours look amazing), and a fully completed copy of your Personal Plan to have. This plan will include all the persons that you wanted involved, a bit about you, your goals, and the tools and people to help you get there.

Personal Life Plans have a fee of \$300.

For more information on these STEPS programs, just call and inquire.



## Alternate Living Supports

### Residential Respite Services:

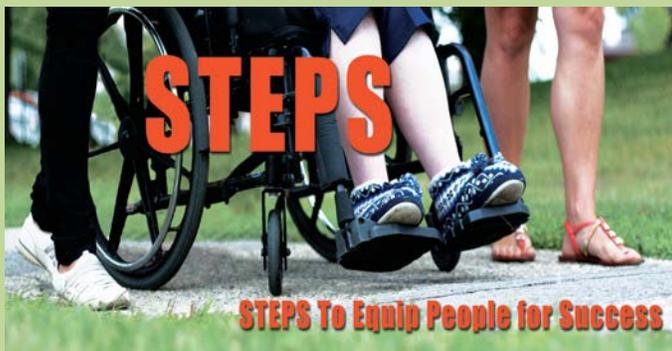
Respite Care is provided in three group home settings to provide care for individuals outside of their own family home. Short stays in these homes provides the opportunity for both the family members and the individual in respite to have some time away and may facilitate the primary care giver to have a vacation or attend a function, or simply to have some time to meet some of their own needs. As well, the individual receiving the respite services has opportunity to experience a group living situation, to meet and interact with a new group of people and to participate in a broad range of activities. Stays in the homes are dependent on the suitability of each participant. Respite is also offered to those within their own home. Community Living Cambridge will provide up to 4 visits a day for those who can stay home alone for short periods of time, but may need help with medications, need a check in, or ensuring the person is eating / assisting with meal prep. For further details on our respite options, please call today!

### Stepping Out:

Stepping Out is a supported apartment program that individuals can 'book' for a number of scheduled days. There will be on site staff support for a set number of hours each day, as well time where the person is on their own, testing the waters so to speak of living independently. There will be an initial base line completed which will help identify the person's existing skills and strengths for managing living in an apartment, as well as helping to determine what skills need to be developed for achieving their goal of independent living. After the initial base line visit the person will receive an assessment which outlines the current skills and areas that may require further development. Further visits can be arranged and will have a targeted agreed to area for working on a skill or development of ability.

### Independent Living Support:

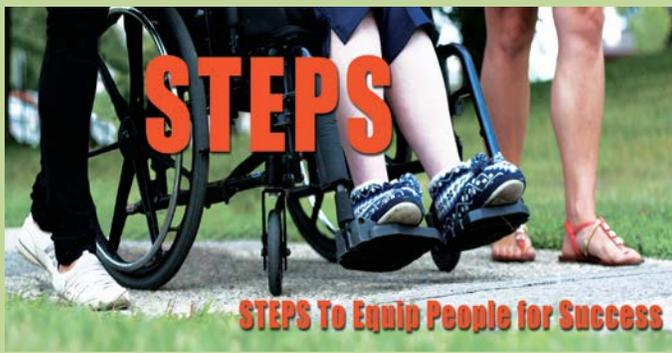
Already living on your own, but wish to have some supports in some necessary life skills? CLC can help by providing you with a SIL counsellor. The SIL counsellor will provide an average of 4 hours a week (which can be negotiated to suit your needs) to assist with life skills that you wish to fine tune; including skills such as budgeting, banking, meal planning and preparation, medical appointments, social events and more. Call today for details!



## Current STEPS Modules Fall 2014

Module	Dates	Time	Total Cost(\$)	Description - all modules include all associated costs (supplies, food, admissions)
<b>Come Dine with Me (Thanksgiving)</b>	Sep 16 Sep 23 Oct 03	6-8 pm 6-8 pm 4-9 pm	\$135.00	Come Dine with Me is a class designed to teach everyone how to host and entertain at home with a meal. On the last day everyone can invite a guest to enjoy a meal they prepare. Making a centerpiece, menu discussion, and cooking are on the agenda.
<b>Freez-Ease</b>	Sep 9 Nov 11	5:30 – 9:30 pm	\$ 55 / week	Freez-Ease is designed to teach those attending how to cook, portion, and properly freeze meals for future dinners. This course includes all supplies and food, a meal each night and 5 to 6 frozen servings to take home. The menu is pre- planned by the instructor Attend once or each time the session is offered.
<b>Good Friends, Good Food (Healthy Eating For Life)</b>	Sep 18 (7 wks)	4:30 – 6:30 pm	\$180.00	This module teaches skills in making healthy meal choices for optimum health and wellbeing. Meal s are prepared by participants and enjoyed together at a social dinner.
<b>Social Connections</b>	Sep 9 Oct 14 Nov 11 Dec 9	6-9 pm	\$185.00	Co-ed night for those between 18 to 35 years of age to enjoy a social evening together. This group of sessions includes an evening at Wedges & Woods, Christmas dinner and shopping, and two locations to be determined.
<b>Girls' Night Out</b>	Sep 16 Oct 21 Nov 18 Dec 16	6-9 pm	\$215.00	No men allowed! A girls' night out, once a month for women between the ages of 18 and 35. Come out and enjoy some girl time at a Henna party, make up lesson/coffee (Shoppers, Brown Dog), pedicure, manicure at tips n toes, and the final evening at the cinema.
<b>Guys' Night Out</b>	Sep 2 Oct 7 Nov 4 Dec 2	6-9 pm	\$185.00	No women allowed! A guys' night out, once a month for men between the age of 18 and 35. Come out and enjoy some male bonding at Riverside park, I bowl, the cinema, and one mystery night (TBA)
<b>Get Out Get Happy (Bowling)</b>	Sep 3 Oct 1 Nov 5 Dec 9	6:30 – 8:30 pm	\$115.00	Social bowling events for those over 30 years of age to enjoy some social times doing something everyone has in common – a love for bowling
<b>Arts 101 (Basic art skills)</b>	Sep 17 (10 wks)	1:30 – 3:30 pm	\$250.00	Learning basic drawing and painting skills from a skilled artist. There is the potential for a public showing at the end of the 10 weeks. All art supplies are provided.
<b>Photography (Shopkeepers)</b>	Sep 25 (10 wks)	1:30 – 3:30 pm	\$260.00	This program runs in partnership with the Business Improvement Association. There will be an open reception and showing (Public Reception to follow one to two months after course completed – need to be willing to take part in reception to participate). Focus is on pictures of people (with focus on retail owners in the three downtown cores of Cambridge). Any photos chosen will be displayed in store windows.
<b>Basic Money Management</b>	Sep 15 (8 wks)	2-4 pm	\$180.00	Learning basic money skills, house budgets, purchasing items while shopping Some basic knowledge of money required such as recognition of denomination.
<b>Fitness &amp; Friends</b>	Sep 18 (on going)	10-12 pm	\$30.00 / week	Fitness and Friends is a great way to get in shape at a more casual level with an included social time afterwards. Exercise with guidance from staff and a qualified fitness trainer in a relaxed environment for 1.5 hours then spend time socializing with new friends in the café.

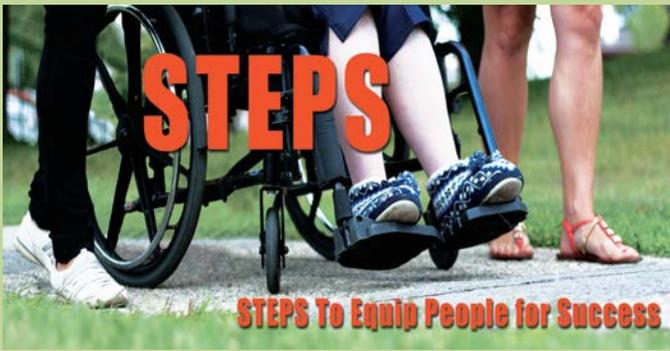
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## Current STEPS Community Activities

Don't want to be part of an in house program, but still want to enjoy community activities? Join one of our day programs on their community outing. See the list of current options below. **Cost will be dependent on the level of support required.**

Program	Dates	Time	Description -
Swimming with ADP	Monday and Thursday ongoing	9am to 12pm	Come and enjoy a swim at Sunbeam Centre with the ADP program. All STEPS participants would also be responsible for the nominal fee of \$5.00 to attend Sunbeam and would need to provide their own transportation each week
Swimming with ADP	Tuesday ongoing	1pm to 3pm	Come and enjoy a swim at St Luke's Place with the ADP program. All STEPS participants would also be responsible for the nominal fee to attend St. Luke's and would need to provide their own transportation
Bowling with ADP	Wednesday and Thursday ongoing	9am to 11:30am	Come on down to Dickson Bowl to enjoy a morning of bowling fun with ADP. All STEPS participants would also be responsible for the \$3.75 fee for bowling and shoe rental and would need to provide their own transportation
Drum Circle with ADP	Wednesday ongoing	9:30 to 10:30	Enjoy music? Drum circle provides an opportunity to explore your musical side. Each session has an additional fee of \$5.00 which is to be brought each week.
Men's Darts with Seniors	Monday ongoing	Mornings	Senior males are invited to join in the men at the Seniors program for a game or two of darts at the David Durward Centre.
Bingo with Seniors	Tuesday ongoing	mornings	Join the seniors program for some bingo fun at David Durward Centre on Tuesday mornings. Please note there will be additional fees for Bingo cards and coffee (if desired)
Bingo with Seniors	Thursday ongoing	mornings	Join the seniors program for some bingo fun at the Ted Wake Lounge on Tuesday mornings. Please note there will be additional fees for Bingo cards and coffee (if desired)
Mall outing with the Seniors	Friday ongoing	9am to 1pm	Join the Seniors program at the Cambridge Centre for some exercise (walking through the mall) and a coffe (or lunch if you wish). Please bring your own money for a Tim Horton's treat or lunch.



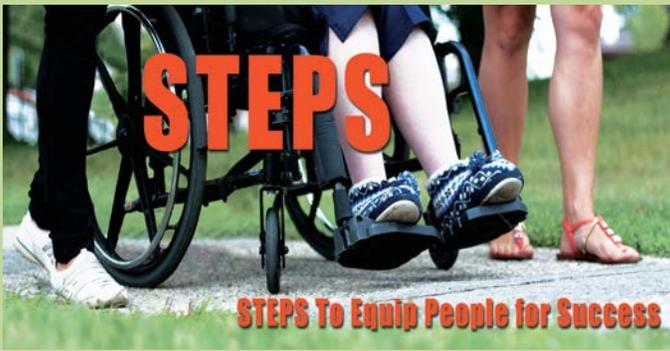
## What does STEPS cost?

### The costs to participate in STEPS

The cost to join STEPS varies depending on a number of factors such as support requirements, lengths of modules or customization of a plan.

Here is the basic outline to the costs.

Modules and Community Programs	- Varies depending on the program offered
1:1 supports (in or out of home)	- \$30.00 per hour
Pre-employment / Employment	- \$30.00 per hour
Volunteer placement / support	- \$30.00 per hour
Day Program Participation	- \$7.50, \$15.00 or \$30.00 per hour depending on the level of supports required
Customized Personal Life Plans	- \$300 per plan (up to 10 hours)
Customized days	- Varies depending on needs
Respite Services	- Varies depending on the level of support



## Frequently Asked Questions

### Frequently Asked Questions and Answers

***Why is there a difference in the costs to attend a day program that is already existing?***

The reason there is a cost difference is due to the difference in supports that each person requires. Costs to attend existing programs varies from \$7.50 per hour to \$30.00 per hour. The determination as to whether or not added supports are required in the program is done through intake meetings and discussions with the program manager. CLC will determine from these meetings what costs will be charged to you

***Do you provide partial services such as resume assistance, but not coaching in a job?***

Yes, our STEPS program can be designed to assist you in any way you need. So if you only need partial support, we will provide that.

***What if I want to try something that is not offered?***

Community Living Cambridge wants to ensure everyone receives the support they desire, so if we don't currently offer a program or module that you would like to try, simply let us know as there may be others who also wish the same supports. CLC will work with you to ensure you enjoy your program to the fullest.

***What is the difference between the funded spaces and unfunded spaces?***

All our placements, whether funded directly to CLC from the Ministry of Community and Social Services, or a funded through passport or other means are funded. Passport is funding that is provided directly to the individual and allows you to be able to purchase programming you want rather than waiting on lists. Community Living Cambridge has a certain number of direct funding spaces available within our day programs on top of our ministry funded ones. The passport dollars are funded monies, only you get to decide how to use it.

***If I work at ARC, do I get paid minimum wage?***

No, ARC is considered a training facility and although they do contracts for outside companies, the profits from that only cover about 30% of the operating costs of ARC Industries. ARC participants also enjoy the ability to work below industry standards without risk of job loss or scrutiny which allows everyone to gain work experience without the pressures of the regular workplace. ARC allows for skill development as well for those who can move into regular paying positions. All ARC participants do receive a small monetary incentive for their efforts at work. ODSP also currently provides an incentive to everyone's ODSP who trains at ARC. It is unknown how long this program will be in effect for, but your ODSP rep can certainly clarify this further.