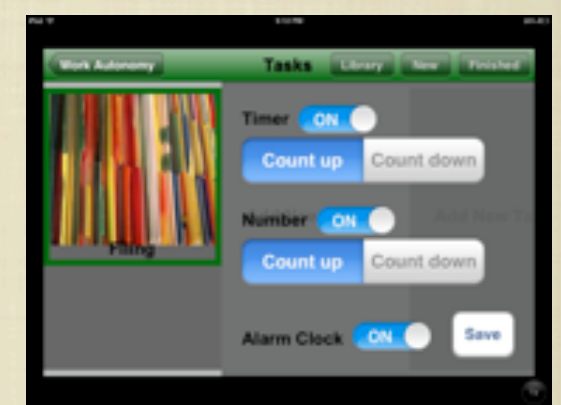
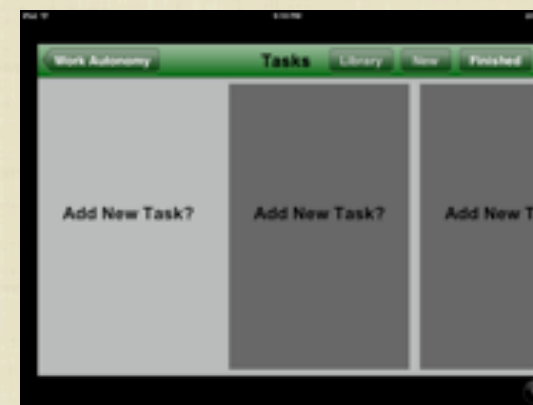


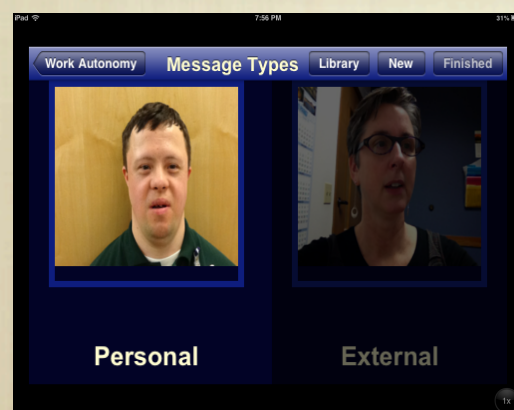
# WORK AUTONOMY

## A PERSON-CENTERED ACCOMMODATION TOOL

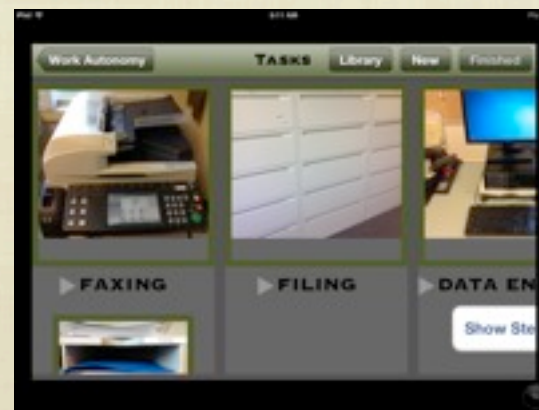
WORK AUTONOMY ALLOWS ACCOMMODATION TO SOME OF THE GREATEST BARRIERS IN THE WORK PLACE: COMMUNICATION WITH CUSTOMERS, CO-WORKERS AND SUPERVISORS, TRACKING A SCHEDULE, UNDERSTANDING WORK EXPECTATIONS, AND EXPERIENCING THE RELATIONSHIP BETWEEN PRODUCTION AND EARNINGS.



FIRST, SET COLORS, FONT, AND SECTIONS TO MEET YOUR ACCOMMODATION NEEDS AND PREFERENCES. THEN CAPTURE VIDEO, PHOTO, TEXT, AND/OR VOICE FOR MESSAGES AND A WORK SCHEDULE. SET WORK PARAMETERS WITH YOUR BOSS, THEN...



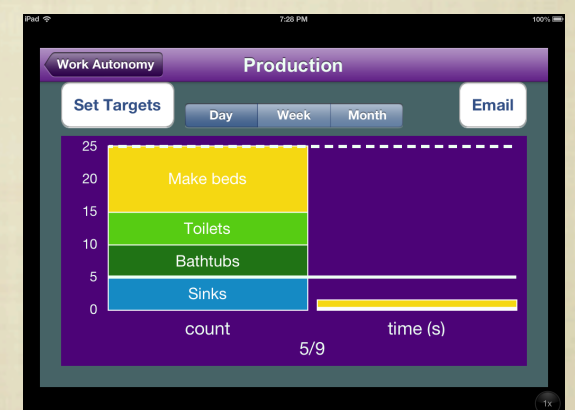
PLAY MESSAGES



TRACK SCHEDULE



TRACK EXPECTATIONS



TRACK PRODUCTION





# **THE BEGINNINGS OF WORK AUTONOMY**

## **A TALE OF TWO BARRIERS**

### **BARRIER ONE- COMMUNICATION**

- **ABLE OPPORTUNITIES, INC. HAS LONG USED CAMERAS & PORTABLE PRINTERS TO ALLOW PEOPLE THE ABILITY TO CROSS ENVIRONMENTS AND TELL STORIES ABOUT THEMSELVES AND THEIR LIVES.**
- **ALTHOUGH MANY PREPACKAGED PICTURE SYSTEMS EXIST, WE FIND NOTHING MOTIVATES USE OR MAKES A SYSTEM MORE FUNCTIONAL THAN CAPTURING CONTENT IN A MOMENT OF ONE'S OWN LIFE AND BUILDING THE SYSTEM YOURSELF.**
- **FOR THOSE WHO ARE EASILY DISTRACTED, WE USE A SOLID CONTRASTING BACKGROUND CLOTH TO ISOLATE OBJECTS PHOTOGRAPHED. FOR THOSE WHO ARE CHALLENGED TO GET THEIR HANDS INVOLVED, WE WORK SIDE BY SIDE SO EVERYONES EYES ARE ON THE CONSTRUCTION AND USE OF THE SYSTEM. FOR THOSE WHO DON'T USE THEIR EYES, WE BUILD OBJECT SYMBOL SYSTEMS.**





**THIS BASIC COMMUNICATION SKILL TAPS INTO  
MOTIVATION THAT OPENS DOORS TO MORE  
SOPHISTICATED STRATEGIES ACROSS NUMEROUS  
ENVIRONMENTS AT WORK, HOME & IN THE COMMUNITY.**





- WE TEACH PEOPLE TO TAKE PICTURES OF ACTIVITIES / OBJECTS; ALLOWING THEM TO BE AS INVOLVED AS THEY CAN.
- REMOVE THE MEMORY CARD AND PLACE IT INTO A PORTABLE PRINTER.
- PRINT HALF SIZE PICTURES, USING THE BLANK SIDE TO CAPTION PHOTOS FOR USE TO CROSS ENVIRONMENTS.
- THIS ALLOWS PEOPLE TO SUCCESSFULLY CAPTURE SOMETHING IMMEDIATELY AND THEN COMMUNICATE ABOUT IT IN A DIFFERENT ENVIRONMENT.

**THIS BASIC COMMUNICATION SKILL TAPS INTO MOTIVATION THAT OPENS DOORS TO MORE SOPHISTICATED STRATEGIES ACROSS NUMEROUS ENVIRONMENTS AT WORK, HOME & IN THE COMMUNITY.**



**SO WHEN WE HAD A COMPANY PICNIC, REID COULD TAKE A PICTURE OF HIS CO-WORKER JOE AND HIS BOSS MELODIE AND USE IT TO SHARE A STORY ABOUT THE EVENT WITH COWORKERS AND ADDITIONAL FAMILY MEMBERS WHO WERE NOT PRESENT.**



We ate BBQ and  
danced- the  
company picnic  
was fun!

Joe & Melodie  
came, and my  
Mom & Dad  
came.



**COMMUNICATION IS POWER.**

**COMMUNICATION IS  
RELATIONSHIP BASED.**

**STORYTELLING IS A BASIC  
PART OF DEVELOPING  
RELATIONSHIPS.**

**WHEN REID GOT A NEW JOB COACH A FEW MONTHS LATER, HE SPONTANEOUSLY PULLED OUT A PICTURE OF HIS FAMILY TO INTRODUCE HER TO SOMETHING ABOUT HIS LIFE. A COWORKER PASSING BY STOPPED TO JOIN, TAKING OUT A PHOTO OF HIS FAMILY TO SHARE!**





**THIS IS IMPORTANT BECAUSE PICTURES CAN TELL A STORY THAT REID'S LANGUAGE CAN NOT. REAL PHOTOS ALLOW STORYTELLING WITH COWORKERS. ABOVE ARE PHOTOS FROM A VACATION. THESE SHOTS ELICIT COMMENTS LIKE, "Wow, you're a real cowboy Reid!" AND "DO YOU LIKE RIDING HORSES?" TO WHICH REID CAN RESPOND.**

**WE PASS PICTURES BACK AND FORTH ABOUT WORK PARTIES, FAMILY VACATIONS, AND OTHER NEWS.**



IN ADDITION TO INCREASING  
COMMUNICATION AND EXPLORING  
SELF DETERMINATION, THIS  
EQUIPMENT WAS USED BY REID  
TO TRACK TASKS WITHIN HIS  
WORK SCHEDULE.







REID TOOK PICTURES OF HIS JOB DUTIES WITH HIS BOSS. WE ARRANGED THEM ON A STRIP, TOP TO BOTTOM IN THE ORDER OF HIS SCHEDULE. A SECOND STRIP WAS HUNG PARALLEL TO THE FIRST. ONCE A TASK WAS COMPLETED, REID MOVED THE PICTURE FROM THE “WORK” STRIP ON THE LEFT TO THE “FINISHED” STRIP ON THE RIGHT.

BOTH REID AND HIS SUPERVISOR COULD QUICKLY SEE WHAT TASKS HAD BEEN DONE.

REID MOVED THRU HIS DAY INDEPENDENTLY USING THIS TOOL.

WHEN TASKS REQUIRED JUDGEMENT, WE CREATED TOOLS THAT CONCRETIZE A PROCESS.

THE CLIP BOARD ON THE RIGHT OF HIS SCHEDULE HELD A DIAGRAM OF PATIENT ROOMS AND THE TASKS TO BE COMPLETED IN EACH. IF THE ROOM WAS BUSY WITH A PATIENT, HE HAD TO RETURN LATER. REID SIMPLY TOOK A PICTURE OF THIS CLIPBOARD AND MOVED IT DOWN HIS STRIP UNTIL ALL ROOMS WERE COMPLETE DURING HIS SHIFT.





WHEN TASKS WERE NUMEROUS, WE SIMPLIFIED THE PROCESS BY GROUPING ITEMS TOGETHER WITH COLOR CODING. IN PEDIATRIC REHAB, REID TOOK PHOTOS OF THE TASKS TO BE COMPLETED IN A ROOM, SURROUNDED EACH IN ONE COLOR, AND POSTED A MATCHING COLOR TAB ON THE DOOR'S TAG (BELOW LEFT). ON THE BACK OF THE DOOR IN EACH ROOM, HE ATTACHED VELCRO STRIPS TO STORE HIS CHECKLIST OF TASKS (SAMPLES BELOW RIGHT). THE WORK STRIP HOLDING HIS MAIN WORK SCHEDULE HAD PICTURES OF THE ROOM INDICATING WHERE TO GO. ONCE THERE, REID FOLLOWED THE STRIP BEHIND THE DOOR.

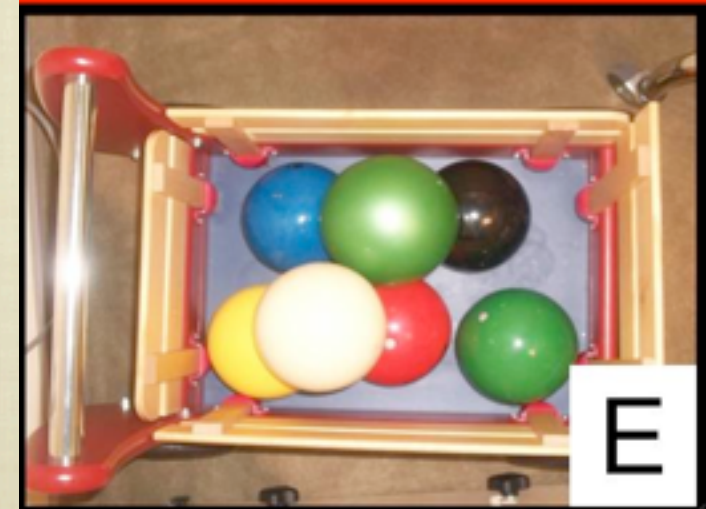


PICTURES OF EACH ROOM WERE POSTED IN REID'S MAIN JOB LIST

PICTURES OF THE TASKS TO COMPLETE IN EACH ROOM WERE POSTED BEHIND THE DOOR OF EACH TREATMENT ROOM.



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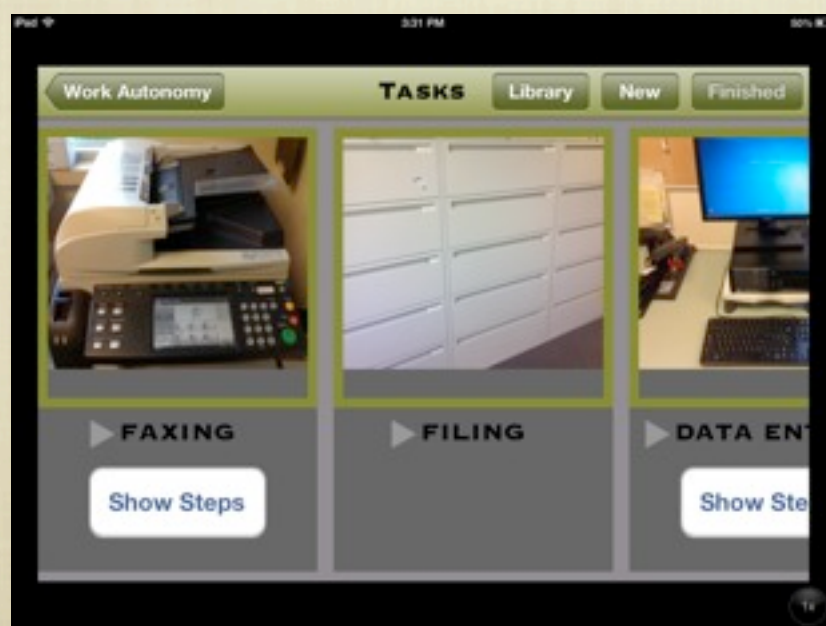




# WORK AUTONOMY

*A Person-Centered Accommodation Tool*

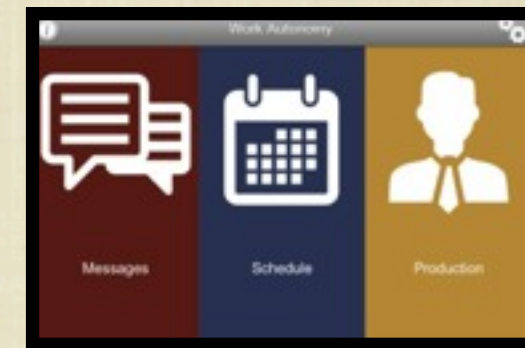
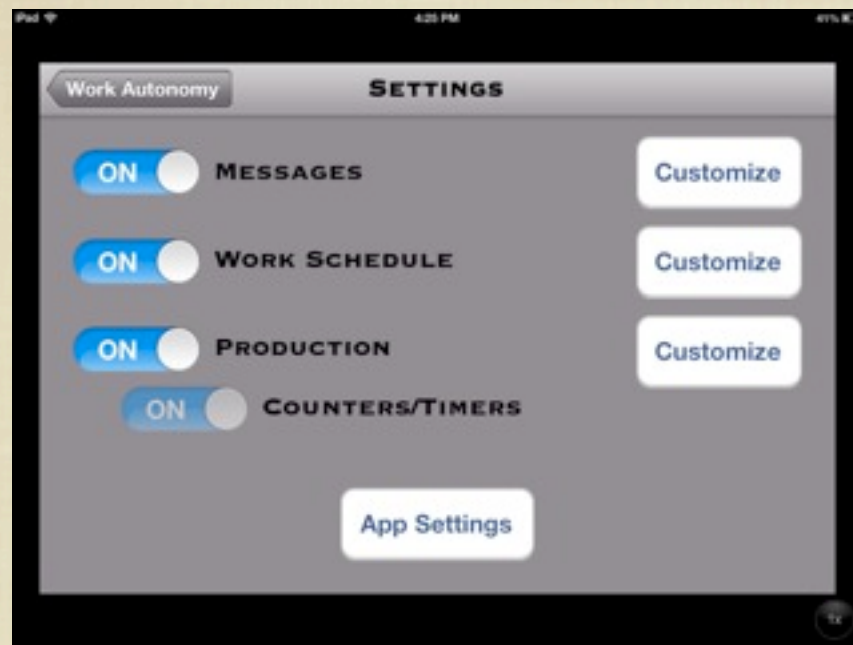
IN **WORK AUTONOMY** THESE FEATURES ARE BUILT IN! A PERSON CAN CAPTURE THEIR MESSAGES USING VIDEO, PHOTO, SPEECH AND/OR TEXT AND PLAY THEM ONCE CROSSING ENVIRONMENTS: TO AND FROM WORK, HOME AND COMMUNITY.



WORK TASKS CAN BE CAPTURED IN A SCHEDULE, RUNNING LEFT TO RIGHT. TASKS CAN BE BROKEN DOWN INTO SMALLER STEPS THAT RUN VERTICALLY BENEATH THE MAIN PICTURE. STEPS CAN BE CAPTURED IN VIDEO, PHOTO, TEXT AND/OR SPEECH.

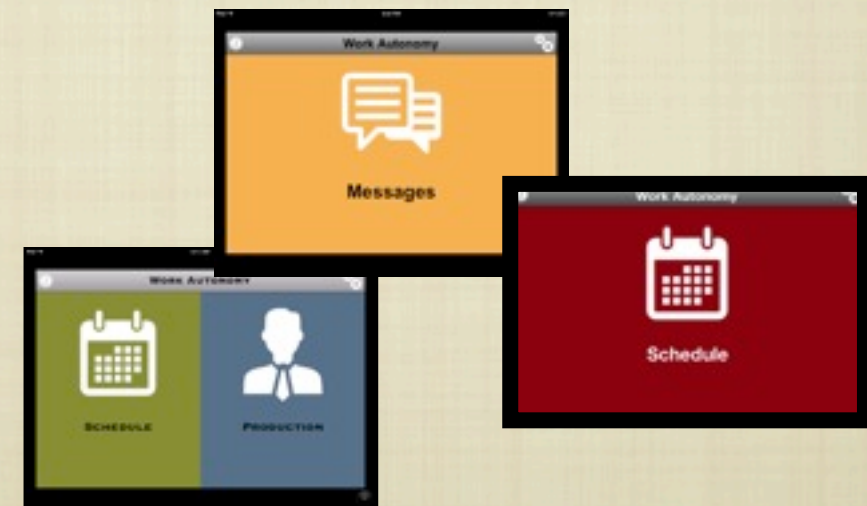


# SETTINGS



IN SETTINGS, THE USER SETS COLOR AND SIZE NEEDS OR PREFERENCES FOR SECTIONS, BACKGROUND AND FONT.

EACH SECTION CAN BE TURNED ON OR OFF. SOME USERS MAY NOT NEED THE MESSAGING SECTION, OTHERS MAY BE SIMPLY LEARNING TO FOLLOW A SCHEDULE LEFT TO RIGHT AND DO NOT NEED THE PRODUCTION SECTION.





# MESSAGES



**THE USER TOUCHES THE LEFT  
SIDE OF THE MESSAGE  
SECTION TO CAPTURE THEIR  
OWN COMMUNICATION**



**THE RIGHT SIDE IS  
USED TO CAPTURE  
THE COMMUNICATION  
OF OTHERS**

**EVERYONE USES AND MODELS THE USE  
OF THIS TOOL SO THAT THE USER IS NOT  
LEFT OUT OF COMMUNICATION ABOUT  
THEM, FOR THEM OR FROM THEM!**



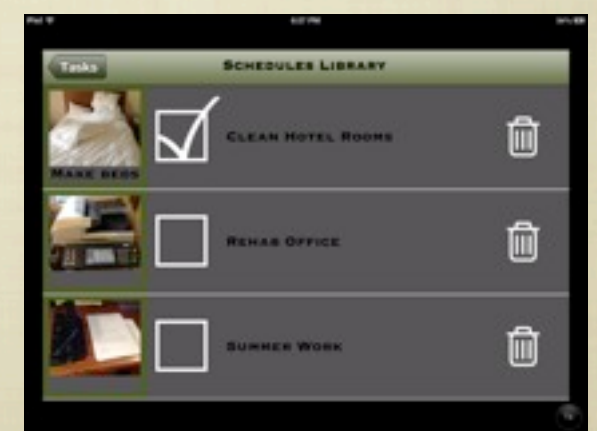
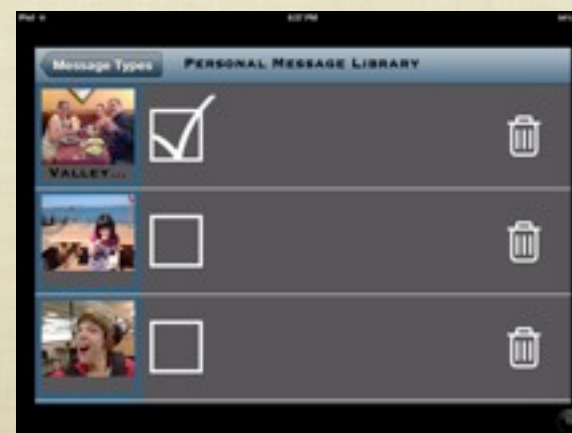
## EXAMPLES FOR “PERSONAL” MESSAGES

- SAM WORKS AT A BUSY RETAIL STORE. HE ANNOUNCES SALES TAG ITEMS TO CUSTOMERS AS THEY ENTER THE STORE. HE PRERECORDS THE SALE EACH SHIFT AND THEN CAN PLAY IT EACH TIME A SHOPPER ENTERS THE STORE. “WELCOME, ALL BLUE TAGS ARE ON SALE TODAY.”
- HOLLY HAS BEEN LEARNING WORK TASKS AT HER VOLUNTEER SITE. ALTHOUGH SHE HAS SPEECH, IT IS DIFFICULT FOR HER TO OUTLINE THE DETAILS OF THE JOB. SHE CAPTURES A PICTURE OR VIDEO (WITH THE EMPLOYERS PERMISSION) TO SHOW HER PARENTS WHEN THEY PICK HER UP FROM THE JOB SITE.
- REID GOT TO DEMO THIS APP AT A CONFERENCE. HE CAPTURED A PHOTO OF DINNER OUT AT A LOCAL RESTAURANT AND WE ALL RECORDED A VOICED MESSAGE. REID PLAYED THIS RECORDING AT WORK TO TELL HIS COWORKERS ABOUT HIS TRIP.

## EXAMPLES FOR “EXTERNAL” MESSAGES

- INSTEAD OF MATTHEW’S FAMILY CALLING THE COACH OR EMPLOYER TO REQUEST VACATION DAYS TO VISIT HIS BROTHER, MATTHEW IS SUPPORTED TO CAPTURE A VIDEO OF HIS DAD DELIVERING THE MESSAGE. HE THEN TAKES IT TO WORK AND SHARES IT WITH HIS COACH AND HIS EMPLOYER. MATTHEW IS NO LONGER LEFT OUT OF THE COMMUNICATION LOOP!
- HALEY’S EMPLOYER WANTS TO LET HER PARENTS KNOW SHE IS DOING GREAT VOLUNTEER WORK. THE EMPLOYER CAPTURES A MESSAGE TO HALEY’S PARENTS THAT HALEY CAN PLAY ONCE THEY ARRIVE.
- SAM GOES TO A MARINERS GAME AND GETS TO MEET ICHIRO! ICHIRO RECORDS A MESSAGE FOR SAM: “THANKS FOR BEING A FAN!” THAT HE PLAYS FOR EVERYONE WHO WILL LISTEN!! (THIS IS HYPOTHETICAL)

AS YOU ADD NEW RECORDINGS, USE THE TOP MENU BAR. PRESS “NEW” TO CAPTURE NEW RECORDINGS OR “LIBRARY” WHERE ALL YOUR PREVIOUS RECORDINGS IN THE SECTION ARE STORED IN ORDER OF MOST RECENTLY USED.





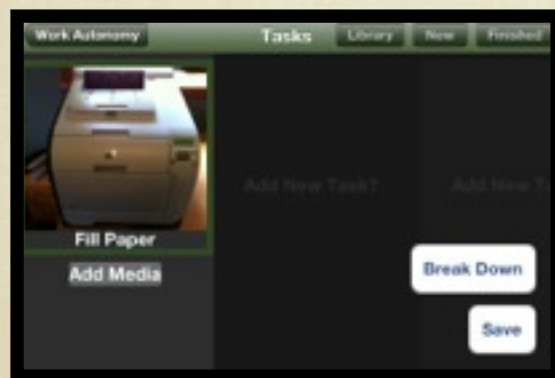
# SCHEDULES

TOUCH THE SCHEDULE SECTION TO OPEN IT, TOUCH THE AREA TO BE RECORDED AND CHOOSE VIDEO, PHOTO, VOICE OR TEXT TO BEGIN.



~ CAPTURE ALL DESIRED MEDIA AND THEN SAVE

~ YOU WILL BE ASKED IF YOU WANT TO BREAK DOWN THE TASK INTO STEPS



STEPS RUN VERTICALLY UNDER THE TASK AND CAN INCLUDE WHERE TO FIND SUPPLIES, DETAILS TO REMEMBER AND OTHER REFERENCE INFORMATION





**ONCE YOU SAVE A TASK,  
YOU WILL SET EXPECTATIONS:**

- ✓ ARE YOU TIMING THE TASK (UP) OR DO YOU HAVE AN ALLOTTED AMOUNT OF TIME (DOWN) TO COMPLETE IT?
- ✓ ARE YOU COUNTING UP TO HOW MANY ARE COMPLETED OR DO YOU HAVE AN ALLOTTED NUMBER OF THE TASK TO COMPLETE?
- ✓ ARE YOU FOLLOWING A SCHEDULED DAY WITH PREDETERMINED TIMES DICTATING WHEN YOU FINISH A TASK?

**START THE SCHEDULE BY TOUCHING IT'S  
NAME AND TRACK EXPECTATIONS SET ON  
THE TIMER, COUNTER, AND/OR CLOCK**



**EXAMPLES:**



**TIMING UP & COUNTING UP**



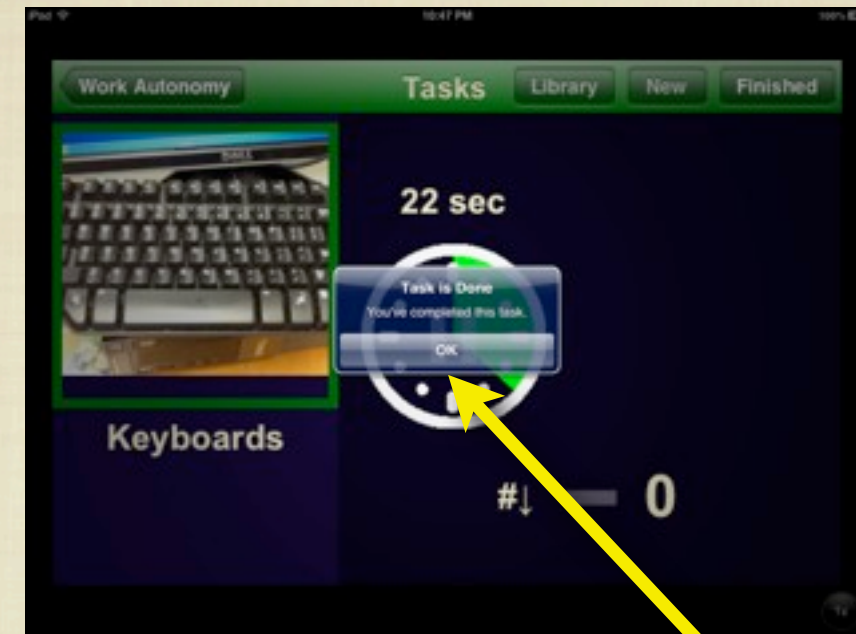
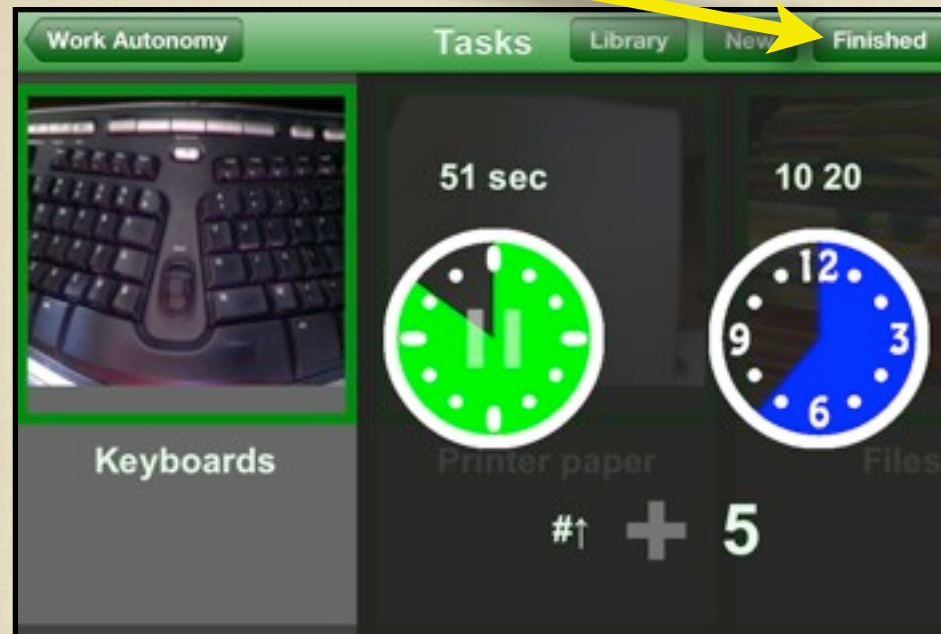
**TIMING UP & COUNTING  
DOWN & FINISHING AT 4:50**

**PRESS TIMERS AND/OR  
COUNTERS TO TRACK  
WORK COMPLETED.**

**TIMERS SHOW SECONDS  
IN GREEN, MINUTES IN  
RED AND HOURS IN BLUE.**



HIT FINISH, IN THE UPPER RIGHT CORNER, WHEN YOUR TASK IS COMPLETE.



OR WHEN THE TIMER, ALARM OR COUNTER REACH THEIR GOAL A NOTICE POPS UP ON THE SCREEN SAYING "TASK IS DONE."

ONCE FINISHED WITH A TASK, THE NEXT TASK AUTOMATICALLY APPEARS ONSCREEN WITH IT'S MEASUREMENT OF EXPECTATIONS.

WHEN YOUR SCHEDULE OF TASKS IS COMPLETE, THE SCREEN RETURNS HOME. DATA FROM YOUR WORK HAS BEEN SENT TO THE PRODUCTION SECTION



# A TALE OF TWO BARRIERS

## BARRIER TWO PRODUCTION = EARNINGS

- MANY PEOPLE WITH DISABILITIES DO NOT HAVE ACCESS TO THEIR EARNINGS OR A CONCRETE WAY TO UNDERSTAND OR TRACK THEIR PRODUCTION IN RELATIONSHIP TO EARNINGS. WITHOUT THIS, IT CAN BE DIFFICULT TO FEEL MOTIVATED TO WORK, UNDERSTAND WORK PLACE EXPECTATIONS OR TALK WITH AN EMPLOYER ABOUT JOB PERFORMANCE.
- WHEN THE ECONOMY TAKES A DIVE OR A NEW SUPERVISOR IS INTRODUCED, NOTHING EXISTS TO SUPPORT THE VALUE OF THE EMPLOYEE TO THE COMPANY BOTTOM LINE. ANECDOTAL STORIES MAY SUPPORT THE VALUE OF THE PERSON, BUT A BUSINESS MODEL REQUIRES INFORMATION FOR BUDGET PLANNING.





# PRODUCTION CHARTS



COMPLICATING THIS ISSUE IS CONFUSION ABOUT THE ROLE OF A JOB COACH. PEOPLE WITH DISABILITIES OFTEN HAVE PARENTS WHO HAVE ADVOCATED VERY WELL FOR THEM THROUGHOUT THEIR SCHOOL YEARS.

**MOST LIKELY THEY ALSO HAD A SPECIAL EDUCATION TEACHER AND A PARAPROFESSIONAL WHO EMULATED A PARENTING ROLE WHILE TRAINING WITH THEM TO DEVELOP SKILLS FOR LIFE AFTER SCHOOL.**

**A JOB COACH CAN INHERIT ASPECTS OF THIS PARENTING ROLE. EMPLOYERS, FAMILIES AND INDIVIDUALS WITH DISABILITIES MAY EXPECT THE COACH TO BE THE POINT OF COMMUNICATION ABOUT WORK EXPECTATIONS, WORK ETHICS AND TRAINING FOR GROWTH.**

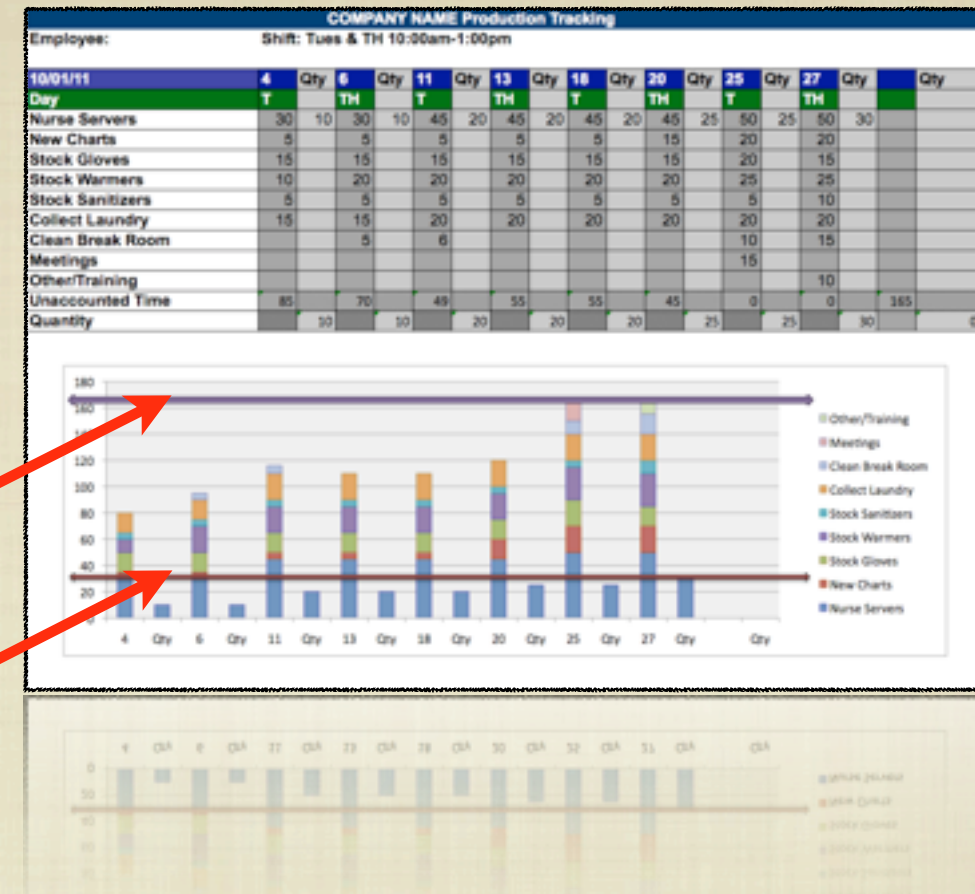
TO RIGHT THIS IMBALANCE, ABLE OPPORTUNITIES, INC. USES MONEY JIGS & PRODUCTION CHARTS ALLOWING ACCESS TO CLEAR AND CONCRETE INFORMATION ABOUT THE EXPECTATIONS AND RESULTS OF WORK PERFORMANCE.





# EMPLOYERS SET THE BAR OF EXPECTATION

IN THIS GRAPH THE  
EMPLOYER IS  
MEASURING TIME AND  
ITEMS COMPLETED.



- PRODUCTION CHARTS PROVIDE A CONCRETE REFERENCE ALLOWING THE EMPLOYEE AND THEIR EMPLOYER DIRECT COMMUNICATION ABOUT EXPECTATIONS & PERFORMANCE
- THEY ALLOW EMPLOYERS TO DESIGNATE EXPECTATIONS, AS THE COACH MAINTAINS A ROLE OF SUPPORT RATHER THAN BOSS

SINCE IMPLEMENTATION WE HAVE SEEN INCREASED PRODUCTION, DECREASED ABSENCE, INCREASED LONG-TERM EMPLOYMENT, AND INCREASED SATISFACTION FROM BOTH EMPLOYER AND EMPLOYEE



# PRODUCTION

THE EMPLOYER & EMPLOYEE  
SET THE TARGET EXPECTATIONS  
OF TIME OR COUNTED  
ITEMS/STEPS IN A JOB.

PERFORMANCE CAN BE VIEWED BY  
DAY, WEEK OR MONTH.



THE CHART CAN BE EMAILED  
FROM THE SCREEN TO THE  
EMPLOYER, GUARDIAN, FAMILY,  
OR OTHER TEAM MEMBER.

MONTHLY PROGRESS CAN BE  
REVIEWED WITH THE EMPLOYER

**PRODUCTION CHARTS PROVIDE CLEAR CONCRETE  
COMMUNICATION ABOUT WORK!**

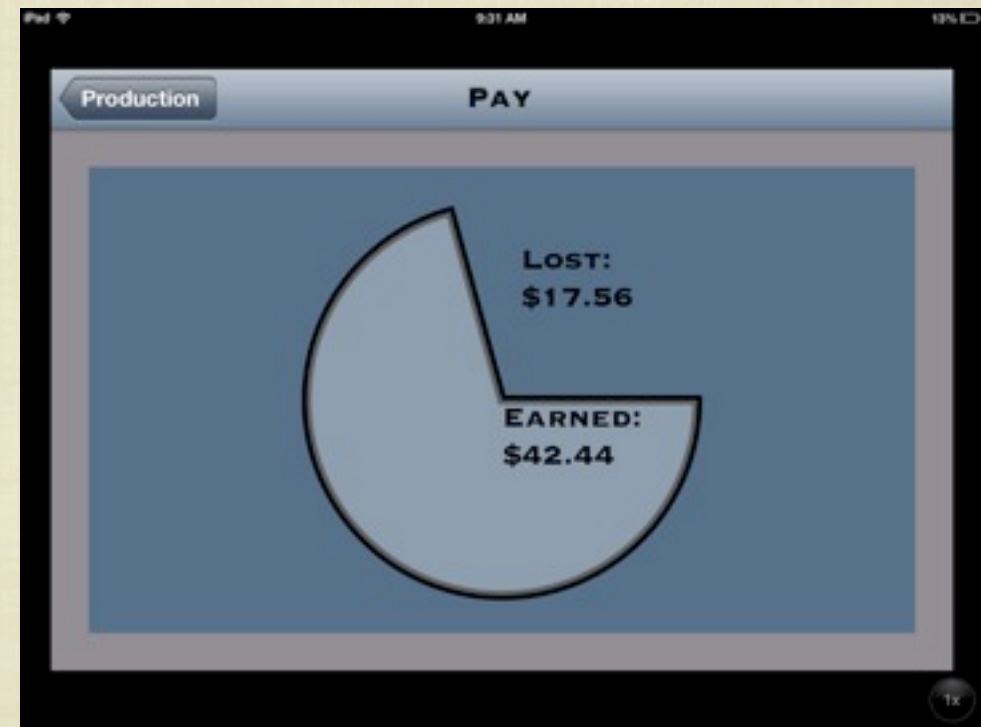
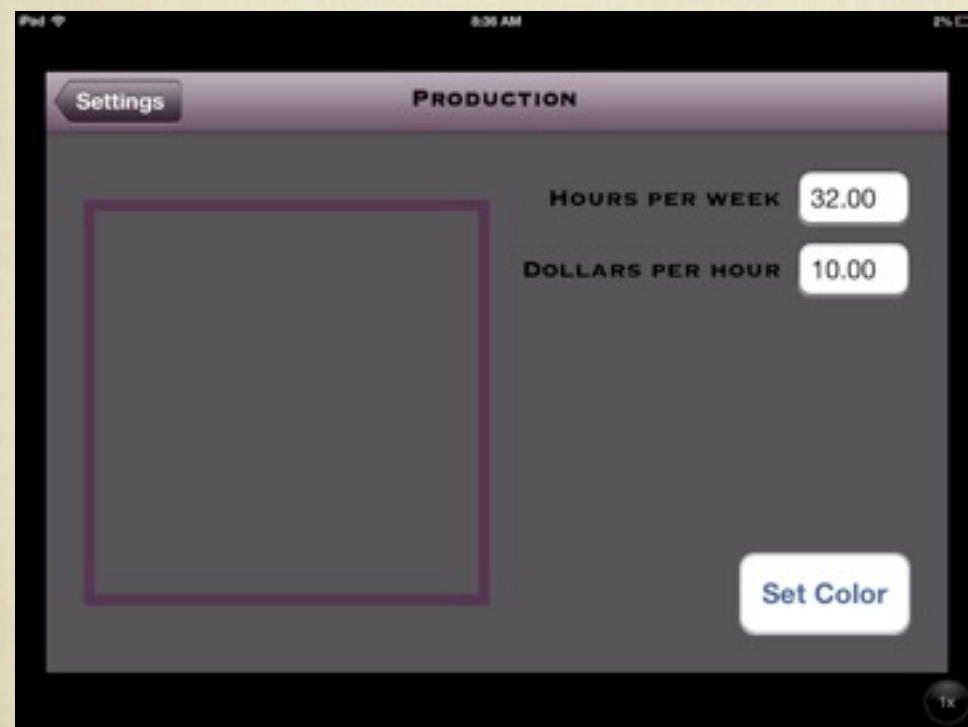
**THEY HELP SHIFT THE JOB COACH OUT OF THE “SUPERVISOR”  
ROLE, WITH CLEAR EXPECTATIONS SET BY THE EMPLOYER.**



## A SECOND CHART TRACKS EARNINGS

**TO PROVIDE CONCRETE RELATIONSHIP BETWEEN DECISIONS TO WORK, LEAVE EARLY OR SKIP WORK, A PIE CHART SHOWS POSSIBLE AND ACTUAL EARNINGS BASED ON HOURS WORKED.**

**IN SETTINGS, SET YOUR HOURS PER WEEK AND HOURLY WAGE TO VIEW A PIE CHART SHOWING EARNINGS.**



**LOST WAGES CAN BE TALKED ABOUT IN MORE CONCRETE TERMS. FOR EXAMPLE USING THE CHART ABOVE: \$17.56, THAT'S DINNER FOR TWO AT THE PIZZA PLACE, RIGHT?**





**PROMOTING INNOVATIVE SOLUTIONS  
FOR EQUAL OPPORTUNITY, ECONOMIC  
POWER, INDEPENDENT LIVING &  
INCLUSIVE COMMUNITIES.**

**STAY TUNED FOR NEW APPS, WE'RE  
IN THE PROCESS OF DEVELOPING TWO  
MORE: ONE FOR COMMUNICATION, ONE  
FOR TRACKING & ORGANIZING**

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