

TRAINING ACTION PLAN



Clubhouse: Unlimited Solutions

Dates of Training: Feb. 3-14, 2020

Group Number: 132

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Clubhouse Address: 30 Summer St,

Bangor, ME

Training Team: Independence Center

MEMBERSHIP

GOAL

Increase ADA to 55 members.

CURRENT SITUATION

Current ADA is 48

RATIONALE

To ensure that more individuals who could benefit from Clubhouse supports are accessing all that the Clubhouse has to offer.

Action Steps	Implementation Date
We will improve and personalize outreach by adding individuals' photos to the book along with information regarding their interests and skills to better	8/31/2020

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express how they are needed, wanted and expected at the Clubhouse.	
We will improve new member orientation by making it a two-day process that includes an overview of Clubhouse with an introduction to the WOD in both units and starts the process of developing relationships with colleagues. Orientation will include trained tour guides and orientation personnel.	5/1/2020
We will implement sending mass texts to all members to remind them of upcoming socials, special occasions/events, meetings, etc.	As soon as approved by auspice agency
We will reassess Work Ordered Day tasks to ensure they are meaningful and varied to interest all colleagues.	3/31/2020

Targeted completion date for GOAL:

December 2020

This goal is based on the following Standards:

7

RELATIONSHIPS

GOAL

Build genuine relationships between all colleagues.

CURRENT SITUATION

50% or less member engagement occurring daily with less engagement in the afternoon. Staff presence in the milieu is often interrupted.

RATIONALE

Clubhouse is only as strong as the relationships it forms; the focus should be everyone working together, side by side. Staff responsibility is not to be task driven but relationship driven.

Action Steps	Implementation Date
Auspice agency will take on responsibility of new membership paperwork to remove the clinical aspect from Clubhouse and free up staff an additional 2+ hours/per staff per week.	4/15/2020
Staff will complete progress notes in the milieu and side by side with member as much as possible.	3/1/2020
Encourage a positive/welcoming environment throughout the Clubhouse that	3/1/2020

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supports recovery and incorporate educating all on the Clubhouse philosophy of the Work Ordered Day and its connection to building relationships.	

Targeted completion date for GOAL:

On going

This goal is based on the following Standards:

9, 10, 11

SPACE

GOAL

Modify space to facilitate the work ordered day.

CURRENT SITUATION

Some areas of the Clubhouse are being used as a hang out or napping area.

RATIONALE

Enhance current spaces so they promote a work focused environment that replicates a traditional work place environment.

Action Steps	Implementation Date
Refocus café to replicate a break room to be used 15-20 minutes at a time versus staying there all day.	5/31/2020
Media tasks will be divided into specific projects that can be completed in different areas of the Clubhouse to provide more structure and focus in the media room and to include more people.	3/31/2020

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Targeted completion date for GOAL:

December 2020

This goal is based on the following Standards:

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WORK ORDERED DAY

GOAL

Organize the day so that there are meaningful and engaging work opportunities available from open until close.

CURRENT SITUATION

Less than 50% of ADA is participating and engaging in the work ordered day with an overall lack of afternoon engagement.

RATIONALE

Members deserve an opportunity to engage in a full day of work that is meaningful in order to be prepared for employment. This will provide members opportunities to increase their confidence and productivity and give them a feeling of value for the completed work. A strategically organized day with easily accessible tasks will result in more engagement which builds relationships and a culture where members will feel needed, wanted and expected.

Action Steps	Implementation Date
WOD tasks will be accurate, specific and singular in description.	5/31/2020
WOD tasks will be reassessed to determine the importance and interest based on colleague input; for both morning and afternoon.	3/31/2020
Staff will not complete tasks without a colleague as it would not demonstrate the necessity of members' participation and their presence being needed, wanted and expected.	3/1/2020
Investigate the Clubhouse having member drivers to create additional unit work that is accessible to members and does not take staff out of the units merely for transportation with no other goal.	7/1/2020

Targeted completion date for GOAL:

October 31, 2020

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This goal is based on the following Standards:

15, 17, 18,

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EMPLOYMENT

GOAL

Increase TE placements to a minimum of 10. New opportunities should be 12 or more hours with the main focus of the job not being janitorial in nature.

CURRENT SITUATION

Currently we have 6 TE positions where only 2 are 12 or more hours a week.

RATIONALE

TEs are a right of membership and should be available to members of all abilities and prepare them for future work opportunities. Clubhouse is only as strong as its TE program. Part time hours, between 12 and 20 a week, provide an opportunity that will help individuals advance in employment beyond TE positions.

Action Steps	Implementation Date
A minimum of two staff will be designated to focus on job development and incorporate job development tasks into the Work Ordered Day to include researching current job openings in the area, scheduling community outreach, etc. This should be done side by side.	3/16/2020
A resource file will be developed containing resources to share with potential employers to include but not be limited to hand outs, letters to employers, guides for approaching and introducing Clubhouse to employers, and tracking sheets.	5/1/2020
Employment video will be produced to include testimonials from current employers/employees and their experience with Clubhouse TEs to share with potential employers.	5/1/2020
Invite potential employers to employment dinners.	3/31/2020

Targeted completion date for GOAL:

June 2020

This goal is based on the following Standards:

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EDUCATION

GOAL

Increase number of members participating in higher education to 25.

CURRENT SITUATION

17 members are currently participating in higher education.

RATIONALE

To provide opportunities for members to gain skills, confidence, and self-worth and to promote advancement in employment.

Action Steps	Implementation Date
Clubhouse colleagues will conduct Lunch and Learns to focus on various aspects of education and the processes of obtaining it.	6/1/2020
Increase visibility and importance of the education board.	3/31/2020
Keep resources current, up-to-date, visible, and easily accessible.	4/30/2020
Create a tutor resource book, that consists of staff and members that are willing to assist others with studying various subjects.	September 2020

Targeted completion date for GOAL:

January 2021

This goal is based on the following Standards:

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FUNCTIONS OF THE HOUSE

GOAL

CURRENT SITUATION

RATIONALE

Action Steps	Implementation Date

Targeted completion date for GOAL:

This goal is based on the following Standards:

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FUNDING, GOVERNANCE & ADMINISTRATION

GOAL

CURRENT SITUATION

RATIONALE

Action Steps	Implementation Date

Targeted completion date for GOAL:

This goal is based on the following Standards:

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DESCRIBE THE CLUBHOUSE'S PLAN TO PRESENT THIS ACTION PLAN TO THE CLUBHOUSE COMMUNITY UPON RETURNING FROM TRAINING

Colleagues will present plan during House Meeting on Monday, February 24. Plan will be visibly displayed via projector and hard copies will be available for review upon request. Each goal will be presented followed by a question and answer session. Colleagues will be mindful of wording when answering questions to incorporate knowledge learned at training (for example- use enhanced in place of changed, etc.). Plan will be implemented pending consensus. Articles and resources obtained while at training will be shared during Lunch and Leans to provide opportunities for others in the Clubhouse community to have a deeper understanding of Clubhouse philosophy.