

## ELIGIBILITY

In order to participate in Arch Enterprises service options the following criteria must be met:

- The individual must be 18 years of age or older.
- The individual must have been diagnosed with a developmental disability as defined by PDD.
- Individuals with behavioural concerns will be reviewed to determine if behaviours can be managed within the agency resource base. A positive non-restrictive program plan may be required prior to accessing services.
- The individual must be reasonably independent in all personal care aspects (e.g. toileting, eating).
- Individuals and possibly their support network will accept responsibility for managing transportation.
- Independence within self-help areas must be feasible with the facility and the level of safety must be acceptable.
- The individual must be medically stable to participate in program services.

The individual and his or her support network must have a clearly defined program goal at the time of application.

## APPLICATION PROCESS

After initial contact is made, an interview for services is scheduled at which time the Intake Advisor will give a presentation on our programs, and provide other relevant information. At the conclusion of the interview an application will be offered if it seems that Arch Enterprises could provide the most appropriate service to the individual.

## PROGRAM OPTIONS

**Community Access** is a flexible day program option consisting of recreational, educational, volunteer, and vocational activities. Arch Enterprises staff provides support for participation in art classes, computer tutorials, social groups, craft projects, general community access, volunteerism, and vocational work components. As part of the planning process, individuals specify their interests, and goals for participation in this model.

**Employment Preparation** includes practical work experiences with specific goals in mind such as the acquisition of work skills, work habits, and social inclusion. Vocational training may occur in a variety of settings. Arch Enterprises provides space for clients to gain work experience through involvement in a variety of subcontracts obtained from the business community. Vocational training options are also available through Arch Greenhouses on a seasonal, part-time basis. A variety of other work experience options are available through host employers in the Edmonton area. Vocational training can operate as an independent training option or consist of enclave models wherein an average of three clients job share a particular option.

**Employment Placement** services are designed to provide a range of supports that assists an individual to obtain and/or maintain employment. Individuals who participate in this program are provided ongoing staff contact once employment outcome has been achieved. This liaison is intended to provide stability and information to the client, employer, and co-workers at the site.

## ASSESSMENT

Vocational Assessment is available to individuals who may be new to the day program model, or have experienced significant life changes such that they wish to re-evaluate their interests, opinions, and resources. The assessment period is flexible in order to meet the diverse needs of the service population. Information generated through the assessment option will facilitate identification of interests and goals and will be used in service planning with the individual.

## INDIVIDUALIZED SERVICE PROVISION

At intake, and a minimum of once annually, a planning meeting will be conducted with the individual and all significant support persons. Program involvement and individual schedules will always reflect preferences given available resources. A vocational plan outlining program goals, general conditions and expectations will be updated annually.

## ORIENTATION PROCESS

Within the first week of entering services the client will go through an orientation process that is intended to familiarize the client with the environment, meet co-clients and staff, review policies, expectations, and/or requirements related to their involvement with Arch Enterprises. A Client Manual outlining all pertinent information will also be provided to the client.

## INTRODUCTION

Founded in 1973, Arch Enterprises and Training Association of Edmonton was formed to provide day program services to residents of the L'Arche Association. In 1979 Arch Enterprises was incorporated as an independent non-profit society. At Arch Enterprises, offering creative and flexible program options facilitates individualized service delivery.

## CLIENT RIGHTS AND RESPONSIBILITIES

Arch Enterprises personnel acknowledge and respect all Client Rights and Freedoms. During the orientation process and anytime after, information regarding Exit Criteria, Benefits, and the Concern Resolution Process will be discussed in detail.



3151-97 Street  
Edmonton, Alberta  
T6N 1B7

Phone: 780-438-4347  
Fax: 780-437-6903

Email: [contact@archenterprises.ab.ca](mailto:contact@archenterprises.ab.ca)  
Website: [www.archenterprises.ab.ca](http://www.archenterprises.ab.ca)



## MISSION STATEMENT

Arch Enterprises and Training Association of Edmonton is a resource to residents of the Edmonton Region that advances and promotes the social and economic independence of adults with developmental disabilities.