

History and Purpose

Tenco Industries, Inc. is a non-profit corporation established in 1965 to provide a wide array of services to individuals with disabilities. Through these services Tenco **"Helps People Achieve Success."** By looking at each person as individuals, we are able to work with them to maximize their skills.

We currently operate three vocational work centers. In 1969 Tenco opened a work activity center in Chariton and Fairfield in 1973.

Residential services, including HCBS and CSALA, are also provided in all three communities, including Bloomfield. Courtview Apartments in Ottumwa was purchased in 1992.

Sub Contract Work

Tenco Industries, Inc. can help your company increase profits, meet production schedules and maintain quality standards. By sub-contracting with Tenco Industries, you will be able to meet this challenge as well as lower your cost and have better service.

We guarantee a quality product which is delivered on time at a competitive price. A variety of sub-contract jobs are offered to clients insuring that each individual earns a paycheck while they learn valuable skills.

Services provided are plastic molding, wood products, complete mailing service, manufacturing, automated packaging, assembly, and metal work.

One of our goals is to provide persons with disabilities the opportunity of employment and actual work experience.

Please contact the Director of Manufacturing to discuss your company's needs at the administrative office, (641) 682-8114, between the hours of 8:00 a.m. and 4:00 p.m.

Eligibility and Admission Criteria

1. Applicant consents to admission.
2. Applicant is 18 years of age or older. (16 or older if school sponsored)
3. Applicant is able to meet own personal needs.
4. Applicant is not a serious danger to self or others.
5. Applicant is ambulatory or mobile ambulatory.
6. Applicant has been sponsored for payment of fees or able to pay own fees.

There is additional criteria for specific programs.

Anyone wishing to refer an individual for Tenco Industries, Inc. services may do so by phoning the facility, visiting the facility, and completing an initial application packet, between the hours of 8:00 a.m. and 4:00 p.m. Initial work services and residential services referrals will be routed through the Director of Rehabilitative Services and Admissions Committee who will determine if individual is eligible to receive Tenco Industries, Inc. services.

Admissions decisions will not be based on an applicant's race, color, religion, sex, national origin, marital status, or veteran status.

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Work Adjustment

Work Adjustment is an intensive short-term program specifically designed to provide individuals with an opportunity to develop an understanding of the demands of the work environment. This is accomplished through the use of paid work and/or work simulation. Adult Basic Education in the realm of job seeking skills such as preparing for interviews and completing job applications is also offered.

Services provided:

1. Vocational Training
2. Behavior Training
3. Work Services
4. Job Seeking & Keeping Skills
5. Independent Living Skills
6. Placement Activities

Placement efforts are pursued through joint cooperation with the Department of Vocational Rehabilitation and the counties.

Additional Admissions Criteria:

Is recommended by Vocational Rehabilitation, or has a demonstrated work history, or has successfully completed the Job Seeking Skills class.

Vocational Work Services

Vocational Work Services provides remunerative work and vocational rehabilitation services through a program designed according to the physical, emotional, mental, social and vocational or habilitation needs of the clients.

Additional Admission Criteria:

1. Has a disability which prevents competitive employment at time of admission.
2. Demonstrates basic independent social, sensomotor, and communication skills (able to respond to others verbally or non-verbally).
3. Functions with assistance in both work and non-work activities.
4. Has physical stamina to work at least one hour at sedentary work.
5. Initiates and/or sustains work or non-work activities for one hour without constant one-to-one supervision.

Services provided are:

1. Program Management
2. On-the-Job Assessment
3. Training in Appropriate Work
4. Behavior Management
5. Paid Work
6. Socialization Skills
7. Job Seeking & Keeping Skills
8. Adult Basic Education
9. Vocational Counseling
10. Recreation and Leisure
11. Work Simulation
12. Mental Health Support
13. Work Adjustment

Community Employment

Community Employment provides services that are designed to give persons with disabilities the opportunity to obtain competitive employment with businesses in the community. This program matches qualified individuals with disabilities to the workforce. Through our program we are looking at the individual to develop, acquire, and maintain employment in the community at an integrated work site.

Entry and Re-entry Criteria:

1. Have desire to be employed in the community.
2. Be free from behaviors which endanger themselves or others.
3. Be able to provide independent or semi-independent self-cares.
4. Be willing to adhere to standards established by employers.

A key feature of supported employment is the "Job Coach" who provides on-the-job professional training and follow-up, and assists employer's co-workers and the employee to ensure success . . . at no cost to the employer!

Within Community Employment several options are offered:

1. Individual Placements
2. Pre-Placement
3. Job Sharing
4. Mobile Work Crews
5. Enclaves
6. Work Experience

Personal Social Adjustment Center of Hope

Center of Hope provides individuals with disabilities who primarily require a non-work program, a program to develop, maintain, increase or maximize their personal capabilities (physical and emotional growth, communication, socialization, education, and pre-vocational skills) and lend support to their independence with the main goal of improving their quality of life.

Additional Admission Criteria:

1. Is a Wapello County resident, unless there is an opening and funding is obtained from another source.
2. Lacks self-care, social skills necessary for vocational work services.
3. Is unable to sustain work or other activities without constant one-to-one attention.

Services provided:

1. Non-paid Work Simulation Tasks
2. Paid Work
3. Individualized Training in Basic Living Skills

Individuals will also be provided the opportunity to socialize and enjoy a variety of stimulating activities which include:

1. Community Awareness
2. Field Trips
3. Recreational & Leisure Time Activities

Senior Program

Senior Program provides older individuals with disabilities, who primarily require a non-work program, a program to develop or improve their socialization, leisure and communication skills to enable him/her to better transition to retirement.

Additional Admission Criteria:

1. Be 55 years or older.
2. Have a handicapping condition which limits his/her socialization opportunities.
3. Shows a favorable prognosis for growth with the Senior Program.
4. Resides in Wapello County.

Services provided:

1. Paid Work
2. Daily Living Skills Training
3. Communication
4. Community Awareness
5. Socialization
6. Transportation
7. Leisure Activities

Supervised Apartment Program

Community Supervised Apartment Living Arrangement Program (CSALA) services are designed to give persons with disabilities an opportunity to live in their own apartment/home which is integrated in the community. With support provided by staff, clients are able to live semi-independently and in the least restrictive setting.

Additional Admission Criteria:

1. Have ability to learn the skills to self medicate.
2. Be able to communicate their needs.
3. Be able to manage their own financial affairs with a minimum of assistance.
4. Be able to be without staff supervision for minimum of 48 hours at a time. (May be waived for HCBS)

Through all our residential programs we are looking for each disabled adult to maintain existing skills and acquire new skills enabling them to continue living in their own apartment/home with minimal or no staff supervision.

CONSUMER DIRECTED ATTENDANT CARE (CDAC) is a service that is directed by the child/parent. The provider performs duties that are normally done by the child or their caregiver. There are also medical procedures that can be performed with a nurse or staff under the supervision of a nurse.

Residential Services Program

Home and Community Based Services, sometimes referred to as the HCBS MR program, provides services to those individuals who are diagnosed with mental retardation. Tenco Industries, Inc. is certified to provide three separate programs under HCBS.

The SUPPORTED COMMUNITY LIVING (SCL) program allows children and adults to receive rehabilitative services to help them with a variety of independent living skills. Staff are allowed to go into a child's home or out in the community to teach them skills needed to someday live as independently as possible. SCL also provides adults with the support needed to assure the person's needs are being met.

Adults can receive a number of hours of SCL programming based on their specific needs and does not have a capped amount of hours. Children are limited to 52 hours a month. Funding for all HCBS services come for 67% Medicaid (Title XIX) funding and 33% county funding for adults and 33% state funding for children. Another component of the HCBS program is RESPITE, which is available to allow parents or family members an opportunity to get a break from providing care. Through these services 576 hours are available each year for employees of Tenco Industries to provide care for the child or dependent adult.

A program that provides \$5,000 lifetime maximum is the HOME AND VEHICLE MODIFICATION program. This program is used to make a home and/or vehicle accessible for someone with physical limitations.

HCBS services are also provided 24 hours per day to individuals who are unable to live without supervision. Tenco Industries, Inc. has two (2) three bed waiver homes in Ottumwa, one (1) three bed waiver home each in Bloomfield and Chariton. Four individuals residing at the Courtview Apartments in Ottumwa also receive HCBS services as well as other individuals in four communities; Bloomfield, Chariton, Fairfield and Ottumwa. These individuals in the HCBS sites have more severe disabilities which require that Tenco staff be available to assist with their personal, physical and medical needs.