



MT. DIABLO ADULT EDUCATION
A DIVISION OF MT. DIABLO UNIFIED SCHOOL DISTRICT

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September 23, 2024

Ms. Anna Straus
Program Officer
Firedoll Foundation
1460 Maria Lane, Suite 400
Walnut Creek, CA 94596

Dear Ms. Straus:

Mt. Diablo Adult Education respectfully requests a grant from the Firedoll Foundation, in the amount of \$23,539.00 to fund the following: Student Support Services Specialist (\$23,239.00) for the On Track Program and Inference Jones Level 1 workbooks (\$300.00) to help students develop skills to draw inferences from written text.

Project Summary

On Track is a day program through Mt. Diablo Adult Education, a division of the Mt. Diablo Unified School District. It addresses the unique needs of adults with acquired or traumatic brain injury by providing education and training in cognitive skills and academics, creative expression, critical thinking, and personal wellness strategies. With the assistance of the Student Support Services Specialist, students and their families/caregivers receive much needed support in the following areas:

- Identification of service needs outside of the program, referral and assistance in procuring resources/ services.
- Individual support to students (in-person or online), depending on need (priority to those with minimal or no caregiver support), that may include crisis intervention, access to resources/services, support needed to obtain and maintain volunteer or paid employment, leisure skills development, and housing and/or independent living support.
- Support to caregivers/families as needed, and liaise between the caregivers and the program (progress meetings, crisis intervention and referrals, caregiver workshops, etc.)
- Outreach to individuals in the community with acquired or traumatic brain injury who would benefit from the program, but lack awareness, resources, support, and/or transportation to access the program.
- Outreach to schools, organizations, and local companies who would benefit from brain injury prevention education, concussion awareness and protocol, as well as stroke awareness.

Specific Need

The program currently serves 25 adults with ABI/TBI through a hybrid program that offers remote classes on Tuesdays and Wednesdays and on-site classes on Thursdays with a monthly outing one Thursday a month. This format not only allows students to select how they would like to learn, but also reflects the continued concerns about their health as well as the challenges they face with transportation to the program.

The Student Support Services Specialist plays a critical role in providing additional supports and services for students that extend well beyond instructional time. Students thrive when given the one-on-one help they need to assimilate back into their communities through participation in recreational activities, college classes, volunteer or paid work, and social events. All of these activities help students to develop the confidence they need to achieve their goals of greater independence.

The SSSS also runs a small reading group for students with Aphasia. This has had a significant impact on speech and reading comprehension skills for participants and has boosted their self-esteem. The group has become very interactive with students providing lots of encouragement for each other. This is critical as they struggle to improve their skills when supports and services from the medical field are few and far between.

The individual hired to fill the SSSS position in 2023 was recently promoted to a full-time instructor vacating the position at the start of this school year in August. We hope to post the position as soon as possible to avoid a break in support services for our students and families.

Student workbooks are used as a warm up exercise before the onsite classes begin. They help students develop the ability to draw inferences from written text and evaluate evidence. The current workbooks are almost completed and there is a need to purchase new and more challenging books.

Organizations Working with Us

The Student Support Services Specialist regularly communicates/collaborates with the following organizations and providers:

- John Muir Neuropsychology
- Stroke Support Group of Contra Costa
- Mt. Diablo Unified School District
- On Track Booster Association
- Cal State University East-Bay Center for Communicative Disorders, Speech, Language and Hearing Clinic
- Regional Center of the East Bay
- Adult Protective Services
- Centre for Neuro Skills
- California Department of Rehabilitation
- Social Security Administration
- IHSS services of Contra Costa County
- Alta Bates Herrick Campus Brain Injury Program
- Chevron's ENABLED Employee Network
- Texas State University, Dept. of Communication Disorders

Evaluation Plan to Determine Success

Assessment measures to evaluate the success of the project are individualized to measure specific support services outcomes, depending on the need and services provided. Individual assessment measures may include:

- Intake and Annual Needs Assessment
- Individual Student Goals and Progress Review, mid-year and end-of-year
- Student transition to work and/or college
- CASAS Life and Work Assessment pre and post test
- Caregiver participation in support services
- Student self-reporting
- Student utilization of public transportation to access their community
- Student's art work displayed on the On Track Blog
- End-of-Year Annual Summary Report
- Student-led semi-annual On Track newsletter

The Firedoll Foundation has made a tremendous impact on the lives of countless students over the years through continued funding of the critical SSSS position as well as much-needed instructional supplies. We sincerely appreciate your consideration for funding of the 2024/2025 grant and thank you in advance for your on-going support and trust in our mission to provide students with the skills and supports needed to rebuild their lives.

Please contact Karen Lingenfelter (925) 685-7340, ext. 6721 should you require more information.

Respectfully yours,



Karen Lingenfelter
Coordinator, Adults with Disabilities
Mt. Diablo Adult Education

Dr. Adam Clark
Superintendent
Mt. Diablo Unified School District

Vittoria Abbate
Director College & Career and Adult Education

Cc: Andrew Foerder, Vice Principal
Jennifer Dougherty, Fiscal Analyst



Mt. Diablo Adult Education

On Track Student Support Services Specialist

End of the Year Reports: 2022/2023; 23/24

Student Support Services provided in person and in Zoom Classes to 26 students
Student Support Services – one-on-one support provided to 13 students

Independent Living Support:

- Assisted students and families with Zoom problems
- Provided travel training for one student
- Assisted student with ADHD in developing strategies to improve focus in classes
- Worked on reading comprehension with multiple students
- Worked with student on math for college
- Provided assistance in correspondence with county services
- Provided on-line driver's education information and training
- Worked on goal setting with several students
- Provided complete morning routine schedule with visual aids to assist student
- Provided smartphone usage assistance and training
- Made spreadsheet for student to use for monthly budgeting
- Ongoing support given regarding monthly budgeting and saving
- Helped to find resources for a student moving out of the area
- Discussed common scams that may be seen when looking to relocate, and how to avoid falling for them.
- Provided wellness checks for students in crisis

Accessing Resources and Services:

- SSI/SSDI inquiries
- Assisted a student in enrolling in Adult Basic Education classes in preparation for returning to college
- Updated the ABI/TBI On Track Resource List
- Helped families find counseling support
- Provided families with resources for sexual education
- Assisted student with entering Narcotic Anonymous meetings
- Assist student with advocating for their healthcare needs
- Provided student with housing resources
- Provided students with resources for free or affordable food
- Assisted student with accessing affordable local transportation needs
- Mandated reporting as needed
- Assisted the instructor on community outings

Recreation and Leisure Skills:

- Provided community resources
- Encouraged multiple students to be more active within the community through brainstorming and researching activities
- Provided students with yoga and meditation videos as part of their morning routine
- Planned and coordinated an hour long games/activities portion for our annual Chevron Day 2023, and 2024
- Assisted students with outdoor games and activities
- Provided students with healthy seated exercises videos that can be done at home
- Assisted student with acceptable forms of socializing/communication with the opposite sex

Work Readiness:

- Researched volunteer opportunities for students
- Provided on-going support and advice to help a student retain their job with Safeway
- Role-played common communication scenarios in the workplace
- Helped a student develop public speaking skills in preparation for outreach
- Assisted students in making checklists to ensure follow through with tasks
- Practiced interview skills with a student
- Started Aphasia reading group to aid students with future work readiness
- Ongoing help and skills development for a student to one day open his own art gallery
- Provided math exercises to prepare a student for work in the future

Outreach – Referrals:

- Contacted UC Riverside's Brain Game Center in hopes to see if there would be any possibility of collaboration between their center and our students.



Project Budget and Organization Financial Information

Outside Financial Support

The On Track Program receives limited outside financial support from the On Track Booster Association that raises money to help provide instructional supplies and pay for special parties and events for the students.

Organization's Statement of Activity

The budget statement for end-of-year 2023/2024 reflects a zero balance for the grant account (budget code 7991) which reflects expenditures for the SSSS position salary and the workbooks purchased for students.

Project Budget

The total amount requested to fund the Student Support Services Specialist position and purchase workbooks for student consumption is **\$23,539.20**

The Student Support Services Specialist is employed by the Mt Diablo Unified School District through the Adult Education program. The SSSS would work 10 hours per week for 46 weeks, providing support and resources for On Track students and caregivers.

Student Support Services Specialist:

Breakdown: \$50.52 per hour (includes payroll taxes and an 8% district-wide raise effective July 1, 2024) x 10 hours per week x 46 weeks per year = \$ 23,239.20

Instructional Materials:

Breakdown: Inference Jones, Level 1 workbook; \$11.99 per book x 20 students = \$239.80 plus tax and shipping = \$300.00

Fiscal: 2024

Budget to Actual by Program (with Encumbrances)

Report Date: 07/01/2023 to 06/30/2024

Program Code: 79910000 "On Track" Support Services

Ke	Object	Description	Budget Amount	YTD Actual	Unexpended Balance	Encumbrances	Unencumbered Balance	
<u>EXPENSE ACCOUNTS</u>								
2000	Classified Salaries							
11-9010-4110-1000-79910000-549-010-2990		Hrly-Other Class	19,469.86	19,440.12	\$29.74	0.00	\$29.74	
2000	Classified Salaries		Sub Total:	19,469.86	19,440.12	\$29.74	0.00	\$29.74
3000	Employee Benefits							
11-9010-4110-1000-79910000-549-010-3362		Medicr-Clsf-Hrly	282.00	281.89	\$0.11	0.00	\$0.11	
11-9010-4110-1000-79910000-549-010-3372		RetinLieu-Cls-Hr	779.00	728.95	\$50.05	0.00	\$50.05	
11-9010-4110-1000-79910000-549-010-3552		SUI-Classif-Hrly	10.00	9.72	\$0.28	0.00	\$0.28	
11-9010-4110-1000-79910000-549-010-3652		WCI-Classif-Hrly	429.00	427.69	\$1.31	0.00	\$1.31	
3000	Employee Benefits		Sub Total:	1,500.00	1,448.25	\$51.75	0.00	\$51.75
4000	Books and Supplies							
11-9010-4110-1000-79910000-549-010-4325		Carryover Budget	0.00	0.00	\$0.00	0.00	\$0.00	
4000	Books and Supplies		Sub Total:	0.00	0.00	\$0.00	0.00	\$0.00
79910000	"On Track" Support Services		Program Total:	20,969.86	20,888.37	\$81.49	0.00	\$81.49

User ID: AEFSSP

Report ID: FQA_PROG_EXP_MDUSD_ALL

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Current Date: 09/23/2024

Current Time: 13:27:17

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Fiscal: 2025

Budget to Actual by Program (with Encumbrances)

Report Date: 07/01/2024 to 06/30/2025

Program Code: 79910000 "On Track" Support Services

Ke	Object	Description	Budget Amount	YTD Actual	Unexpended Balance	Encumbrances	Unencumbered Balance
<u>EXPENSE ACCOUNTS</u>							
2000 Classified Salaries							
11-9010-4110-1000-79910000-549-010-2990		Hrly-Other Class	0.00	1,130.48	(\$1,130.48)	0.00	(\$1,130.48)
2000 Classified Salaries		Sub Total:	0.00	1,130.48	(\$1,130.48)	0.00	(\$1,130.48)
3000 Employee Benefits							
11-9010-4110-1000-79910000-549-010-3152		STRS-Classf-Hrly	0.00	215.92	(\$215.92)	0.00	(\$215.92)
11-9010-4110-1000-79910000-549-010-3362		Medicr-Clsf-Hrly	0.00	16.39	(\$16.39)	0.00	(\$16.39)
11-9010-4110-1000-79910000-549-010-3372		RetinLieu-Cls-Hr	0.00	42.39	(\$42.39)	0.00	(\$42.39)
11-9010-4110-1000-79910000-549-010-3552		SUI-Classif-Hrly	0.00	0.57	(\$0.57)	0.00	(\$0.57)
11-9010-4110-1000-79910000-549-010-3652		WCI-Classif-Hrly	0.00	22.49	(\$22.49)	0.00	(\$22.49)
3000 Employee Benefits		Sub Total:	0.00	297.76	(\$297.76)	0.00	(\$297.76)
79910000	"On Track" Support Services	Program Total:	0.00	1,428.24	(\$1,428.24)	0.00	(\$1,428.24)