



Inclusion Services: FAQs

Does an individual need to have a diagnosis in order to receive Inclusion support?

No. Inclusion support can be provided for any individual who needs assistance in order to participate safely and successfully in a program.

Does someone who has an IEP/school support automatically receive an Inclusion Aide?

No. The school setting is much different from recreational settings. Inclusion Aides and other levels of support are determined by an Inclusion Assessment and possibly observation.

Does someone who has a diagnosis automatically receive Inclusion support? What about an individual who takes medication for a diagnosis?

No. Each individual is unique and Inclusion support, if needed, will be determined by an Inclusion Assessment and possibly observation.

What is an Inclusion Observation?

A specified time that the Inclusion Coordinator will visit a program to observe an individual whom program staff feels is displaying behaviors that are not allowing them to safely and/or successfully participate in the program. An Inclusion Observation will not be completed without communication with and permission from the participant's family.

If a participant is assigned an Inclusion Aide and the Aide is unable to attend the program, can the participant still attend?

If an assigned Inclusion Aide is unable to work due to an emergency or illness, every effort will be made to place an appropriate and available substitute with the participant. The participant will not be able to attend the program if a substitute is not available and the participant/guardian will be prorated any applicable program fees.



Inclusion Services: FAQs

What is an Inclusion Assessment?

A form that is provided by the Inclusion Coordinator and completed by the participant/guardian prior to Inclusion support beginning which includes information about the participant's goals, abilities, and needs specifically related to the program they are registered for. The Inclusion Coordinator uses this information, along with communication from a participant's "team," to determine the level of support that may be provided for the individual in this program. This form is provided to the participant/family, Program Coordinator, and Inclusion Aide (if applicable), to allow for consistent communication related to Inclusion services being provided.

Who is included in a participant's "team?"

A "team" can include the participant themselves, the family/guardian/s, the Program Coordinator for the program they registered for, teachers, therapists, or anyone else who works with and/or has a relationship with the participant.

What is an Inclusion Plan?

A form that is completed by the Inclusion Coordinator after determining the level of Inclusion support that an individual will receive at a program. This Plan is provided to the participant/family, Program Coordinator, program instructor (if applicable), and Inclusion Aide (if applicable), to allow for consistent communication related to Inclusion services being provided.

What happens if a participant is provided with an Inclusion Plan and the level of support/tools given are not working?

An Inclusion Plan can be updated at any time by the Inclusion Coordinator and the level of support may change based on the specific program that the individual is in. Contact the Inclusion Coordinator if you think that more, or less, support is needed for this individual in order to be safe and successful in a program.



Inclusion Services: FAQs

What are some examples of "tools" that may be provided for a participant who is receiving Inclusion services?

Tools are specifically created/provided based on the participant's unique needs. They may include charts, signs, or other visual tools with a character/theme that is preferred by the participant, general visual items such as a stop/go sign, schedule, or breathing square, fidget toys, small favorite activities to use for breaks, and/or items for motivation or rewards. The purpose of any tools will be described in the individual's Inclusion Plan. Additional tools can be created/provided at any time by contacting the Inclusion Coordinator.

What is the best way to contact the Inclusion Coordinator?

Please call (847) 424-5496 or email lruiz@cityofevanston.org.