



Dear Individuals, Families and Guardians:

We recently sent you information about the transition of the AI Root Work Site program. We want to take a moment to give you additional information that may answer some of the questions we have been hearing about this transition.

**How will transportation services be handled?**

Transportation options will depend on the number of individuals who choose to remain at the AI Root work site, that is why we are asking individuals and families to let their Service and Support Administrator (SSA) know by Friday, March 2, whether or not they plan on remaining at AI Root with Windfall Industries as their service provider. This will allow us time to make more effective plans to address the transportation needs of those affected by this transition.

**What about holiday breaks?**

Windfall Industries has indicated that they do not see any changes to the holiday breaks schedule and see it continuing as it has in past years.

**Will people who need to have medications or other needs be able to be assisted?**

Assistance with medication will still be available for individuals at the AI Root Work Site. As MCBDD staff members have always provided assistance to individuals at AI Root, for the first year there will be two staff members from MCBDD present to handle medications. Additionally, Windfall Industries is working on having their staff members at the work site trained on Med Pass. Support and consultation will be available for all other nursing needs at AI Root and as outlined in the ISP. All other needs, assistance and accommodations, as outlined in the ISP, will continue to be provided.

**In the past individuals from the MCBDD Work Center were able to substitute at the AI Root Work Site. Will this continue?**

The main focus currently is on transitioning the individuals who currently have regularly scheduled days at the AI Root Work Site. Because we do not know the number of individuals who will remain at the site, and those who may pick up additional days, the need for substitutes is not known. Windfall Industries will evaluate and address the need for substitutes once all transitions are made.

**What should individuals and families be doing now?**

By now you should have contacted your SSA to discuss making changes to the ISP. We would like to have your service provider decision by Friday, March 2, so that there is time to make sure all needed supports are in place by Monday, April 2, 2018.

**Additional questions?**

The MCBDD and Windfall Industries staff have created several informational update sheets with many of the questions we have been receiving about this transition and how it may specifically affect individuals. We have added a section on our webpage which contains these additional questions and updates. Visit [www.mcbdd.org](http://www.mcbdd.org) and select the "News" tab at the top of the page, then select the "AI Root Work Site Transition Info" option.

We want to assure you that we are here to help and will continue our mission to connect people with disabilities to the services that contribute to their success. If you have any questions about this information, please feel free to contact us. Thank you for allowing us to contribute to the future success of individuals with developmental disabilities.

Sincerely,  
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Individual Support.  
Community Achievement.