

# Planning Factors

*Will assist VR staff in exploring issues that may interfere with client's preparing for, getting, or maintaining a job. Address these factors as early as possible. Identify the services and resources needed to address these factors. Include them on the IPE.*

## Does the Client:

**1**

### Disability Related Factors

(Listen for release for work, work restrictions, treatment needs, home, work, and vehicle accommodations.)

- On a scale of 1-10 how stable do you feel your impairment is?
- Why did you give it that rating?
- What do you feel you might need to raise that rating?

**2**

### Financial Factors

(Listen for availability of food stamps, rent subsidy, SSI, SSDI, defaulted loans, child support, and wage garnishment.)

- How have you been managing your daily living costs?

(Listen for health insurance, Medicaid, Medicare, medications, Worker's Comp and ATP needs.)

- How have you been managing your disability related needs?

**3**

### Daily Living Factors

(Listen for child care, transportation, housing, and work/family balance.)

- What concerns do you have if you were offered a job and could start tomorrow?

**4**

### Work History Factors

(Listen for attendance, terminations, spotty work history, difficulty getting along with others, and learning new skills.)

- Can you tell me how your disability has affected your work history?

**5**

### Job Seeking Factors

(Listen for transportation, clothing, access to phone/computer, and criminal record.)

- Tell me how you have looked for jobs in the past?
- What do you feel you need to be effective in looking for jobs?

**6**

### Job Keeping Factors

(Listen for working with co-workers/supervisors, dealing with change and stress, and work schedule issues.)

- When you consider your past work history what difficulties have you run into in keeping a job?
- Can you tell us about your favorite job and what about that job made it your favorite job?

# Readiness Factors

*Anything having the potential to interfere with the client preparing for, getting, or maintaining a job.*

## VR staff needs to begin identifying the Employment Planning Readiness (EPR) factors during the Employment Discussion:

- **Discuss Factors:** When a client alludes to or identifies an EPR factor discuss it during the Employment Discussion.
- **Assess Impact:** VR staff needs to assess the degree to which the factor(s) will interfere with the client becoming successfully employed.
- **Determine Application Appropriateness:** VR staff will need to determine the appropriateness of the client applying for services given the nature and scope of the EPRs.
- **Discuss Your Concern:** If an EPR factor will interfere with the client participating in VR services, VR staff should discuss their concerns with the client and identify steps to be taken prior to application. Provide the client with community resources to address the client's needs.
- **Identify Resources:** When the client applies for VR services the appropriate services and resources need to be identified that will correct, compensate, or circumvent the impact EPRs have on the client being successful.

The following outline helps explore potential EPRs. This outline is for VR staff use. It should not be given to the client to complete nor should VR staff read each of the items and ask the client to self disclose.

## 1 Disability/Behavioral Related Factors

- Admits to continued alcohol or drug use
- Displays psychotic behaviors
- Has a Counselor, Psychiatrist, Psychologist or sponsor affiliated with AA/NA, drug and/or alcohol use (a sponsor for work release purposes should not be considered) Explore frequency of meetings, effectiveness, treatment plans, etc.
- Non-compliant with medication or treatment
  - ◇ Pattern of not staying active in treatment/rehabilitation plans post-release leading to criminal activity and eventual incarcerations
  - ◇ Trends illustrating medication compliance AND decrease in behaviors while incarcerated; but lack of medication access post-release, increasing chance for repeat offenses/lack of self-awareness and self-direction
- Misconduct Reports from correctional facilities can help determine behavioral problems

## 2 Financial Factors

- Debt, default, or garnishment issues
- Transportation (no auto license, insurance, vehicle etc.)
- Unable to afford medication

## 3 Daily Living Factors

- Family member with significant health issues
- Poor hygiene
- Transportation (no driver/auto license, insurance, vehicle, access to public transportation, etc.)
- Unreliable child care
- Unstable living situation (Homeless)

## 4 Agency Factors

- Applicant for Social Security
- Involvement with NE Worker Compensation
- No show for VR appointments (Orientation, Employment/Planning Discussions, etc.)
- Pending court case that carries the possibility of incarceration
- Previous unsuccessful case (What has changed?)

## 5 Work History Factors

- Lack of or unstable work history
- Past work attendance issues
- Terminated from past employment
- Performance Reports from school work sites, Internships, Work Release Centers and employee reviews

## 6 Job Seeking Factors

- Criminal history (theft, sex offender, DUI, assault, etc.)
- Lack of high school diploma/unsuccessful attempts at attaining a GED
- Lack of I-9 documents (Alien Registration card for non-citizens)
- Limited reading, writing, and oral skills
- Non-English speaking
- No phone/e-mail
- Transportation (no driver/auto license, insurance, vehicle, access to public transportation, etc.)
- Unrealistic work expectations

## 7 Job Keeping Factors

- Inability to get along with others
- Inability to take direction
- Low tolerance for stress
- Physically and verbally abusive