

Initial Meeting to Next-Step Guide

What are some activities and tasks VR staff can do while “waiting on” medical, psychological, or school records to keep the individual engaged in the VR Process?

Initial meeting(s):

An in-depth discussion needs to occur to gather enough information for an accurate eligibility and priority group determination, as well as to make appropriate referrals to community resources.

- Utilize the Disability Handbook for specific impairment related questions.
- Ask open ended questions to assess the severity of impairment (Low/Very Low) and gain a good understanding of the specific limitations, as they pertain to employment and training.
- Assess disability needs, available health insurance and other benefits.
- Assess work considerations - stability of condition, restrictions, accommodations, etc.
- Review *Discovery Booklet or Career Planning Preferences* form with the client to gather more information of how the impairment has created an impediment to work (difficulty preparing for, entering, or maintaining employment). *Note: For individuals who have I/DD: Use Career Planning Preferences form and once eligible, *VR Profile for Supported or Customized Employment* to complete career planning process.
- Explore reasons why jobs/training ended, gaps in work history (disability or environmental).
- How is job application completed? Assess level of functioning (spelling, neatness, size of handwriting, completeness, etc.)
- Explore *Job Readiness Factors* to assess stability of condition and determine appropriate referral to community resources by exploring financial, daily living, medical, transportation, employment and advocacy needs.
- Discuss vocational Interests – what barriers have stopped them from pursuing this goal? Is there another agency or organization that can help (Career Services at colleges, American Job Center, Employment Network, etc.)?

*During Order of Selection, no planning services (on back) can be provided unless the client is in an **open priority group**.*

Planning:

VR is responsible to address the individual's interests, assets, barriers/disability and the job market when developing an Individual Plan for Employment (IPE).

- Utilize *Planning Factors* guide.
- Are adequate supports available to maintain stability of condition?
- Assess the individual's participation with VR (attends appointments and calls when late or unable to attend, hygiene, interactions, Readiness factors, etc.) Address behaviors and develop strategies for correction.
- *CareerScope* to assess interests and aptitudes.
- *Career Priorities profile* to identify priorities and evaluate career choices.
- Explore labor market information. Is the job readily available and consistent with the client's disability? Do they have the skills or ability to be trained?
- Develop back-up plan for childcare and transportation.

Preparing the client for Progressive Employment Activities:

These can be great "homework assignments" for the client to work on.

- Is work history completed and gaps accounted for?
- Does the client have 2 forms of ID for employment? If not, start process.
- List of 3 Professional References with complete contact information.
- Appropriate interview outfit available for job shadows and tours that is clean and fits.
- Compile list of 3 businesses or types of work they would like to explore further to schedule informational interviews, mock interviews, employer tours, worksite assessments and volunteer opportunities.
- *Job Search Knowledge Scale* to determine skills for looking for work

Post- Secondary Planning:

- Gather college transcripts, ACT/Accuplacer to assess academic aptitude
- If individual attempted college in the past, explore what happened.
- If student loans defaulted – discuss steps toward correct or transition to deferment/good standing.
- Begin FAFSA process and scholarship search.

Financial:

- Schedule/provide Benefits Orientation.
- Assess how much they need to earn to support themselves.

*This is not an exhaustive list of activities