COMPLIANCE/QUALITY CASE REVIEW INSTRUMENT- Pre-Employment Transition Services
(2/2021)

Specialist: _____   Reviewers _____   Date:_____

Caseload Size: _____   Student: _____

1. Is the student in between the ages of 14-21 **and** in an educational
   program receiving a recognized credential?   ☐ Yes   ☐ No

2. **If the** student is in high school, home-schooled, Job Corps, or
   YRTC is:
   a) High School Selected   ☐ Yes   ☐ No
   b) Projected Graduation Date Selected   ☐ Yes   ☐ No
   c) ☐ IEP, ☐ 504 Plan or ☐ None Selected (check one)

   Comments:

3. If a Pre-ETS eligible student is in another type of educational program leading
   to a recognized educational credential, or in Job Corps and graduated,
   or a student in a YRTC enrolled in an educational class that leads to credential; is: ☐ N/A

   a) the projected end date for the educational program entered?   ☐ Yes   ☐ No

   b) a description of the educational program noted   ☐ Yes   ☐ No

   Comments:

4. Was a Pre-ETS Consent and Release
   form obtained and signed or was a VR Application and
   Release completed with the student?   ☐ Yes   ☐ No

   Comments:

5. Is demographic information entered into QE2?   ☐ Yes   ☐ No

6. Under ASSESSMENT SERVICES, was a "Pre-Employment Transition Service" selected and an appropriate Start Date chosen for a service or Support?

- Job Exploration Counseling   ☐ Yes   ☐ No
- Work-Based Learning   ☐ Yes   ☐ No
- Workplace Readiness   ☐ Yes   ☐ No
- Counseling on Post-Secondary Options   ☐ Yes   ☐ No
- Self-Advocacy   ☐ Yes   ☐ No

Comments:

7. Do the Pre-Employment Transition Services documented in the task notes reflect the Services selected under "Assessment Services" and match the delivery date?

- Job Exploration Counseling   ☐ Yes   ☐ No
- Work-Based Learning   ☐ Yes   ☐ No
- Workplace Readiness   ☐ Yes   ☐ No
- Counseling on Post-Secondary Options   ☐ Yes   ☐ No
- Self-Advocacy   ☐ Yes   ☐ No

Comments:

8. Does the individual case record state whether services are being provided in ☐ **GROUP** or on an ☐ **INDIVIDUAL** Basis? (check one) Document if not recorded.   ☐ Yes   ☐ No

9. Is there evidence of regular monthly contact, student engagement and the intentional delivery of services of practical importance?   ☐ Yes.   ☐ No

Comments:

10. Is there documentation that the Staff is:

    a) attending IEP meetings when invited (in person or using
      alternative means such as phone, FaceTime, Skype, etc.)?   ☐ Yes   ☐ No

    b) working with local workforce development boards, one
      stop centers, and employers to develop work opportunities
      for students with disabilities, including internships, summer
      employment apprenticeships, and other employment opportunities?   ☐ Yes   ☐ No

    c) working with schools to coordinate and ensure the provision of
      pre-employment transition services?   ☐ Yes   ☐ No

      How?

    d) attending person-centered planning meetings when invited
      that assist individuals with disabilities and their families to plan
      for the future?   ☐ Yes   ☐ No

11. Is there evidence of communication with parent or authorized
      Representative?   ☐ Yes   ☐ No

Summary of Findings: