

# **Division of Vocational Rehabilitation (DVR) Technical Specifications: Vocational Evaluation Services (Effective July 1, 2012, to June 30, 2013)**

Vocational evaluation services assist DVR Consumers in their efforts to make decisions about their vocational direction by providing an individualized, timely, and systematic process by which a person seeking employment, in partnership with an evaluator, learns to identify viable vocational options and develop employment goals and objectives.

There are three discreet options for vocational evaluation. The first service, vocational assessment, is completed using mostly standardized testing and interview. The second available service, called vocational evaluation, includes standardized testing, interview and a limited individualized work sample component. The final service detailed is the On-the-Job Assessment. It is done for no more that two weeks and is designed to assist the consumer in understanding a specific job and the necessary responsibilities of work. All three services require a written report summarizing the results and recommendations of the evaluation components. Meetings may be requested to discuss the results of the assessments.

## **Services provided:**

Vocational Assessment and Report

Vocational Evaluation, Work Sample and Report

On-the-Job Assessment, Set-up, Monitoring and Report

## **Referral Process for all Services**

- 1.) Consumer and Counselor meet and discuss service to be provided and responsibilities and roles of each party. Consumer makes a choice of provider available using standard information. Note: Consumer may elect to conduct research prior to selection of service provider with assistance from DVR.
- 2.) Counselor/DVR staff contact service provider and submit required referral information. Referral information required at time of authorization: consumer name, phone number, written description of reason and purpose for authorization, any special accommodation needs, preferred communication/learning style, possible future meeting dates (if requested) and any specific questions or concerns to address. Service is authorized.
- 3.) Service is scheduled with DVR consumer, DVR staff, if necessary and requested, and service provider, service takes place and report is provided.

### **Reporting/Billing Requirements**

A report meeting the technical specifications should be completed within five (5) days of completion of the service and not to exceed 30 days from referral/receipt of authorization for Vocational Assessment and not to exceed 60 days from referral/receipt of authorization for Vocational Evaluation or On-the-Job Assessment services, DVR will pay the applicable fee for the Vocational Evaluation Service upon completion of an acceptable report (one that meets the technical specifications). No additional fees will be provided for requested meetings.

### **Service provided-Vocational Assessment and Report**

This service is intended to provide the DVR consumer with information about their own stated vocational interests, current skills and abilities and potential for learning new skills and knowledge related to work. This assessment is typically completed using standardized tests and will provide some basic information for decision making. A consumer opting to use this service may have little work history or no stated vocational direction or goals for training.

The purpose for the assessment may be to determine what type of employment situation would be the best match for the consumer or to determine if a particular training program may assist the consumer in meeting their employment goals. The assessment must be conducted in-person and should include an examination by the provider to determine if the mode of testing can be administered in a reliable manner. If a determination is made that the testing method or materials cannot accurately provide reliable results, the provider may have to modify the mode of delivery or materials to accommodate the disability or other area of functioning.

When formalized testing materials are used as a required component of the service, the testing must be done under the supervision of an individual who meets the qualifications defined by state law and by the American Psychological Association. Service providers that have agreed to provide Vocational Evaluation Services also agree that the testing administration, scoring, interpretation and reporting will be under the supervision and signature of qualified personnel.

### **Required Service Elements:**

- The testing must be completed in person
- The testing components must be individualized to meet the needs of the consumer including individual learning style, ability and disability factors
- The testing must be done in a quiet and conducive environment.

### **Required Reporting Elements:**

- Vocational Interest tests to include one or more of the following: Career Decision Making System, Wide Range Interest and Occupational Test, Reader Free Interest Test, Career Occupational Preference System, Self-Directed Search.
- Achievement or Ability tests to include one or more of the following: Test of Adult Basic Education, Wide Range Achievement Test
- Personality and Values Tests to include one or more of the following: Career Orientation Placement and Evaluation Survey, Myers-Briggs, Career Decision Making System
- Aptitude tests to include one or more of the following: General Aptitude Test Battery, Differential Aptitude Test, Career Ability Placement Survey
- A description of each test, why it was selected for the consumer and testing environment.
- A description of why a test category listed above was not completed based in individual need or DVR request.
- All results, vocational and training recommendations and observations made.
- Specific referral questions addressed
- Vocational assets and limitations identified as a result of the testing experience.
- A description of all accommodations made to the testing materials or testing environment.

### **Service Provided-Vocational Evaluation, Work Sample and Report**

This service is intended to provide the DVR consumer with in-depth information about their own stated vocational interests, current skills, transferrable skills and abilities, as well as individual potential for learning new skills and knowledge related to work. This assessment is typically completed using standardized tests along with individualized work samples based on stated vocational interest and/or referral information.

The purpose for the assessment may be to determine what type of employment situation would be the best match for the consumer or to determine if a particular training program may assist the consumer in meeting their employment goals. The consumer opting for this evaluation may have had a significant change in vocational direction or other relevant work history with transferrable skills to consider in planning. Other consideration should be given to use this assessment if the DVR consumer has some disability related work issues that need further evaluation via the work sample for planning purposes. A meeting with the consumer, DVR counselor and service provider is strongly recommended to explain the results and recommendations for vocational planning.

If a determination is made that the testing method or materials cannot accurately provide reliable results, the provider may have to modify the mode of delivery or materials to accommodate the disability or other area of functioning. The work sample component must be provided in an individualized manner, accommodate the disability

and include specific work tasks. Some work samples may require the use of assistive technology or reasonable accommodations in the materials and equipment used including methods for giving instructions and safety precautions.

**Required Service Elements:**

- The testing must be completed in person
- The testing components must be individualized to meet the needs of the consumer including individual learning style, ability and disability factors
- The testing must be done in a quiet and conducive environment.
- Work samples must be done in an environment that matches as close as possible to a competitive work environment

**Required Reporting Elements:**

- Vocational Interest tests to include one or more of the following: Career Decision Making System, Wide Range Interest and Occupational Test, Reader Free Interest Test, Career Occupational Preference System, Self-Directed Search.
- Achievement or Ability tests to include one or more of the following: Test of Adult Basic Education, Wide Range Achievement Test
- Personality and Values Tests to include one or more of the following: Career Orientation Placement and Evaluation Survey, Myers-Briggs, Career Decision Making System
- Aptitude tests to include one or more of the following: General Aptitude Test Battery, Differential Aptitude Test, Career Ability Placement Survey
- A description of each test, why it was selected for the consumer and testing environment
- All results, vocational and training recommendations and observations made.
- Specific referral questions addressed
- Vocational assets and limitations identified as a result of the testing experience.
- A description of accommodations made to the work samples, testing materials or testing environment.
- A description of the physical functioning of the consumer during the work samples to include dexterity, physical ability, coordination, balance, and persistence.
- A description of the intellectual functioning of the consumer to include: persistence, multi-step task completion, and understanding of work vocabulary.
- A description of how the consumer engaged in social interaction in the work setting and insight into perception of others at work.
- A comparison of how the consumer performed when compared to others if information is available.
- Transferrable skills
- Loss of earning capacity and or labor market access
- Recommendations for short and long-term vocational or training goals.
- Options for consumer action towards implementing recommendations.

## **Service Provided- On-the-Job Assessment, Set-up, Monitoring and Report**

This assessment service is intended to provide the DVR consumer with real work and will not exceed 10 business days. The purpose for the evaluation may be to try a job of interest, determine readiness for employment, gain employer feedback, or develop new skills. This assessment is individually designed to impart knowledge of work requirements in a real job for DVR consumers. The on-the-job assessment must be in a community based competitive and integrated workplace at wages commensurate with others performing the same work. The expectation is that all salary payments to be handled through the employer's payroll. Where this is not possible, the service provider will act as the employer of record. Some on the job assessments samples may require the use of assistive technology or reasonable accommodations in the materials and equipment used including methods for giving instructions and safety precautions. A report will be issued and shared with the consumer following the assessment.

### **Required Service Elements:**

- The duration and the number of hours in this evaluation must be based upon the individualized needs of the participant and the purpose of the service.
- The duration and scope of the evaluation is negotiated with the employer.
- Before the start of the participant's evaluation, the participant, DVR counselor, Evaluator, and employer must review and agree with the placement.

### **Required Reporting Elements:**

- Employer, address, other contact information, name of supervisor, start date, wages, and hours/schedule.
- Job title and duties
- Record of tardiness or absenteeism
- Specific skills evaluated
- Observations
- Other relevant information such as ability to follow instructions, interaction with co workers, supervisors etc,
- Recommendations for permanent employment

Other related services may need to be separately negotiated based on the needs of the consumer. The services detailed here are intended to provide a framework for commonly used and widely available services. If the descriptions do not meet the needs of the individual consumer please consult with the DVR consumer, The DVR counselor, the DVR Supervisor and/or the service provider to determine the best course of action.