

### DVR Representatives

As a **Division of Vocational Rehabilitation (DVR)** Representative, I can expect the individuals and agencies listed below to:

#### Job Seeker

- Participate in and prepare for their employment planning meetings by helping to organize, facilitate, and invite people to the meetings.
- Complete activities that will help to identify and achieve their employment goals.
- Ask questions, share ideas, feelings, and thoughts, along with their community connections/social networks during the employment planning discussions.
- Work with DVR to develop the individual plan for employment (IPE) and actively engage in their IPE services to achieve their employment goals.
- Communicate significant changes in their life that may affect their employment outcomes and goals (e.g., change of where they live, who they live with, or medications, illnesses, transportation issues, etc.).
- Sign release of information forms, when appropriate, to allow partners on the employment team to be active participants in their planning.
- Maintain regular contact with DVR representative(s) case manager.

#### Legal Decision Maker (LDM)

- Encourage and support the job seeker to pursue a job or further training to get a job.
- Help the job seeker apply for services and explore service options.
- Help the job seeker explore what they may want to do for a job in the community.
- Encourage the employment team to be active participants in the job seeker's employment planning.
- Help the job seeker complete activities that will meet their employment goals.
- Help the job seeker invite other team members to employment planning meetings.
- Share their community connections/social networks to assist with job development.
- Help the job seeker make sure their employment activities are coordinated and successful.
- Communicate significant changes with the job seeker to the employment team that may affect progress toward achieving their employment goals.
- Sign release of information forms, when appropriate, to allow partners on the employment team to be active members in the employment process.

#### Aging and Disability Resource Centers (ADRC) or Tribal Aging and Disability Resource Specialist (Tribal ADRS)

- Assist the job seeker to identify the full range of community resources and other benefits and services that may be available to them (e.g., DVR, FoodShare, etc.).

- Determine the job seeker's initial functional eligibility for Family Care, Family Care Partnership, and IRIS through the Long-Term Care Functional Screen (LTCFS).
- After eligibility is determined, provide the job seeker with enrollment counseling for Family Care, Family Care Partnership, and IRIS to help them enroll in the program of their choice.
- Refer job seekers for Mental Health/Substance Use Disorder (MH/SUD) Functional Screen or perform screen if applicable when the job seeker shares interest in receiving psychosocial rehabilitation services.
- Provide information to the job seeker about competitive integrated employment and employment support options.
- Exchange information with DVR with a signed release of information.
- Refer the job seeker to DVR when requested.
- Inform the job seeker about their appeal rights if there is disagreement with the functional eligibility determination from the ADRC/Tribal ADRS.

## **Managed Care Organizations (MCO)**

- Provide the job seeker with an Interdisciplinary team (IDT) which includes a care manager and a nurse to work with them in the Family Care or Family Care Partnership Program.
- Share information about services available to the job seeker that supports their competitive integrated employment outcome(s).
- Get to know the job seeker by developing their individualized member-centered plan (MCP).
- Help the job seeker obtain DVR services when they want to work in competitive integrated employment and if they want to seek further training to achieve their employment outcome(s).
- Help the job seeker connect to mental health (MH) or substance use disorder (SUD), or other psychosocial rehabilitation processes that may be available through the county if and when the job seeker need them.
- When Behavioral Health staff are engaged in the job seeker's life, invite them to participate throughout the MCP process, with permission, including collaborating on employment, and behavioral health outcomes.
- Attend annual or semi-annual job development plan review meetings to participate in planning for supports and share information while creating the plan.
- Communicate information, changes, and updates to DVR that could affect the job seeker's progress in meeting their employment outcomes. (e.g., residential moves, transportation, health issues, medication changes, etc.).
- Complete the Resource Allocation Decision (RAD) process when developing the job seeker's long-term care plan for employment while engaged with DVR to assure a smooth transition of services and support to maintain their employment outcomes(s).
- Coordinate Member Centered Plan (MCP) services with DVR Individual Plan for Employment (IPE).
- Attend meetings and participate throughout the DVR process, including participating in the DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to-transition meetings.

- Participate in ongoing employment discussions and meetings with the employment team engaging in decisions about the job seeker's employment outcomes.
- Sign release of information forms to allow the employment team to be active in employment planning.
- Inform the job seeker of their grievance and appeal rights.

### **Behavioral Health (BH) Provider**

- Help create person-centered plans to meet behavioral and mental health goals, such as exploring and managing feelings and knowing strengths, interests, and future career plans.
- Identify supports and services to help manage physical, mental, and behavioral health such as managing medications, learning life skills, finding and attending therapy and support groups, building peer connections, and developing coping skills.
- Provide support by attending team meetings when invited, including DVR post-career profile, DVR 60-day on-the-job, and DVR prior to transition meetings.
- Assist with making connections to employment service providers and DVR, as applicable, and ensure that supports are coordinated and successful.
- Address ongoing support needs to continue to meet employment outcomes and maintain employment.
- Participate in the coordination of the transition to long-term employment support from vocational provider to natural support providers (including behavioral health provider).
- Communicate information, changes, and updates to the employment team that could possibly impact employment.
- Assist with understanding the intent, scope, and rights to privacy when signing releases of information, including making sure that the releases are specific to the information being requested.
- Inform the job seeker of their appeal rights if there is disagreement with a decision made throughout the treatment planning process.

### **IRIS (Include, Respect, I Self-Direct) Consultant Agency (ICA)**

- Provide an IRIS Consultant to work with the job seeker.
- Provide the job seeker information about choices and responsibilities of being an IRIS participant.
- Provide information about resources that assist the job seeker with meeting their employment outcomes, including applying for DVR services when they want to work.
- Engage the job seeker in discussion about competitive integrated employment.
- Include competitive integrated employment goals and outcomes in the job seeker's IRIS Service and Support Plan (ISSP) when the job seeker wants to work and coordinate their ISSP with their DVR Individual plan for Employment (IPE).
- Help the job seeker design their individual support and service plan (ISSP) within their budget.
- Participate throughout the DVR process, including in the DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to-transition meetings.

- Participate in the coordination of the job seeker's transition from DVR to long-term support that addresses their ongoing support needs so they can continue to meet their employment outcomes and maintain their employment.
- Obtain release of information from the job seeker so the IRIS consultant (IC) can communicate with DVR representatives.
- Inform the job seeker of their grievance and appeal rights.

## **Vocational Services Provider**

- Listen to the job seeker about what they want to do for work, where they would like to work, and provide support to meet their employment goal(s).
- Deliver services using best practices including individualized, person-centered, strength-based employment planning and support in a timely manner.
- Help the job seeker determine their preferences for employment.
- Contact employers on the job seeker's behalf to find and maintain a job.
- Collaborate with the job seeker to explore their existing networks.
- Provide a variety of community-based work experiences for the job seeker to learn about their skills, abilities, and interests.
- Provide written reports to DVR as required by the DVR technical specifications and provide copies to employment team if requested along with other documentation as required.
- Attend and participate in employment team meetings, communicating progress and changes.
- Collaborate with the job seeker and their team to identify quality job matches that benefit both the employer and the job seeker.
- Provide on-the-job support to help the job seeker learn their job, if needed, with the intentional goal of maximizing independence.
- Help the job seeker maximize independence by exploring avenues to fade support including natural, remote, and paid coworker support, including assistive technology.
- Provide ongoing support services to the job seeker and their employer, when needed.
- Attend job development plan review meetings as requested by the job seeker.
- Coordinate with the employment team throughout the DVR process, including participation in the DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to-transition meetings.
- Continue to attend employment team meetings, as needed, after the transition from DVR services to long-term support.

## **As a Division of Vocational Rehabilitation (DVR) Representative**

### **I am expected to:**

- ✓ Provide job seekers with information about DVR services, attend joint meetings as invited, and help the job seeker to determine their employment and support activities for achieving their employment goals.

- ✓ Send job seekers a referral form or link to the online referral form, when requested, to determine eligibility for DVR services.
- ✓ Help job seekers develop an Individualized Plan for Employment (IPE) and coordinate job seeker's other employment team plans.
- ✓ Agree to services to help job seekers achieve their employment and training goals and ensure progress is being made toward those goals.
- ✓ Update the IPE annually or as needed with the employment team.
- ✓ Invite IDT staff or IRIS consultants to participate throughout the DVR process, minimally including invitations to the DVR post-career profile meeting, DVR 60-day on-the-job meeting, and DVR prior-to-transition meetings.
- ✓ Discuss Work Incentive Benefits Counseling, transportation, on-the-job supports, and other services with the job seeker during IPE development.
- ✓ Prior to DVR case closure, consult with the job seeker's employment team to ensure goals are achieved and supports are in place.
- ✓ Coordinate transition from DVR services to long-care term support services with the employment team.
- ✓ Provide information to job seekers about their DVR appeal rights.