

### Job Seeker & Expectations

As a **Job Seeker**, I can expect the individuals listed below to:

#### Legal Decision Maker (LDM)

- Encourage and support me to pursue a job or further training to get a job.
- Help me apply for vocational services and explore service options.
- Help me explore what I want to do for a job in the community.
- Participate in and support the employment process.
- Encourage the employment team to be active participants in my employment planning.
- Help me complete activities that will help meet my employment goals.
- Help me invite team members to employment planning meetings.
- Share their community connections/social networks to assist with my job development.
- Help me make sure my employment activities are coordinated and successful.
- Communicate with me about any significant changes to the employment team that may affect progress toward achieving my employment goals.
- Provide release of information for employment team members to help me learn about their services, encourage them to get to know me, and help me work towards my competitive integrated employment goals.

#### Division of Vocational Rehabilitation (DVR) Representatives

- Provide me with information about DVR services, attend joint meetings as invited, and help me determine my work goals and supporting activities.
- Send me a referral form or link to the online referral form [DVR Referral/Application](#) when I ask for one, to determine my eligibility for DVR services.
- Help me develop an Individualized Plan for Employment (IPE) and coordinate this plan with other employment team member plans.
- Identify and support services to help me achieve my employment goal(s) and ensure progress.
- Review and update my individual plan for employment (IPE) at minimum annually and as needed.
- Invite my managed care organization (MCO) interdisciplinary team (IDT) staff or IRIS consultant to participate throughout the DVR process, minimally including invitations to the: DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to-transition meetings.
- Discuss Work Incentive Benefits Counseling, transportation, on-the-job support, and other services with me during IPE development.
- Prior to DVR case closure, consult with my employment team to ensure goals are achieved and supports are in place.
- Coordinate transition from DVR services to long-term care support services with my employment team.
- Inform me of my DVR appeal rights.

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

- Assist me in identifying the full range of community resources and other benefits and services that may be available (e.g., DVR, FoodShare, etc.).
- Determine my initial functional eligibility for Family Care, Family Care Partnership, and IRIS through the Long-Term Care Functional Screen (LTCFS).
- After eligibility is determined, provide me with enrollment counseling for Family Care, Family Care Partnership, and IRIS to help me enroll in the program of my choice.
- Refer me for Mental Health/Substance Use Disorder (MH/SUD) Functional Screen or perform screen if applicable when I share interest in receiving psychosocial rehabilitation services.
- Provide information to me about competitive integrated employment and employment support options.
- Exchange information about me with other members of the employment team with a signed release of information.
- Inform me of my appeal rights, if there is disagreement with the functional eligibility determination from the ADRC/Tribal ADRS.
- To assist eligible job seekers to determine, view the ["Which Long-Term Care Program Is Best for Me?"](#)

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

- Provide me with an interdisciplinary team (IDT) which includes a care manager and a nurse to work with me in the Family Care or Family Care Partnership Program.
- Share information about services available to me that support my competitive integrated employment outcome(s).
- Get to know me by developing my individualized Member-Centered Plan (MCP) and develop employment outcomes with me.
- Help me seek DVR services when I want to work in competitive integrated employment or if I want to seek further training to achieve my employment outcome(s).
- Help me connect with mental health (MH), substance use disorder (SUD), or other psychosocial rehabilitation processes that may be available through my county if and when I need them.
- When behavioral health staff are engaged in my life, invite them to participate throughout my MCP process, with my permission, including collaborating on employment, and behavioral health outcomes.
- Attend annual or semi-annual team meetings (sometimes called the Treatment Team or Recovery Team Meeting). This includes participating in planning for supports and sharing information while creating the plan.
- Communicate information, changes, and updates that could affect my progress in meeting my employment outcomes (e.g., residential moves, transportation, health issues, medication changes etc.).

- Complete the Resource Allocation Decision (RAD) process when developing my long-term care plan for employment while engaged with DVR to assure a smooth transition of services and support to maintain my employment outcome(s).
- Attend meetings and participate throughout the DVR process, including minimally participating in the DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to-transition meetings.
- Participate in planning discussions with my employment team to help me make decisions about my employment outcomes.
- Sign release of information forms to allow partners on my employment team to be active in my employment planning.
- Inform me of my MCO appeal and grievance rights.

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

- Help me create person-centered plans that will assist me to meet my 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 me 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 to me by participating in 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 my supports are coordinated and successful.
- Address ongoing support needs so I can continue to meet my employment outcomes and maintain employment.
- Participate in the coordination of my 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 me and my job.
- 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 me of my appeal rights if I disagree 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 me.
- Provide me information about choices and responsibilities as an IRIS participant.
- Provide information about resources that can assist me with meeting my employment outcomes, including applying for DVR services when I want to work.
- Include competitive integrated employment goals and outcomes in my IRIS Service and Support Plan (ISSP) when I want to work and coordinate my ISSP with my DVR Individual Plan for Employment (IPE).
- Help me create my individual support and service plan (ISSP) within my budget.

- 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.
- Assist with the coordination of the transition from DVR to long-term support, as needed.
- Obtain release of information from me so my IRIS consultant (IC) can communicate with my employment team.
- Inform me of the IRIS appeal and grievance rights process.

## **Vocational Services Provider**

- Listen to me about what I want to do for work, where I would like to work, and provide support to meet my employment goal(s).
- Deliver services using best practices including individualized, person-centered, strength-based employment planning and support in a timely manner.
- Help me determine my preferences for employment.
- Contact employers on my behalf to find and maintain a job.
- Collaborate with me to explore my existing networks.
- Provide a variety of community-based work experiences for me to learn about my skills, abilities, and interests.
- Provide written reports to DVR and provide copies to employment team if requested.
- Attend and actively participate in employment team meetings, communicating progress and changes.
- Collaborate with the me and my team to identify quality job matches that benefit both the employer and me.
- Provide on-the-job support to learn my job, if needed, with the intentional goal of maximizing independence.
- Help me maximize my independence by exploring avenues to fade support including natural, remote, and paid coworker support, including assistive technology.
- Provide ongoing support services to me and my employer, when needed.
- Attend treatment plan review meetings as requested by me.
- 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 Job Seeker**

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

- ✓ Participate in and prepare for my employment planning meetings.
- ✓ Help invite employment team members and co-lead my employment meetings.
- ✓ Ask questions to make sure I understand my options and what I need to do next.
- ✓ Share my ideas, feelings, and thoughts.
- ✓ Share my community connections/social networks during meeting discussions.
- ✓ Talk about my interests, what I would like to do for work, and what training I may need to reach my goals.

- ✓ Develop my competitive integrated employment goals and outcomes with the help of my team. My team might include IDT staff or IRIS consultant, DVR counselor, behavioral health provider, and vocational provider.
- ✓ Work towards my employment goals.
- ✓ Apply for programs, services and/or supports that will help me achieve my employment outcomes and goals (e.g., apply for DVR services, behavioral health supports, long-term care and support services, request work incentive benefits counseling, etc.).
- ✓ Invite people to join my employment team (e.g., supported decision maker) who I feel will help me reach my employment goals.
- ✓ Complete activities that the employment team agrees will help me achieve my employment outcomes and goals such as job shadows, career profile, work experiences, etc.).
- ✓ Work with DVR and vocational services providers to help me achieve my employment goals.
- ✓ Communicate significant changes in my life that may affect my employment outcomes and goals with my employment team (e.g., change of where I live, who I live with, or medication, illnesses, transportation issues, etc.).