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# Division of Vocational Rehabilitation Statewide Service Updates

Vocational Evaluation

Spring 2022 Release

# Questions?

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Questions can be directed to:

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# Training Objectives

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- Understand the purpose of the service
- Understand all services in the category and how they are related
- Identify important elements of each service and important changes



# Training Objectives

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Show Resources for:

- Reporting
- DVR Statewide Service Fee Schedule
- Service-related tools

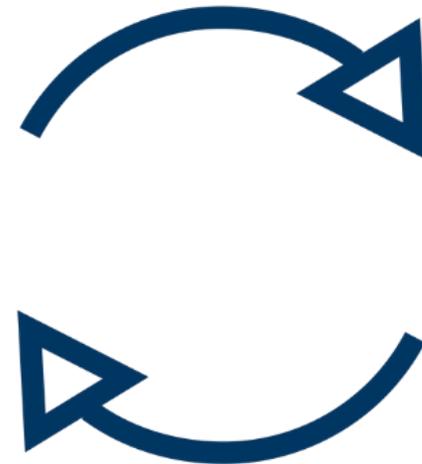


# Technical Specifications and Fees

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## Process for changes:

- Research
- Feedback
- Workgroups
- Stakeholder Feedback
- Editing



# DVR Service Provider Webpages

Main Page Link:  
<https://dwd.wisconsin.gov/dvr/service-providers/>



Search DWD's Website 

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- Service Provider Home
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- Required Trainings
- Statewide Service Fee Structure
- Technical Specifications**

Need an Alternate Format?

If you have comments regarding any documents on DVR's website or need an alternate format, you may contact us via email at: [dvr@dwd.wisconsin.gov](mailto:dvr@dwd.wisconsin.gov)

Or you can reach us by phone at: 800-442-3477 (Toll Free)

## Technical Specifications & Sample Reports

Statewide Services    Other Services    Resources/Links

### List of Services

- **Customized Employment Services** is a set of services that uses an approach called Discovery to identify the strengths of an individual in community settings. The role of the service provider in Customized Employment is to facilitate customizing a job for the individual matching those strengths to a business's needs. Customized Employment is an option when typical supported employment strategies have not been successful, or when customized employment strategies may more successfully meet a consumer's individualized support needs.
- **Individualized Placement and Support (IPS) Services** is an evidence-based model of Supported Employment services for consumers with the most significant disabilities (Category 1) who have a primary diagnosis of serious and persistent mental illness or substance use disorders and need long-term support to maintain a job. IPS services are provided in a working alliance with mental health services and include planning for employment, job development, job placement, on-the-job support, transition to long-term support, and successful employment. To build ongoing collaboration, DVR attendance at meetings and continued use of information from the IPS Employment Center is encouraged, including resources on implementation of the IPS model, agency guidance, fidelity reviews and recommendations, policies, and regulations.
- **Internship/Temporary Work (I/TW)** is a time-limited, paid work experience. This service is designed to provide DVR consumers in-depth knowledge of day-to-day work requirements in a competitive integrated setting. Possible purposes may be to try out a job, determine an appropriate vocational goal, determine needs for rehabilitation technology or job accommodations, assist with work hardening, or develop a current work reference or new skills.



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## Supported Employment

About    Service Details    Fee Schedule    Reports/Forms    Resources/Links

### About

**Supported Employment** is competitive integrated employment in an integrated work setting in which an individual with a most significant disability, including a youth with a most significant disability, is working consistent with their unique strengths, abilities, interests, and informed choice, with ongoing support services.

Service	Purpose	Timeframes	Deliverables	Payment
<b>Supported Employment Career Profile</b>	To gather employment information about the consumer and those on the support team.	90 days	1. Career Profile Report. 2. Required meeting with all parties in-person, by phone, or virtually.	\$950
<b>Supported Employment Job Development Plan</b>	Develop a plan for the consumer to obtain, maintain, and sustain employment.	30 days	1. Job Development Plan. 2. Resume or completed sample job application. 3. Optional meeting.	\$250
<b>Supported Employment Job Development and Hire</b>	To engage local businesses in systematic job development leading to a good job match for the consumer.	Review every 90 days with all parties in-person, by phone, or virtually. Case notes required if review is not in person.  Job Development Monthly Report(s).  Hire Report.	1. Review every 90 days with all parties in-person, by phone, virtually. Case notes required if review is not in person. 2. Job Development Monthly Report(s). 3. Hire Report.	\$2,100 35+ hours per week and health insurance benefits or 35+ hours per week and \$12 per hour minimum  -or-  \$1,900 20+ hours per week and health insurance benefits or 20+ hours per week and \$9 per hour minimum



# Statewide Service Process

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- How a service is authorized
- How a referral is made to the provider
- Role of communication
- Reporting
- Invoicing



# Vocational Evaluation

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## About **Vocational Evaluation**

Identify viable employment options and make decisions about vocational direction. In partnership with an evaluator, these services allow consumers to explore their individual interests, skills, and abilities.

- Includes 2 Services:
  - Vocational Evaluation Assessment
  - Vocational Evaluation and Work Sample



# Vocational Evaluation

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## Service Details

- Vocational Evaluation is completed by a credentialed vocational evaluator using mostly standardized testing. The interview provides basic information for decision making.
- The purpose of the vocational evaluation may be to assist the consumer in determining an appropriate employment goal or identify resources or services that may assist the consumer in achieving their employment goal. A consumer opting to use this service may have little work history or no stated vocational direction or goals for training.



# Vocational Evaluation

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## Service Details

- This service is intended to provide the consumer with information about their stated vocational interests, current skills, personality, and values as they pertain to their achievement, abilities, and aptitude, or potential for learning new skills related to work.
- **Note:** At least one test to measure each of these areas is **required**.
- The Vocational Evaluation report should interpret and translate the results of the testing and interviews. It should combine with local Labor Market Information to produce actionable recommendations for next steps.



# Vocational Evaluation

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## Service Details

- A meeting in-person, by phone, or virtually, with the consumer, DVR, and service provider to explain results and recommendations for vocational planning is expected unless otherwise specified by the consumer's DVR counselor. This meeting should be scheduled at the time of authorization.
- DVR encourages the service provider to offer amendments and additions to the initial recommendations during the review meeting. The nature of discussions during this meeting should be reflected in the report.



# Vocational Evaluation and Work Sample

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## Service Details

- The Vocational Evaluation and Work Sample includes the elements of a Vocational Evaluation as listed above, with the addition of an individualized work sample component.
- Work samples are based on stated vocational interest and referral information. Work samples must be done in an environment that matches as close as possible to a competitive work environment.



# Vocational Evaluation and Work Sample

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## Service Details

- Work samples are typically limited in scope and duration. They are used to test specific skills, environments, etc. Typically, work samples will not exceed two or three instances of simulated work.
- If a more in-depth work sample is required (for example, to test stamina or ability to keep a regular schedule), consider using an Internship/Temporary Work Experience or On-the-Job Assessment for this purpose.



# Vocational Evaluation and Work Sample

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## Service Details

- The consumer may choose to participate in this evaluation due to a significant change in vocational direction or other relevant work history, with transferrable skills to consider in planning. 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.
- The Vocational Evaluation report should interpret and translate the results of the testing and interviews. It should combine with local Labor Market Information to produce actionable recommendations for next steps.



# Vocational Evaluation and Work Sample

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## Service Details

- A meeting in-person, by phone, or virtually, with the consumer, DVR, and service provider to explain results and recommendations for vocational planning is expected unless otherwise specified by the consumer's DVR counselor. This meeting should be scheduled at the time of authorization.
- DVR encourages the service provider to offer amendments and additions to the recommendations during the review meeting. The nature of discussions during this meeting should be reflected in the report.



# Case Curveballs

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Other options for assessment



# Reports/Forms

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Vocational Evaluation Report (DVR-18038-E)



# Fee Schedule/Service Notes

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Test administration, scoring, interpretation, and reporting must be done by an individual, or under the supervision of an individual, who meets the qualifications defined by DVR and listed in the Vocational Evaluation Credential Certificate.



# Purchase Orders and Invoicing

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- DVR will issue POs to reflect the timeframe to deliver the service, extending POs as needed.
- DVR staff should follow PO construction guidance and policy.
- Service Providers may not seek or accept payments from another source for the same consumer and service funded in the same timeframe as DVR.
- Providers should have supplemental documentation to justify service delivery invoiced to DVR.



# Resources/Links

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- [Certification Regarding Vocational Evaluation Credential](#)
- [Wisconsin Job Center Publications](#) (Multiple titles for viewing or printing)
- Wisconsin labor market information: [Visit WisConomy.com](#)
- [Wisconsin STEM Apprenticeship Program Guide](#)
- [Wisconsin Department of Public Instruction STEM LMI Guide](#)



# Qualifications and Metrics

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- **Qualifications:** Providers who are delivering Vocational Evaluation services must agree to have qualified personnel complete the services.
- Test administration, scoring, interpretation, and reporting must be done by an individual, or under the supervision of an individual, who meets the qualifications defined by DVR and listed in the Vocational Evaluation Credential Certificate.
- **Metrics:** DVR has identified criteria for establishing baseline quality information and will eventually establish goals for quality improvement with our provider partners.



# Contact Us

QUESTIONS AND COMMENTS:  
[DVRServiceProviders@dwd.wisconsin.gov](mailto:DVRServiceProviders@dwd.wisconsin.gov)

