

**Division of Vocational Rehabilitation (DVR)
 Technical Specifications: Vocational Evaluation**

Effective July 1, 2016 to June 30, 2017
 (Revised: September 21, 2016)

Description of Service Category

Vocational evaluation services assist DVR Consumers in their efforts to make decisions about their vocational direction by participating in identified assessment services, in partnership with an evaluator, in order to learn their individual interests, skills and abilities to identify a viable vocational option.

***To provide this service, testing 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.

[Link to Roles and Responsibilities Document\(s\)](#)

Note: All elements listed in the Roles and Responsibilities document serve as part of the technical specifications and are required to be completed by the Service Provider.

Service(s):

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
Vocational Evaluation Assessment	Assist consumer in determining an appropriate employment goal using standardized testing and interview.	30 days from authorization	1.) Vocational Evaluation Assessment	\$500
Vocational Evaluation and Work Sample	Provide consumer with in-depth information using standardized tests along with individualized work samples.	30 days from authorization	2.) Vocational Evaluation and Work Sample Report	\$800
On the Job Assessment, Set-up, and Monitoring	Provide consumer with a short term competitive and integrated work experience.	60 days	1.) On the Job Assessment, Set-up, and Monitoring Report	\$800

An Authorization for Services is required from DVR before any services can begin.

Service Provided - Vocational Evaluation

- Vocational Evaluation is completed using mostly standardized testing and interview to provide some basic information for decision making.
- The purpose for the vocational evaluation may be to assist the consumer in determining an appropriate employment goal or particular resources or services that may assist the consumer in achieving their employment goal.
- This service is intended to provide the consumer with information about their own stated vocational interests, current skills, abilities, and potential for learning new skills and knowledge related to work. A consumer opting to use this service may have little work history or no stated vocational direction or goals for training.
- A meeting with the consumer, DVR counselor and service provider is strongly recommended to explain the results and recommendations for vocational planning.

[Link to Vocational Evaluation Report](#) (DVR-18038-E)

Service Provided - Vocational Evaluation and Work Sample

- Vocational Evaluation and Work Sample includes standardized testing, interview and a limited individualized work sample component.
- 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. Work samples must be done in an environment that matches as close as possible to a competitive work environment.
- The purpose for the assessment may be to determine what type of employment goal would be the best match for the consumer or to determine resources and services that 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.
- A meeting with the consumer, DVR counselor and service provider is strongly recommended to explain the results and recommendations for vocational 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.

[Link to Vocational Evaluation and Work Sample Report](#) (DVR-18039-E)

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

- On-the-Job Assessment can be used to provide the consumer with a short-term experience in a community based, competitive integrated work setting at commensurate wages. **The assessment must be completed within the timeframe of 10 business days.**
- The purpose for the assessment may include further exploration of an occupation, determine readiness for employment, gain employer feedback, and/or develop new skills. This assessment

is individually designed to impart knowledge of work requirements in a competitive integrated setting for the consumer. Some on-the-job assessments may require the use of assistive technology or reasonable accommodations.

- Wages are not included in the \$800 payment for the service and are to be paid separately using the following guidelines:
 - The expectation is that all salary payments are to be handled through the site employer's payroll. (A separate Purchase Order must be issued to the employer for the wages and a 25% administration fee.)
 - If the employer cannot or will not handle the salary payments, the service provider should act as the employer of record. (A separate Purchase Order line must be added to for the wages and include a 25% administration fee.)
 - If the service provider cannot act as the employer of record, wages should go through the DVR Employer of Record provider. The Employer of Record needs all paperwork at least two weeks prior to start date. All other processes requirements apply.
- A report will be issued and reviewed with the consumer following the assessment. A meeting with the consumer, DVR counselor and service provider is strongly recommended to explain the results and recommendations for vocational planning.

[Link to On the Job Assessment Report](#) (DVR-18041-E)

Service/Reporting Requirements

Statewide DVR service and reporting elements are located in the required reporting template(s) found here: [Link to Required DVR Statewide Service Report\(s\)](#)

Reports are due within 5 business days of the end of the service or previous month if the service is continuing.

****If the service provider is seeking to use their own reporting template, the report must contain all the elements and follow the same sequence in the required DVR reporting template. Please email the DVR Program Development Specialist at DVRSpecialContracts@dwd.wisconsin.gov to submit a reporting template and request for approval.*

Billing Requirements

Invoices for services should be submitted as described on the Authorization for Services, also referred to as the purchase order. Invoices must be received by DVR within 60 days of completion of the service. Properly submitted invoices will be paid within 30 days of receipt when reports and services have been delivered and accepted as specified.