

## **Vocational Evaluation Tip Sheet**

Vocational Evaluations can be very helpful in planning for day services.

- ▶ Evaluations can serve as a tool for helping service recipients and members of the Planning Team aware of available employment options.
- ▶ Evaluations can help people determine the best employment alternatives to meet their individual needs.
- ▶ Evaluations can help guide the development of action steps to be incorporated into the Individual Support Plan that promote employment outcomes desired by the individual.

Points to Remember:

- ▶ The Vocational Evaluation may be performed anytime it is needed, but is required every 3 years.
- ▶ The service recipient or their conservator may indicate employment is not a chosen option and decline the assessment. The Independent Support Coordinator must document the reasons why the assessment was declined.
  - It is good practice to consider a person's experience when making an initial determination about their interest in employment. (Does the person understand what "work" or having a job means? Do they know what community options are available to them?)
- ▶ The employment-based day service provider or the Division of Rehabilitation Services (DRS) may perform vocational evaluations.
- ▶ DRS will only pay for evaluations for individuals who have a DRS case opened and the DRS Counselor agrees that an assessment needs to be completed.