**VOCATIONAL ADJUSTMENT SERVICES**

**TERMS AND CONDITIONS**

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**Name of Agency**

1. **PURPOSE.** Vocational Adjustment services shall be provided on a systematic, organized basis for the purpose of developing and maintaining those individual capacities necessary for the pursuit of an optimal level of gainful employment.
2. *Competitive integrated employment* means employment at a location typically found in the community (in the competitive labor market) where the individual:

a. Is compensated at a rate that is not less than either the legal Federal or local minimum wage or the customary rate for the same or similar work performed by employees who are not individuals with disabilities and who have similar training, experience and skills;

b. Is eligible for the level of benefits provided to other employees who are not individuals with disabilities;

c. Interacts with fellow employees who are not individuals with a disability for the purpose of performing the job duties within the particular work unit and the entire work site and with other persons (customers, vendors, etc.) who are not individuals with disabilities, excluding CRP or other staff providing VR services, to the same extent as fellow employees who are not individuals with disabilities; and

d. Has the opportunity for advancement that is similar for other employees who are not individuals with disabilities and who have similar positions.

e. For self-employment, has income from a business that is comparable to the income of a similar business operated by an individual without a disability and who has similar training, experiences and skills.

1. **SCOPE OF SERVICES.** Vocational adjustment services for individuals with disabilities should be provided through VR facilities and Community Rehabilitation Providers (CRP).
2. Initial authorization for vocational adjustment services provided under a Letter of Agreement on a fee for service basis shall not exceed 400 hours. If services are expected to reach or exceed 400 hours, a staffing must be held to determine the next action and the appropriate exit time.
3. The CRP will initiate a monthly case staffing for each client. At the discretion of the counselor the staffing may be held in person, by phone or the counselor may determine the staffing is not needed for that particular month. Any staffing must include the client, client representative (if appropriate), appropriate CRP staff, and the VR counselor. Other individuals may be requested to attend as needed. The purpose of a staffing is to evaluate the client’s progress or, if needed with justification, to request a time extension.
4. A time extension request beyond the initial 400 hours must be approved by the VR Field Supervisor. Work Adjustment services in excess of 600 hours must require approval of the VR Field Supervisor and VR Regional Supervisor. If services are expected to reach or exceed any approved time extension, an in-person staffing must be held when services are within 25 hours of the approved time extension limit.
5. The Community Rehabilitation Provider’s adjustment services shall make provision for, the client’s:
6. physical capacities (e.g., sitting, standing and general work stamina);
7. psychomotor skills (e.g., eye-hand coordination, finger dexterity, and tool usage);
8. interpersonal and communicative skills (e.g., supervisor, coworker);
9. work habits (e.g., attendance, punctuality);
10. appropriate dress and grooming;
11. job seeking skills;
12. productive skills (e.g., quality and quantity of work, work pacing);
13. an orientation to work practices (e.g., payroll deductions, insurance, retirement benefits, and awareness of safety practices);
14. work-related skills (e.g., counting, measuring, telling time, travel, use of spare time, money management);
15. academic upgrading (e.g., Adult Basic Education (ABE) literacy programs) and/or
16. other necessary vocational adjustment skills
17. **INDIVIDUALIZED WRITTEN ADJUSTMENT PLAN (IWAP).**  Based on previous diagnostic findings, (especially the evaluation report and review of existing records) an Individualized Written Adjustment Plan) shall be developed for each client needing such services and shall be consistent with the services requested by the VR counselor. This plan shall be developed by the CRP with client input and shall:
    * + 1. Specify measurable behavioral objectives;
        2. Specify method and techniques;
        3. Specify persons (staff, family, etc.) who will be involved in carrying out the plan. There should be evidence that these individuals are aware of their roles in carrying out this plan by their signature on the plan;
        4. Specify projected time frame for each behavior objective; and be periodically reviewed and amended as necessary.
        5. Provide the VR counselor with a copy of the IWAP developed for each client and any amendment thereto.

1. **PROGRESS REPORTS**. A Vocational Adjustment Progress Report for each client served must be submitted monthly to the VR counselor. A minimum of one report per month will be required. The report must contain specific measurable terms to reflect progress towards the objectives as outlined in the IWAP. The monthly progress report must be typed and electronically submitted by the 5th of the month following service provision.
2. **LENGTH OF ADJUSTMENT PROGRAM.** The length of time that a client remains in vocational adjustment shall be based upon the time necessary to accomplish the client’s adjustment goals. Documentation of extended length of services (as defined in sections B.1 and B.3 above) must be documented in the client’s case file. .
3. **STAFF QUALIFICATIONS.** CRP staff serving VR clients under this Letter of Agreement must have at least 6 months of work experience working with individuals with disabilities and meet one of the following:

1. A Masters or Bachelor’s degree from an accredited college or university and written documentation of one (1) year of successful experience in delivering employment related services **or**

2. An Associate’s degree from an accredited college or university or a high school diploma or High School equivalency (HiSet) or general equivalency diploma (GED) and written documentation of two (2) years of successful experience in delivering employment related services.

1. **REFERRAL PROCESS.**  As relevant/appropriate the VR Counselor will provide the CRP with the following background information at the time of referral:
   * 1. Completed referral form;
     2. Completed VR intake documents including work and education history;
     3. Copy of the client’s Individual Plan for Employment (IPE);
     4. Medical, psychological, training information as needed; and
     5. Vendor Purchase Order describing expected services.
2. **FEES AND PAYMENTS**. Payment for services is based on the outcome of the service as documented in the appropriate reporting form. Incomplete reports and/or documentation must be addressed before payment is processed.

Payment to Community Rehabilitation Provider (CRP) for services provided under a Letter of Agreement on a fee for service basis will be on an hourly basis and will be paid only for hours that the client is actually in attendance. Partial hours will be rounded and paid to the nearest full hour.

Fee: $8/hour at a maximum of 5 hours per day and 25 hours per week.

**ACCEPTED:**

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CRP Director Signature                      Date

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Printed Name of CRP Director Name of Agency

**Vocational Rehabilitation - Tennessee Department of Human Services**

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Authorized Signature Date