**VOCATIONAL ASSESSMENT SERVICES**

**TERMS AND CONDITIONS**

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**Name of Agency**

1. **PURPOSE**. The Vocational Assessment will be utilized to assist the VR counselor in gathering information for the employment needs assessment (ENA) and developing a quality Individualized Plan for Employment (IPE) that leads to a competitive integrated employment outcome. The Vocational Assessment shall answer all referral questions and be relevant to desired employment outcomes and career options in jobs available in the individual’s geographical area. Such services are for individuals who do not meet the eligibility criteria to receive pre-employment transition services.
   * + 1. Vocational assessment services are expected to contribute to appropriate employment goals that lead to competitive integrated employment.

*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.** The VR counselor should choose from the list of vocational assessments which best suits the client’s needsbased on thedescriptions below. The VR counselor can combine menu items to create a comprehensive vocational assessment. (The Basic Assessment is not required in order to create a comprehensive vocational assessment).

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.

The following is a list of vocational assessments which, in most cases, is meant to stand alone; however, in no instance shall more than $1,000 be issued to any one vendor per client for any combination of the following vocational assessments:

**1. Basic Assessment.** This includes a diagnostic interview, administering tests to assess aptitude, interests, transferrable work skills and abilities. This report must include the following standards:

1. **Required service elements:**

The VR counselor shall provide the Community Rehabilitation Provider (CRP) with copies of intelligence, interest, aptitude, physical capacity testing and any other pertinent background and medical information available.

Minimum Standards:

* + 1. Diagnostic interview consisting of exploration, but not limited to, the following factors, interests and goals:

1. Education and training
2. Transferrable work skills
3. Social and economic factors
4. Physical capacities
5. Personality traits
6. Leisure time activities
7. Behavioral observation
8. Work experience
   * 1. Records Review:
        1. School records
        2. Doctor’s reports
        3. Psychiatric reports
        4. Psychological reports
        5. Other available records and reports
     2. Achievement Testing---for current skill level
     3. Aptitude Testing—-for potential skill level
     4. Interest Inventories---at least two for comparison
     5. Intelligence Testing---appropriate for age group and disability
     6. Limitations Due to Medication (from review of medical records)
     7. Barriers to Maintaining Employment
     8. Transferrable Work Skills Analysis
     9. Summary and recommendations including labor market trends for the appropriate area(s)

**b. Required reporting elements:**

The final Basic Vocational Assessment Report (available from VR) must be typed and electronically submitted to the VR counselor within ten (10) business days of the completion of the evaluation and shall contain:

* 1. Written impressions from the personal interview and review of the referral information (medical, social and vocational history) in relation to current vocational needs including issues that may have adverse effects on a successful vocational outcome, e.g., family support system, housing, transportation, incentives and disincentives to work, and need for vocational accommodation(s) should be addressed.
  2. Address all areas listed in vocational assessment minimum standards sections.
  3. Results of testing procedures.
  4. Answer all questions identified in the referral form.
  5. Recommendations and rationale for: motivation to work, specific job matches, training needs, training and/or work accommodations, need for further testing, need for other services prior to job placement, such as job readiness training or adjustment services.
  6. Labor market trends specific to the appropriate geographic areas.

**c. Basic Assessment Fee and Payment**

Fee: $500.00

**2. Work Readiness Assessment.** Work readiness is an assessment of the individual’s work-related skills needed in order to be successful as an entry-level worker in any formal business sector or industry. These skills are generally thought of as life skills with a strong work focus, and include work-related health and safety, work habits and conduct, personal leadership, communication with others, team work and collaboration at work, rights and responsibilities of workers and employers, and customer service. The primary use of this assessment is to determine if the client will need vocational adjustment training or other work place readiness training.

1. **Required service elements:**
2. The Work Readiness assessment will be completed in a structured work setting, using actual or simulated work. The assessment must last more than one (1) day but will not to exceed ten (10) days.
3. The VR counselor shall provide the CRP with copies of intelligence, interest, aptitude, physical capacity testing and any other pertinent background and medical information available.
4. The major components of this assessment are evaluation of attendance, punctuality, the ability to follow instructions, socialization, the ability to work with or without close supervision, interpersonal relationships with peers and supervisors, initiative, motivation, frustration tolerance, personal hygiene, grooming, appropriate work attire and general quality/quantity of job performance.
5. In addition to objective test measurements, observation is utilized to evaluate the client’s aptitudes and abilities, as directly related to the work environment. All of the information that is acquired is used to develop appropriate recommendations for further training and/or placement services.
6. The techniques used should be based on the job market, the characteristics of the clients being evaluated and the personnel needs of the employers.
7. **Required reporting elements:**

Once the work readiness assessment is completed, a final report is typed and electronically submitted to the VR counselor within ten (10) business days, to include a summary of all test results, observed behaviors, relevant historical and personal information, and recommendations for a suitable vocational objective, and recommendations, as well as description of work samples used in the facility setting to include:

* 1. Materials used
  2. Equipment used
  3. Layout
  4. Method of administration

(5) Scoring and Interpretation

(6) Summary and Recommendations

1. **Work Readiness Fees and Payment**

Fee: $10/hour for a maximum of up to ten (10) days. The assessment will be a maximum of five (5) hours per day.

1. **Job Shadowing.** Job shadowing is a process where the CRP develops opportunities for the individual to explore real jobs in a real work setting within an integrated community business to determine if the job is consistent with the individual’s interests and aptitudes. Job shadowing creates a learning experience where a client visits an employment location. The client may observe and question the worker regarding the specific job requirements and work environment. This is an unpaid work experience consisting of a minimum two (2) hours per experience. This is not a hands-on work experience; it is observation only.
   1. **Required service elements:**
2. The duration and the number of hours in this assessment [a minimum of two (2) hours] must be based upon the individualized needs of the participant and the purpose of the service.
3. The duration and scope of the evaluation is negotiated with the employer. Before the start of the assessment, the client, VR counselor, evaluator, and employer must review and agree with the assignment.
   1. **Required reporting elements:**
4. Employer, address and contact information, date and time spent
5. Job title and duties (the Job Shadowing experience must be in an area of the client’s stated interests)
6. Specific skills evaluated
7. Observations
8. Other relevant information such as the client’s ability to do the job, what is needed in order for the client to do the job, the client’s stated interest after the job shadowing experience
9. Recommendations
10. The CRP is required to present a typed and electronically submitted report of the results within ten (10) business days of the experience.
    1. **Job Shadowing Fees and Payment**

Fee: $150 per experience

1. **Integrated Work Site Assessment.** The purpose of this assessment is to determine what a person can do, their strengths, skills, supports and accommodation needs. It is not a comparative tool, but describes the client’s activity during the assessment. The integrated work site assessment is conducted in the community at real work sites which gives the client hands-on experience in an actual work site allowing direct observation by the CRP. This enables the VR counselor, the CRP and the client to assess the client’s abilities, goals and skills with the demands of the workforce.

**a. Required services elements:**

1. The VR staff, CRP and client must agree upon the work site location.
2. The VR counselor shall provide the CRP with copies of intelligence, interest, aptitude, physical capacity testing and other pertinent background and medical information.
3. The integrated work site assessment must last long enough and include the number of work sites necessary to thoroughly answer all of the questions on the integrated work site assessment report form. Each site assessment must be at least four (4) hours in duration, completed in either one (1) day or multiple days if required. As a matter of best practices; the counselor, client and CRP should discuss appropriate types of work sites, the expected number of assessment sites, and hours per site, prior to the start of the assessments.
4. **Required report Elements:** The CRP shall complete the integrated work site assessment form. The form shall be typed and electronically submitted to the VR counselor within ten (10) business days.
5. **Integrated Work Site Assessment Fee and Payment**

Fee: $750

1. **Job Sampling.** The purpose of this assessment is to provide informed client choice and identify occupations of interest to the client. The assessment utilizes job experience both in the community and with local employers. Job Sampling is work by a client that does not materially benefit the employer but allows the client to spend meaningful time in a work environment to learn aspects of potential job task and soft skills required in the workplace. The focus is on providing the client the opportunity to get “hands-on” experience in a specific job and work environment of interest to them.

**a. Required service elements:**

1. The duration and the number of hours in this assessment must be based upon the individualized needs of the client and the purpose of the service.
2. The duration and scope of the assessment is negotiated with the employer and the VR counselor.
3. Before the start of the assessment, the client, the VR counselor, the evaluator, and employer must review and agree with the location.

* 1. **Required reporting elements:**

1. Employer, address, other contact information, name of supervisor, dates of assessment, and hours/schedule
2. Job title and duties
3. Attendance record (tardiness or absenteeism)
4. Specific skills evaluated
5. Observations
6. Other relevant information such as ability to follow instructions, interaction with coworkers, supervisors etc.
7. Recommendations for permanent employment
8. The CRP is required to present a type written report of the results within ten (10) business days of the evaluation.
9. **Job Sampling Fee and Payment**

Fee: $250 per experience to the CRP

1. **STAFF QUALIFICATIONS.** The Community Rehabilitation Provider shall ensure the staff that perform duties outlined in this Agreement have the skills necessary to successfully perform the services described herein, as follows:
2. For Basic Assessments, a Master’s or Bachelor’s degree from an accredited college or university and written documentation of training or related experience in vocational assessment is required. Related experience is defined as test administration, the ability to synthesize test results and give functional recommendations regarding the client’s career choices. A national vocational evaluator certification is preferred.
3. For all other assessments, High school diploma or High School equivalency (HiSet) or general equivalency diploma (GED) and written documentation of at least 6 months of successful experience in delivering employment related services. However, a bachelor’s level staff person who is on the LOA staff roster will need to sign off on all reports.

**ACCEPTED:**

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CRP Director Signature                      Date

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Printed Name of CRP Director

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Name of Agency

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

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Authorized Signature Date