

The following vocational rehabilitation services are designed to be provided under the auspices of a DOR third-party cooperative agreement, and individualized to each student/DOR consumer needs and IPE. These services are not services that are certified by DOR or otherwise CARF accredited.

Pre-plan activity to include:

a. PETS Vocational Evaluation (PETS/VE)

1. DESCRIPTION OF SERVICES

PETS Vocational Evaluation services provide an individualized, timely, and systematic process by which a student/DOR client seeking employment learns to identify strengths, barriers to employment, as well as viable vocational options and develop employment goals and objectives. TVE includes an analysis of the student/DOR client's prior work experience and transferable skills as well as interest in post secondary training or education, need for and type of work-based learning experiences, need for further job exploration counseling, need for training in workplace readiness, and need for training in self-advocacy skills . Published assessments may include career aptitude, career interest, career skills and interest inventory assessments. Actual work sites may also be used to conduct the evaluation and may include simulated work trials, the opportunity to conduct work activity with paid wages, job exploration, job shadowing, and volunteer activities. Job exploration counseling will be provided in conjunction with the counseling provided by the DOR counselor. Reporting of assessments completed, findings, and recommendations will be provided to the referring DOR Counselor. PETS Vocational Evaluation is provided by the TPP Career Transition Advisor and Job Developer.

2. Service Goals/Number to be served

During fiscal year 2016/2017, it is expected that:

There shall be 70 student/DOR consumers who receive PETS Vocational Evaluation services.

Pre-plan or Plan activities to include:

b. Vocational Instruction/Employment Preparation PETS Workplace Readiness training:

1. DESCRIPTION OF SERVICES

Vocational Instruction/Employment Preparation PETS Work place Readiness Training services consist of vocational rehabilitation instruction with curricular supports which can be provided as a class, in a group, or individually with curricular supports, or utilizing the America's Job Center for training purposes. This secondary school instruction is intended to support both pre-plan and plan activities, goals and objectives and will typically be provided by the TPP Service Coordinator until the student exits the secondary school system. Services will be in concert with the DOR IPE, once it is developed.

Activities may include instruction regarding techniques for obtaining and maintaining employment, such as:

- Job exploration counseling
- Instruction in self-advocacy
- Workplace readiness training including :
 - Soft skills needed for successful employment
 - Interviewing techniques
 - Resume development
 - Application preparation
 - Appropriate work behaviors
 - Conflict Resolution
 - Relevant work practices
 - Appropriate grooming and hygiene
- Assistance in becoming knowledgeable regarding the impact of employment on a student/DOR consumer's disability and benefits

Reporting on employment preparation activities will be provided to the referring DOR counselor. Employment Preparation/PETS Workplace

Readiness Training is provided by the TPP Career Transition Advisor and Job Developer.

2. Service Goals

During fiscal year 2016/2017, it is expected that:

There shall be 190 TPP students/DOR consumers who receive Vocational Instruction/Employment Preparation PETS Work Based Readiness Training services.

Plan Activities to include:

c. Work Experience/PETS work-based learning experience

1. DESCRIPTION OF SERVICES

PETS Work based learning experience includes work experience services consisting of short term placements both on and off campus and involves monitoring the TPP student/DOR consumer's performance in the work environment. Work experience may include paid/unpaid internships, paid/unpaid employment, summer work experience, work exploration and job shadowing. TPP students/DOR consumers may participate in more than one work experience situation. Work experiences are intended to be temporary placements to gain experience in the workplace. They may also result in the development of any of the following: vocational direction, appropriate work attitudes, ethics, interpersonal skills, speed, and accuracy as well as some limited occupational skills.

Any paid or non-paid work experience activities will be in compliance with the Department of Labor regulations. TPP Program Coordinator and/or TPP Career Transition Advisor will evaluate TPP students/DOR consumers work experience and submit written reports to the DOR counselor on a monthly basis.

2. Service Goals

During fiscal year 2016/2017, it is expected that:

There shall be 80 TPP students/DOR consumers who receive Work Experience/PETS work –based learning experience services.

d. Job Development, Placement and Follow-up/PETS Workplace readiness training

1. DESCRIPTION OF SERVICES

The TPP Job Developer will assist job ready TPP students/DOR consumers, both in school and out-of-school, obtain employment in the community by identifying specific job openings that are appropriate for each TPP student/DOR consumer, assisting in placing the TPP student/DOR consumer in the job, orient the TPP student/DOR consumer to the job, and identify specific ongoing support and resource needs. TPP Job Developers will:

- Contact employers and build networks to develop and/or identify job opportunities for TPP students / DOR Consumers
- Work site analysis, as needed
- Job site consultation to identify or modify barriers
- Negotiate job accommodations
- Negotiate customized employment placement
- Maintain an organized system of current job openings
- Assist TPP students/DOR consumers to find jobs which match their Individual Plan for Employment vocational goal
- Providing instruction in self-advocacy
- Assist TPP student/DOR consumer to become knowledgeable regarding the conditions of their employment, such as:
 - *Job description*
 - *Name of immediate supervisor*
 - *Responsibilities of the employee*
 - *Wage payment practices*
 - *Benefits*
 - *Conflict resolution procedures*
 - *Health and safety practices*
- A limited amount of contact with the TPP student/DOR consumer and/or their employer post-placement to ensure job satisfaction.

2. Service Goals

During fiscal year 2016/2017, it is expected that:

- There shall be 70 TPP students/DOR consumers who receive Job Development/PETS Workplace Readiness Training services.

- There shall be 50 TPP students/DOR consumers placed in employment consistent with the IPE goal.
- The placements shall result in 40 successful DOR closures.

e. PETS Non-Supported Employment (NSE) Job Coaching

1. DESCRIPTION OF SERVICES

NSE Job coaching includes individual TPP student/DOR consumer assistance and support on or off-the-job, in activities that are employment-related and needed to promote job adjustment and retention. Services depend upon individual TPP student/DOR consumer need. The TPP Career Transition Advisor will assist TPP students/DOR consumers with Activities including:

- Job orientation
- Job destination/transportation training
- Teaching job tasks
- Supervision at the worksite
- Coworker/supervisor consultation
- Assistance with integrating into the work environment or with changes in the work environment
- Assistance with public support agencies
- Family and residential provider consultation
- Ongoing contact with the TPP student/DOR consumer and/or employer to ensure continued job satisfaction

2. Service Goals

During fiscal year 2016/2017, it is expected that:

There shall be 10 TPP students/DOR consumers who receive PETS Non-supported Employment Job Coaching services.

III. Contract Administrator/Program Coordinator

<u>Department of Rehabilitation</u>	<u>WS Hart U School District</u>
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