

Employment Assessments

SFP Chapter 4

Disclaimer

- This training is to provide a **high level overview of the changes** to the Standards for Provider Manual to be in effect 10-01-2017.
- The contractor is **responsible for all content in the manual.**

Agenda

- Overview of Employment Assessment Service
- Vocational Assessment
- Situational Assessment and Work Samples
- Environmental Work Assessment (EWA)

Vocational Assessments and Situational Assessment Work Samples

Vocational Evaluator Qualifications

- Must hold:
 - a master's degree in vocational evaluation; or
 - a master's degree in a related field (for example: psychology, sociology, or education) and have two years of full-time experience as a vocational evaluator; or
 - a bachelor's degree in a related field (for example: psychology, sociology, industrial arts, etc.) and have three years of full-time experience as a vocational evaluator; or
 - a valid psychologist's license

- Vocational Evaluator:

- **Must** be certified by the appropriate entity to administer any specific vocational tests, batteries, or other instruments
- **Must** supervise all aides with a ratio of no more than two vocational evaluator aides to one Vocational Evaluator

Vocational Evaluator Aide Qualifications

Must have:

- one year of full-time work experience directly related to vocational evaluation; or
- a bachelor's degree in a related field.

Note: The Vocational Evaluator Aide **must always work under the supervision** of the vocational evaluator.

DARS3455, Provider Staff Information

Before services are provided to customers:

- the service provider's director **must approve** the form DARS3455, Provider Staff Information, completed by each staff member; and
- **submit** the approved form to the provider's assigned contract manager and Q or RPSS prior to the provision of services.

Employment Assessments:

- Appraise a customer's work and training background, general functional capacities, and social behavior
- Determine a customer's present and future vocational potential
- Evaluate the customer's employment-related strengths and limitations

Standardized Tests

- Measure the customer's academic achievement, cognitive abilities, aptitude, personality, vocational interests, sensory and/or motor skills, and independent living skills
- Compare the individual's performance with the performance of an appropriate sample population
- All test instruments must be appropriate for use with the target population, including appropriate norms, adaptations, and accommodations

Vocational Tests, Batteries, or Other Instruments

- The Contractor **must** provide their assigned contract manager, Q and RPSS with an up-to-date written list of
 - vocational tests
 - batteries
 - other instruments

Situational Assessments

- are community-based assessments
 - that allow the customer to explore his or her ability to perform a variety of job tasks
 - help the customer make informed choices about the type of work environment and job tasks he or she prefers
- are assessments conducted in competitive integrated worksites within the business community to assess the customer's ability to perform real job tasks that exist in industry

Examples of situational assessments sites include:

- production lines
- job sites
- areas within the provider's established work place

- The list must:
 - identify each instrument used to evaluate customers
 - describe what each instrument is intended to measure

Note: A list is required at contract execution, renewal and any time instruments are added or deleted.

Work Samples

- Provide a close simulation of an actual industrial task, business operation, or component of an occupational area
- May not be necessary for all vocational assessments

Note: When deemed necessary by the vocational evaluator or when requested on the referral form or service authorization, work samples must be completed.

Vocational Evaluator's Job Responsibilities

- remain onsite to supervise all services
 - Vocational Assessment
 - Situational Assessment and Work Samples
- maintain staffing ratios
 - 1 evaluator to no more than 6 customers without an aide;
 - 1 evaluator and 1 aide to no more than 10 customers;
 - 1 evaluator to no more than 3 customers with blindness and/or visual impairment
 - 1 evaluator and 1 aide to no more than 6 customers with blindness and/or visual impairment

- maintain and provide attendance records to VR staff upon request
- identify **appropriate** and **inappropriate behaviors** using existing records, personal observations, and conversations with the VR counselor, customer, family members, and others
- prepare the **typed** DARS1837 or DARS1838 or written report
- when requested on the DARS1836 review the customer's final report with the
 - Customer and customer's representative, if any
 - VR counselor, when requested on the DARS1836

DARS1836, Referral for Vocational Assessments

- The DARS1836 includes any documentation that:
 - will prepare the provider to better work with the customer
 - indicates the reasons for referral
 - poses specific questions to be addressed in the assessment

Note: A provider **must** receive a DARS1836 and a service authorization for all Vocational Assessments.

Vocational Assessment

Vocational Assessment

Is an appraisal of an individual's

- work and training background
- general functional capacities
- social and/or behavioral characteristics

Note: This service **replaces** the vocational evaluation.

Vocational Assessment includes an evaluation of the customer's:

- Cognitive abilities
- Academic achievements (grade level) in reading, writing, spelling, and mathematics
- Physical abilities
- Sensory abilities
- Preferred learning style: visual, auditory, or tactile
- Aptitudes and vocational interests and/or exploration
- Behavioral observations and work habits

- **Vocational Assessment results must:**

- contain a detailed description of the customer's behaviors
- describe the implications for the work place
- be designed to determine the customer's present and future vocational potential including:
 - the customer's potential for competitive integrated employment
 - an evaluation of the customer's employment-related strengths and limitations
 - job recommendations according to current job market
 - specific training options that match the customer's capabilities
 - specific job modifications and/or accommodations necessary to achieve the employment goal

The Vocational Assessment must:

- be conducted by the vocational evaluator
- scope is determined on:
 - the customer's individual needs; and
 - results in a vocational objective or alternative vocational objectives being identified by the vocational evaluator
- document up to **six hours of assessment per day**
- is expected to take one to eight days

Note: The counselor determines the appropriate length of the assessment based on their assessment of the customer's individual needs and circumstances.

Vocational Assessment Form and Fee

- DARS1837 or written report
 - Must have an original handwritten signature of the vocational evaluator who conducted the assessment
- Fee is \$235/day

Note: a complete vocational assessment **must** be submit no later than 10 working days for the date of assessment

Situational Assessment and Work Samples

Situational Assessment and Work Samples services

- help the customer and VR counselor determine long-term goals related to finding competitive integrated employment
- determine the type of job and support services a customer will need based on
 - customer's career goal, interests, preferences, and experiences
 - evaluator's observations
- consist of **3 situational assessments**
- includes at least **4 work samples**

Note: This service **replaces the comprehensive vocational evaluation.**

Situational Assessment and Work Samples Results in:

- A detailed description of the customer's behaviors and vocational implications of relevant factors including:
 - the Customer's potential for competitive integrated employment or the reasons that competitive integrated employment is not appropriate
 - the job recommendations related to the current job market using the Standard Occupational Classification codes for the customer's geographic area;
 - the specific training options that match the customer's capabilities; and
 - the specific job modifications and/or accommodations necessary for the Customer to achieve the employment goal.

Situational Assessment and Work Samples must:

- be conducted by the vocational evaluator
- be provided based on the customer's individual needs
- result in a vocational objective or alternative vocational objectives being identified by the vocational evaluator

Note: A Vocational Assessment **must** be completed **before** the Combined Situational Assessment and Work Samples Service is provided.

Situational Assessment Requirements:

- Must be conducted in **competitive integrated worksites** within the community
- Must allow for assessment of the customer's ability to perform real job tasks that exist in industry
- Evaluator must observe the customer
 - At **3 or more** paid or unpaid worksites
 - For a minimum of **two hours** per competitive integrated worksite
 - And evaluate **adherence to industrial norms**

Work Samples

- Must provide a close simulation of an actual industrial task, business operation, or component of an occupational area
 - A **minimum of 4 work samples** must be completed

Note: The work samples **cannot** be the same as the ones used in the vocational assessment.

Situational Assessment and Work Samples Form and Fee

- DARS1838 or written report
 - Must have an **original handwritten signature** of the vocational evaluator who conducted the assessment
- Fee is \$705.00

Note: Vocational assessment **must** be submitted no later than 10 working days from the date of assessment.

Environmental Work Assessment

(EWA)

EWA Evaluator Qualifications - 1

Must Hold:

- A current Texas Autism Endorsement from UNTWISE

Note: No waiver or exceptions can be used to waive the autism endorsement requirement.

What is the Texas Autism Endorsement

- Autism endorsement requires:
 - a current UNTWISE Supported Employment credential
 - proof of completion of the autism specialization courses from Relias Learning
 - proof of completion of the UNTWISE Environmental Work Assessment course found at <http://wise.unt.edu/crptraining>

Note: Information on the UNTWISE Texas credentials and endorsements can be found at <http://wise.unt.edu/crptraining>

DARS3455, Provider Staff Information

Before services are provided to customers:

- the service provider's director **must approve** the form DARS3455, Provider Staff Information, completed by each staff member
- **submit** the approved form to the provider's assigned contract manager and Q or RPSS prior to the provision of services.

DARS1876, EWA Referral

- Includes any documentation that:
 - will prepare the provider to better work with the customer
 - indicates the reasons for referral
 - poses specific questions to be addressed in the assessment

Note: A provider **must** receive a DARS1876, Referral and a service authorization for EWA.

Environmental Work Assessment (EWA) - 1

EWA is:

- a diagnostic tool that assesses how the customer responds to variables in a work environment
- an accurate assessment of the correlations between a customer's performance and environmental variables
- can be conducted in any phase of the VR process

EWA includes:

A review of the EWA results, in color, of the EWA with the customer in person.

EWA evaluator assesses the customer's skills:

- in at least three work (business) environments that align with the customer's interests
- related to the employment goal in the customer's Individualized Plan for Employment

Note: Each environment must be assessed for a minimum of two hours.

EWA is most appropriate for a customer who:

- has a neurodevelopmental disorder that significantly affects the customer
- has a history of behavior that varies depending on the environment
- may benefit from an evaluation that assesses how the customer's neurodevelopmental disorder may manifest in a work setting

EWA is not

- a Vocational Evaluation
- a replacement for the Supported Employment Assessment (SEA)

Note: When the EWA is conducted and supported employment is deemed the most appropriate employment service, an abridged version of the Supported Employment Assessment is permitted.

EWA Forms and Fee

- Forms:
 - DARS1877, EWA, parts A, B, and C, and
 - DARS1878, EWA Time Log
- Fee: \$990.00

Future Questions

Contact your assigned

- Quality Assurance Specialist or
- Regional Program Support Specialist

Or

Send email to the Standards for Providers mailbox at VR.Standards@twc.state.tx.us

Quality Assurance Specialist

- Region 1 Mike Lawson Mike.Lawson@twc.state.tx.us
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