**Service Provided - Employment Consultation Meeting and Report**

The purpose of the employment consultation meeting is to have initial discussion and develop a plan for further participation in employment. It is expected that the consumer may need long term support to maintain competitive employment so the provider of long term support should be identified, if available, and then involved in this consultation. This meeting should take place before a employment assessment is authorized. After the meeting, the service provider will issue a report to DVR **within 5 business days** of the conclusion of the meeting with a detailed summary of **ALL** the elements listed to secure an outcome payment.

**Required Service Elements**

Required Participants; DVR Consumer, DVR Counselor, Employment Service Provider, Funder or unpaid source of long term support (if identified) (Other participants could include: family members or guardian, case manager, previous or current school representatives, spouse or significant other, advocate or any other person the consumer chooses.)

**Meeting Topics Required-Discussion and clarification: What is involved in the process of employment?**

* What are the expected outcomes of employment?
* Possible sources of existing information to contribute to an assessment to make assurances that there is not an unnecessary duplication of effort.
* The source of long term support (if identified and needed) or plan to secure long term support (if needed).
* Stated current employment goal(s).
* Other areas of interest in employment.
* Outside activities, personal interests and/or hobbies.
* Educational background and goals.
* Work restrictions or medical issues to consider.
* Legal issues that may impact employment.
* Existing logistical and or financial supports available.
* Benefits Analysis and Counseling status.
* Transportation resources.
* Status of social security benefits and impact of employment.
* Previous work history and experience.
* Fading and Natural Support considerations.
* Use of a targeted work trial as part of the assessment based on consumer skills and interests and need for up to two additional targeted trial experiences for better competitive job match.
* Possible locations for the work component of the employment assessment.
* Possible need for assistive technology.
* Method for exchange of reports and other ongoing information to include releases of information.
* Other areas not addressed above.

**Required Reporting Elements:**

* Date, place and meeting participants.
* Results of discussion regarding employment process. Concerns addressed or ongoing issues to resolve.
* Expectations of outcomes of employment.
* A list of possible sources of existing information to contribute to an assessment.
* The source of long term support (if identified and needed) or plan to secure long term support (if needed).
* Stated current employment goal(s).
* A listing of other areas of interest in employment.
* A description of outside activities, personal interests and/or hobbies that may form the basis for community based observation.
* A description of educational background and goals.
* Any work restrictions or medical issues to consider.
* Any legal issues that may impact employment.
* A listing of logistical and or financial supports available.
* Benefits Analysis and Counseling status including social security benefits and impact of employment.
* Transportation resources or deficits.
* Previous work history and experience.
* Discussion of work trial as part of the assessment and need for up to two additional trial experiences for better competitive job match.
* Possible locations for the work trial component of the employment assessment.
* Possible need for assistive technology.
* Other areas not addressed above.