**Employment Assessment including Work Trial, Meeting and Report**

The purpose of this assessment is to determine the conditions for participation in competitive and integrated employment. The assessment follows the consultation meeting. The information gathered at the consultation meeting along with other observation and at least one work trial is the basis for the assessment. Selection of the placement for the work trial must be done based on the consumer’s stated vocational interest. The assessment must be done in the community and the work trial must be in a community based competitive and integrated workplace at wages commensurate with others performing the same work. The employment assessment fee includes: selection, set-up, competitive wage/fringe to the consumer, and direct job coaching/observation for one work trial. A meeting will be held with DVR Consumer, DVR Counselor, Employment Service Provider, and Provider of long term support (if identified) and/or others the consumer would like involved. This meeting will discuss the results of the assessment and additional work trial(s) (if approved) and provide the consumer with information to decide about next steps in their search for competitive and integrated employment. After the meeting, the Employment Guide will issue a report to SSD **within 3business days** of the conclusion of the meeting with a detailed summary of **ALL** the elements listed to secure an outcome payment. Not to exceed 60 days from date of DVR Authorization.

**Required Service Elements:**

* Placement in a community based work trial for at least 8 hours in an integrated setting for which the consumer is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer.
* Community interaction and observation as it relates to work readiness, alternate skills, independent functioning and other skill sets that may be matched to employment.
* Interviews with family, friends or significant people as identified by the consumer at the consultation meeting.

**Required Reporting Elements:**

* A review and summary of all existing materials and information to inform the competitive employment goals of consumer.
* Identification of the provider of long term support or plan to provide long term support
* An exploration in discussion about the consumers stated employment goals and areas of interest.
* A description of how information from the consumers outside interests and activities can be used to match the consumer to a possible job goal.
* A description of how and why the individualized work trial location was selected.
* Target wages, hours worked and special conditions that apply to the work site for that consumer (e.g. fragrance-free environment, amount of job structure vs. need for variety, work place culture, etc.).
* Short and long-term employment goals.
* A description of the type of support needed on the job and strategies to address them including worker traits, time management and ability to follow directions.
* A description of the medical or accommodations that will need to be addressed in competitive employment. Provide some strategies on job match to mitigate these needs.
* Identify the personal/family, community and or logistical support or deficits.
* Transportation resources or deficits.
* Results of observation of the consumer in familiar situations and what competencies, skills and natural motivations/interests were identified that may benefit employers and facilitate success in employment.
* A description of assistive technology needs.
* A list of specific jobs that will be developed in the job development phase.
* Possible job coaching strategies.
* A description of employment preparation needs. (Interviewing skills etc.).
* Plans to use work incentives, as appropriate, to maximize earnings.
* Recommendations for competitive employment including an initial list of employer contacts.
* A checklist of responsibilities for the DVR consumer, DVR staff and Service Provider.
* A timeframe for review of the plan for job development.