 SELF-DIRECTED EMPLOYMENT PLANNING TOOL

***Referral Process***

Support Services Director

* Receives referral
* Contacts Job Seeker to schedule date/time to meet for initial meeting
* Does Job Seeker have a preferred Employment Guide?
	+ YES, contact EG and provide necessary information, forms & resources
	+ NO, discuss options & Job Seeker’s preference at Initial Meeting
* Refer back to IDT for DVR Application process
* Initial meeting is set within week of receiving IDT referral

***Initial Meeting Phase***

* Initial Meeting
* “Get to Know” each other & begin Discovery process
* Discuss “What is Self-Direction?”
* Does JS have a career goal in mind?
* What is the relationship with JS and EG?
* Provide resources to JS for preparing for employment
* Schedule meeting with JS and EG

Interdisciplinary Team Responsibilities

* Assist Job Seeker in applying for Division of Vocational Rehabilitation (DVR) Services
* Attend DVR Intake Meeting with Job Seeker
* Provide meeting outcome information with Support Service Director
* Continue to promote Job Seeker in Self-Determination and employment

Job Seeker Responsibilities

* Identify Employment Guide from Circle of Support or choose from GTI’s currently available Employment Guide list
* Begin Discovery Activity One

Support Services Director Responsibilities

* Provide resources to JS for preparing for employment-- Job Seeker is given Discovery Packet
* Schedule meeting with JS and EG

KEY

SSD-Support Services Director

EG—Employment Guide JS—Job Seeker

DVR- Division of
 Vocational Rehabilitation

IPE- Individual Plan for
 Employment

4-25-2015

SELF-DIRECTED EMPLOYMENT PLANNING TOOL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PHASE 1****Weeks 1-4** | **PHASE 2****Weeks 4-8** | **PHASE 3****Weeks 8-10** | **PHASE 4****Weeks 10-12** | **PHASE 5****90 Day Follow along** | **PHASES 6****Transfer to LTS** |
| Employment Guide* Meet with JS and continue Discovery process
* If EG is not in the circle

of support, begin development of relationship* Support JS in contacting IDT for DVR Initial Meeting information and update
* Meet with JS & prepare Consultation Report, as authorized, and send to SSD for review
* Review info. necessary to prepare for next DVR meeting
* Attend next DVR Meeting w/JS
* Schedule next meeting with JS

Job Seeker* Contacts IDT to apply for DVR Services
* Attends mandatory DVR appointments and provides required information to DVR as requested
* Chooses EG and completes Discovery process- Activities One-Four
* Develops IPE with DVR
* Works with EG to complete Consultation Report
 | Employment Guide* Meets with JS to discuss outside interests and activities and begin networking to match JS to a career path & develop resume & review Discovery Activities
* Support JS in completing Work Trial, as authorized
* Complete Assessment including Work Trial Report, as authorized & send to SSD for review
* Provide SSD with updates as requested
* Review info. necessary to prepare for next DVR meeting
* Attend next DVR Meeting w/JS

Job Seeker* Works with EG on resume development & identifies career goal
* Completes Work Trial if required
* Attends DVR appointments and provides required information to DVR as requested
* Works with EG to complete DVR IPE
* Works with EG to complete Assessment including Work Trial Report
 | Employment Guide Discovery in motion:Assist JS in Employment search & strategies Assist JS in applying for employment, if needed. Interview preparation for desired position* Complete the Job Development Plan & Report & send to SSD for review
* Provide SSD with updates as requested

Job Seeker* Works with EG to develop employment search strategies, practices personal presentation & appearance, Interview skills, attends Mock interview(s) & Job Shadowing opportunities

 Submits applications  & attends scheduled  interviews. EG attend,  as needed* Works with EG to complete Job Development Plan & Report
 | Employment Guide Continuation of appli- cation(s) for desired career goal  Continuation of inter- viewing skills Provide support to Job Seeker as needed if JS is not hired following an interview* Complete theSupported Employment Job Development Monthly Report & send to SSD for review
* Secure employment

 Provide Job Coaching at JS’s employment if needed Maintain contact with employer for JS updates Provide SSD with  updates as requestedJob Seeker* Secure Employment
* Provide skills needed to retain ongoing employment
* Work with EG and Employer on supports needed for the job
 |  Employment Guide Ongoing support as needed (i.e.: Job Coaching) 90 day follow along including contact with JS and Employer & monthly reporting * Complete the SE Job Development Hire or Placement Report- Retention report(s), & send to SSD for review
* Provide SSD with updates as requested
* Successful closure of DVR case after 90 days on the job

Job Seeker* Provide skills needed to retain ongoing employment
* Work with Employer on supports needed for the job
 |  IDT* Completion the Transition to Long Term SupportReport

 Post –quality of life* Is there a need for ongoing career exploration?

 Year 2—bi-annual contact with JobSeeker and Employer * **REPORTS WILL VARY DEPENDING UPON DVR’S ELIGIBILTY DETERMINATION**

**(Supported Employment/Job Development)** |



KEY

SSD-Support Services Director

EG—Employment Guide JS—Job Seeker

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**Initial Meeting:** SELF-DIRECTED EMPLOYMENT PLANNING TOOL

Job Seeker Name:

 **OBJECTIVES:** 1. Receipt of Self-directed employment
 referral and contact(s) made

 2. Initial meeting

**Support Services Director**

Receives referral from CCCW

Contacts Job Seeker to schedule to meet for initial meeting; Initial meeting is set within week of receiving referral: date time\_\_\_\_\_\_\_\_\_\_\_\_

Does Job Seeker have a preferred Employment Guide?

YES, contact EG to attend the next meeting

NO, discuss options & Job Seeker’s preference at initial

 meeting

Current DVR Client? \_\_\_\_\_ Yes \_\_\_\_ No
Report back to IDT and proceed with DVR Referral if
 appropriate

**Initial Meeting**

“Get to Know” each other

What are the Job Seeker’s likes/dislikes?

 Does JS have an employment goal in mind?

 What is JS pre-quality of life? (without career)

 What natural supports does the JS have?

 What is the relationship with JS and EG?

Provide resources to begin Discovery Process & Self

 Determination

 Support Services Director Signature / Date Job Seeker Signature / Date

**NOTES**

Job Seeker Name: Employment Guide:

Date:

**Initial Meeting**

****

KEY

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 Employment

**WEEKS 1 –4:** SELF-DIRECTED EMPLOYMENT PLANNING TOOL

Job Seeker Name:

 **OBJECTIVE:** 1. Job Seeker, Support Services Director
 and Employment Guide meeting to review Initial
 Meeting

**Support Services Director**

Schedule meeting with JS and EG

Review of Initial Meeting between SSD and JS with EG

Update current status of DVR

Provide ongoing resource tools/training materials as
 needed- Discovery Packet

 **Job Seeker**

Review resources and complete Discovery Activities 1-4

Proceed with DVR Application or IPE- provide required
 information

Meet with Employment Guide and provide completed
 Discovery Activities for your Employment Portfolio

 date time

* Schedule next meeting with EG

 date time

 Support Services Director Signature / Date Job Seeker Signature / Date



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 **WEEKS 1-4 cont:** SELF-DIRECTED EMPLOYMENT PLANNING TOOL

Job Seeker Name:

 **OBJECTIVE:** 1. Job Seeker and Employment Guide
 relationship

 2. Employment assessment/reports

**Employment Guide**Compete Required CPR/First Aid & DVR Training and provide verification to SSD

Meet with Job Seeker: date time \_\_\_\_\_\_\_\_\_\_\_

 Review Job Seekers Discovery Activities and identify: Likes, Dislike, Interests, Employment interest level, Natural supports, circle of friends, Availability to work, Transportation availability, Career goal

Complete and update JS Portfolio- ongoing

Complete Consultation Report, as authorized, and
 schedule meeting with SSD for review of Job Seeker
 Portfolio

Assist JS in preparing for next DVR meeting &
 completion of the Individual Plan for Employment (IPE)
 DVR Meeting: date time \_\_\_\_\_\_\_\_\_\_

Job Seeker Signature Employment Guide Signature

 **Notes**

**Notes**

Job Seeker Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Seeker & Employment Guide Meeting(s)**

 **WEEKS 4-8:** SELF-DIRECTED EMPLOYMENT PLANNING TOOL

Job Seeker Name:

 **OBJECTIVE:** 1. Discovery, promotion of JS

 2. Job preparation and development plan

 3. Interview preparation & scheduling

**Employment Guide**

Meeting with Job Seeker date/time of meeting;

 date time

Review Discovery Activities

Follow information provided by DVR in IPE

 Provide Monthly Report to SSD

* Develop Resume
* Initiated Interviews by using Job Seeker and personal Networks
* Dress rehearsal for interviewing & interviewing
 practice

Search employment opportunities and options for Work

 Experience(s)

* Complete Employment applications

🞎 Complete Assessment including Work Trial Report, as
 authorized & send to SSD for review

* Update & JS Portfolio

  Assist JS in preparing for next DVR meeting &
 completion of the Individual Plan for Employment (IPE)
 date/time of meeting; date time \_\_\_\_\_\_\_\_\_\_

 **Job Seeker**

Review resources and Discovery Activities

* Develop Resume
* Attend Scheduled Interviews

Provide information to DVR as requested

Schedule next meeting with EG

 date time \_\_\_\_\_\_\_\_\_\_

Job Seeker Signature / Date Employment Guide Signature / Date

**NOTES**

Job Seeker Name: Employment Guide:

Date:

**Job Seeker & Employment Guide Meeting(s)**

**NOTES**

Job Seeker Name: Employment Guide:

Date:

**Discovery, Employment Search, Interviewing**



**Weeks 8-10:** SELF-DIRECTED EMPLOYMENT PLANNING TOOL

Job Seeker Name:

KEY

SSD-Support Services Director

EG—Employment Guide JS—Job Seeker

DVR- Division of
 Vocational Rehabilitation

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 Employment

**OBJECTIVE:** 1. Job development, placement, hire and reports

2. Job retention and reports

**Employment Guide**

* Continue to follow information provided by DVR in IPE
* Continue to explore and increasing Network
* Employment search, continuation as needed
* Interview preparation, continuation as needed
* Ongoing interview support

(evaluation of jobs applying for; review processes;
what is working, what is not working?)

* Employer contact, updates
* Employment supports evaluation
* Monthly Report to SSD

🞎 Complete the Job Development Plan & Report & Job Development Monthly Report(s)-ongoing & send to SSD for review

Update & JS Portfolio

**Job Seeker**



Provide information to DVR as requested- ongoing

Schedule next meeting with EG

 date time

 Job Seeker Signature / Date Employment Guide Signature / Date

**NOTES**

Job Seeker Name: Employment Guide:

Date:

**Discovery & Employment**

KEY

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**Weeks 10-12:** SELF-DIRECTED EMPLOYMENT PLANNING TOOL

KEY

SSD-Support Services Director

EG—Employment Guide JS—Job Seeker

DVR- Division of
 Vocational Rehabilitation

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 Employment

Job Seeker Name:

**OBJECTIVE:** 1. Job development, placement, hire and reports

2. Job retention and reports

**Employment Guide**

* Continue to follow information provided by DVR in IPE
* Continue Discovery Activities Weeks 12-16
* Employment search, continuation as needed
* Interview preparation, continuation as needed
* Ongoing interview support

(evaluation of jobs applying for; review processes;
what is working, what is not working?)

* Employer contact, updates
* Employment supports evaluation
* Monthly Report to SSD

🞎 Complete the Job Development Plan & Report & Job Development Monthly Report(s) & send to SSD for review

 Update & JS Portfolio

**Job Seeker**

Review resources and continue Discovery Activities

 Weeks 12-16

Provide information to DVR as requested- ongoing

Schedule next meeting with EG

 date time

 Job Seeker Signature / Date Employment Guide Signature / Date

**NOTES**

Job Seeker Name:

Date:

**Discovery & Employment**

**NOTES**

**Progress Notes**

Job Seeker Name: Employment Guide:

Date:

**Employment**



**ONGOING:** SELF-DIRECTED EMPLOYMENT PLANNING TOOL

Job Seeker Name:

KEY

SSD-Support Services Director

EG—Employment Guide JS—Job Seeker

DVR- Division of
 Vocational Rehabilitation

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 Employment

 **OBJECTIVE:** 1. Quarterly & bi-annual contact

 2. Job retention and reports

 3. Successful closure of DVR case

**Employment Guide**

 Ongoing support as needed (i.e.: Job Coaching)

* Complete the Job Development Hire or Placement Report
* 90 day follow along including contact with JS and Employer & monthly reporting
* Complete the Retention report & send to SSD for review
* Provide SSD with updates as requested
* Successful closure of DVR case after 90 days on the job

 Progress update to SSD

* Transfer to LTS with CCCW & IDT

 **IDT**

* Completion the Transition to Long Term SupportReport
* Post –quality of life
* Is there a need for ongoing career exploration?
* Year 2—bi-annual contact with JS and Employer

Support Services Director Signature / Date Job Seeker Signature / Date Employment Guide Signature / Date

**Progress Notes**

Job Seeker Name: Employment Guide:

Date:

**Employment**