 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 requested  Job 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 Job  Seeker and Employer     * **REPORTS WILL VARY DEPENDING UPON DVR’S ELIGIBILTY DETERMINATION**   **(Supported Employment/Job Development)** |



KEY

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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**

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**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

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 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

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EG—Employment Guide JS—Job Seeker

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 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**