

PROGRAM POLICY - VOCATIONAL SERVICES

- 1 The OPTIONS Vocational Evaluation services will provide vocational assessments to assist the funding source in obtaining gainful employment for referred persons. Assessments will be conducted through a systematic process described in these policies.
- 2 Assessments will gather information on one or more of the following areas:
 - 2.1 Work-related behaviors
 - 2.2 Interests, attitudes, and knowledge of occupational information
 - 2.3 Aptitudes
 - 2.4 Personal and social work histories
 - 2.5 Achievement
 - 2.6 Work skills and work abilities
 - 2.7 Physical and psychomotor abilities
 - 2.8 Intellectual abilities
 - 2.9 Job-seeking skills
 - 2.10 Substance abuse
 - 2.11 Situational work settings
- 3 Vocational Assessments will provide the following information to the funding source (as applicable):
 - 3.1 Identification of work and non-work related needs, and potential to benefit from further specifically identified services.
 - 3.2 Employment objectives.
 - 3.3 Capability for self-learning.
 - 3.4 Learning style, including understanding and response to various types of instruction.
 - 3.5 Identification of need for tool and job-site modifications or adaptive

PROGRAM POLICY - VOCATIONAL SERVICES

devices to enhance employability.

- 3.6 Compensation procedures to address deficits determined through the assessment.
- 4 Evaluation data will be supplemented by:
 - 4.1 Personal interview by assessor.
 - 4.2 Behavioral observation by assessor.
 - 4.3 Interview of family members or significant others as appropriate.
 - 4.4 Inventory completed by family members or significant others as appropriate.
 - 5 The following Vocational Evaluation referral procedure will be utilized:
 - 5.1 An initial referral form will include the following information:
 - 5.1.1 Name, date of birth, and date of referral
 - 5.1.2 Employment history
 - 5.1.3 Reason for referral/type of evaluation information desired
 - 5.2 The assessor will interview the referred person.
 - 5.3 The assessor will complete an assessment plan and submit it to the referring funding source for approval.
 - 5.4 The assessor will implement the plan by performing the evaluations designated in the plan.
 - 5.5 The assessor will, upon request, verbally convey evaluation results to the person who is being evaluated and their referring funding source. A written functional evaluation report will be available within two weeks of completion of the assessment.
 - 5.6 The assessor, in conjunction with the referring funding source, will develop an individual plan. This plan will include all possible employment opportunities.
 - 5.7 After 30 days, the Vocational Services Supervisor will follow up with the referring funding source regarding the outcome of the individual vocational

PROGRAM POLICY - VOCATIONAL SERVICES

plan.

- 6 Assessments may be performed at a variety of locations, including, but not limited to:
 - 6.1 OPTIONS' Main Office
 - 6.2 Office of referring agency
 - 6.3 Community-based work site
 - 6.4 A work site where OPTIONS offers work to other disabled persons
 - 6.5 Volunteer sites (note - Volunteer sites are defined as a location where other non-disabled persons are working without pay as a volunteer. The person being evaluated will be made aware that the work will be without pay before arriving at the location)
- 7 OPTIONS will aid the referring funding source in the development and design of an individual vocational plan that addresses the needs of the individual through standardized procedures comparable to those made available to any other worker. Adaptive devices and measures will be suggested only if standardized procedures do not adequately address the needs of the individual.
- 8 When making employment recommendations, consideration will be given to the jobs available in the area in which a person resides.
- 9 The vocational assessor will possess these minimum qualifications:
 - 9.1 One year experience in the field of Vocational Services or job coaching.
 - 9.2 Familiarity with vocational assessment tools.
 - 9.3 Possession of a current California Driver's License.
- 10 The vocational assessor will work directly with the Job Developer and Vocational Services Supervisor in developing the final report.

POLICY DATE: February 1996
REVISED: April 2009
January 2011

PROGRAM POLICY - VOCATIONAL SERVICES

REVIEWED: May 2012
May 2013
April 2014
November 2016
October 2017
October 2018
November 2019
November 2020
January 2022
March 2023