

3001.00 LIMITED VOCATIONAL EVALUATION – Provider Guidelines
(CSPM 134.0.00, 302.0.00)

3001.01 Description of Service

A Limited Vocational Evaluation is time-limited and measures the client’s strengths and identifies areas of need. The range of this evaluation can be from a limited assessment of skills and abilities to an assessment for a specific training program or vocational objective.

The Limited Vocational Evaluation is a method of assessing an individual’s aptitudes, interests and academic levels to develop realistic vocational goals and training objectives.

3001.02 Provider Information

The Limited Vocational Evaluation service is for clients who may have some work history and/or vocational training. This evaluation process incorporates:

- background information
- behavioral observations
- standardized tests
- measures of occupational interests
- vocational aptitude assessment
- academic skill assessment
- attitude towards work

The specific tests could include:

- academic achievement
- intelligence
- sensory and psychomotor
- vocational aptitude
- vocational learning style
- occupational interest and temperament
- level of personal independence
- career scope

3001.03 Provider Qualifications

Limited Vocational Evaluation providers must meet one of the following qualifications:

- A. A master's degree in vocational rehabilitation or a counseling-related field that may include, but is not limited to degrees in rehabilitation, education, special education, social work or psychology
- B. A bachelor's degree in vocational rehabilitation or a counseling-related field that may include, but is not limited to degrees in rehabilitation, education, special education, social work or psychology and two years of documented experience performing vocational evaluations
- C. Certified by the Commission on Rehabilitation Counselor Certification (CRCC) or Commission on Certification of Work Adjustment and Vocational Evaluation Specialists (CCWAVES)
- D. An intern under the direct, on-site supervision of a Certified Vocational Evaluator (CVE) and the CVE must review and sign the final written report

Note: Qualifying Documentation - Providers will submit documentation to determine if they meet the standards for potential suppliers.

The Provider Relations Specialist is responsible for determining whether providers meet qualifications.

3001.04 Process for Outsourcing

It is the VRP staff's responsibility to determine when a Limited Vocational Evaluation should be purchased.

3001.05 General and Specific Standards

A. Timeliness

The Provider must notify Vocational Rehabilitation within five (5) business days of receipt of referral regarding whether or not they will accept the referral. The completed evaluation report must be received by the counselor within ten (10) business days from the date of completion or termination of the evaluation. Upon completion of the Limited Vocational Evaluation, a staffing may be scheduled with the client, evaluator, counselor, and all concerned parties, to review the evaluation results.

B. Liability

The provider must present a certificate of insurance as defined in the contract or service agreement as required by the Georgia Vocational Rehabilitation Agency/Vocational Rehabilitation Program.

C. Criminal Record Investigation

Providers will be required to show evidence that a criminal record investigation has been requested in accordance with DHS/GVRA policy on all staff that provides direct services to VRP clients.

D. General Requirements

Mobility - Consideration should be given to the client's needs in determining an appropriate location for the evaluation. If the client cannot travel to the evaluator's location, at the discretion of the VRP staff, an alternate setting will be chosen. In some situations, a provider may need to travel with portable equipment/tests to evaluate clients.

Available Materials - A list will be submitted by prospective providers of evaluative instruments with which they are competent and capable of administering and interpreting.

Sample Product - Providers will submit sample(s) of a Limited Vocational Evaluation report(s) to the PRS.

E. Report

It is the evaluator's responsibility to ensure that the information contained in the report is presented in a manner that is easily discernible to the users. In processing the information from the evaluation, it should be kept in mind that aptitudes and abilities tell what a client can do; interests and attitudes towards work tell what the client wants to do. Assessment of an individual's occupational interests, abilities, aptitudes, and preferences is crucial to placement in a job or training program to allow for the best opportunity for success. A Limited Vocational Evaluation report should address, at a minimum, the following areas:

Identifying Information

- Client name
- Date of Birth
- Address
- Telephone Number
- Case Number
- Referring Vocational Rehabilitation Counselor
- Date of Referral, Evaluation, and Report
- Disability(s)

Reason(s) for Referral

- **Vocational and Educational History**
The report should include any new findings not previously identified in referral information.
- **Behavioral Observations**
- **Test Results**
Name of instrument(s) and results should be included in the report.

Recommendations

A Limited Vocational Evaluation report should provide sufficient data, with supporting rationale, to answer specific referral questions. It may or may not address the following four (4) elements, depending on the nature of the VRP staff's request.

They are defined as follows:

1. **Employability** – When the Limited Vocational Evaluation includes aptitude testing for specific occupations, the evaluator is expected to supply supporting rationale as to whether or not the client is a candidate for successful employment/training in the target occupation.
2. **Occupations** – The occupation section must correlate with the rest of the report. Whether or not an evaluation of a specific occupational goal is requested, any occupational recommendations made by the evaluator must be supported by specific testing and professional observation. When listing occupations, the evaluator must list titles and numbers from the **Dictionary of Occupational Titles**, keeping in mind jobs available in the client's community or otherwise accessible to the client.

3. **Related Factors** – The evaluator is expected to report any issues of the client’s independence that are identified during the course of the evaluation. Independence may involve housing, transportation, financial, family issues, and the client’s ability to work independently.
4. **Interventions** – The evaluator must note any service or activity which will enhance an individual’s vocational planning, employability, and/or independence. Examples include, but are not limited to, Comprehensive Evaluation or Profile; Rehabilitation Assistive Technology; Adjustment Services; Counseling; Training/Education; Work Place Accommodations, i.e. Flexible Work Schedules; Medical/Psychological Services; Job Readiness; Learning Capacities; Mobility Training; Job Placement; and Job Coaching.

F. **Fee**

Compensation for services will be negotiated and attached to the contract or service agreement.