

**3002.00 COMPREHENSIVE VOCATIONAL EVALUATION – Provider Guidelines
(CSPM 134.0.00, 302.0.00)**

3002.01 Description of Service

Comprehensive Vocational Evaluation service is a process which uses a combination of testing, work samples, situational assessments, community-based job tryouts, prevailing labor market data, occupational information, assistive technology, functional capacities, accommodations, and modifications. It incorporates respect for the client’s personal process of growth, self-empowerment, and development of insight leading to an informed choice of meaningful career goals.

The Comprehensive Vocational Evaluation service provides an individualized and systematic process in which an individual, in partnership with the evaluator, learns to identify viable vocational options and develop employment goals and objectives.

3002.02 Provider Information

Unique features that distinguish Comprehensive Vocational Evaluation from other evaluation services are the incorporation of background information on the client and the inclusion of a variety of considerations that influence work such as:

- work history
- medical history
- psychological information
- relevant social information
- educational
- cultural background
- economic factors
- attitude towards work
- referral questions or input from the referral source

The evaluation process provides an objective measurement of the client’s:

- intellectual functioning
- academic ability
- physical capabilities
- vocational aptitudes
- vocational learning style
- occupational interest
- temperament
- strengths and weaknesses

- personal, social and work related behaviors
- modes of communication
- work skills and tolerance
- job seeking and job retention skills
- knowledge of occupational information
- customer service skills
- understanding of work cultural
- transportation capabilities

The process also defines a client's:

- vocational assets
- need for assistive technology and reasonable accommodations
- barriers to employment
- further need for services
- possible employment objectives

3002.03 Provider Qualifications

Comprehensive 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 and documented completion of coursework and/or training in test administration, test interpretation and report writing that are specific to the vocational evaluation process
- 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.

3002.04 Process for Outsourcing

The Comprehensive Evaluation/Profile should be used when referring clients for vocational evaluation services.

3002.05 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 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 the 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 Comprehensive Vocational Evaluation report(s).

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. A 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

- Employment Barriers
- Source(s) of Information
- Vocational and Educational History
- Vocational Interests
- Behavioral Observations
- Tests Results
- Vocational Assets
- Vocational Limitations

Prescriptive Recommendations - There are four (4) elements which must be addressed in the recommendations section of a report. It is felt that by adequately addressing each of these, both positively and negatively, with good supporting rationale, the counselor will be given all the information s/he needs to proceed in case planning.

The four (4) elements are defined as follows:

1. **Employability** - This is a crucial decision an evaluator must make upon completion of the vocational evaluation. This comes before occupations are even considered. The evaluator and the counselor must be concerned with the client's basic ability to work as affected by

medical/social/psychological and other factors that will either work for or against successful employment. At this juncture, the evaluator's professional reputation must be put on the line. The evaluator is expected to supply supporting rationale as to whether or not the client is a candidate for successful employment.

2. **Occupations** - Employment is one of the most important options dealt with by the evaluator. The occupation(s) recommended for the client should meet several criteria: (1) It needs to be appropriate given the client's background, evaluation results and desired outcomes. (2) The occupation should be available in the community or at least within reasonable driving distance; (3) Transportation capabilities of the client should be considered. The occupation section should correlate with the rest of the report. If an occupation is recommended that the client cannot currently perform, the evaluator should specify in the other recommendation sections what intervention steps should be taken to move the client toward the ultimate goal. Likewise, the evaluation results should support the positive job recommendation. The evaluator is being asked to think through the job recommendations so that they are clearly stated and useful to the counselor and client. When listing proposed occupations, the evaluator should list titles and numbers in conformance with the Dictionary of Occupational Titles bearing in mind that these recommended jobs are available in the community or within a reasonable driving distance and feasible for consideration.
3. **Related Factors** – The evaluator should deal with two separate issues (1) Does the client have adequate housing, transportation, financial and family stability? Will home issues impede the client's progress or support the client's efforts to become and remain employed; (2) Does the client display appropriate work behaviors and stamina necessary for employment? This involves getting along with others, ability to accept supervision, working a full day and basic strength and functional capabilities needed to maintain work activities.
4. **Interventions** - A service or activity needed to enhance an individual's employability and/or independence. The service or activity should correlate to meet an identified need or barrier and/or address the individual's functional limitation(s).

Examples include, but are not limited to: Rehabilitation Assistive

Technology; Adjustment Services; Counseling; Training/Education; Workplace 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.