

3003.00 COMPREHENSIVE VOCATIONAL PROFILE – Provider Guidelines
(CSPM 134.00, 302.0.00)

3003.01 Description of Service

A Comprehensive Vocational Profile is an in-depth evaluation of a client who is unable to fully benefit from a Limited or Comprehensive Vocational Evaluation. The profile is based on a file review and client interview and it provides insight to client abilities, strengths, limitations and support systems for clients who have had very little or no work history. The evaluation clearly determines training, support and accommodations recommended for successful employment.

The Comprehensive Vocational Profile provides effective job matching recommendations without relying on traditional measurement instruments. A format composed of open-ended categories allows for each person to be described in a unique manner. This method provides for evaluation results that do not adhere to standardized or norm-referenced testing to determine job readiness, unless the client demonstrates an ability to participate in objective testing.

The profile is used to provide information about the strengths, preferences, needs and barriers of the client when these are not evident given the severity of the disability. This evaluation provides detailed information related to the client’s activities of daily living, emotional functioning, independent living needs and accommodations for home and work.

3003.02 Provider Information

The Comprehensive Vocational Profile is used to match an individual to an appropriate job. The focus is on the importance of the applicant’s demonstrated skills, experiences, home, family friends, neighborhood, informal supports, preferences, connections and need for accommodations. The profile seeks to empower and involve applicants, their families and friends. Common sense approaches to employment are given priority over strategies which rely solely on professional judgment and services. The approach to employment is to utilize the existing or natural supports of the client and to develop additional supports to assist the client in going to work. Evaluation results are based on the following:

- Existing file documentation, test results and demonstrated capabilities
- Client involvement through face to face interviews, family information and non-traditional vocational tools

3003.03 Provider Qualifications

Comprehensive Vocational Profile 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 qualification.

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

3003.04 Process for Outsourcing

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

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

3003.05 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 profile report must be received by the counselor within ten (10) business days from the date of completion or termination of the profile. Upon completion of the vocational profile, a staffing may be scheduled with the client, evaluator, counselor, and all concerned parties, to review the profile 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 transportation in determining an appropriate location for the profile. If the client cannot travel to the provider's location, at the discretion of the work team, an alternate setting will be chosen.

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

Sample Product - Providers will submit sample(s) of a comprehensive vocational profile 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 profile 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
- Dates of Referral, Evaluation and Report
- Disability(s)

Residential/Domestic Information

- Family (Parent/guardian, spouse, children, siblings)
- Marital Status
- Extended family
- Names, ages and relationships of persons living in same home/residence
- Residential history
- Family supports available
- Description of typical routines
- Friends and social group(s)
- Description and location of neighborhood
- Social Services near home
- Transportation availability
- General types of employment near home
- Specific employers near home

Educational Information

- History and general performance from school records, interviews, data, observations and vocational programs
- Current occupation/status and personal summary
- Community involvement
- Recreational activities

Work Experience Information

- Chores/work performed at home
- Volunteer work
- Paid work

Summary of Present Level of Performance

- Domestic skills
- Community functioning skills
- Recreation/leisure skills
- Academic skills (Reading, Math, Time Telling, Change Making)
- Motor/mobility skills
- Sensory skills
- Communication skills
- Social interaction skills
- Physical/health related skills and information
- Vocational skills
- Ability to utilize available assistive technology

Learning and Performance Characteristics

- What environmental conditions does the applicant like best
- What instructional strategies seem to work best
- Degree of supports typically required for learning and participation in community activities
- What environment/strategies should be avoided
- Occupational knowledge and orientation to work culture

Preferences

- Type of work the applicant wants to do
- What kind of work has applicant/family always wished could be obtained
- Type of work the parent/guardian feels is appropriate
- What activity(s) the applicant enjoys doing
- Observations of the kinds of work the applicant likes to do
- Observations of social situations and preferences

Connections

- Potential employers in family
- Potential employers among friends
- Potential employment sites in neighborhood
- Business/employer contacts for leads through applicant, family, friends

Flexibility/Accommodations Which May Be Required in Workplace

- Potential need for accessibility assistance, rehabilitation assistive technology, personal care assistance, transportation and other support services
- Habits, routines, patterns of behaviors, etc.
- Physical/health restrictions
- Behavioral challenges
- Degree and type of negotiation with employers likely to be required
- Recommended workplace accommodations

Other Important Information

- Primary disability classification of physical impairment
- Age of onset of primary disability either specific age, or if unavailable, narrow to either (1) Developmental (birth to 21); (2) Adult onset (22 years or older); or (3) unknown
- Documented secondary disability
- Pattern of physical involvement (monoplegia, hemiplegia, paraplegia, diplegia, double hemiplegia, quadriplegia, unknown)
- For individuals with cerebral palsy as a primary or secondary disability, record type (spasticity, athetosis, rigidity, dystonia, tremor, hypotonia, mixed)

Profile Summary

- This is a composite, narrative description based on all the information gathered during the profile activity

Job Development/Prospecting List

- This is a target list to be used for job development purposes. It matches the applicant to types of employment and to potential employment sites. It is compiled with input by the applicant, parents/guardians, service agency staff and data from profile. Identify (1) Type of Jobs, and (2) Specific Employers including address, phone, and contact person.

F. Fee

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