

**3005.00 PRE-EMPLOYMENT ANALYSIS – Provider Guidelines
(CSPM 000.00.0)**

3005.01 Description of Service

Pre-Employment Analysis provides the guidance necessary to enable the individual to make sound vocational choices, improve self-esteem, become employment focused and set career and placement goals. This service can be used at any time during a client’s vocational rehabilitation program.

3005.02 Provider Information

Pre-Employment Analysis service may include, but is not limited to the following topics:

- Get Acquainted - sociability, communication, and self-esteem
- Why people work - security, pride, achievement, comfort and economy
- Career Talk - short and long term goals
- Career interest / Exploration
- Exploring Jobs - the job market
- Transportation Accessibility
- Community Resource awareness
- Community Tour - class visits into work environments
- Assessment of personal financial goals and needs
- SSI/SSDI issues - understanding the facts
- Problem Solving and Empowerment - making good choices
- Job role playing

Evaluative Observations / Assessment:

- Response to supervision
- Accept and utilize criticism and instruction
- Attendance and punctuality
- Co-worker relationships
- Showing initiative
- Communication Skills
- Problem solving/decision making
- Motivation for specific training and employment
- Self-esteem

3005.03 Provider Qualifications

Pre-Employment Analysis providers must meet one of the following qualifications:

- A. An associate's degree with some higher education courses in a counseling-related field that may include, but is not limited to rehabilitation, education, special education, social work or psychology
- B. Two years of experience in subject matter

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.

3005.04 Process for Outsourcing

It is the VRP staff's responsibility to determine when Pre - Employment Analysis services should be purchased.

3005.05 General and Specific Standards

A. Timeliness

The Provider must notify the VRP staff within five (5) business days of receipt of referral regarding whether or not they will accept the referral. Provider will give counselor an approximate date of service delivery. The completed pre-employment analysis report must be received by the counselor within ten (10) business days from the date of completion or termination of the service delivery.

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.

C. **Criminal Records Investigation**

Providers will be required to perform a criminal record investigation in accordance with DHS/GVRA policy on all staff who provide direct services to VRP clients.

D. **General Requirements**

Mobility - Consideration should be given to the client's needs in determining an appropriate location for providing services.

Training / Service Materials- Providers will submit a list of training/service materials that will be used in providing this service.

Sample Product-Providers will submit sample(s) of pre-employment analysis reports, training reports, and action plans to determine if client's needs are being met.

E. **Report**

Documentation must include topics covered and client's response to the subject matter.

Identifying Information

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

Interventions – Based on a client's goals and skills the employment setting, and the supports needed, Assistive Technology provided within the context of reasonable accommodations.

Achievement Level – Based on a client's employment objectives, the client should receive only those services which help him / her achieve the desired outcomes.

F. **Fee**

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