

SERVICE PROVISION

EVALUATION

OVR Counselors rely on assessment results to determine what services and what method of service delivery will be most appropriate for a student. With the Community Based Work Transition Program, OVR contracts with a school district to provide a community based vocational evaluation.

Individual student evaluation results will be different for each student. Time is devoted with students around specific evaluation questions. What do you need to learn? How are you going to get the information? (Evaluation Planning Meeting)

The employment coordinator devotes time and energy beginning the first year (the student's final 20 months of high school) of the program getting to know students well, and working with them to assess employment that is a good fit (e.g., a fit for interests, skills, abilities, work conditions, etc). The idea is to figure out the kinds of things students is capable of doing.

Evaluation Planning Meeting (formerly the Initial Planning Meeting)

The first part of a student's evaluation should be meeting with the student and their parents to explain the CBWTP and to begin informally identifying the student's interests, skills, history, etc. Formal evaluation will begin during *the Evaluation Planning Meeting*. This is an opportunity for the student, the OVR Counselor, the Employment Coordinator and other interested parties to begin discussion of what vocationally relevant questions need to be answered early in the evaluation process. Initial questions are answered by devoting time with the students in typical areas of interest and skill, talking to people who know the student well, and reviewing relevant records. Later on, time with the student should be structured to discover new information involving novel activities --including the development of targeted business evaluation sites. These sites are developed with a specific student in mind — for the purpose of answering specific evaluation questions that can best be answered within a place of business. The *Evaluation Planning Meeting Note* completed by the employment coordinator and submitted to the OVR Counselor provides an overview of relevant information from the *Evaluation Planning Meeting*.

Monthly Evaluation Services

After the *Evaluation Planning Meeting*, the student will begin receiving *Monthly Evaluation Services* from the employment coordinator. At this time the employment coordinator will dedicate time to answering questions posed during the *Evaluation Planning Meeting*. This is a continuous process of information gathering for the student and employment coordinator. It is not uncommon for answers during *Monthly Evaluation Services* to lead to more questions that will need to be addressed. It is important to remember that the information needs identified during the *Evaluation Planning Meeting* should not limit the exploration and collection of additional evaluation information. *Monthly Evaluation Services Reports* capture the activities

utilized as well as vocationally relevant information collected by the employment coordinator. These reports are completed by the employment coordinator and submitted to the OVR Counselor.

Targeted Business Evaluation sites are a mandatory and useful means of obtaining information in conjunction with interviews and other observation opportunities. It is recommended that students be evaluated in at least two different job clusters (such as manufacturing, agricultural, clerical, retail, food service, maintenance, etc.) during the evaluation stage. These clusters will be partly determined by the student's interests, the local economy, and the types of jobs available in the community. If it is obvious that a student excels and desires a particular type of job, it is not imperative that the student work in two different job clusters. All evaluation sites must be fully integrated places of employment in the community. The CBWTP is designed with the intended outcome of integrated, competitive employment (which may include supported employment), therefore evaluation and training should not occur in a sheltered or institutional setting. School settings should not be used as evaluation sites. In an instance where a student desires employment in a school setting and an opportunity for the student to become employed in such a setting exist, an exception request may be made in writing to the OVR Counselor working with the program.

Each student is allocated a maximum of 10 billable months of *Monthly Evaluation Services*. However, should all necessary evaluation information be collected in a span less than 10 months, the student, OVR Counselor, and employment coordinator may agree to end *Monthly Evaluation Services* and move on to completion of the *Vocational Evaluation Report*. Unused *Monthly Evaluation Services* months may be rolled over into the pool of available billable *Monthly Training Services* months during the Training portion of the CBWTP.

The Vocational Evaluation Report

Information contained in the *Vocational Evaluation Report* will serve as the basis for the OVR Counselor completing the Individualized Plan for Employment (IPE), which will later lead to job development and job analysis. Once the *Vocational Evaluation Report* is submitted to the OVR counselor the *IPE Planning Meeting* will then be scheduled.

The Individual Plan for Employment Planning Meeting

The goal of the *Individual Plan for Employment Planning Meeting* is to discuss the findings of the *Vocational Evaluation Report* with the student, OVR Counselor, employment coordinator, and other interested parties. After this meeting, the IPE will be completed. *The IPE Planning Meeting Note*, completed by the employment coordinator and submitted to the OVR Counselor is designed to capture an overview of relevant information from the *IPE Planning Meeting*.