

M. VOCATIONAL ASSESSMENT

Additional testing, assessments, and evaluations may be necessary for WV WORKS participants with physical and/or mental disability issues in order to determine appropriate placements in training and employment. Referrals to the **West Virginia University Center for Excellence in Disabilities (WVU CED)** Assessment Specialist or an alternate approved provider, for vocational assessments for WV WORKS participants are made when a participant meets one or more of the following conditions:

- Determined unable to work for more than six months due to a physician's statement;
- Determined incapacitated for WV WORKS by MRT and a referral to the Division of Rehabilitation Services (DRS) is indicated on the ES-RT-3;
- Scores 12 and above in Sections A–D of the Learning Needs Screening or answers "yes" to question #13 in Section D;
- Received TANF/WV WORKS for **36** months or more; or
- WV WORKS Supervisor and Worker have determined individual could benefit from completion of the assessment in determining appropriate activity placement.

All WV WORKS participants who meet the criteria listed above must be referred to WVU CED, unless the Worker and the Supervisor determine there are documented and verified circumstances which prevent the effective administration and completion of the vocational assessment. Appropriate documentation must be provided and corresponding case comments must be made in CMIC. These circumstances must be reviewed monthly.

Priority for referrals must be given first to those not in an activity. If the individual is already employed or is in an activity which will likely lead directly to employment, i.e., full-time vocational training, college, etc., a referral for a vocational assessment is not appropriate.

1. Vocational Assessment Referral Process

Referrals to the vocational assessment provider are made by completing form DFA-WVW-80 which must be signed by the WV WORKS Supervisor. The original goes to the provider and a copy is filed in the client's case record. A copy is given to the client.

For referrals to WVU CED, a chart listing the designated Vocational Assessment Specialist is found on the DFA Intranet under Desk Guides.

Completion of form DFA-WVW-ADA-1 is required for individuals referred to the provider. It is not necessary to send a copy to the provider. A copy is filed in the case record and a copy is given to the client. The Worker must also complete the follow-up form, DFA-WVW-ADA-1A, for the case record. Workers must advise clients that testing involved with the vocational assessments may take an entire day to complete. Copies of the appointment letters are sent to the Worker. Clients are scheduled by the provider for vocational assessments within **10 working** days following receipt of a referral. A written report with the results of the vocational assessment is provided to the Department within **30 working** days following completion of the testing. The Worker and the provider must maintain close contact throughout this process.

NOTE: In addition to meeting at least 1 of the conditions listed above, individuals referred must be able to sit for up to several hours at a time in order to complete the vocational assessment. The Worker must discuss this with the individual to determine if he is able to meet this requirement, and if so, the Worker must indicate this by checking the box "yes" on the referral form. Individuals should be encouraged to bring a lunch or a snack on their vocational assessment day.

Copies of the following documents, when available, must be attached to the DFA-WVW-80 upon referral:

- TABE results,
- Emotional Health Inventory (EHI);
- Learning Needs Screening (**LNS**);
- Work Keys;
- MRT packet;
- WV WORKS Initial Self-Sufficiency Appraisal, OFA-WVW-3A; and
- Most recent **WV WORKS Self-Sufficiency Plan (DFA-SSP-1)**.

NOTE: It is preferred that referrals for vocational assessments are made only after the TABE, EHI, and LNS have been completed. If the client has declined completion of the EHI and/or LNS, the Worker must indicate this

under the comments section of the referral form. If the participant is not required to complete the TABE (example: college graduate), then it must be noted in the comments section of the referral form. This information is needed by the provider in order to administer the appropriate testing instruments for the vocational assessments. However, referrals for vocational assessments made prior to completion of assessment testing must note in the comments section of the referral form, DFA-WVW-80, the date the TABE, EHI, and LNS are scheduled. The referral is not accepted by the contractor until the assessment testing results are received. Results of the TABE, EHI, and Learning Needs Screening must then be forwarded by the Worker to the provider.

Other appropriate documents, such as physician's statements or other assessments, may be provided if they are relevant in assisting the provider's staff in completing the vocational assessments.

NOTE: WV WORKS participants who have a documented disability must be placed in the AD component in Work Programs, in addition to other component codes.

2. Scheduling Appointments for Vocational Assessments

Appointments are scheduled by the provider using the following procedures:

- **Vocational Assessment Specialist will reschedule a participant one time when the participant calls to cancel an appointment.**
- **Upon failure to appear for a second appointment, even if the participant calls to cancel the appointment, the Vocational Assessment Specialist will not reschedule the participant again until a consultation has been held with the Family Support Specialist to determine if another scheduled appointment is warranted under the circumstances.**
- **Vocational Assessment Specialist contacts the Worker by e-mail or telephone the same day that an individual does or does not keep his scheduled appointment.**
- **Vocational Assessment Specialist will notify the Worker if and when a new referral form is necessary during this process.**