

OREGON OFFICE OF VOCATIONAL REHABILITATION

REFERENCE GUIDE

**JOB PLACEMENT SERVICES
2012-2014**

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OVERVIEW

AUTHORITY:

Rehabilitation Act of 1973 as amended by the Rehabilitation Act of 1998, Section 103(a)(4); 34 Code of Federal Regulations §361.48(l).

INTENT:

OVRs's intent is to continue our focus on both internal and external job development activity. In support of external processes on January 1, 2012 OVRs will amend previous non-competitive contracts with organizations and sole proprietors to purchase job placement services including; referral, development, placement, retention of jobs on behalf of and for OVRs clients. OVRs will continue to support their internal processes through the provision of a series of organizational initiatives and activities initiated by managers and staff and carried through by the OVRs Employment Team and OVRs Motivation Intervention's Support Team.

BACKGROUND:

The Oregon Office of Vocational Rehabilitation Services (OVRs) provides the full range of vocational rehabilitation services that are allowed under the Rehabilitation Act of 1973, as amended. OVRs provides Job Development and Job Retention services to clients in OVRs service whose individualized plan for employment (IPE) identifies these services as necessary for the client to obtain or maintain employment. Services must be provided in a manner clearly supporting the philosophy of the Rehabilitation Act of 1973, as amended, emphasizing informed choice. The clients to be served will need extensive assistance in obtaining and maintaining competitive employment commensurate with their presenting vocational, social, psychological, and medical conditions, and consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. The client and the vocational counselor work in collaboration to choose a provider from the OVRs vendor list at which time an Authorization for Purchase (AFP), acting as the work-order, is issued to the chosen provider identifying the parameters of the service to be provided.

OREGON DIRECTION:

Now, more than ever, the work of Oregon's Office of Vocational Rehabilitation Services (OVRs) is increasingly complex. Clients are presenting with more complex issues, needs and employment barriers. Traditional service delivery, designed to move a client from intake to employment effectively, has been further compromised by an on-going economic downturn and the stress of working with clients who may not be motivated towards working.

In response to these challenges OVRs has moved to an employment outcomes process that is designed to work more effectively with clients on their motivation to work and increasing our job market penetration, thereby, enhancing employment outcomes and serving more complex cases. This initiative is called "Enhancing Employment Outcomes" (EEO).

OVRs's vision is for an enhanced service delivery system that has become a part of day-to-day operations. The result being simplicity of purpose based on the belief that employment outcomes are the result of appropriate client preparation combined with effective job development. Aligning these inputs to employment outcomes also justifies continued existence and funding. OVRs's challenge has been to rigorously organize around this simple idea.

Organizational efforts in support of the EEO vision have been extensive. Over the past four years staff and contractors have continued being provided with training, technical assistance and support of two sets of skills:

1. Skills to recognize motivation-to-work and when motivation is a barrier to employment apply appropriate counseling intervention techniques.
2. A level of expertise in job development methodology that positively impacts the quality and quantity of employment outcomes for our participants.

This guide focuses on the job development methodology currently in place as well as introduces several key components of the 2012-2013 contract amendments including:

- An amended job development process specifically designed to serve participants who will benefit from a more supported or customized employment approach to job development.
- An amended job development process designed to better serve persons who will continue to benefit from a more standardized approach to job development.
- An amended payment structure.
- Identification of new and removed contracted services categories.
- Definition of new and removed service categories and guidance on their use.
- Flow-charts for both supported or customized and standard job development processes to guide you when implementing the amended contract process.

DEFINITIONS:

“Targeted Vocational Assessment”, as it relates to an amended job development process for participants who will benefit more from a supported or customized employment outcome. The service category to use is “comprehensive assessment”. Targeted vocational assessments are to be used on an as-needed basis to assess things like: an individual’s presentation, work tolerance, communication, quality of work, self-care, self-direction and interpersonal skills. It is also during this time that individuals can be provided with an opportunity to clarify job interests and identify long term support needs. This assessment might also include the development of one or more community workplace assessments. The result of the targeted vocational assessment is for a plan goal, including a list of possible job sites and a list of potential resources for long term supports, to emerge. Targeted vocational assessments paid for under service category comprehensive assessments, are provided outside of the contract.

“Referral Process”, for purposes of the contract amendments, **this** refers to a newer, standardized process when referring participants to prospective job developer contractors. This formalized referral process is designed to provide job developers with enough information to make an informed decision before accepting the job. Job developers must make a decision now, prior to accepting the work, about whether they feel they can be successful in placing the individual into a job and what methodology they agree to use by submitting an employment proposal.

The **“Employment Proposal”** is submitted, by the job developer, as a result of the referral process. Submission of an employment proposal indicates acceptance of the referral and includes an outline of the job development methodology they intend to use to obtain a positive employment outcome. Acceptance of the employment proposal will be by both the VRC and the participant. A milestone payment is available to the job developer once the proposal is accepted.

“Job Preparation” refers to direct client services, including preparation of a master application, resume’, on-line job application, and/or practicing targeted interview questions and insuring that the baseline employability criteria of motivation, reliability and dependability are being met. The amended contract removes the service category of job preparation from the contract and will now be provided outside of the contract at a proposed, standardized hourly rate.

“Job Ready Client” refers to any client of OVRS who meets the minimum standard for employability by demonstrating:

- (1) The motivation, or desire, to work;
- (2) Has shown that they can be relied on to show up when they need to, and;
- (3) Have the capacity, either with or without support, to stay on task for a period of time generally associated with working.

“Employment Profile” refers to the tool used by VRC’s to differentiate client’s placement needs into one of four categories; 1) Self-placement, 2) Job Development 1, 3) Job development 2, and/or Motivation Intervention. The purpose of this differentiation is to identify which job development strategies, when implemented, will have the best chance for success.

“Independent Job Development Contractor” refers to the person or organization authorized by OVRS to provide job placement assistance services under contract for a designated period of time.

“Job Development” refers to direct employer services; outreach and in-person interactions with employers, that leads to job offers in the hidden job market and includes activities of prospecting, needs, analysis appointments and identification of employer’s priority and minimum needs. These services are authorized by the OVRS when the VRC determines the need for third party representation in order to access employers, as example, those whose employment profile indicated a) Job Development 1, or b) Job Development 2.

“Job Placement” occurs after both the VRC and the participant have accepted a job offer. A work-order (AFP) can be issued for job placement as soon as the participant’s first day of work, however, the amended contract allows full-payment only once to be issued to the same job developer. In the case of a second job placement by the same job developer placement cannot be made until 30-days of employment. If a third job placement, by the same job developer is made, eligibility for payment will be for retention only.

“Job Retention” is follow-along provided as direct engagement with either the client or the employer, or both, to assist in maintaining and retaining the job after the job has begun. The job retention time period includes the 90-consecutive days after the job begins. A work-order (AFP) can be issued after 90 days and not until the participant’s file is eligible for a file closure as “Rehabilitated”.

“Job Retention-Self Placement” refers to cases when the participant gets their own job (self-places) but will benefit from follow-along services provided by a contracted job developer. This retention fee is added to the amended contract as an additional, but smaller, milestone retention payment.

“Milestone Payment”, “Outcome Payment”, or “Performance Based Payment” is a single payment made based on performance such as; acceptance of a client referral, securing a job placement, or upon eligibility for a file closure as “Rehabilitated”. Services provided for job placement assistance, under contract, are not longer based on hours of effort.

“Job Coaching” refers to both a specialized and less formal approach to mentoring participants on the job. VRC’s should consider the skill level necessary to address the participant’s barriers to employment and structure the intervention accordingly. The level of payment should match the specialized nature of each individual intervention. Job coaching will now be provided outside of the contract at a locally negotiated hourly rate.

“Supported or Customized Employment Process” the 2012 – 2014 contract amendments make provisions for a separate supported or customized employment track. This track differentiates a more standard practice in job development from a more specialized practice in job development. This differentiation can only be made when a) the participant’s record indicates their status as “supported employment”, or b) the VRC and their branch manager agree that the participant’s record indicates that they will only obtain employment from using this specialized track. Contract amendment provides for higher milestone payment at placement but retention milestone payment remains the same for both tracks.

“Standard Employment Process” refers to the previous job development contract “Model” with some changes. The new contracted process identifies a formalized referral process that results in an employment proposal by the job developer. This process, when completed, will also result in an additional milestone payment. The standard employment process removes job coaching and job preparation from services provided under contract. Contract amendment also provides for higher milestone payments at placement.

PROCEDURES:

The type of job placement services intervention contracted for should mesh with the employment barriers presented by the client's case. If it does not, then the job development contractor's time will not be spent effectively, nor will they be able to maximize employment outcomes, or assist the client to realize their goal for employment.

In order to determine the most effective job placement method to be implemented the counselor should first determine what job placement profile the client most resembles (Appendix A: *Employment Profile Summary*).

Self-Placement (SP) – Describes the participant with average or above average ability and motivation, who can gain access to the labor market and will have credibility with employers. This person may even be able to get a job on his/her own with the some targeted job preparation assistance. [A self placement strategy is recommended to be implemented before referral for job development i.e. job club, self-directed learning, and/or counseling.]

Job Development 1 (JD1) – Describes the participant who has the ability and motivation necessary to do the job, but has employment barriers that impact their access to employers. These barriers stop the employer from seeing them as viable candidates. [A priority needs strategy when developing jobs for this individual is recommended i.e. immediate and long-term needs can be addressed through the hire and/or real and ideal needs have been addressed.]

Job Development 2 (JD2) – Describes the participant who has motivation but currently lacks, and will continue to lack in the future, the ability levels that enable them to be competitive. They will have difficulty multi-tasking, they may also have lower productivity levels than would otherwise be considered competitive. [A massaging minimum needs strategy is recommended i.e. working with the employer to help them identify their minimum hiring needs and/or need to restructure a job, or carve a job.]

Motivational Intervention (MI) – This person, regardless of ability, access or credibility, does not internalize the need to go to work. They lack insight into their true reasons for working. [OVRs will implement Motivation Intervention strategies to assist the client to become more motivated towards work including one-on-one motivation intervention vocational counseling and small group motivation intervention activities.]

TABLE #1

Attaching Employment Profiles to Service Descriptions and the 2012-2014 Payment Structure:

EMPLOYMENT PROFILE	SERVICE DESCRIPTION Referral Process	Milestone AMOUNT
SP, JD1, & JD2	<p>A work-order (AFP) is issued after a formal referral process has been initiated by the VRC using the “Job Development Referral Form” and responded to by the JD using the “Employment Proposal Form”.</p> <p>Payment can only be processed after the “Employment Proposal” has been accepted by the participant and the VRC.</p>	\$200.00

EMPLOYMENT PROFILE	SERVICE DESCRIPTION Job Placement - Standard	Milestone AMOUNT
SP and/or JD1	<p>A work-order (AFP) is issued after the JD brings forward a job opportunity that is accepted by both the participant and the VRC.</p> <p>OVRs cannot be invoiced until the “Employment Verification Form” has been submitted.</p>	\$1,000.00

EMPLOYMENT PROFILE	SERVICE DESCRIPTION Job Placement – Supported or Customized Employment	Milestone AMOUNT
JD1 and/or JD2	<p>A work-order (AFP) is issued for the higher placement rate, after the JD brings forward a job opportunity, and when the participant record indicates, a) their status as being “supported employment” , or b) the VRC and their branch manager agree that the participant’s will only obtain employment from using this specialized approach, and c) long-term supports are identified and in process, and d) the job offer is accepted by the participant, VRC and those involved in providing long-term supports.</p> <p>OVRs cannot be invoiced until the “Employment Verification Form” has been submitted.</p>	\$2,000.00

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EMPLOYMENT PROFILE	SERVICE DESCRIPTION Job Retention	Milestone AMOUNT
SP and/or JD1	<p>A work-order (AFP) can only be issued and invoiced after, a) the participant’s employment has been maintained for at least 90-days, b) the file is eligible for a closure of “Rehabilitated”, and c) the “Job Placement Survey” has been submitted.</p> <p>In the case of a file closure “Rehabilitated” as supported or customized retention, long-term supports will need to have been identified and in place.</p>	\$1,500.00

EMPLOYMENT PROFILE	SERVICE DESCRIPTION Job Retention – Self Placement	Milestone AMOUNT
SP, JD1, JD2	<p>A work-order (AFP) is issued for follow-along services when participants find their own job and can be invoiced only after, a) at least 90-days , b) the file is eligible for a closure of “Rehabilitated” and, c) the “Monthly Job Retention and Follow-Up Report” has been submitted</p>	\$500.00

TABLE #2

Attaching Services to the 2012-2014 Payment Rates:

SERVICE	RATE
<p>1) JOB DEVELOPER REFERRAL PROCESS: There will only be one active employment proposal between a VRC and a job developer prior to service provision.</p> <ul style="list-style-type: none"> • VRC refers by use of the “Job Development Referral Form” • The JD can either accept the referral or deny the referral based on the information contained on the referral form and their interaction with the participant • The JD who accepts the referral will respond by submitting an “Employment Proposal Form” • The JD will be paid a milestone payment of \$200.00 when the employment proposal has been accepted by the VRC and the participant 	<p>Milestone Payment</p> <p>\$200.00</p>

SERVICE	RATE
<p>2) JOB DEVELOPMENT: Job development activities will commence after the employment proposal has been accepted. Activities and timelines will be monitored monthly by the counselor based on guidance from their branch manager, but will always be reviewed formally at 90-days.</p> <ul style="list-style-type: none"> • The JD reports progress to the VRC monthly, formally or informally, based on their branch manager’s preference. • When contact is made formally, the JD will report progress using the “Monthly Job Development and Follow- Up Report” • When contact is made informally, the VRC will note contact by using the case notes feature in ORCA • All job development activities must be formally reported by the VRC by use of the 90-day ORCA review process <p>JD and VRC understand that JD’s efforts to identify an employment opportunity are now a non-paid activity. Efforts must result in outcome before OVRS resources can be expended.</p> <p>JD and VRC understand that their relationship is not exclusive; therefore, as long as the participant remains in job ready status and should an appropriate job present itself by other means, that job opportunity will be considered, regardless of its origin.</p>	<p>Milestone Payment</p> <p>∅</p>
<p>3a) JOB PLACEMENT - STANDARD: Payment criteria for a standard job placement can only be met when both the VRC and the participant accept a job that the job developer presents to them as a viable job opportunity.</p> <ul style="list-style-type: none"> • Payment will be made to the JD once per participant at the time of job acceptance • In the case of a second job placement by the same JD, placement payment will only be made after 30-days of successful employment • In the case of a third or other subsequent job placement the placement fees will not be paid, but retention fees will be available as long as retention criteria is met • The JD and VRC understand that the vendor’s agreement with OVRS promotes use of the AFP as work-order, which cannot be invoiced until the “Employment Verification Form” has been generated. 	<p>Milestone Payment</p> <p>\$1,000.00</p>

SERVICE	RATE
<p>3b) JOB PLACEMENT - SUPPORTED or CUSTOMIZED EMPLOYMENT:</p> <p>Criteria for a milestone payment into supported or customized employment jobs can only be met when, a) the participant’s record indicates their status as “supported employment”, b) the VRC and their branch manager agree that the participant’s record indicates that they will only obtain employment from using this specialized approach, and c) the job offer is accepted by the VRC, participant and the organization, agency or individual involved in providing the long-term supports.</p> <ul style="list-style-type: none"> • VRC and JD recognize that this type of job offer will be reimbursed at a higher rate based on the length of time and special skills applied during the non-reimbursed job development phase • In the case of a second job placement by the same JD, placement payment will only be made after 30-days of successful employment • In the case of a third or other subsequent job placements the placement fees will not be paid, but retention fees will be available as long as retention criteria has been met • The JD and VRC understand that the vendor’s agreement with OVRs promotes use of the AFP as work-order, which can not be invoiced until the “Employment Verification Form” has been generated. 	<p>Milestone Payment</p> <p>\$2,000.00</p>
<p>4) JOB RETENTION</p> <p>Job retention activities include meeting with the employer to assess the success of the placement; identifying ways to improve the effectiveness of the placement; and identifying additional placement opportunities with that employer or by referral from the employer to other employers.</p> <ul style="list-style-type: none"> • JD and VRC agree to what level activities are necessary to insure a positive employment outcome • JD reports what follow-along activities have taken place by use of the “Monthly Job Retention and Follow-Up Report” • The JD and VRC understand that the vendor’s agreement with OVRs promotes use of the AFP as work-order which cannot be invoiced until the “Job Placement Survey” has been generated • The JD and VRC understand that the vendor’s invoice will not be paid until the participant’s employment has been maintained for at least 90-days and the file is eligible for a closure of “Rehabilitated”. <p>In the case where retention is being paid on a file eligible for closure as “Rehabilitated” and the participant has been following the Supported or Customized Employment track, long-term supports will need to have been addressed and in place prior to file closure.</p>	<p>Milestone Payment</p> <p>\$1,500.00</p>

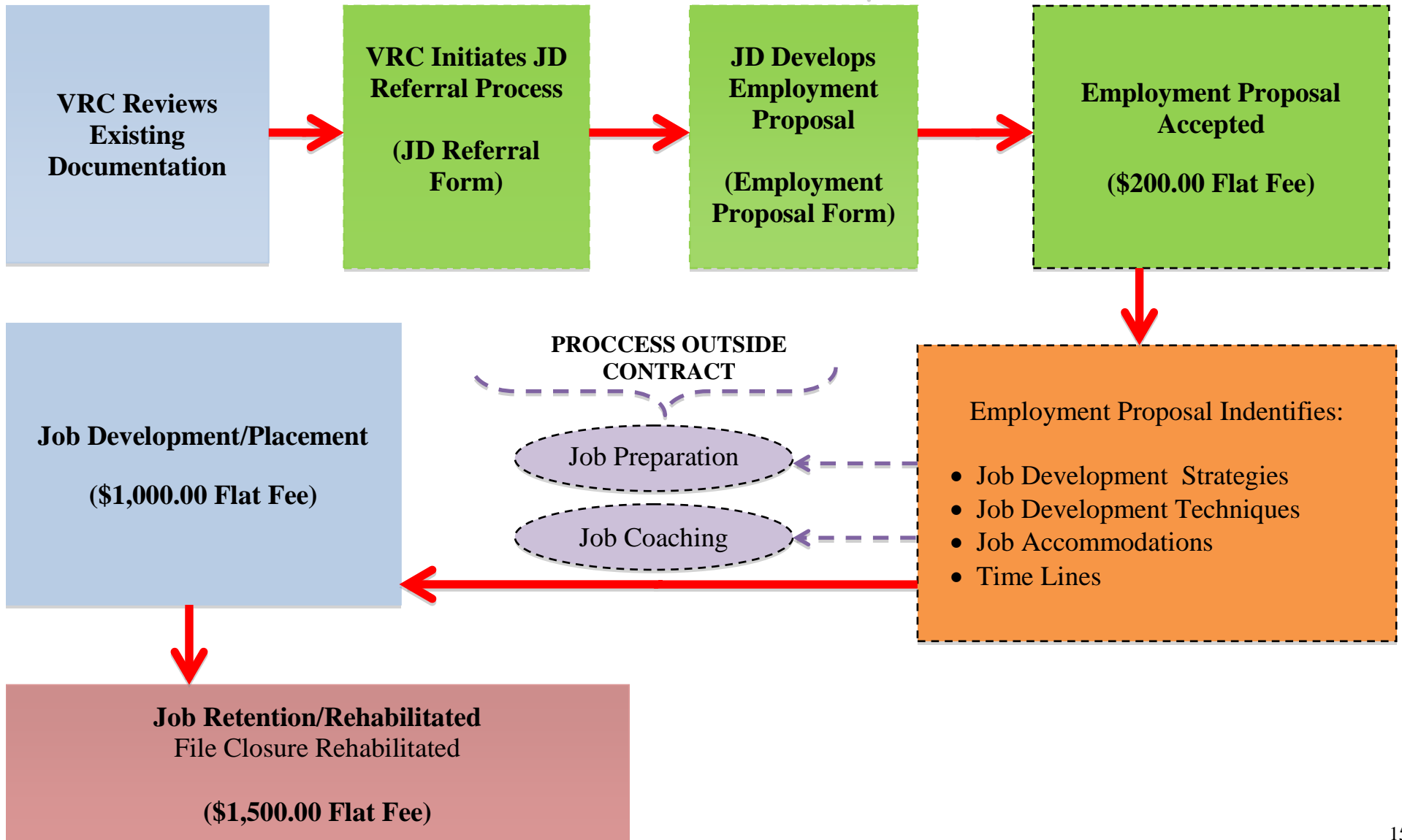
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SERVICE	RATE
<p>4c) JOB RETENTION/Follow-Along – Self Placement: In the case where a participant finds their own job but requires follow-along services from a contracted job developer, the contractor will work with the participant and the employer to provide agreed upon retention services.</p> <ul style="list-style-type: none"> • VRC guides JD on the type of follow-along activities they will be paid to provide • JD reports what follow along activities have taken place by use of the “Monthly Job Retention and Follow-Up Report” • JD and VRC understand that the job developer will not be paid until after employment has been maintained for at least 90-days and the file is eligible for a closure of “Rehabilitated”. 	<p>Milestone Payment</p> <p>\$500.00</p>

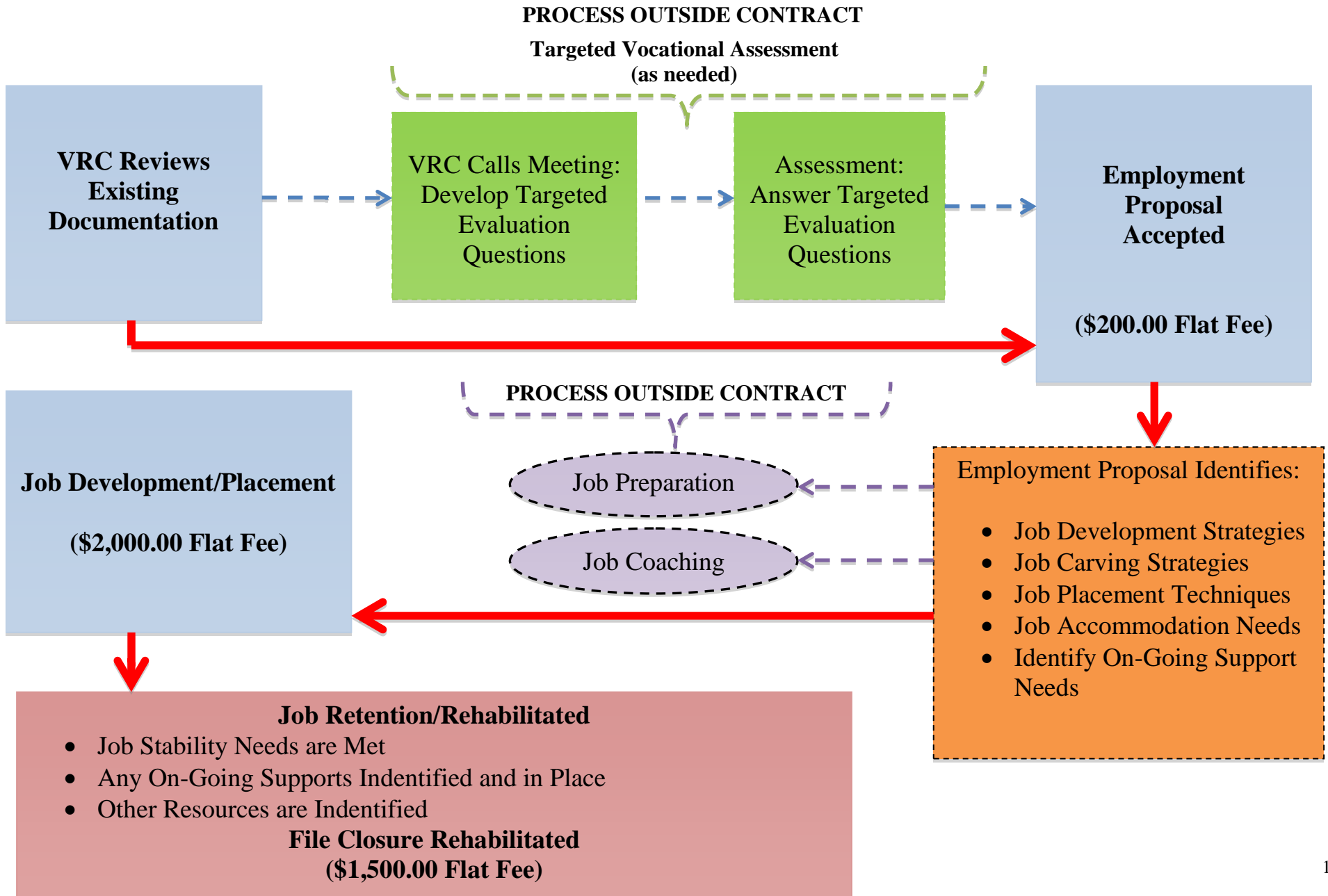
FLOW CHARTS

OVRS STANDARD EMPLOYMENT PROCESS

NEW CONTRACT AMMENDMENT PROCESS



OVRS SUPPORTED OR CUSTOMIZED EMPLOYMENT PROCESS



Addressing Business Practices:

All job developers providing job development, placement and retention services must provide these services to OVRS participants under contract. OVRS contract amendments will be in effect from January 1, 2012 through December 31, 2014.

A list of approved vendors is available electronically through OVRS Administration and can be found in ORCA under vendor name and registration type. OVRS's Job Development Coordinator maintains this list.

Clients assigned to job developers prior to January 1, 2012 will be served using their existing work-order (AFP). After amendments take effect, should a vendor become inactivated, only the Business Consultant will be able to pay and close the existing work-order (AFP).

Once outstanding work-orders (AFP's) have been closed, a VRC can choose to move any clients who have not received an appropriate job offer to a different contracted job developer.

Job Development Forms:

- Appendix A: *Employment Profile Summary*
- Appendix B: *Job Developer Referral Form*
- Appendix C: *OVRS Employment Proposal Form*
- Appendix D: *Monthly Job Developer and Follow-Up Report*
- Appendix E: *Job Developer Invoice and Summary Report*
- Appendix F: *Employment Verification Form*

Note to Job Developer Contractor's:

OVRs continues to envision job development, when it is well performed, as exemplifying the best principles and practices of marketing and sales. OVRs expects their contracted job developer to continue to enhance their job development strategies and techniques by consistently working within the EOP II four-step framework below:

Step 1: Prospecting

- Identifying potential employers
- Making initial contacts
- “Qualifying” employers and scheduling an appointment

Step 2: Needs Analysis

- Querying the employer to determine their business requirements
- Forestalling potential objections of the employer

Step 3: Selling

- Presenting opportunities to the employer based on the needs identification and the match with the client
- Resolving any lingering concerns about the ability of the client and the agency to meet their requirements
- Confirming final agreements about next steps

Step 4: Follow-up

- Meeting with the employer to assess the success of the placement
- Identifying ways to improve the effectiveness of the placement
- Identifying additional placement opportunities with that employer or by referral from the employer

Questions & Answers about Oregon's Job Placement Services Contract

Reference Guide Q&A

- 1. If after the placement fee is paid and the client loses the job, does the job developer get a second placement payment for the same client?** The 2012-14 amendments clarify this situation. Payment will be made to the job developer once per participant. In the case of a second job placement by the same job developer, placement payment will only be made after 30-days of successful employment. Third and subsequent placement fees will not be paid, but retention fees will be available as long as retention criterion is met.
- 2. How will job developers get to "know" our clients for effective placement?** The 2012-14 amendments provide job developers with a more standardized referral process including the opportunity to be paid for this service.

Job Developer Contracts:

- 1. After the amendments are signed, will we have to do revisions for all of our clients that are using job developers?**
No, existing AFP's will be honored. After January 1, 2012, however, if the job developer does not have a valid contract with DHS they will be automatically dropped until they have successfully completed the vendor application process.

Request for a Job Placement Services Application

- 1. What is the process for adding new job developer vendors?**
Anyone that is interested in providing job placement assistance services to OVRS for the amended services including, referral, placement and retention, will need to contact the Job Development Programs Coordinator, Cheryl Furrer. After speaking with them, she will send them an electronic copy of the application.
- 2. How will we know who the job developer vendors with executed contracts are?** The approved list of contracted job developers will be maintained in ORCA under the vendor section. This list will be continually updated as new contractors are approved and placed into ORCA.

Miscellaneous

1. **What is a reasonable period of time between milestone activities?** The job developer will provide you with an “Employment Proposal”. The employment proposal will have agreed upon timelines included in the document.
2. **For my deaf clients, how do I coordinate interpreter’s services for their job interviews?** The VRC needs to work with the job developer to understand when the interview is to take place. It is the responsibility of the VRC to hire a certified interpreter to assist during the job interview. If you have trouble doing so, please contact Sheila Hoover, the state-wide Deaf & Hard of Hearing Coordinator.
3. **How do pre-employment activities fit into the Milestone Payment structure?** If you desire to have a job developer locate a trial work or community voluntary placement site, the AFP for them will be written to specify the location of an appropriate assessment site and paid at a standardized rate under the service category “Assessment”. This service is now outside of the contract.
4. **Are temporary jobs eligible for the final Milestone Payment i.e. Job Retention/Rehabilitated?** No. If a job developer places a client in a temporary position, this is considered a “pre-employment” activity. If the client does get hired on a permanent basis and loses temporary status, then the job developer may invoice a placement fee of \$1000.00. If the case becomes eligible for a file closure of “Rehabilitated” after 90-days of employment, a Job Retention fee of \$1,500.00 will also be available.
5. **Will we be able to access the job developer forms electronically?** Yes, they are located on the OVRs website and on the OVRs staff tools page.
6. **How will everyone access copies of the completed Job Development Survey forms?** Cheryl Furrer, OVRs Job Development Coordinator, will be receiving and compiling the results of the completed job development survey forms. You may be in contact with Cheryl, directly, via e-mail to request that information.

Appendices

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Employment Profile Summary

Employment Profile	Descriptions and Strategies
Self Placement (SP)	<p><u>Describes</u> participants who have the ability and motivation necessary to do the job. They can access employers and may be credible enough to get a job on their own.</p>
	<p>Job Development Strategies: Teach Self Marketing Job club, self-directed learning, counselling</p>
Job Development Level 1 (JD 1)	<p><u>Describes</u> participants who have the ability and motivation necessary to do the job, but have employment barriers associated with access to and credibility with employers. These barriers stop the employer from seeing them as viable candidates.</p>
	<p>Job Development Strategies: Prospecting, Needs Analysis and Job Placement Locate job and market skilled candidate to employer (some job development) {priority needs}</p>
Job Development Level 2 (JD 2)	<p><u>Describes</u> participants who have limited abilities as well as an employment barrier, but who have the motivation to go to work. An employer, because of these limitations in ability would not consider them appropriate applicants. Therefore, they are without employer access or credibility and so they, too, are being excluded from the labor market.</p>
	<p>Job Development Strategies: Prospecting, Needs Analysis Job and Job Placement Get employer to identify <u>minimum hiring needs</u> and market motivated candidate.</p>
Motivation Intervention (MI)	<p><u>Describes</u> participant who do not demonstrate a level of motivation to work needed in order to make that change. This is true even though they may have the ability to do the job. This participant may have or may not have access and credibility dependent on their skill level and other employment barriers. While the motivation development profile usually refers to people who are de-motivated about working, it also is used to describe people who repeatedly lose their jobs.</p>
	<p>Job Development Strategies: Motivation Intervention OVRs will implement Motivation Intervention strategies to assist the client to become more motivated towards work including one-on-one motivation intervention vocational counseling and small group motivation intervention activities.</p>



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Job Developer Referral Form

Job Developer's Name/email address:	Job Developer's Phone:
Counselor's Name/email address:	Counselor's Phone:
Participant's Name/email address:	Participant's Phone:
Counselor: Verify that the following information is available to the job developer at time of referral	
<input type="checkbox"/> Release of Information Authorization <input type="checkbox"/> Vocational goal <input type="checkbox"/> Disability information, including functional limitations <input type="checkbox"/> Worksite accommodations, as appropriate to the job goal <input type="checkbox"/> Work history, education, special skills <input type="checkbox"/> Participant's job ready status (<i>Have they demonstrated their motivation to work, reliability and dependability?</i>) <input type="checkbox"/> Other information pertinent to the referral	
Counselor: Summarize important information below if not readily available in another format	
Participant's Employment Profile? (<i>Self-Placer, JD1 or JD2?</i>)	
Based on the participant's employment profile, what job placement strategy are you recommending?	
What guided the participant's decision to seek this particular type of work? (Please include what else they might like to do for work and what they absolutely will not consider doing.)	
Summarize all potential worksite accommodation needs based on the participants' functional limitations:	
Provide level of education or other special skills:	
Provide work history by attachment or summarize here; including volunteer and/or any other work experiences:	
Other Comments:	

3rd Job Development Strategies/Techniques and its Goal/Objective
Strategy/Technique: Goal/Objective:
4th Job Development Strategies /Techniques and its Goal/Objective
Strategy/Technique: Goal/Objective:
Additional Notes:



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Employment Verification Form

Please submit separate forms for Job Placement and Job Retention

Employment Information	
AFP #:	Invoice #: Employment Start Date:
Participant's Name:	
Counselor's Name:	
Additional Information	
Contractor's Name:	
<input type="checkbox"/> Request for Job Placement Payment	<input type="checkbox"/> Request for Job Retention Payment
Employer:	
Address:	
City, State, Zip:	
Phone Number:	
Job Title:	
Hours/Week/Month:	
Salary:	
Supervisor Name:	
Benefits	
Length of Probation/Months:	
Job Duties:	
<p>*NOTE – Job Developer please attach all supporting documentation (such as, Job Developer Invoice and Summary Report, Monthly Job Development and Follow-up Report) to this form.</p>	
Signatures	
Employee Signature:	Date:
Job Developer Signature:	Date:
Counselor Signature:	Date:

**Signatures verify the job is offered and accepted by the participant and the VRC.*



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Job Placement Survey

Please complete and return to Attn: Cheryl Fax #: 503-947-5025

Employee Name:		Date:		
Job Developer Name:				
Counselor Name:				
<p>The intent of this survey is to continuously provide quality job placement assistance services to our consumers. This form is required to be completed by the employee at placement. Please take a moment to evaluate your experience with the job developer assigned to assist you to reach your vocational goals.</p>				
For each item identified below, check the number to the right that best fits your judgment of its quality.	Poor 1	Fair 2	Good 3	Excellent 4

1. I feel that the amount and type of services I received from my job developer were adequate to meet my employment goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Services from my job developer were provided in a prompt manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The services from my job developer were accessible to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I would recommend the services from my job developer to a friend.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I am satisfied with the services I received from my job developer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: