




Title:	Vocational Rehabilitation Comprehensive Assessment
Policy #:	80-VR-04
Legal Reference:	ORC 3304.15, OAC 3304-2-54; 34 CFR 361.42, 361.45, 361.46, 361.5, and 361.52
Date:	January 23, 2017
Approved:	Kevin L. Miller, Executive Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	80-VR-04 (04-07-14)
History:	VRP-0340 (01/12/07 and prior versions), VRP-0810 "Homemaker Program Implementation" (6/22/07), and any other guidance issued for comprehensive assessment
Review date:	Annually on or before January 23 rd

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code (ORC) §3304.15 which establishes the power and authority of the Opportunities for Ohioans with Disabilities (OOD) and its executive director to develop all necessary rules and policy in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to provide guidelines for a comprehensive assessment (CA) process in accordance with appropriate federal (e.g. Code of Federal Regulations [CFR]) and state law (i.e. Ohio Revised Code, Ohio Administrative Code), Governor directives and executive orders, other governing agency (e.g. DAS, OBM) policy or guidance, and/or executive director expectations.

III. APPLICABILITY

This policy applies to VR Staff and VR Contractors.

IV. DEFINITIONS

Refer to "Vocational Rehabilitation Definitions" (80-VR-99.A).

V. POLICY

A. General

1. Opportunities for Ohioans with Disabilities (OOD) shall provide information to individuals and if applicable, their parent or legal guardian throughout the VR process as required by law (e.g. rights and duties, and the VR Overview). This information shall be provided, in writing, and when appropriate, in the individual's native language or through an appropriate mode of communication

2. AWARE shall be updated with pertinent conversations, recommendations, justifications, approvals and/or other actions taken in relation to this policy and subsequent procedures. If supervisory or management approval is required during the VR process, the supervisor or manager shall document their approval in AWARE. If written approval is received from a supervisor or manager it shall be added to AWARE.
3. Refer to the "Individualized Plan for Employment" policy and procedure (80-VR-08 and 80-VR-08-01) for additional guidance and direction on the implementation of the IPE.

B. Initiation of the Comprehensive Assessment (CA) Process

1. The CA process shall begin after an individual is determined eligible.
2. Information gathered during the CA process shall be information necessary to:
 - a. develop and determine the employment outcome; and
 - b. determine the nature and scope of VR services to be included in the IPE.

C. Information Review

1. During the CA process, existing information shall be reviewed including, to the maximum extent possible, information provided by an individual's family, to assist in identifying an individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and needs, including the need for supported employment.

D. Obtaining Additional Information

1. When there is not enough existing information to identify an individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and needs, additional data shall be gathered through additional assessments or record requests.
 - a. If determined necessary, a background investigation, including a criminal record check, may also be required.
2. Additional assessments shall be completed in the most integrated setting possible.
 - a. If the assessment is to be completed in a non-integrated setting, justification shall be documented in an AWARE case note.

E. Counseling and Guidance

1. Counseling and guidance shall be utilized during the CA process to provide the individual information to help make informed choices about an employment outcome, VR services and providers.

F. Selecting an Employment Outcome

1. When assisting an individual in selecting an employment outcome in a competitive integrated environment that matches his/her unique strengths, resources, priorities, concerns, abilities, capabilities, interests and labor market information as listed below:
 - a. jobs in high demand;

- b. local labor market data;
- c. training, education, and/or skills needed to obtain a high demand job; and
- d. work incentives counseling to determine eligibility for benefits and/or the impact of employment and earnings on benefits received by the individual, including those under Title II or XVI (SSI/SSDI) of the Social Security Act.

- 2. Justification for supporting or not supporting the selected employment outcome shall be documented in AWARE.

G. Special Considerations for identifying an Employment Outcome for Students with Disabilities

- 1. In working with students with disabilities, career exploration activities may need to take place before a proposed employment outcome can be identified.
- 2. For additional guidance and direction regarding students with a disabilities, "Transition Services" (80-VR-11-12 to be converted to 80-VR-20 and subsequent procedures).

H. Need for Supported Employment

- 1. VR Staff or VR Contractor shall discuss with the individual, and if applicable, his/her parent or legal guardian, the need for supported employment services to assist the individual in maintaining employment.
- 2. The determination for supported employment shall be documented and justified on the Comprehensive Assessment Form (80-VR-04.A).

I. Service and Provider Selection

- 1. Once an employment outcome has been agreed upon, additional vocational counseling and guidance shall be provided to assist the individual in utilizing their informed choice to identify appropriate VR services and providers.

J. Documentation

- 1. The CA process shall be summarized on the "Comprehensive Assessment Form" (80-VR-04.A) and uploaded into the AWARE system, as part of the official case record.

K. On-going process

- 1. The CA process shall continue beyond the initial development of the IPE and support any future amendments to the IPE.

L. Violation

An employee who violates this policy may be subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

- 80-VR-04.A Comprehensive Assessment Form

RESOURCES

- 80-VR-11-12 “Transition Services” (to be converted to 80-VR-20 and subsequent procedures)
- 80-VR-08 and 80-VR-08-01 “Individualized Plan for Employment”

REVIEW

It is the responsibility of the Deputy Director, or designee, to annually review this policy, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director or designee shall document the annual review as required in OOD Policy 10-ADM-01 “Policy and Procedure Development, Review, Dissemination and Acknowledgement”.