

# LOVARC

## **Service Description:**        *Situational Assessment*

\* Adapted from DOR Standards Manual March 1, 2009

### **DEFINITION:**

Situational Assessment (SA) services, are authorized by a Senior Vocational Rehabilitation Counselor (SVRC) and provided to a person served by DOR by LOVARC, utilizes actual work sites to identify person's served current level of employability or as part of an eligibility determination through a short term trial work experience. An External Situational Assessment (ESA) is a community-based service that allows a DOR consumer to observe or try out a variety of job opportunities, which may include payment of wages. Services may be provided individually, in groups, or in a classroom setting based on an approved program model and reflected in the approval certificate as issued by DOR's Community Resources Development (CRD) unit.

Situational assessment services provide information to the person served and SVRC's concerning the person's strengths and barriers to employment, and provide information to choose an employment goal based on preferences, strengths, abilities, and needs.

Situational assessment activities include:

For consumers:

- Simulated work trials
- Opportunity to experience actual job duties and activities with wages paid per Department of Labor guidelines
- Job exploration / observation
- Job shadowing
- Volunteer opportunities

CRP Assessor activities:

- Interview of person served
- Support system interview
- Review of work history and transferable skills
- Review of transportation / mobility needs
- Review of technology needs
- Actual / simulated Work Observation
- Behavioral observation

### **STAFFING QUALIFICATIONS:**

See attached job description

### **REFERRAL / INTAKE:**

When authorizing services, the DOR SVRC will complete LOVARC forms and provide pertinent information to LOVARC from the DOR case file including questions to be addressed during the assessment.

## **REFERRAL / INTAKE (CONTINUED)**

Upon completion of an intake LOVARC staff will meet with the DOR person served to develop an Individual Service Plan (ISP) which will include:

- Areas to be addressed
- Proposed assessment activities and strategies
- Proposed outcomes (measurable)
- Schedule / Timeline for completion
- Persons responsible

## **REPORTING REQUIREMENTS:**

LOVARC will complete a final report summarizing how goals and objectives were met, identification of assessment strategies and job exploration activities, job tryouts, and results is to be completed and sent to the DOR SVRC at the conclusion of services. Written progress reports may be required monthly for extended services.

Recommendations of services / supports necessary to ensure a successful employment

outcome are included.

## **PERFORMANCE INDICATORS:**

The following are indicators of quality services;

- Work interests are explored and identified
- Recommendations for employment options are appropriate
- DOR consumer is able to participate in an Individualized Plan for Employment (IPE) leading to employment
- Report identifies effective strategies and supports needed to ensure success in rehabilitation services
- Timeliness of reports
- Efficiency of services

## **CERTIFICATION / ACCREDITATION:**

LOVARC will maintain DOR Certification and/or accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) in the appropriate category.