

## PROGRAM POLICY - VOCATIONAL SERVICES

- 1 The OPTIONS Vocational Evaluation services will provide vocational assessments to assist vocational counselors in obtaining gainful employment for referred persons. Assessments will be conducted through a systematic process described in these policies.
- 2 Assessments will gather information on one or more of the following areas:
  - 2.1 Work-related behaviors
  - 2.2 Interests, attitudes, and knowledge of occupational information
  - 2.3 Aptitudes
  - 2.4 Personal and social work histories
  - 2.5 Achievement
  - 2.6 Work skills and work tolerance
  - 2.7 Physical and psychomotor capacities
  - 2.8 Intellectual capacities
  - 2.9 Job-seeking skills
  - 2.10 Substance abuse
  - 2.11 Situational work settings
- 3 Vocational Assessments will provide the following information to the vocational counselor (as applicable):
  - 3.1 Identification of work and non-work related needs, and potential to benefit from further specifically identified services.
  - 3.2 Employment objectives.
  - 3.3 Capability for self-learning.
  - 3.4 Learning style, including understanding and response to various types of instruction.

## PROGRAM POLICY - VOCATIONAL SERVICES

- 3.5 Identification of need for tool and job-site modifications or adaptive devices to enhance employability.
  - 3.6 Compensation procedures to address deficits determined through the assessment.
- 4 Evaluation data will be supplemented by:
  - 4.1 Personal interview by assessor.
  - 4.2 Behavioral observation by assessor.
  - 4.3 Interview of family members or significant others as appropriate.
  - 4.4 Inventory completed by family members or significant others as appropriate.
- 5 The following Vocational Evaluation referral procedure will be utilized:
  - 5.1 An initial referral form will include the following information:
    - 5.1.1 Name, date of birth, and date of referral
    - 5.1.2 Employment history
    - 5.1.3 Reason for referral/type of evaluation information desired
  - 5.2 The assessor will interview the referred person.
  - 5.3 The assessor will complete an assessment plan and submit it to the referring vocational counselor for approval.
  - 5.4 The assessor will implement the plan by performing the evaluations designated in the plan.
  - 5.5 The assessor will, upon request, verbally convey evaluation results to the person who is being evaluated and his/her referring vocational counselor. A written functional evaluation report will be available within two weeks of completion of the assessment.
  - 5.6 The assessor, in conjunction with the referring vocational counselor, will develop an individual plan. This plan will include all possible employment opportunities.

## PROGRAM POLICY - VOCATIONAL SERVICES

- 5.7 After 30 days, the Vocational Services Supervisor will follow up with the referring vocational counselor regarding the outcome of the individual vocational plan.
- 6 Assessments may be performed at a variety of locations, including, but not limited to:
  - 6.1 OPTIONS Main Office
  - 6.2 Office of referring agency
  - 6.3 Community-based work site
  - 6.4 A work site that OPTIONS offers work to other disabled persons
  - 6.5 Volunteer sites (note - Volunteer sites are defined as a location where other non-disabled persons are working without pay as a volunteer. The person being evaluated will be made aware that the work will be without pay before arriving at the location)
- 7 OPTIONS will aid the referring vocational counselor in the development and design of an individual vocational plan that addresses the needs of the individual through standardized procedures comparable to those made available to any other worker. Adaptive devices and measures will be suggested only if standardized procedures do not adequately address the needs of the individual.
- 8 When making employment recommendations, consideration will be given to the jobs available in the area in which a person resides.
- 9 The vocational assessor will possess these minimum qualifications:
  - 9.1 One year experience in the field of vocational services or job coaching.
  - 9.2 Familiarity with vocational assessment tools.
  - 9.3 Possession of a current California Driver's License.
- 10 The vocational assessor will work directly with the Job Developer and Vocational Services Supervisor in developing the final report.

## **PROGRAM POLICY - VOCATIONAL SERVICES**

Vocational Evaluation

Policy No. 300.4.2

Page 4

---

POLICY DATE: February 1996  
REVISED: April 2009  
January 2011  
May 2012  
May 2013  
April 2014  
November 2016  
REVIEWED: October 2017  
October 2018