

# LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL

 <p>LOUISIANA <b>WORKFORCE</b> COMMISSION The Department of Labor</p>	<b>Part</b> 409	<b>Name</b> Assessment for Determining Vocational Rehabilitation Needs	<b>Effective Date</b> *April 2, 2019**
	<b>Authorization</b> *Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.42, §361.45, and §361.52.**		

## ASSESSMENT FOR DETERMINING VOCATIONAL REHABILITATION (VR) NEEDS

### I. PURPOSE

- A. To secure additional information not obtained during the initial Applicant Interview relative to the consumer’s medical, psychiatric/psychological, educational, vocational, personal, social, cultural, financial, and recreational factors, limited to such information needed to enable both the Counselor and the consumer to develop the Plan.
- B. To identify unmet needs of the consumer and to plan and/or provide for the service(s) that will address the identified areas of need.
- C. To render vocational guidance and career counseling with the consumer during a face-to-face planning interview whereby the consumer is afforded the opportunity to make an informed choice relative to the employment goal, services, and service providers.

### II. SCOPE OF THE ASSESSMENT

NOTE: Generally, Counselors should obtain vocational evaluations and all other assessment information prior to completion of a Plan. A Counselor can include a vocational evaluation or other assessments as a part of a consumer's Plan during trial work experiences (Application – T) \*\*\* if such information is needed.

- A. The Assessment for Determining VR Needs must substantiate and document the need for services to be provided on the Plan. \*To reach eligibility determination, the Rehabilitation Counselor must assess if, and to what extent, the functional deficits resulting from the impairment prevent or hinder the individual from obtaining, maintaining, advancing in or returning to employment.\*\* During the Assessment, the Counselor must determine which Vocational Rehabilitation services are necessary and appropriate.
- B. Documentation gathered during the Assessment for Determining VR Needs should be placed in an AWARE Case Notes.

Examples of additional information that could be obtained include the following:

**MEDICAL**

Physical restrictions, such as lifting, carrying, walking, dexterity, etc.  
Progressive nature of the disability  
Dependency on or necessity for therapy, prostheses, wheelchair and/or other adaptive devices  
Ability to control depression, handle stress, avoid conflict.  
Personal hygiene  
Markedly peculiar behaviors that might jeopardize an employment situation  
Disorientation, memory impairment, delusions  
Cooperation with mental health treatment plan  
Other situations Counselor deems relevant

**PSYCHOLOGICAL**

Personality  
Temperament  
Intellect  
Interests  
Potential problems consumer may have in adapting to work  
Evaluation of the consumer's ability to cope with life's demands  
Other areas deemed appropriate by the Counselor

**FINANCIAL/ENVIRONMENTAL**

Network of family, friends whom consumer can depend upon  
Family/community acceptance of the disability  
Current living arrangements  
Availability of transportation  
Financial resources other than LRS  
Availability of services from other Agencies, programs  
Use of any available Social Security Work Incentive  
Consumer's ability to contribute  
Hard copy of documentation of the consumer's income, assets, liabilities, etc.  
Other situations Counselor deems relevant

NOTE: For detailed explanation of guidance on consumer's participation in the cost of vocational rehabilitation services refer to Chapter 4, Part 411 and for Comparable Services and Similar Benefits, Part 410.

**EDUCATIONAL**

Vocational Evaluation  
Prior course work and transcripts  
Grade Point Average  
ACT Scores  
Performance and Verbal Skills  
Reading Skills  
Math Skills  
Other Information deemed relevant by the Counselor

### **VOCATIONAL/EMPLOYMENT**

Feedback from previous employers, including ability to follow instructions; level of supervision required; ability to relate with supervisors/co-workers, punctuality and attendance history, etc.

Vocational interests and reasons for selecting these

Formal Vocational Assessment/Evaluation Report

Employment goal in relation to labor market

Unique functional demands of the employment goal (job analysis)

Consumer's knowledge of job seeking and level of intervention anticipated with regard to job placement

Other information deemed appropriate by the Counselor

### **REHABILITATION TECHNOLOGY/ASSISTIVE TECHNOLOGY**

Feedback from consumer, parents, educators, therapists, previous employers, communication partners, case managers regarding prior assistive technology devices training and usage

Prior assistive technology assessments

Assessment of current functional usage of assistive technology

Assessment of need for rehabilitation technology services and/or assistive technology devices and services that relate to individual's ability to actively participate in the implementation of an IPE and achievement of stated employment goal at maximum performance level

Assessment of individual's functional limitations that can be ameliorated through use of assistive technology

Assessment of individual's need for training on the use of devices and ability to use device after training

Consumer's need for rehabilitation technology services and/or assistive technology devices that relate to consumer's achievement of the stated employment goal and/or that would enable the consumer to perform at maximum level of potential on the job

Other areas deemed appropriate by the Counselor

- C. The Assessment for Determining Vocational Rehabilitation Needs can be both objective and subjective and could involve one or more of the following methods:
1. Review of existing data/information. (To the extent appropriate and possible, the Counselor must use existing information, including information provided by the individual and the individual's family.)
  2. Authorization of additional diagnostics (vocational, medical and/or psychological)
  3. Observation of facts by the Counselor
  4. Interviews with the consumer, family, other interested individuals, professionals, and/or paraprofessionals involved in the consumer's vocational rehabilitation.
  5. Research by the Counselor to examine and interpret facts, information, and data including labor market forecasts.
  6. On-site career exploration by the Counselor and/or the consumer.
  7. Other relevant methods.

D. Suitable and Appropriate Employment Goal

The Assessment for Determining VR Needs provides the Counselor and the consumer with a complete picture of the unique strengths, resources, priorities, interests, and capabilities of the consumer.

This information is used by the Counselor in counseling with the consumer in order to:

1. Help consumers understand the impact of their functional capacity limitations relative to the essential job tasks of the potential employment goal.
2. Plan for any environmental modifications consumers need in order to reach the employment goal.
3. Help consumers gain current and accurate information about occupations and the world of work.
4. Instruct consumers about the realities of the work world.
5. Help consumers expand their occupational and career horizons.
6. Help consumers narrow their range of potential occupations.
7. Help consumers obtain and interpret subjective career information, such as how it feels to work in particular career fields and in specific occupations.
8. Motivate consumers to explore new and different options.
9. Help consumers match their needs and wants relative to occupational supply and demand in the labor market.

E. Informed Choice

(Refer to Subsection 408.1 Informed Choice for further information)

The Counselor must allow the consumer informed choice. Informed choice means:

1. The Counselor, and the consumer, if feasible, have obtained, analyzed, and evaluated employability information.
2. This information defines the feasible, realistic options available to the consumer.
3. Such options are discussed with the consumer in such a manner that the consumer has sufficient information to achieve an understanding of both the advantages and disadvantages of each option.

If any special services and/or accommodations are needed for the consumer to achieve the understanding of “informed choice,” the counselor will authorize the support service(s) needed.

Note: Refer to the Purchasing Guidelines for the particular service(s) needed.

Using vocational guidance and career counseling, the Counselor must have a face-to-face planning interview to discuss and share this information with the consumer. At this time, the consumer is afforded the opportunity to make an informed choice relative to a realistic employment goal, objective criteria the Counselor will use to measure the consumer's progress, services, and service providers. (Scope of services and service providers are defined as set forth in LRS' Vocational Rehabilitation Policy and Technical Assistance and Guidance Manuals.)

### III. FLOW CHART OF THE VOCATIONAL REHABILITATION PROCESS

