



## Policy and Procedure # 380

### Description of Vocational Client Service Admission

Approval: \_\_\_\_\_ Effective Date: 5/9/24

#### POLICY:

EFI vocational services will schedule every prospective client for a meeting to determine if their needs can be effectively met. All clients must be referred for services by either Division of Vocational Rehabilitation or by Division of Developmental Disabilities for Supported Employment including Community Protection and Person to Person Programs. A signed authorized service plan will be in place before services are provided. EFI employment services is sincerely interested in obtaining participation and input from all possible pertinent sources regarding client program planning and development.

#### DESCRIPTION OF SERVICES:

EFI provides services necessary to enable an individual with a disability or barrier to engage in gainful employment. These services include:

- Community Vocational Assessment with diagnostic and Vocational Evaluation, Employment Planning, Career Counseling and Guidance.
- Job Development including Job-Site Assessment and Accommodations, and Job Placement
- Job Coaching and On-the-Job Training
- Job Retention Services

#### PROCEDURE:

1. All prospective clients referred to EFI employment services will be afforded the opportunity to schedule pre-service meetings to discuss service options and to allow the agency to determine if the client's needs can be effectively met.
  - a. A signed authorized service plan will be in place prior to services being provided by EFI.
2. All clients referred to EFI vocational services from the Division of Vocational Rehabilitation (DVR) will meet in a program planning session at least monthly.
  - a. Attendance at these monthly sessions is encouraged and invited by all pertinent participants and is arranged through telephone contact.
  - b. Participant appointed stake holders are encouraged to contribute to the Vocational planning and employment development process.



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3. All DDA clients of EFI will meet in a program planning (Person centered support plan meeting) and development session at least annually.
  - a. Attendance at these meetings is encouraged and invited by all pertinent participants and is arranged through telephone contact.
  - b. Participant appointed individuals as well as agency and legal representatives are invited and encouraged to contribute to the program planning and development process.
  - c. Attendance by an EFI employment program employee is mandatory.
  - d. Community Protection communications between the EFI support team, treatment team members (may include case manager, therapist, Residential Provider) and other persons and agencies as appropriate will meet at least quarterly. Case Management will notify vendor.
  - e. EFI will develop a written plan of service for each CPP participant that reflects the person's CPP status and will address the following:
    - i. Any treatment plan restrictions and measures applicable to employment program services.
    - ii. Employee roles and responsibilities, including the security and supervision of CPP participants at job sites and other day program settings.
    - iii. Transportation to and from the employment program setting.
    - iv. Disclosure requirements and procedures that the nature and timing of the disclosure is the treatment team's decision.
  - f. Waiting List, EFI prides itself in avoiding waiting lists for its prospective clients. If an unforeseen event occurs that requires Advantage to place prospective clients on a waiting list, then generally it is first come first served. In the event two or more clients sign up on the same day for services then a panel consisting of the Executive Director, the Finance Director and the Vocational Services Director will determine the order of admission to services based on level of need.