

DATE UPDATED: August 1, 2014

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FROM: Kate Probert-Fagundes

DWP/MFIP Employment Services Division Manager

TO: Ramsey County DWP/MFIP-ES Staff

SUBJECT: Vocational Assessment Guidelines

PURPOSE: To provide MFIP/DWP Employment Counselors the resources to effectively refer individuals to a vocational assessment agency. Vocational assessments are one of three avenues through which ES providers can seek a professional evaluation of work capacity

BACKGROUND: Workforce Solutions' contracts with psychologists who provided psychological and vocational assessments to MFIP participants ended in July 2010. ES providers were directed to utilize PMAPs for the assessment of psychological functioning and intelligence or learning disability testing. ES provider contracts were also amended to designate funds to obtain vocational assessments, work trials and job shadow experiences. The designated funds for vocational assessments have since ended December 2013. Currently, vocational assessments are not covered by MA. However, agencies can continue to use MFIP funding to rely on these services as an avenue for assessing employment capacity to ensure accurate and meaningful assessment options for MFIP participants. Vocational assessments are one of three avenues through which ES providers can seek a professional evaluation of work capacity. The other two avenues are:

1) A medical provider, who should be chosen as the referral for those who are likely to receive a diagnosis pertaining to a physical condition

2) A Psychologist (obtained through the participant's PMAP), who should be chosen as the referral for participants who appear to have an undiagnosed mental health condition or cognitive limitation that interferes with their ability to work.

The Vocational Assessment can be used to:

- Determine abilities and barriers related to employment
- Identify employment motivation and readiness
- Identify a client's capabilities, interests and strategies to cope with barriers
- Determine work capacity- reasonable hours one can work per week
- Accommodations needed to maintain employment
- Determine follow up actions/recommendations
- The vocational assessment will include a determination of whether the client is able to work 20 hours per week or more

Vocational Assessment Packages:

CARF accredited vocational providers were asked to put together an assessment package that includes:

- Client interview to explore medical, educational and vocational history
- Standardized tests to determine employment interests and work readiness
- 20 hour situational assessment to document performance in a real life work setting. (Note: job shadow experiences will not be a service reimbursed as this service is not an assessment.)
- Cost Option 1: Approximate package cost to perform all aspects of the assessment
- Cost Option 2: Some agreed to allow information gathering by other sources as a cost saving measure.

Providers caution that vocational assessments are designed based upon the unique needs of the participant, so the actual assessment may or may not include standardized testing, or a situational assessment that lasts 20 hours. When possible, hourly rates are indicated to help approximate cost when the actual assessment differs from the package detailed above.

Refer to link for provider's information:

PROCEDURES:

1. In many cases, Employment Counselors should refer a participant for a psychological or medical evaluation prior to a vocational assessment so the vocational assessor has documented diagnoses to inform their process.
2. Employment Counselor assesses and determines who should be referred for a vocational assessment in the following categories:
 - Participants whose functional abilities and work tolerance are not clear
 - Participants who are candidates for FSS and need a determination of whether they are able to work 20 or more hours per week
3. Employment Counselor can select from one of the vocational agencies:
 - Goodwill Easter Seals
 - LJ & A Employment Counseling & Placement Services
 - Lifetrack Resources
 - Minnesota Resources Center, A Division of Resource, Inc
4. Employment Counselor calls to schedule an appointment with the participant present. To ensure that an appropriate, personalized assessment is created, this call should include a discussion about the participant's situation and the goals of the assessment.
5. Employment Counselor should send the results of any prior assessments (psychological assessment reports, scores from IQ and other tests of intellectual functioning, Work Keys test results, etc.) to the vocational assessor. This information will be useful in determining the emphasis and scope of the vocational assessment. The vocational assessment should avoid unnecessary and/or repeat testing.

6. ES providers should communicate and establish a working relationship with vocational assessment providers of their choice to ensure the process works and the resultant report meets their needs.
7. Employment Counselor should document by case noting on WorkforceOne and provide at the minimum, monthly follow-up with the individual on their progress.

EFFECTIVE DATE: August 1, 2014

WFS CONTACT: Your Agency's Lead Planner

Vocational Assessment Agencies

| Vocational Agency | Evaluations Includes | Evaluation Goals | Cost – Option 1 | Option 2 – cost savings if allowed by VR agency | Accessibility | No Show/ Cancellation Policy | Tests Available based client needs | Payment policy for interpreters |
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| Goodwill/Easter Seals John Veith Phone: 651-379-5655 Fax: 651-379-5804 Email: Jveith@goodwill easterseals.org See link for flyer: | Interview, 5-day/20-hour situational assessment (paid) at one of GW-ES community sites, standardized testing included, if deemed necessary by evaluator. | To determine soft skills (attendance, endurance, communication skills, ability to follow directions, motivation to work), what is needed for client to be work ready, referrals/ recommendations, and to give client "real" work experience. | \$775, including client wages. | Not Applicable | On bus line. GWES is willing to conduct the initial meeting at the MFIP provider site if 2 or more initial meetings can be scheduled back to back. | No fee for no shows. Full fee charged for assessment after initial session , even if individual does not attend all sessions. | BESI, WRI, CTI, COPS, TABE, and others as needed. | Will bill the referring agency. Interpreter is typically needed for 6-7 hours. If the client no-shows, agency will be responsible to pay interpreter no-show cost also. |
| L J & A Employment Counseling & Placement Services Susan Luce Phone: 651-481-0090 Fax: 651-481-1131 S_Luce@LJAssociates.net | Interview, testing, and determination of need for Situational Assessment. A same day summary meeting with client and Counselor at conclusion, if desired, is included. | To determine work stamina, readiness, career interests, employment skills and barriers. | Cost varies, depending on individual assessment \$300/3 hours \$600/6 hours \$65/hour job tryout \$25/hr job shadowing | Negotiable Agency should connect with LJ &A to discuss | Initial meetings and assessments are conducted at familiar, accessible site chosen by the client. | 48 hours advance notice required to avoid \$100 per session fee | ABLE, Gates-MacGinitie, WRIT, WRAT, STCA, Bennett Mechanical, MPFB, COAB, CPAB, COPS, COPES, Crawford, Purdue, Keyboarding, 10-key data entry, Color discrimination. Testing customized for non-readers. Meets 1-on-1 | Agency responsible for interpreter cost but willing to negotiate |

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| Lifetrack Resources Becky Bazzarre Phone: 651-265-2387 Email: beckyb@lifetrack-mn.org www.lifetrack-mn.org | Interview to create vocational profile and 20-hour individualized situational assessment (paid)at community employer site. | To determine soft skills (attendance, punctuality, people skills) and hard skills (how well once can perform tasks) and other goals as determined by client during interview. | | Approximately \$990 including client wages. Rates = \$65/hr for interview + \$185/day for Situational Assessment. The cost for development of a specific community site is \$65/hour for up to 4 hours Will accept tests administered by Employment Counselors. | On bus line. Will transport from Lifetrack to community site if needed, for no additional fee. Willing to conduct the initial meeting at the provider agency, with the actual assessment happening at a community site. | 2 day notice required. Fee of up to \$185 for assessment (\$35 hourly rate) depending upon how much notice is given. | Staff members conduct assessments one-on-one rather than administering standardized tests. | Will share cost, including cancellation and no show fees. Has onsite translations for some languages that are provided free. |
| Minnesota Resource Center A Division of Resource, Inc. Lena Balk Phone: 612-752-8138 Fax: 612-752-8101 www.mrc-mn.org | Assessment services packages are available in different areas below such as: Career Compass Transferable skills compass One-to-one Community based assessments/Job tryouts Corporate Vi | To assess work abilities and performance levels for specified industry including work tolerance, employment readiness, communication and problem solving skills; and to assess client's own specific work interests and any employment barriers for identified vocational options. | Price varies depending on selection of assessments See flyer link: | | conduct the initial meeting at the provider agency, with the actual assessment happening at a business site. MRC is located on bus line in St. Paul for vocational evaluation options. Person must travel to the community business site. | 2 day notice cancellation required. Fee of \$100 for late cancel or no-show. | Career Scope, TABE, Valpar ISP, Bennett Mechanical, MN Clerical exam, filing and work samples, typing tests. | Referring Agency will need to provide interpreter |