VR-SFP Chapter 4: Employment Assessments

Revised June 26, 2023

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# 4.3 Vocational Evaluation

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## 4.3.2 Process and Procedure

An employment service provider receives a [VR5000,](https://www.twc.texas.gov/vocational-rehabilitation-service-forms) Referral for Provider Services, and a service authorization.

The VR5000, Referral for Provider Services, includes any documentation that will:

* prepare the provider to better work with the customer;
* indicate the reasons for referral; and
* include specific questions to be addressed during the evaluation.

The scope of each evaluation is determined based on the customer's individual needs. There are no fixed guidelines regarding the number of days required to complete an evaluation. Generally, an evaluation is expected to take one to eight days. The VR counselor determines the appropriate length of the evaluation based on the assessment of the customer's individual needs and circumstances.

The vocational evaluator's job responsibilities during the evaluation are to:

* remain on-site to supervise all services, including the evaluation;
* supervise qualified vocational evaluator aides and maintain the following ratios:
  + One evaluator to no more than six customers without an aide
  + One evaluator and one aide to no more than 10 customers
  + One evaluator to no more than three customers with blindness and/or visual impairment
  + One evaluator and one aide to no more than six customers with blindness and/or visual impairment
* provide written proof, through attendance records made available on request, that the correct ratio of customers to vocational evaluators and vocational evaluator aides is maintained;
* identify appropriate and inappropriate behaviors using existing records, personal observations, and conversations with the VR counselor, the customer, family members, and others;
* prepare a typed [VR1837, Report for Vocational Evaluation](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), or a typed report with all required elements; and
* review the customer's vocational interests, strengths, challenges, and recommendations with the customer, the customer's representation, if any, and the VR counselor, when requested on the [VR5000,](https://www.twc.texas.gov/vocational-rehabilitation-service-forms) Referral for Provider Services, or on the service authorization.

## 4.3.3 Outcomes Required for Payment

Vocational evaluation reports must be submitted using a [VR1837, Report for Vocational Evaluation](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), or a typed report containing all required elements outlined in the service description and noted in the VR1837. The cumulative findings of a vocational evaluation must be submitted no later than 10 working days from the last day of the evaluation.

The report must describe the customer's behavior and must stress the vocational implications of the following factors:

* results of the evaluator's findings and observations specified in the service description;
* potential for competitive integrated employment, or the reasons that competitive integrated employment is not appropriate, when applicable;
* job recommendations related to the current job market using the Standard Occupational Classification (SOC) codes for the customer's geographic area;
* specific training options that match the customer's capabilities; and
* specific job modifications and/or accommodations necessary to achieve the employment goal

The VR1837, Report for Vocational Evaluation, or the typed report must contain the signature of the vocational evaluator who conducted the evaluation. For more information, refer to VR-SFP sections [3.2.14 Documentation](https://www.twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3214) and [3.2.16 Signatures](https://www.twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3216).

When requested on [VR5000](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), Referral for Provider Services, or on the service authorization, the vocational evaluator must complete a feedback session with the customer, the customer's representative, if any, and the VR counselor, to review the evaluator's recommendations and the customer's vocational interests, strengths, and challenges.

To request partial payment for work that has not been completed in its entirety, a [VR3472, Contracted Service Modification Request](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), can be submitted. Justification for why the vocational evaluation cannot be completed in its entirety must be included on VR3472, Contracted Service Modification Request.

A partial work product, such as a report and documentation of the time spent completing the deliverables, must be submitted with the VR3472, Contracted Service Modification Request, and must be approved by the TWC-VR director before any partial work is invoiced. The achievement of required deliverables and the hours spent is evaluated on a case-by-case basis. For more information, refer to [VR-SFP 3.4.11 Contracted Services Modification Request](https://www.twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3411).

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# 4.4 Vocational Evaluation - Situational Assessments and Work Samples

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## 4.4.2 Process and Procedure

An employment service provider receives a [VR5000,](https://www.twc.texas.gov/vocational-rehabilitation-service-forms) Referral for Provider Services, and a service authorization.

The VR5000, Referral for Provider Services, includes any documentation that:

* will prepare the provider to better work with the customer;
* indicates the reasons for referral; and
* poses specific questions to be addressed in the assessment.

The scope of each Situational Assessment and Work Sample is determined by the customer's individual needs.

The vocational evaluator's job responsibilities during the evaluation are the following:

* Remain on-site to supervise the provision of all services, including the Situational Assessment and Work Samples service.
* Supervise qualified vocational evaluator aides and maintain the following ratios:
  + One evaluator to no more than six customers without an aide
  + One evaluator and one aide to no more than 10 customers
  + One evaluator to no more than three customers with blindness and/or visual impairment
  + One evaluator and one aide to no more than six customers with blindness and/or visual impairment
* Provide written proof, through attendance records made available on request, that the correct ratio of customers to trainers and vocational evaluator aides is maintained.
* Identify appropriate and inappropriate behaviors using existing records, personal observations, and conversations with the VR counselor, customer, family members, and others.
* Prepare the typed report or the typed [VR1838, Situational Assessment and Work Sample Report](https://www.twc.texas.gov/vocational-rehabilitation-service-forms).
* Review the customer's vocational interests, strengths, challenges, and recommendations with the customer, the customer's representative, if any, and the VR counselor, when requested on the VR5000, Referral for Provider Services, and/or on the service authorization.

## 4.4.3 Outcomes Required for Payment

The situational assessment and work sample reports must be submitted using a [VR1838, Situational Assessment and Work Sample Report](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), and this must be submitted no later than 10 working days from the last day of the assessment.

The report must describe the customer's behavior and must stress the vocational implications of the relevant factors outlined below:

* The results of the evaluator's findings and observations specified in the service description
* The potential for competitive integrated employment or the reasons that competitive integrated employment is not appropriate, when applicable
* The job recommendations related to the current job market using the SOC codes for the customer's geographic area
* The specific training options that match the customer's capabilities
* Any specific job modifications and/or accommodations necessary

The VR1838, Situational Assessment and Work Sample Report, must contain the signature of the vocational evaluator who conducted the assessment. For more information, refer to VR-SFP sections [3.2.14 Documentation](https://www.twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3214) and [3.2.16 Signatures](https://www.twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3216).

When requested on VR5000, Referral for Provider Services or on the service authorization, the vocational evaluator must complete a feedback session with the customer, the customer's representative, if any, and the VR counselor, to review the evaluator's recommendations and the customer's vocational interests, strengths, and challenges.

To request partial payment for work that has not been completed in its entirety, a [VR3472, Contracted Service Modification Request](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), is submitted. Justification for why the vocational assessment cannot be completed in its entirety must be included on the VR3472, Contracted Service Modification Request form.

A partial work product, such as a report and documentation of time spent in completing the deliverables, must be submitted with the VR3472, Contracted Service Modification Request form. The form must be approved by the VR director before any partial work is invoiced. The achievement of required deliverables and hours spent is evaluated on a case-by-case basis. For more information, refer to VR-SFP [3.4.11 Contracted Services Modification Request](https://www.twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3411).

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# 4.6 Career Planning Assessment

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## 4.6.2 Career Planning Assessment Process and Procedure

### 4.6.2.1 Referral

The VR counselor sends [VR5000,](https://www.twc.texas.gov/vocational-rehabilitation-service-forms) Referral for Provider Services, and an SA to the CPA evaluator. The VR counselor should provide relevant documentation, such as case notes, psychological reports, and vocational and/or medical evaluations, that prepare the provider to assess the customer.

If an EWA is conducted before the CPA, payment for the CPA may be prorated or the CPA may be purchased fully as determined by the VR counselor. When payment for the CPA is prorated, the work skills assessment section of the CPA does not need to be completed. However, if circumstances dictate, such as significant changes in the customer’s life or a long amount of time between assessments, an entire CPA may be purchased a second time with an approved [VR3472, Contracted Service Modification Request for Vocational Assessments](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), before the referral.

To prorate payment for the CPA, VR staff issues a prorated service authorization (SA) to the provider using the fee listed in [VR-SFP 4.7: Employment Assessments Fee Schedule](https://www.twc.texas.gov/standards-manual/vr-sfp-chapter-04#s47). On the [VR1630, Career Planning Assessment](https://www.twc.texas.gov/vocational-rehabilitation-service-forms), the provider must complete all sections except for the three work skills assessments.

At the time of referral, the VR counselor authorizes disability-related premiums, if appropriate. For more information on premiums, refer to [VR-SFP Chapter 20: Premiums](https://www.twc.texas.gov/standards-manual/vr-sfp-chapter-20).

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