

Referral for Contracted Pre-ETS Services

General Instructions

Follow the instructions below when completing this form:

- Refer to the Standards for additional details;
- Complete the form electronically answering all questions;
- VR counselor must evaluate each customer’s case to determine when remote services are in the best interest of the customer and whether the customer has access to required resources and has the skills necessary for effective use. VR counselor will indicate under each service how the service must be delivered. Some services are not allowed to be conducted remotely.

Below is a description of how services can be conducted:

- In-person (with the staff and customer(s) at the same physical location)
- Remotely training (using a computer-based training platform that allows for face-to-face and/or real time interaction, see VR-SFP 3.4.8 Remote Service Delivery for requirements)
- Combination, in person and remotely training; and
- Before faxing, emailing encrypted, or mailing to the provider, review this form to ensure that all questions have been answered.

Note: The TWS-VRS staff collects the information and completes **all** sections of this form.

Student Information

Student name:

Street address (include apartment number, if any):

City:	State:	ZIP code:
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Primary contact number: ()	Secondary contact number: ()
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Email address:

VRS case ID:	Date of birth:
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Disability:

Parent/Guardian Information (For Minors Only)

Parent/Guardian’s name:	Parent/Guardian’s email:
Parent/Guardian’s primary contact number:	Parent/Guardian’s secondary contact number, if any:

Alternate Contact Person Identification Information

Alternate contact's name, if any:

Alternate contact's email:

Alternate contact's primary contact number:

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Alternate contact's secondary contact number:

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Additional Information Provided by VRS at Referral

Select all that apply.

- IPE copy (if applicable)
- School testing or documentation
- Medical and/or psychological reports
- Case notes (for example: eligibility, assessing and planning, documentation of potentially eligible)
- Other:

Counselor Contact Information

Counselor name:

Counselor TWS-VRS office:

Counselor TWS-VRS office street address (include suite number, if any):

City:

State:

ZIP code:

Counselor's primary contact number:

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Counselor's secondary contact number:

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Email address:

Provider Chosen by the Customer

Provider name:

Email address:

Provider phone number:

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Provider fax number:

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Referral Information

Date of the Referral:

Referral for (please be sure the provider is contracted for all Pre-ETS areas selected): (check all that apply)

- Job Exploration Counseling
 - Goal: Exploring Available Careers
 - Goal: Reviewing Labor Market Information
 - Goal: Completing Interest/Aptitude Inventories

Goal: Identifying Career Pathways of Interest

Other Goal(s): Specify:

Training can be provided in the following setting:

Individual Group (maximum 6 customers to 1 trainer)

Training can be provided using the following delivery method:

Only in-person Only remotely In person and/or remote as dependent on customer's needs

Work-based Learning

Goal: Completing Informational Interviews

Goal: Completing work site tours to learn about necessary job skills

Goal: Job shadowing in fields of interest

Goal: Understanding roles and responsibilities in the workplace

Other Goal(s): Specify:

Training can be provided in the following setting:

Individual Group (maximum 6 customers to 1 trainer)

Training can be provided using the following delivery method:

Only in-person Only remotely In person and/or remote as dependent on customer's needs

Counseling on Post-Secondary Opportunities

Goal: Exploring available post-secondary options

Goal: Reviewing the financial aid process

Goal: Accessing accommodations on a post-secondary campus

Goal: Understanding high school vs. college academic expectations

Other Goal(s): Specify:

Training can be provided in the following setting:

Individual Group (maximum 6 customers to 1 trainer)

Training can be provided using the following delivery method:

Only in-person Only remotely In person and/or remote as dependent on customer's needs

Workplace Readiness Training

Goal: Developing social skills for employment

Goal: Developing independent living skills for employment

Goal: Understanding employer expectations

Goal: Learning how to set goals for employment

Goal: Learning how to communicate effectively

Other Goal(s): Specify:

Training can be provided in the following setting:

Individual Group (maximum 6 customers to 1 trainer)

Training can be provided using the following delivery method:

Only in-person Only remotely In person and/or remote as dependent on customer's needs

Self-Advocacy

- Goal: Self-advocacy skills
- Goal: Learning rights, responsibilities, and how to request accommodations
- Goal: Learning how to request support services
- Goal: Making independent life decisions
- Goal: Communicating needs
- Other Goal(s): Specify:

Training can be provided in the following setting:

Individual Group (maximum 6 customers to 1 trainer)

Training can be provided using the following delivery method:

Only in-person Only remotely In person and/or remote as dependent on customer's needs

Additional Comments