



Title:	Comprehensive Assessment Procedure
Procedure #:	80-VR-04-01
Policy Reference:	80-VR-04 Comprehensive Assessment
Legal Reference:	ORC §3304.15, §3304.16; OAC 3304-2-54; 34 CFR 361.45, 361.46, 361.42, 361.5 and 361.52
Effective Date:	March 13, 2023
Approved:	Kevin L. Miller, Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	80-VR-04-01 (5/10/2021)
History:	80-VR-04-01 (02/25/19), (04/07/14); VRP-0340 (01/12/07 and prior versions); VRP-0810 "Homemaker Program Implementation" (06/22/07) and any other guidance issued for comprehensive assessment
Review/ Implementation:	Begin Review – 08/12/24 Implement Revisions By – 02/10/25

I. PURPOSE

The purpose of this procedure is to provide direction for the comprehensive assessment process in accordance with appropriate federal (e.g., Code of Federal Regulations [CFR]) and state law (i.e., Ohio Revised Code [ORC], Ohio Administrative Code [OAC]) Governor directives and executive orders, other governing agency (e.g., DAS, OBM) policy or guidance, and/or Director expectations.

Refer to the AWARE Manual for more detailed instructions regarding the management of cases in AWARE.

II. APPLICABILITY

This procedure applies to VR Staff and VR Contractors

III. DEFINITIONS

Refer to "Vocational Rehabilitation Definitions" (80-VR-99.A).

IV. PROCEDURES

A. General

1. VR Staff and VR Contractors shall review and follow guidance in Section A. of Comprehensive Assessment (80-VR-04) prior to continuing with direction in this procedure.

2. Refer to "Business Relations - Job and Candidate Sourcing" (30-BR-01 and 30-BR-01-01) for guidance and direction on job ready individuals for whom the Job and Candidate Sourcing Process may be appropriate.

B. Purpose of the Comprehensive Assessment (CA) Process

1. The purpose of the CA process is to determine an appropriate competitive integrated employment outcome (herein referred to as "employment outcome") and the nature and scope of VR Services to be included in the IPE.
 - a. The CA process builds upon information obtained during eligibility determination and is limited to gathering additional information necessary to identify the individual's VR needs and develop the IPE.
2. VR Staff or VR Contractor shall complete the CA process after an individual is determined eligible to determine their employment outcome and nature and scope of VR Services related to their:
 - a. unique strengths (e.g., works well in a team, proficient with computers);
 - b. resources (e.g., transportation, childcare);
 - c. priorities (e.g., insurance, full-/part-time employment);
 - d. concerns (e.g., criminal background, homelessness);
 - e. abilities/capabilities (e.g., education, transferable skills);
 - f. interests (e.g., hobbies, leisure activities);
 - g. informed choice;
 - h. VR needs (e.g., resources, tools), including the need for supported employment; and
 - i. appropriateness for the Job and Candidate Sourcing Process.
3. Information gathered during the CA process shall be utilized to:
 - a. develop and determine the employment outcome; and
 - b. determine the nature and scope of VR services to be included in the IPE in order to achieve the employment outcome.

C. Review of Existing Information

1. During the CA process, and to the extent possible, VR Staff or VR Contractor shall review existing information to determine the VR implications in Section B.2.a. - i. and re-evaluate the individual's functional limitations to assess potential employment impacts.
2. This review and re-evaluation may include information:

- a. available from other programs and providers, particularly information used by education officials, the Ohio Department of Mental Health and Addiction Services, the Ohio Department of Developmental Disabilities, and the Social Security Administration;
- b. provided by the individual and the individual's family (if applicable);
- c. gathered and/or observed by the VR Staff or VR Contractor through vocational guidance and counseling;
- d. regarding an individual's entitlement to benefits under Title II or XVI (SSI/SSDI) of the Social Security Act; and
- e. available in pertinent records from a previously closed case that reflect the individual's current functional limitations.

D. Obtaining Additional Information

1. If, after reviewing existing information, it is deemed necessary to obtain additional information (e.g., records, assessments) to complete the CA process, VR Staff or VR Contractor should:
 - a. request additional diagnostic information from a treating source (e.g., medical, psychological, educational, vocational records);
 - b. conduct interviews with the individual, family members, other authorized representatives and/or support persons (e.g., case managers, teachers) as needed.
2. If additional information is necessary, VR Staff or VR Contractor may:
 - a. purchase medical, dental, or psychological evaluations in accordance with "VR Medical, Psychological and Dental (MPD) Services" (80-VR-10-01); and
 - b. purchase assessment(s) (e.g., community-based assessment, vocational evaluation background check) in accordance with "Vocational Rehabilitation (VR) Assessment Services" (80-VR-11-01) for obtaining supplemental information.
 - i. VR Staff or VR Contractor shall document Informed Choice in AWARE when purchasing assessments.

E. Counseling and Guidance

1. VR Staff or VR Contractor shall discuss the information gathered during the CA process with the individual and, if applicable, their parent or legal guardian, and provide vocational counseling and guidance regarding how (in the VR Staff or VR Contractor's professional judgment) the information gathered impacts the employability of the individual.
2. VR Staff or VR Contractor shall provide general information on additional support and assistance for individuals with disabilities desiring to enter the workforce, including assistance with benefits planning for individuals entitled to benefits under Title II or XVI (SSI/SSDI) of the Social Security Act on the basis of the significance of a disabling condition.

F. Selecting and Determining the Viability of an Employment Outcome

1. When assisting an individual, and if appropriate, the individual's representative, in selecting an employment outcome , utilizing informed choice; VR Staff or VR Contractor shall conduct career exploration-related activities directly with the individual, whenever possible, to provide information about:
 - a. employer partner opportunities, if appropriate;
 - b. occupations that are in high demand in the geographical area that the individual intends to seek employment;
 - c. preparation that would be needed for the individual to obtain various types of jobs, expected wages, career path potential, and employment projections; and
 - d. information needed to ensure that the individual is making an informed choice in their selection of an employment outcome.
2. To assist an individual in determining the viability of an employment outcome, VR Staff or VR Contractor shall consider whether:
 - a. the individual has reasonable potential to achieve the employment outcome given the information obtained through the CA process;
 - b. the employment outcome meets the definition of competitive integrated employment; and
 - c. the outcome is supported by current local and/or state labor market information (LMI); meaning there is sufficient availability of employment opportunities for the employment outcome in the geographical location that the individual intends to seek employment.
 - i. VR Staff or VR Contractor should use LMI data to augment observations and/or provider recommendations.
 - a) LMI data may be obtained from O*NET, Ohio Labor Market Information, OhioMeansJobs, The Career Index Plus (TCI+), Top Jobs, or other reputable resources.
 - ii. In instances where LMI might not be available for a particular outcome or community, documentation should include resources such as local want ads or reference letters with a guarantee to hire.
3. Once an employment outcome is determined to be viable, VR Staff or VR Contractor shall proceed to Section I. for documentation requirements.
4. If the employment outcome is not determined to be viable, VR Staff or VR Contractor shall provide additional counseling and guidance outlining alternative employment outcomes that OOD could support.
 - a. VR Staff or VR Contractor shall not support industries prohibited by federal law, including the growth, processing, distribution, and sale of marijuana.
 - i. The sale of marijuana includes products containing marijuana plant derivatives; including, but not limited to, cannabidiol (CBD), tetrahydrocannabinol (THC), or hemp.

- b. If, after further vocational counseling and guidance has been provided, the individual wishes to proceed with an employment outcome not supported by OOD; VR Staff or VR Contractor shall proceed with case closure as outlined in "Vocational Rehabilitation Case Closure" (80-VR-02-01).
 - i. When closing a case, VR Staff or VR Contractor shall provide the individual and, if applicable, their parent or legal guardian, with information regarding their right to appeal the decision.

G. Need for Supported Employment

1. VR Staff or VR Contractor shall discuss with the individual and, if applicable, their parent or legal guardian, the need for supported employment services to assist the individual to maintain employment.
2. If it is determined that supported employment is appropriate, VR Staff or VR Contractor shall refer to "Supported Employment Services" (80-VR-11-03) for further direction.
 - a. VR Staff or VR Contractor shall consider whether on-going support services will be possible in the employment outcome setting.
 - b. VR Staff or VR Contractor shall also consider the sources that will provide those ongoing supports.

H. Service and Provider Selection

1. Once an employment outcome has been identified and agreed upon, VR Staff or VR Contractor shall provide additional vocational guidance and counseling to assist in the selection of VR services and providers.
 - a. VR Staff or VR Contractor shall discuss informed choice with the individual, and if appropriate, the individual's representative, and follow requirements in "Vocational Rehabilitation (VR) Informed Choice" (80-VR-07 and 80-VR-07-01).
2. VR Staff or VR Contractors shall only support VR services that are necessary to achieve the selected employment outcome and document in AWARE as indicated in Section I. below.

I. Documentation of the CA Process

1. VR Staff or VR Contractor shall document the CA Process in AWARE.
 - a. CA Process Summary Case Note
 - i. VR Staff or VR Contractor shall use the category of "Comprehensive Assessment" and the summary "CA Process Summary" for the Case Note.
 - ii. The "CA Process Summary" Case Note shall include each of the following elements and how they factored into VR Staff or VR Contractor's decision to support the selected employment outcome:
 - a) summary of impairments and functional limitations;

- b) results from assessments and review of information received after eligibility;
 - c) results of employer partner discussions, if appropriate; and
 - d) VR Staff or VR Contractor impressions and conclusion in supporting the viability goal.
- iii. VR Staff or VR Contractor shall complete the CA Process Summary Case Note prior to moving the case into “Service” status.

b. IPE Page

- i. Current local and/or state labor market information shall be documented in the “Employment Goal Reason Narrative” section of the IPE to support the viability of the individual’s selected employment outcome .
 - a) VR Staff or VR Contractor shall utilize the “Employment Goal Reason Narrative” text box, to document discussion with the individual and, if applicable, their parent or legal guardian, about the selected employment outcome (including an amended employment outcome), its viability, and the preferred employment setting
 - b) Documentation shall, at a minimum, include the items listed below.
 - 1) The reason(s) the selected employment outcome and employment setting is most appropriate for the individual, considering their unique strengths, abilities, priorities, resources, concerns, and limitations.
 - 1.1 When working with students with a disability, VR Staff or VR Contractor are not required to document how each area is consistent for the employment outcome of “vocational exploration of (name of employment outcome)”.
 - 2) How the individual’s career interest(s) match the selected employment outcome.
 - 3) Other employment outcomes that were explored.
 - 4) Acknowledgement of the discussion regarding the individual’s ability/in-ability to contribute.
 - 5) How local and/or state LMI supports the viability of the employment outcome.
 - 5.1 When working with students with a disability, VR Staff or VR Contractor are not required to provide LMI for the employment outcome of “vocational exploration of [name of employment outcome]”.
- ii. The need for supported employment.
 - a) If it is determined that supported employment is necessary and appropriate, VR Staff or VR Contractor shall justify the need in the designated textbox.

- iii. VR Staff or VR Contractor shall document the information listed below on the "Planned Services" grid for each service, including services the individual may already be participating in and services added via amendment.
 - a. Documentation for the service selection process shall include, at a minimum:
 - i. how the selected services will address the individual's VR needs;
 - ii. justification for the provision of services in a non-integrated setting, when applicable; and
 - iii. the method(s) used to procure services.
 - b. Documentation for the provider selection process shall include, at a minimum:
 - i. the reason(s) the provider(s) was/were selected;
 - ii. other providers considered; and
 - iii. what resources or tools (e.g., OOD Provider Search, Selection of provider information sheet) were used to aid in the selection

J. On-going process

1. VR Staff or VR Contractor shall continue the CA process throughout the case by monitoring the individual's progress and reassessing their VR needs.
 - a. At a minimum, VR Staff or VR Contractor shall maintain an ongoing relationship with the individual by contacting them via telephone or in a face-to-face meeting as required by "Individualized Plan for Employment" (80-VR-08-01) and document the contact in an AWARE Case Note.

K. Violation

An employee who violates this procedure may be subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

- N/A

RESOURCES

- 30-BR-01 and 30-BR-01-01 Business Relations - Job and Candidate Sourcing
- 80-VR-11-12 Transition Services
- 80-VR-11-13 Pre-Employment Transition Services (Pre-ETS) Subcategories
- 80-VR-08 and 80-VR-08-01 Individualized Plan for Employment
- 80-VR-16-01 Self-Employment
- 80-VR-06-02 Vocational Rehabilitation (VR) Statewide Order of Selection Wait List
- 80-VR-11-01 Assessment Services
- 80-VR-01-01.F Points of Consideration for Fast Track
- 80-VR-02 and 80-VR-02-01 Vocational Rehabilitation Case Closure
- 80-VR-11-03 Supported Employment Services

- 80-VR-07-01.A Selection of a Provider Informational Sheet
- 80-VR-07 and 80-VR-07-01 Vocational Rehabilitation (VR) Informed Choice

FUNDING

Refer to “Standard Expectations and Funding Information for Vocational Rehabilitation Policies and Procedures” (80-VR-98) for information on OOD’s federal grant funding amounts and percentages awarded by the U.S. Department of Education (DOE) or the U.S. Department of Health and Human Services (HHS).

REVIEW

It is the responsibility of the Deputy Director, or designee, to review this procedure, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director, or designee, shall document the review as required in “Policy and Procedure Process” (10-ADM-01).