

## **VOCATIONAL EVALUATION PROCESS**

1. Contact Handi-Crafters' staff ( Fred Stabene ) to discuss the referral
2. Send Information Packet that will be presented to the Admissions & Discharge Committee:
  - Psychological or Psychiatric Report
  - Medical Information: List of Medications, Restrictions, etc.
  - Comprehensive Evaluation Report or I.E.P. for Students
  - I.S.P. for County Department of MH/IDD Referrals
3. Arrange tour for client and significant others
4. Complete Intake Forms
5. Explanation of how an Authorization is to be generated
6. Arrange Start Date for Vocational Evaluation:
7. Number of Days, Hours Per Day
8. Discuss Transportation to and from Handi-Crafters
9. Discuss Purchasing or Bringing a Lunch
10. Arrange for a Meeting at the Conclusion of the Vocational Evaluation to review results and make recommendations
11. Explanation of what goes into the Narrative Report and determine who should receive copies of the Report

## **INFORMATION NEEDED PRIOR TO INTAKE INTERVIEW**

- Most recent Psychiatric or Psychological Evaluation Report
- Individual Support Plan
- Individualized Education Plan and Re-Evaluation Report for students
- A completed Comprehensive Medical Information form
- A completed Nurse's Standing Orders Procedure form

## **INFORMATION NEEDED AT TIME OF INTAKE INTERVIEW**

- Personal identification card
- Social Security card
- Medical insurance card
- Medical Assistance Number
- Base Service Unit Number
- List of current medications and dosages
- Name, address, telephone number of emergency contact person
- Name, address, telephone number of Primary Care Physician