**D & E Reference Sheet**

**D/E Service Plan**

* D & E is not intended to help the client prove he or she can work. The focus should be where, how, when and what supports are needed, etc…
* Typically D & E requires multiple CBAs, in the event that only one CBA is necessary to proceed into job development, an explanation of how this meets the rehab needs of the individual must be documented in the **Additional D/E Services Comments** section on the final report.
* **NOTE**: When D & E is done under a Trial Work plan, action steps must include two or more Community Based Assessments (CBA) within realistic integrated work settings.
* **Potential risks** are those that are identified by the client and those anticipated by the CRP.
* When addressing **Other Considerations**,refer to the CARF standard manual, specifically ***Individual-Centered Service Planning, Design and Delivery*** and its examples relative to *other issues, as identified by the person served* in plan development.
* **Objectives** are information needed to define and refine the employment goal. **Objectives** **must** include: community based assessment, assistive technology, and transportation, as well as all of the **Additional Information/Objectives** that are identified throughout the DE service plan.

An **objective** can have multiple **action steps**

**Action Steps**: Methodologies defined in measurable terms

*Examples:* ***Objective****: Help Joe understand how his legal actions will impact his vocational goal.* ***Action steps****: 1. Background check 2. Researching legal issues and how this limits certain jobs*

**D/E Final Report**

* All **objectives** listed on the service plan should be addressed on the final report.
* If identified **objectives** and related **action steps** from the DE service plan were not complete, they must be addressed on the final report and, if still viable, continued onto the job development plan.
* **Inherent health and safety risks** are those which are probably or likely to happen, given the job goals selected.
* **Extended services** –The CRP or identified long term provider shall provide ongoing support services needed to support and maintain a client in successful employment after VR has closed the client’s case. Provision of Extended Services (follow along) must, at a minimum, consist of two meetings with the client each month. If, following VR case closure, significant changes

occur in the employment setting and the client requires 26% or more on site job supports,

a request for further services can be submitted to the Regional Manager Team.

**Addendum B**

* Here are some examples of recommendations for moving toward competitive integrated employment, as applicable: Participating in pre-employment programs, working on transportation plan, referral to community resources/state agencies, volunteering, training or certifications, etc…

**On Addendum A or SE JD Plan**

* Identify needs such as interview clothing, uniforms, specific shoes, transportation money
* If such VR supports are needed, an individual must complete the VR financial application and meet those guidelines.