

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-8.7-v1

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CHAPTER 8: Assessment Services

Section 8.7: Assessments: Trial Work Experience

I. Policy Statement

This policy provides the guidelines regarding the provision of trial work experience (TWE) for applicants/clients to participate in a work experience to explore their ability and capacity to perform work duties in a single, realistic, and integrated work setting. This service can be used for the purposes of an eligibility decision or when eligibility needs to be redetermined due to progression or severity of client's disability and functional limitations later in the VR process.

II. Authority

Authority for policies contained in this document includes the following:

- Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.
- Title IV Amendments to the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- State Vocational Rehabilitation Services Program, 34 C.F.R. §§:
 - Assessment for determining eligibility and priority of services 361.42 (e)
 - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(1-2)
 - Comparable services and benefits 361.53 (b)(1)
 - Participation of individuals in cost of services based on financial need 361.54 (b)(3)(i)(A-B)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4:
 - General considerations R6-4-201 (A)(1)(a)
 - Diagnostic Study R6-4-203
 - Extended evaluation R6-4-204
 - Economic need and similar benefits R6-4-403 (A)(1)(b)(i-ii); and (B)(2)(b)(iv)

III. Applicability

This applies to circumstances when a trial work experience may be necessary when the VR Counselor questions the applicant or client's ability to benefit from VR services in terms of an employment outcome due the severity of disability and the applicant or client's ability, capability and capacity to perform in work situations needs to be assessed.

IV. Standards

- A. The VR Counselor must provide the service provider with the following referral information:
 - 1. Pertinent background information regarding the applicant/client's disability and vocational objectives, and
 - 2. A specific list of questions regarding the implications of the applicant/client's disability in terms of employment.
- B. Economic need does not apply.
- C. Comparable benefits do not apply.
- D. Trial work experience (TWE) is used to create real life work situations in a controlled or supervised setting for applicants/clients who have:
 - 1. Had unsuccessful or very limited exposure to work,
 - 2. Had psychological or vocational testing done but need additional observation while performing real work,
 - 3. Been determined to not need structured testing or for whom such testing is not appropriate, or
 - 4. Limited cognitive ability.
- E. The following essential work skills must be assessed during the trial work experience:
 - 1. Work tolerance, stamina, and productivity,
 - 2. Adaptability to work tasks and environment,
 - 3. Ability to learn and understand basic job duties,
 - 4. Responsiveness to work instructions and accepting direction and supervision,
 - 5. Adherence to attendance and punctuality,
 - 6. Functional understanding of the importance of and maintaining a groomed and neat appearance,
 - 7. Managing symptoms or effects of disability, tolerating stress and handling time pressure/multitasking, and

- 8. Working knowledge of interpersonal skills, such as exhibiting correct and polite behavior and interacting in appropriate manners with others.
- F. The location for TWE must be appropriate for the applicant/client's disability related needs and in the most competitive and integrated setting possible.
- G. The VR Counselor must authorize TWE for a minimum of four (4) hours per day or twenty (20) hours per week not to exceed 90 hours in a single work setting.

V. Procedure

- A. Refer to IV.A (1-2) and G above.
- B. Refer to Standard Work, if available.
- C. Refer to the RSA Allowable Services Spreadsheet, contract, and provider requirements.
- D. The VR Counselor must complete the "MSP New Client Referral Form" (located on the MSP AZVRS State Portal via the Links tab in Libera) to submit the referral for Trial Work Experience to Managed Service Provider (MSP) for service provider selection.
- E. Upon confirmation of service provider selection, the agency Referral for Services form may be completed with additional pertinent information relating to the client and service provision to be provided directly to the service provider.
- F. The VR Counselor must task the Purchasing Technician to create RSA Purchase Authorization for the service listed in V. D.
- G. The Purchasing Technician must submit the RSA Purchase Authorization for the service listed in V. D directly to MSP.
- H. Upon receipt of the provider's assessment report, the VR Counselor must review the report for completeness, approve the provider's invoice and process for payment after confirming that the reporting documentation is complete.

VI. Documentation Requirements

The client's electronic case file must include the following:

- A. Referral information,
- B. RSA Purchase Authorization(s),
- C. Assessment reports.