

## **ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

**Program Name:** Vocational Rehabilitation (VR)

**Policy Number:** VR-8.9-v1

**Effective Date:** July 1, 2008

**Last Revision:** March 31,2021

**CHAPTER 8:** Assessment Services

**Section 8.9:** Assessments: Vocational Evaluation

### **I. Policy Statement**

This policy provides the guidelines for the provision of vocational assessment, vocational testing, behavioral observation, and work activities for assessing the client's vocational capabilities in exploring vocational areas and guiding employment choices. The vocational assessment is an individualized and systemic evaluation of the client's vocational potential, strengths, and limitations to assist and empower their vocational decision.

### **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. §§:
  - 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
  - Service and provider standards, service authorizations equipment purchasing, Workers' Compensation R6-4-402 (B)(3)
  - 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 clients may need to participate in a vocational assessment in order to explore and guide vocational choices in selecting their individual employment goal.

#### **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. Vocational evaluation is utilized for assessing the applicant/client's capabilities, exploring vocational areas and guiding employment choices.
- E. VR utilizes the following levels of vocational evaluations: basic, moderate and comprehensive with or without the McCarron-Dial system.
- F. A basic vocational evaluation is utilized for applicants/clients with a prior vocational evaluation where only basic updating of the previous vocational information is desired.
- G. The basic vocational evaluation must assess an applicant/client's:
  - 1. Vocational interests,
  - 2. Intellectual capacities,
  - 3. Physical, psychomotor, and sensory capacities,
  - 4. Aptitudes,
  - 5. Academic achievements, and
  - 6. Learning style.
- H. A moderate vocational evaluation is utilized for applicants/clients who have not participated in any prior vocational testing and who require a more in-depth vocational evaluation than described in a basic vocational evaluation.
- I. The moderate vocational evaluation must assess all items included in a basic vocational evaluation plus an applicant/client's:
  - 1. Transferable skills analysis,
  - 2. Work skills and work tolerance,

3. Attitudes toward work and knowledge of occupational information and job seeking skills.
- J. A comprehensive vocational evaluation is utilized for an applicant/ client that requires a specialized, extensive vocational evaluation to answer specific questions pertaining the client's present and future vocational potential and employment related strengths and limitations.
  - K. Comprehensive vocational evaluation must assess all items included in a moderate vocational evaluation plus an applicant/ client's:
    1. Cognitive abilities,
    2. Academic achievements (grade level) in reading, writing, spelling and mathematics,
    3. Physical abilities,
    4. Sensory abilities,
    5. Aptitudes and vocational interests/exploration,
    6. Behavioral observations and work habits.
  - L. Comprehensive vocational evaluation – McCarron-Dial System is utilized for applicants/clients who are deaf, hearing impaired blind and/or visually impaired and for applicants/clients with neuropsychological problems requiring a specialized, extensive vocational assessment. This evaluation is expected to:
    1. Answer the referral questions.
    2. Identify the applicant/client's relative strengths and weaknesses in verbal-spatial-cognitive, sensory, motor, emotional, and adaptive behavior areas of functioning.
    3. Be completed within a one-week period.
  - M. Only one assessment is allowed per case.

**V. Procedure**

- A. Refer to IV.A (1-2) 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 Vocational Assessment Service 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 applicant/client's electronic case file must include the following:

- A. Referral information,
- B. RSA Purchase Authorization(s),
- C. Vocational evaluation report.