

# COMMUNITY REHABILITATION PROGRAM (CRP)

## ***AUTHORITY***

Rehabilitation Act of 1973 as amended, Section 102 (b)

Federal Regulations: CFR 361.5(9); CFR 361.38 (d); CFR 361.45 (7); CFR 361.47 (8); CFR 361.56 (b)

*For the purpose of this manual, use of the terms **must** or **shall** reflect requirements of Federal law or regulation or state law or administrative regulation and must be adhered to strictly.*

## ***INTRODUCTION***

Community Rehabilitation Programs (CRPs) provide directly or facilitate the provision of vocational rehabilitation services to consumers with disabilities to maximize opportunities for employment including career advancement.

The services may include: job development, placement and retention services; vocational assessments for determining limitations and abilities and vocational rehabilitation needs; supported employment and work adjustment; as well as other services.

To the extent appropriate and in accordance with informed choice, these services shall be provided in the most integrated settings possible.

Appropriate referrals include consumers who require an assessment to determine vocational rehabilitation needs and consumers who have a vocational goal of competitive employment that require CRP services to obtain that objective.

## ***GENERAL INFORMATION***

The counselor has the responsibility of informing consumers of the services available through CRPs so the consumer can make appropriate choices among the various services and providers. Once the consumer and counselor have jointly decided upon CRP services, pertinent information is to be furnished at the time of referral to meet the admission requirements of the CRP.

The primary responsibility of the CRP is to assist in the development of and to carryout the agreed upon services outlined in the Individualized Plan for Employment (IPE). Ideally a representative of the CRP should be involved in the IPE development to ensure that all parties understand the services that are to be provided. It is critical that there is a general understanding and agreement among all involved parties concerning the expected vocational outcome.

The CRP provides feedback to the counselor; furnishes written progress reports on a monthly basis; and submits a final report when the service is completed. When it is necessary to amend the IPE during the rehabilitation process, it will be by consensus of all parties and *must* be approved by the consumer and DVR counselor.

For services that are outcome based such as Work Adjustment leading to Competitive Employment, payment is only made once the individual has met the requirements for a positive employment outcome. Payments for services such as vocational assessment are made once the service is completed and the appropriate report is received.

Placement means employment in a suitable job, full or part-time, at competitive wages with all the rights, privileges, and benefits of individuals who are not disabled and employed in similar jobs.

Positive employment outcome means the consumer has been continuously employed in an integrated work setting for a minimum of ninety (90) days and no longer needs the services of the CRP provider to maintain employment.

CRP services may and should extend beyond the first ninety days of employment if the individual still requires CRP services in order to be successful on the job. In the case of an individual receiving supported employment services, the individual must be stabilized in the job and maintain a supported employment placement for thirty (30) days after making the transition to extended services (on-going support). For further information regarding supported employment placement and closure guidelines, consult the Supported Employment Section of this Manual.

The counselor has the responsibility of maintaining contact with the consumer to provide necessary guidance and counseling and support for the total rehabilitation program. If it becomes apparent that the consumer is unlikely to achieve the planned outcome, the CRP has the option of suspending further services until the IPE is amended or, if appropriate, discharging the consumer.

## ***COMPREHENSIVE VOCATIONAL ASSESSMENT***

A comprehensive vocational assessment is used with consumers who need assistance in identifying vocational strengths and abilities for the purpose of determining potential vocational goals and may assist in determining service needs and a plan of services (IPE).

It is the responsibility of the counselor to furnish pertinent medical and other information to the CRP at the time of referral. Personal information may be released to the CRP only for the purposes directly connected with the administration of the vocational rehabilitation program. The CRP will be informed of any specific questions the counselor or consumer would like addressed in the assessment. The

results of the comprehensive assessment will be discussed with the consumer and used in preparation of the IPE.

A comprehensive vocational assessment will include the following information:

1. Physical and psychomotor capacities;
2. Intellectual capacities;
3. Work - related behavior;
4. Interests, attitudes, and knowledge of occupational information;
5. Personal, social, and work history;
6. Aptitudes;
7. Educational and vocational achievements;
8. Work skills and work tolerances;
9. Job seeking skills;
10. Work and non-work-related needs;
11. Possible employment objectives;
12. Ability to learn about oneself as a result of the information obtained and furnished through the evaluation process;
13. Learning style, including the ability to understand, recall, and respond to various types of instructions;
14. Need for job-site modifications or adaptive equipment;
15. Transferable work skills;
16. Environmental work conditions.

Personal interviews and behavioral observations will supplement assessment data. A written vocational assessment report must be prepared and furnished to the referring counselor and properly interpreted to the consumer.

## ***ASSESSMENT SERVICES***

Assessment services are appropriate for consumers who do not need a comprehensive vocational assessment but who need limited testing in certain specific vocationally related areas. The counselor will furnish pertinent medical and other information to the CRP at the time of referral. The CRP is to be informed of any specific questions. The results of the assessment will be discussed with the consumer and used in preparation of the IPE.

The CRP will provide the following information:

1. Individual Vocational Interview: To include questions regarding past work experience, educational history, physical capacities, vocational interest areas, and perception of abilities;
2. Academic Assessment: To include testing in both reading and arithmetic;
3. Aptitude Assessment;;
4. Vocational Interest Assessment;
5. Behavioral observations.

The CRP must furnish a written report to the counselor that includes the test results and a brief summary of the findings as they relate to the consumer's vocational potential. Questions asked by the referring counselor will also be addressed.

## ***ADJUSTMENT SERVICES***

Adjustment services are appropriate for consumers who need to address employment related issues but who do not require job placement or employment follow-up services provided by the CRP. Adjustment services may be purchased from a CRP on a per-diem basis. This service should be authorized at the time of referral with an ending date no later than six months after the authorization date.

The DVR counselor will provide pertinent medical and other information to meet the admission requirements of the CRP. The reason for referral and the expected results of services will be provided to the consumer and the CRP. The counselor has the responsibility of maintaining contact with the consumer to provide necessary guidance and counseling and support throughout the rehabilitation program.

The CRP is responsible for developing a written plan of services consistent with the purpose for which the consumer was referred jointly with the consumer and the DVR counselor. The CRP will provide feedback to the counselor and consumer; furnish a written progress report on a monthly basis; and provide a final report when the service is completed.