

Work Adjustment Training

Work Adjustment Training (WAT) is a training program that builds positive work habits and behaviors, improves work tolerance, and develops strategies to improve a job candidate's (JC's) ability to maintain employment. The purpose of WAT is to enhance a JC's ability to find and keep a job. While a Training service can be used more than once based on the needs, interests, desires, and capabilities of a candidate, it can only be authorized one site at a time to review and build on results. Training services may also complement the Discovery process, help identify support needs, and result in the development of a JC's Individual Plan for Employment (IPE). WAT can take up to a month to complete. WATs must be completed in a competitive integrated employment (CIE) setting.

IVRS Responsibilities for Work Adjustment Training Services

- Approve proposed methods to address needs and ensure strategies developed are appropriate.
- Participate in scheduled meetings to assess JC's progress towards vocational goal.
- Oversee reimbursement to CRP upon receipt of approved JC's training wage supporting documentation.
- Problem-solve with team to address issues hindering progress as needed.

CRP Responsibilities for Work Adjustment Training Services

- Receives and clarifies questions from IVRS counselor and JC.
- Identify negative work habits and behaviors presented by a JC and past employment if applicable.
- Develop strategies to remedy past inappropriate habits and behaviors if needed.
- Develop a WAT site in a CIE setting that is in support of the JC's IPE and approved by VR and the JC.
- Provides written identification of business, contact person, job assignment and training start date to IVRS.
- CRP and employer provide training, and supervision at the worksite to the JC, who works alongside individuals without disabilities.
- CRP pays a training wage to a JC for any real work completed.
- CRP worker's compensation insurance covers JC for any accidents that may occur.
- CRP, in conjunction with employer, assess the JC's strengths and needs relative to those of a competitive worker, and report results in a team meeting.
- Implement training modifying habits and behaviors.

- Track the number of hours and pay a training wage to JC for any real work completed, which is submitted to IVRS for reimbursement.
- Share written report on outcomes and recommendations for Work Adjustment Training with IVRS staff and JC.
- Refer JC for additional employment services as appropriate.
- Complete **the Employment Analysis for Vocational Assessment/ Preparation/ Training Services** report for IVRS itemizing the time billed, hours worked, payment amount, and documentation in achievement of performance measures.

Job Candidate Responsibilities for Work Adjustment Training Services

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.
- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions agreed by team.
- Make sure that JC talks with all those who are involved in the employment journey.
- Provide any documents that are requested that will help JC reach his/her employment goals.