

I. Information gathering to select potential CRP Project SEARCH® participants

Iowa Vocational Rehabilitation Services (IVRS) Responsibilities:

- Conduct initial intake for IVRS services
- Determine eligibility for IVRS services
- Determine MSD category of eligibility for IVRS services
- Assess participant's employability skills by performing a comprehensive assessment of VR needs to assist in determining the nature and scope of services to be provided to the participant in order to accomplish their VR goals and objectives
- Inform participating CRP when the individual is removed from the waiting list and placed into services (as applicable)

CRP Responsibilities are to identify participants appropriate for Project SEARCH® based on the following criteria:

- Be at least 18 years of age
- Refer potentially eligible participants to IVRS in advance of participation to avoid delays in service during eligibility determination
- Meet eligibility requirements for IVRS
- Meet eligibility requirements for long-term supports for follow along services
- Participant has shown participant has basic employability skills and has demonstrated appropriate behavior and social skills in work experiences

II. Recruitment of CRP Project SEARCH® participants

IVRS Responsibilities:

- Assist with the participant and parent information meeting
- Provide necessary outreach in order to assist in explaining IVRS roles and responsibilities

CRP responsibilities:

- Develop Project SEARCH® marketing materials to share with participants and parents
- Host the participant and parent information meeting
- Identify participants that are appropriate for the Project SEARCH® program based on IVRS's eligibility criteria

- Hosting provider will list on the matrix all participants and parents who attend the participant and parent information meeting
- Hosting provider will list on the matrix all participants and parents who received marketing materials
- Provide necessary information to assist in explaining CRP roles and responsibilities

III. Selecting CRP Project SEARCH® participants

IVRS and CRP Responsibilities:

- Review Project SEARCH® applications and select participants to interview
- Ensure that participants are eligible IVRS job candidates in at least status 10 and in the MSD category
- CRP will maintain a Project SEARCH® Application Packet for each participant that is interviewed and all Project SEARCH® Application Packets will contain the required information
- Select participants based on interview results
- Notify all participants of the interview results
- At least 8 will be selected to participate in the Project SEARCH® program annually

IV. Determine participant job internship sites

IVRS Responsibilities:

- Develop IPEs for each participant to identify work goal and other services needed and provide a copy to the CRP
- Provide guidance on the selection of the worksites/internships
- Assist the CRP in completing the job analyses for worksites in addressing participants' functional limitations and assets as it relates to their IPE

CRP responsibilities:

- Work with business site managers and supervisors to develop job rotations, write job descriptions, and plan for necessary job modifications
- Complete job analysis for worksites
- Refine participant interests and preferences to select internship sites
- Train participants on interviewing skills
- Work with business managers and supervisors to develop job rotations, write job descriptions, and plan for necessary job modifications

V. Administer the CRP Project SEARCH® Program

IVRS Responsibilities:

- Meet at least twice per internship with job coach, participants, and parents to discuss progress
- Follow up with participants and staff on training progress and provide counseling to reinforce progress
- Provide technical assistance on appropriate and reasonable accommodations
- Assist with job development within business host site and other community-based employment sites as applicable

CRP responsibilities:

- Attend job orientation with the participant and clarify information with the participant as necessary
- Gain knowledge of each internship site and make any necessary modification to promote the success of the participant in the job (label cabinets, simplify written instructions, create checklist, etc.)
- Teach the participant the essential tasks of the job and reinforce employability skills
- Complete necessary evaluations, reports, and other documentation as needed
- Provide daily classroom instruction prior to and immediately after the intern workday in an effort to help Project SEARCH® participants learn teambuilding, employability, and workplace skills which will empower them to be productive, resourceful, and competent employees in a variety of work and social settings
- Implement the Project SEARCH® Curriculum and plan daily lesson plans according to the needs of the participants
- Ensure instruction connects with real work experiences and reinforces employability skills
- Visit participant interns during their job rotations on a daily basis
- Perform job coaching duties
- Coordinate with participants' and parents' transportation to and from the business and provide transportation training for participants
- Develop a portfolio for each participant that documents each work site, skills acquired, evaluations, letters of recommendations, etc. This portfolio will include
 - The Project SEARCH® Application Packet
 - Internship evaluations
 - Assessments and evaluations from Project SEARCH® classes
 - The participant's IPE
 - Reference letters (as applicable)

- Coordinate a meeting at least twice per internship with IVRS counselor, job coach, participants, and parents to discuss progress
- Meet daily with job coach to discuss participant progress
- Meet regularly with business site managers and supervisors to discuss participant strengths and challenges
- Assist with job development within the business host site and other community-based employment sites as applicable
- Ensure each Project SEARCH participant completes all internship rotations of participant's choice totaling each program's contracted hours throughout the program year
- Provide job development and job coaching reports electronically to IVRS monthly

VI. Job Placement of the Participant

IVRS Responsibilities:

- Assess the work site's interest in retaining the participant for continued employment on the job
- Work with the participant and team to explore competitive integrated employment based on individual strengths and skills
- Provide services to meet the needs of the participant and employer including purchase of job placement and coaching services from the CRP, as appropriate
- Implement the placement plan, meeting with employers and the participant as outlined in the IVRS RSB Policy Manual
- Follow up with the work site employer to ensure suitability and stability of the placement

CRP responsibilities:

- Identify available job openings consistent with the job candidate's disability, interests, preferences, aptitudes, and individual plan for employment
- Maintain a job search log of employers contacted with job candidate
- Contact employers to develop a job specific to the job candidate's IPE
- Market the job candidate to the employer
- Accompany the job candidate to interviews (as appropriate)
- Assist the job candidate in completing and submitting job applications
- Advise the job candidate on interviewing, resume revisions, and follow up
- Recommend work station modifications (if necessary)
- Develop a job for the job candidate with a business or industry that pays commensurate wage at or above minimum wage and offers benefits
- Complete a job analysis for the specific job that has been developed

- Negotiate with the employer the essential functions of the job that will serve the business by focusing upon the talents of the job candidate
- Work with IVRS to ensure training needs are identified and addressed with the employer, job coach and job candidate. Determine job specific skill requirements, soft skill requirements, teaching strategies, timeframes, and responsibilities.
- Identify and arrange reasonable accommodations with the employer
- Develop a plan for natural supports for any job candidate in Supported Employment
- Provide disability awareness and training to the employer when necessary
- Provide technical assistance to the employer regarding the training progress as identified by job candidate's team
- Within three months of successfully completing the Project SEARCH® program, at least 50% of participants will obtain competitive integrated employment
- Complete the necessary evaluations, reports, and other documentation as needed

VII. Additional Performance Measures

- Monthly job development report will be completed by the CRP job developer and turned in to IVRS Counselor within 5 working days of the end of each month
- Monthly job coaching report will be completed by the CRP job coach and turned in to IVRS Counselor within 5 working days of the end of each month
- Quarterly reports will be completed by the CRP Project SEARCH CRP supervisor and electronically turned in to IVRS Contract Manager by October 30, January 30, April 30, and July 30

Job Candidate's Responsibilities for Customized Discovery 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 that the team agreed on.
- 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.