

Partner Roles & Responsibilities Desk Aid

DVR Case Status	What does it mean?	What is DVR's Role?	What is the Service Provider's Role (e.g. SWAP)?	What is Education's Role?
ACTIVE STATUSES				
Pre-referral	- Initial contact has been made between DVR/SWAP and the student. - The educational need(s) of the student warrant pre-employment transition services to begin to identify their career pathway towards the goal of competitive/integrated employment	- Coordinate with Education around planning and provision of transition services - DVR is responsible for providing Technical Assistance & Consultation to Educators, to assist in planning for transition from school to post-school activities and pre-employment transition services when appropriate - Outreach and identification of youth with disabilities to provide information about voc rehab, eligibility requirements, application process, and scope of services. - Make Pre-ETS available that support and enhance activities happening in school - Identify appropriate time to make application	- Identify youth who may benefit from Pre-ETS or vocational rehabilitation (VR) services - May serve as liaison between Education & DVR for referral - Complete appropriate referral paperwork	- Invite DVR & service providers to present and share information with Educators, Youth, & Families at Resource Fairs and other appropriate events - Promote partnership between education faculty/staff and DVR - Utilize information provided by DVR to aid in development of transition goals, as appropriate - Maintain records to facilitate transition to Adult Service Agencies - Partner with DVR for pre-employment transition services for students with disabilities. - Assist in referring youth with disabilities to DVR when their focus shifts from academic to vocational and they are available for services.
Application (A)	Used when a student with a disability has been referred to DVR for pre-employment transition services	- Complete referral - Use existing records to demonstrate presence of a disability and Pre-ETS need(s) - Collaborate on identifying systematic delivery of Pre-ETS at local level	- Gather records - Assist with Referral for Pre-Employment Transition Services packet - Case Management - Collaborate on identifying systematic delivery of Pre-ETS at local level	- Gather records - Assist with Referral for Pre-Employment Transition Services packet - Collaborate on identifying systematic delivery of Pre-ETS at local level
Application (A)	Applicant	- Intake completed with youth. - Use existing records to the extent possible in order to make eligibility determination and significance of disability rating; determine waitlist category	- Gather records - Assist with appropriate paperwork - Participate in DVR intake - Case Management (not billable as a stand-alone service) - Activities that support determination of significance of disability	Maintain & share records to facilitate eligibility determination by DVR (i.e. Triennial/Eligibility IEPs, SOP and supporting documentation, including PT, OT, SLP, or Psychological reports) upon receipt of Release of Information

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Eligible (E)	A potentially eligible student with a disability who has provided documentation of a disability and may begin receiving pre-employment transition services.	▪ Provide pre-employment transition services that promote building a career pathway for the young adult which align with district's continuum needs but do not supplant education's requirements ○ Job Exploration ○ Work Based Learning Experiences ○ Post-Secondary Education and Counseling ○ Self Advocacy ○ Workplace Readiness Skills Training ▪ Provide copies of progress reports to education for ICAP and IEP	▪ Provide pre-employment transition services that promote building a career pathway for the young adult which align with district's continuum needs but do not supplant education's requirements ○ Job Exploration ○ Work Based Learning Experiences ○ Post-Secondary Education and Counseling ○ Self Advocacy ○ Workplace Readiness Skills Training ▪ Work in collaboration with DVR to identify community resources and possible work-related activities ▪ Provide Monthly Progress Reports and invoices to DVR ▪ Provide copies of progress reports to education for ICAP and IEP	▪ Collaborate with and promote participation in activities for students when appropriate with DVR that will enhance and support the development of a career pathway ▪ When Pre-ETS delivery is being provided by district ○ Provide Monthly Progress Reports to DVR ○ Complete monthly invoices ○ Partner to identify Pre-ETS programming that promotes ▪ Job Exploration ▪ Work Based Learning Experiences ▪ Post-Secondary Education and Counseling ▪ Self Advocacy ▪ Workplace Readiness Skills Training ▪ Work in collaboration with DVR to identify community resources and possible work-related activities
Eligible (E)	Eligible	▪ Certify youth meets basic eligibility criteria ▪ Determine significance of disability & waitlist category ▪ Begin comprehensive assessment in preparation of developing IPE ▪ Ensure that the IPE is written and signed before the youth exits school.	▪ Situational Assessment ○ Job Shadows ○ Job Tours ○ Work Experience ▪ Vocational Evaluation ▪ Vocational Guidance ▪ Case Management (not billable as a stand-alone service)	▪ Maintain & share records to facilitate comprehensive assessment by DVR (i.e. outcomes of Situational Assessment, Work Experiences, skills assessments, SOP, etc.) upon receipt of Release of Information.

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Service (S)	Vocational Guidance & Counseling Physical/Mental Restoration Training	- IPE has been approved. - Vocational Guidance & Counseling, Job Referral and Job Development are the only services required - Authorize physical or mental restoration services required to achieve suitable employment (i.e. medical treatment, mental health therapy, fitting of prosthetic) - Authorize or provide academic, vocational, business, job seeking skills, etc. training from any source required to achieve suitable employment	- Vocational Guidance - Job Referral - Job Development - Copy IPE amendments and progress reports to educators - Vocational Guidance - Work Adjustment Training - Job Seeking Skills Training - On-the-Job Training - Job Coaching - Vocational Guidance - Case Management (not billable as a stand-alone service)	- Request and maintain copies of service provider's Progress Reports & any IPE Amendments, if youth is still enrolled and it is determined helpful to the youth's overall transition planning - Provide copies of additional assessments completed, new IEPs written, etc to DVR
Service Job Ready (SJ)	Ready for Employment	- IPE has been approved. - All preparatory services have been completed and the client is prepared to accept suitable employment, but has not yet entered employment - Authorize or provide job placement services required to achieve suitable employment.	- Job Placement - Vocational Guidance - Case Management (not billable as a stand-alone service) - Copy IPE amendments and progress reports to educators	- Request and maintain copies of Service provider's Progress Reports & any IPE Amendments, if youth is still enrolled and it is determined helpful to the youth's overall transition planning - Provide copies of additional assessments completed, new IEPs written, etc to DVR
Employed (Emp)	In Employment	- IPE has been approved. - Client is working in suitable employment. - Authorize or provide retention services required to maintain suitable employment outcome.	- Job Coaching - Vocational Guidance - Case Management (not billable as a stand-alone service) - Copy IPE and progress reports amendments to educators	- Request and maintain copies of Service Provider's Progress Reports & any IPE Amendments, if youth is still enrolled and it is determined helpful to the youth's overall transition planning - Provide copies of additional assessments completed, new IEPs written, etc to DVR

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Post Employed Services (PES)	Post-Employment Services	- Client was closed successfully rehabilitated, but now requires additional services to maintain, regain or advance in employment - IPE Amendment has been approved. - Authorize or provide services required to maintain, regain or advance in employment.	- Work Adjustment Training - Job Seeking Skills Training - On-the-Job Training - Job Placement - Job Coaching - Vocational Guidance - Case Management (not billable as a stand-alone service)	- Request and maintain copies of Service Provider's Progress Reports & any IPE Amendments, if youth is still enrolled and it is determined helpful to the youth's overall transition planning - Provide copies of additional assessments completed, new IEPs written, etc to DVR
Inactive Statuses				
Application Extended (AE)	Applicant has disengaged, is unavailable or cannot be contacted making it difficult to move forward with gathering information to determine eligibility	- Double check contact information - Look for other contact venues (e.g. family members, email, etc) - Identify best mode of communication - Attempt to re-engage	- Double check contact information - Look for other contact venues (e.g. family members, email, etc) - Identify best mode of communication - Attempt to re-engage - Serve as bridge to remind youth who DVR is, role & responsibilities	Provide guidance/counseling on benefits of working with DVR and importance of maintaining active participation
Delayed (D)	Waitlist	- Counselor has certified that youth meets eligibility criteria, but services unavailable due to active Order of Selection - Provide information & referral to appropriate agencies - No direct services may be provided *Work in collaboration with Education to educate and provide guidance on benefits of applying while on waitlist vs waiting	- No direct services may be provided - Information & Referral Form should be provided by DVR/SWAP to anyone being placed into Delayed Status.	Request a copy of the waitlist for school records, if youth is still enrolled *Work in collaboration with DVR to educate and provide guidance on benefits of applying while on waitlist vs waiting
Services Interrupted (SI)	Services Interrupted	- IPE has been approved. - Services were initiated, but have interrupted for any reason. - Remains here until services resume under an active status OR case is able to be closed unsuccessfully (28). - No direct services may be provided	- Generally no direct services - Minimal Case Management (not billable as a stand-alone service) services may be appropriate in some cases	Not Applicable

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Closure Statuses				
Closed Rehabilitated (CR)	Successfully Rehabilitated	▪ Counselor has verified that youth has been employed for 90 days in suitable employment as a result of substantial services provided by DVR, and is now stable ▪ Counselor had discussed case closure with youth. All are in agreement that employment will continue without additional support	▪ Discussion of case closure with youth to ensure Informed Choice, prior to recommending closure to DVR ▪ Upon closure with DVR, SWAP provides Follow-Along services for 1 additional year (i.e. A minimum of quarterly check-in with youth/employer to ensure continued job stability) ▪ Follow-Along services must be documented in the service record	▪ Not Applicable

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