

SEMI-ANNUAL AND ANNUAL REVIEW OF INDIVIDUALS IN EXTENDED EMPLOYMENT

15.00.01

Introduction

WIOA requires that NYSCB conduct reviews and reevaluations of the status of participants who have achieved an employment outcome in an extended employment setting. Reviews and reevaluations must take place semi-annually for 2 years after the participant achieves their extended employment outcome and annually thereafter.

Purpose of the Review

The purpose of the review is to determine the individual's interests, priorities and needs regarding competitive integrated employment. If the individual is interested in pursuing competitive employment, NYSCB can provide VR services, reasonable accommodations and other necessary support services to assist the individual in the transition from extended employment to competitive integrated employment (including supported and self-employment). The VR counselor may wish to acquire a vocational assessment to gather more information on the opportunity of competitive integrated employment.

Scope of the Review

The review and reevaluation must include input by the individual, or if appropriate, the individual's representative. In addition, the review and reevaluation of the status of individuals closed in extended employment should include

1. an examination of the individual's case record including a review of the reasons for placement into extended employment,
2. a review of the individual's employment history during the past year including productivity and work adjustment,
3. a determination as to whether any progress or change has occurred in the individual's readiness for competitive employment, and
4. a determination as to whether the provision of additional VR services, reasonable accommodations and/or other support services may lead to competitive employment.

A signed acknowledgment that the review and reevaluation has taken place must be obtained from the individual.

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Other Factors to Consider During the Review

In addition to the above minimum review criteria, other issues to consider include new production techniques or equipment which may aid the individual in employment and the current job market.

Who Conducts the Review

The senior counselor is responsible for determining who will conduct the review of extended employment. In most cases the reviewer will be a VR counselor.

Conducting the Review

To conduct the review, the designated individual will interview the individual, community rehabilitation program staff and where appropriate, the individual's representative and will review the individual's case record. Available and appropriate information from the community rehabilitation program may be used to assist the reviewer during the review process. Examples of such information are agency reviews, reports and vocational assessments.

The review may result in continuation of the individual in extended employment or reopening the individual's case.

Number of Reviews

Individuals in extended employment will be reviewed semi-annually for two consecutive years. If the semi-annual reviews indicate that no significant change has taken place in the individual's job readiness or prospect for competitive employment, reviews will continue on an annual basis.

Recording the Review

The outcome of the review will be recorded on the form titled Semi-annual and Annual Review of Persons Placed in Extended Employment below. After appropriate signatures are obtained on the form, it will be scanned attached in the individual's case record.

**SEMI-ANNUAL AND ANNUAL REVIEW OF INDIVIDUALS
IN EXTENDED EMPLOYMENT**

15.00.03

DISTRICT OFFICE _____

**SEMI-ANNUAL AND ANNUAL REVIEW OF PERSONS PLACED IN EXTENDED
EMPLOYMENT**

1. Individual's Name _____ Case No. _____
Employer _____ Review Date _____
Address _____ Closure Date _____

2. Extended Employment Review (To Be Completed with Community Rehabilitation
Program Personnel)

A. Productivity (Check Appropriate Box)

Competitive Level Average
 Above Average Below Average

B. Adjustment to Work (Check Appropriate Box)

Competitive Level Adequate for Current
Setting Only
 Needs Improvement for Not Adequate for
Competitive Level Current Setting

C. Individual is ready for competitive level employment or training for
competitive level employment.

D. Individual is not ready for competitive level employment.
Specify reason: _____

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3. Individual Interview (To Be Completed with Individual After Section 2 is Completed)

In Agreement With Evaluation from Employer

Disagree With Employer Evaluation. Reason: _____

Other Comments: _____

4. Results of Review

No Change in Individual's Readiness for Competitive Employment

Placed in Referral/Applicant Status 00/02

Placed in Post-Employment Services Status 32

Employed in Competitive Level or Self-Employed

Not Available for Review

Other (Specify) _____

Individual's Signature _____ Date _____

VR Counselor's Signature _____ Date _____

Senior Counselor's Signature _____ Date _____