**Situational Assessment (SA)**

**PROCEDURE CODES:**

**47CRPih** **SA Individual, Paid**

**47CRPihw SA Individual Wages**

**47CRPihn SA Individual, Non-Paid**

**47CRPg2 SA Group, 2-4** **Hours**

**47CRPg5 SA Group, 5+ Hours**

**Definition:**

Situational Assessment (SA) services, as authorized by a Senior Vocational Rehabilitation Counselor (QRP/SVRC) and provided to a DOR consumer by a Community Rehabilitation Program (CRP), utilizes actual work sites to identify a DOR consumer’s current level of employability or as part of an eligibility determination through a short-term trial work experience.

A Situational Assessment (SA) is a community-based service that allows a DOR consumer to observe or try out a variety of job opportunities, which may include payment of wages. Services may be provided individually, in groups, or in a classroom setting based on an approved program model. This service includes an on-site CRP Assessor for the entire duration of the Situational Assessment.

Situational Assessment services provide information to a DOR consumer and QRP/SVRC about a DOR consumer’s strengths and barriers to employment and provides information to choose an employment goal based on preferences, strengths, abilities, and needs.

1. Situational assessment activities for consumers include:

* Simulated work trials.
* Opportunity to experience actual job duties and activities with wages paid per Department of Labor guidelines.
* Job exploration/observation
* Job shadowing
* Volunteer opportunities

1. CRP Assessor activities for Situational Assessment include:

* Interview of consumer
* Support system interview
* Review of work history and transferable skills
* Review of transportation/mobility needs.
* Review of technology needs
* Actual/simulated Work Observation
* Behavioral observation

1. For Situational Assessments that include paying consumer wages, the CRP will serve as the Employer of Record. The CRP is responsible for ensuring that the consumer is paid no less than the local minimum wage (where prevailing wage requirements exist, the consumer should be paid the prevailing wage); inclusive of workers compensation, other required insurance/taxes, and other required fees associated with the job classification while participating on a worksite.

**Staffing Qualifications:**

CRP staff providing services to DOR consumers must meet qualifications as defined in Job Descriptions as determined by the CRP.

**Referral/Intake**

When authorizing services, the DOR QRP/SVRC will complete CRP referral forms and provide pertinent information to the vendor from the DOR case file including questions to be addressed during the assessment.

1. The referral packet will include at a minimum:

* Authorization to provide services.
* For Paid Situational Assessment, a Referral and Cost Worksheet to calculate costs to provide no less than the local minimum wage (where prevailing wage requirements exist, the consumer should be paid the prevailing wage); workers compensation and other required insurance/taxes; and other required fees associated with the consumer’s job classification.
* Any known reasonable accommodation needs.
* Any other applicable information (e.g., evaluation information, applicable medical information, and/or Individual Program Plan).

1. Upon completion of an intake CRP staff will meet with the DOR consumer to develop an Individual Service Plan (ISP) which will include:

* Areas to be addressed.
* Proposed assessment activities and strategies.
* Proposed outcomes (measurable)
* Schedule/Timeline for completion
* Persons responsible

**Reporting Requirements**

A final report summarizing how goals and objectives were met, identification of assessment strategies and job exploration activities, job tryouts, and results is to be completed and sent to the DOR QRP/QRP/SVRC at the conclusion of services. Written progress reports may be required monthly for extended services. Recommendations of services/supports necessary to ensure a successful employment outcome are included.

**Performance Indicators**

1. The following are indicators of quality services:

* Work interests are explored and identified.
* Recommendations for employment options are appropriate.
* DOR consumer is able to participate in an Individualized Plan for Employment (IPE) leading to employment.
* Report identifies effective strategies and supports needed to ensure success in rehabilitation services.
* Timeliness of reports
* Efficiency of services

**Standard Authorization**

**Individual:**

Authorizations by the QRP/SVRC are typically up to 40 hours in duration and authorized as individual services for a 1:1 staffing ratio.

DOR staff will provide the CRP an authorization for Situational Assessment.

An authorization should be issued for three (3) months, with the begin date being the anticipated date of the Intake meeting. The authorization may be extended to a 4th month if more time is needed to complete the assessment.

1. The authorization will include a line item for up to 40 hours of Situational Assessment.

For Paid Situational Assessments, the CRP must complete and return a Paid Situational Assessment Referral and Cost Worksheet. Once it is approved by the appropriate DOR staff, the authorization should be amended to add a line item (Paid Situational Assessment – Individual Wages) with the consumer wages and Employer of Record fees identified on the worksheet.

**Group/Daily:**

Authorized daily for CRP services designed as group activities based on an approved program model. A DOR consumer assessed by a work group supervisor or job coach assigned to that employer site is allowable. Group activities are typically authorized from three to ten (3-10) days in duration.

**Payment:**

Services are paid based on the current Uniform Fee Structure for DOR CRP Providers or per a cooperative or case service contract. The following payment requirements are for fee-for-service.

**Individual:**

Payment is hourly for documented direct consumer contact and billed, as authorized, either monthly and/or at the conclusion of services.

Payment of Consumer Wages and Employer of Record Costs is based on the receipt of an official Situational Assessment work schedule and signed timesheet.

**Group:**

Payment is daily for documented direct consumer contact and billed, as authorized, either monthly and/or at the conclusion of services. A day of service is a minimum of five (5) hours exclusive of a lunch break. For authorized services, CRPs may bill at half day rates if, due to unforeseen circumstances such as illness, a consumer is unable to complete the day and attendance is at least two (2) hours for that day. If less than two (2) hours of services are provided, an hourly rate may be billed based upon a prorated rate of the daily rate divided by five (5) hours.

A written progress report or final report must accompany the invoice, documenting dates and hours or days of service, and is sent to the authorizing authority for payment approval.

**Certification/Accreditation:**

DOR Certification and/or accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) must be maintained in the appropriate category. Failure to maintain/retain certification or accreditation will result in termination of service.