**Community Rehabilitation Program 2019 Process**

**Pre-Employment Activities Package**

**$750**

**Counselor**

Prior to Referral

* Discuss with participant reason for referral and what to expect
* Discuss options for activities that can be done within this referral
* Discuss expectations of participant
* Explain what a CRP is, what their role is in the process and how they will assist
* Explain customer choice and present options for CRP providers
* Fill out referral form and gather any additional information that will assist CRP and schedule a referral meeting

At Referral

* Provide adequate information to CRP
* Discuss options with CRP and participant for activities to work on within the referral
* Create a preliminary plan with CRP and participant for pre-employment activities to engage in and document on the NHVR Action Plan
* Review expectations of counselor, participant and CRP within the referral
* Establish start date for services to begin with participant and CRP
* Schedule a meeting with participant (and CRP if necessary) for date when services are scheduled to end
* Authorize the Pre-Employment Activities package to CRP

After Service

* Meet with participant to review the activities
* Utilize the Pre-Employment Activities Report and other supporting reports submitted by CRP to discuss the activities with the participant
* Discuss next steps in the VR process
* If participant needs additional hours of assistance with Pre-Employment Activities request approval from Regional Leader

**Pre-Employment Activities Package**

**$750**

**CRP**

At Referral

* Inform VR Counselor as to CRP capacity to provide timely services
* Be available for a referral meeting within two weeks of contact
* Discuss with counselor and participant options for pre-employment activities
* Collaborate in developing a preliminary plan for services to be documented on the NHVR Action Plan
* Establish communication and meeting schedule with participant
* Review expectations of counselor, participant and CRP within the referral

After Referral- During Service

* Meet with participant to begin services with an emphasis on ideas developed in the plan at referral meeting
* If job shadows are part of the activities you are developing be sure to follow steps for DOL Approval and Certificate of Insurance
* Communicate any concerns or missed meetings immediately to counselor
* Produce the Pre-Employment Activity Report and other supporting reports

After Service

* Submit Pre-Employment Activities Report **within 7 days** of service ending with invoice
* Attend a wrap up meeting with participant and counselor if requested
* Provide extra hours of service if requested and authorized by counselor/Regional Leader approval

**Pre-Employment Activities**

**Participant**

Prior to Referral

* Using informed choice, collaborate in the process of choosing a CRP
* Work with VR counselor to prepare a list of questions and ideas for referral meeting
* Be aware of, and agree to the expectations of participating in this process
* Provide accurate personal information needed in order to make a referral to CRP

At Referral

* Participate in referral meeting with VR Counselor and CRP
* Collaborate in developing a preliminary plan for services to be documented on the NHVR Action Plan
* Discuss meeting times, expectations and roles of the CRP, VRC and participant
* Set first meeting date with your CRP

After Referral- During Service

* Participate in the process, attend scheduled meetings
* Communicate your ideas and impressions of the activities
* Keep in contact with your CRP and contact VR Counselor if you have any concerns

After Service

* Attend meeting with your VR Counselor to review the results of your pre-employment activities
* Communicate your discoveries surrounding your experience, interests and lessons you learned throughout the process
* Give feedback to your counselor about the CRP you worked with