Format updated 5-2021 and 5-2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vocational** **and** **Rehabilitation** **Counseling** **Services** **(VRC)**  **Self-Study**  **The organization seeking accreditation will establish a self-study committee to assess and rate the organization on the following:**  NOTE: Items with an asterisk (\*) indicate Absolute Standards. The other items are Critical Standards. See Accreditation Handbook for Organizations, page 5 of 17: “All absolute standards must be fully met to receive accreditation. Critical standards must be at least partially met to receive accreditation.” | **Services** | Self-Study Committee Rating | | |
| Supporting Documentation  Indicate name of file or cite page in documents provided to show compliance with each standard. | Fully Met | Partially Met | Not Met |
| 1. \*Vocational and rehabilitation counseling services are within the scope of the mission of the organization. |  |  |  |  |
| 2. Vocational services assess vocational potential of the individual and assess employment opportunities. |  |  |  |  |
| 3. Vocational evaluation services assess individual interests, aptitudes, abilities, and behaviors in the context of a work environment to determine vocational goals. |  |  |  |  |
| 4. The rehabilitation counselor conducts an assessment which identifies individual needs and setting of appropriate goals. |  |  |  |  |
| 5. Rehabilitation counseling services are provided by individuals who are certified rehabilitation counselors (CRC). |  |  |  |  |
| 6. The rehabilitation counselor provides direct one on one assistance to individuals desiring to overcome the social, emotional, and occupational barriers that prevent full participation in society. |  |  |  |  |
| 7. The rehabilitation counselor explores appropriate job placement for clients who are served. |  |  |  |  |
| 8. The rehabilitation counselor provides or arranges for appropriate support for clients who are newly employed. |  |  |  |  |
| 9. The rehabilitation counselor follows up on the needs of clients and the services that will help assure successful case closure. |  |  |  |  |
| 10. The rehabilitation counselor serves as an advocate for individual clients and through other service systems such as health and mental health service providers, housing, income maintenance, transportation, recreation, education, legal, and protective systems. |  |  |  |  |
| 11. There is a case management system to ensure efficient and effective delivery of services. |  |  |  |  |
| 12. Case management includes the provision of appropriate vocational counseling based on the individual service plan. |  |  |  |  |
| 13. Written procedures are followed regarding the monitoring of services, case closure, and follow-up services. |  |  |  |  |
| 14. An Individualized Plan of Employment (IPE) is based on comprehensive referral information including medical, psychological, ophthalmological, clinical low vision, audiological reports and evaluation of education and work history.  **Indicators:** **physical** **capacities;** **intellectual** **capacities;** **vocational** **interests;** **aptitudes;** **personal,** **social,** **educational,** **and** **work** **history;** **work** **skills** **and** **tolerances;** **work** **habits;** **most** **effective** **learning** **mode;** **occupational** **awareness.** |  |  |  |  |
| 15. A written report of the results of the evaluation is prepared and shared in compliance with confidentiality regulations. |  |  |  |  |
| 16. An individualized work adjustment plan is developed for each person based on needs that are clearly identified through evaluation findings, referral materials, observations and interviews. |  |  |  |  |
| 17. Work adjustment services and internships are provided as needed in appropriate settings to help prepare individuals for gainful employment. |  |  |  |  |
| 18. The plan specifies, in measurable terms, specific training procedures and techniques, work assignments, expected outcomes and the roles of persons involved in the individual plan. |  |  |  |  |
| 19. Employment services assist individuals to obtain employment. |  |  |  |  |
| 20. Employment services assist individuals to maintain ongoing employment. |  |  |  |  |
| 21. Employment services assist individuals to advance in employment. |  |  |  |  |
| 22. There is an ongoing program to locate appropriate employment opportunities and to inform employers of the capabilities of persons who are blind or visually impaired. |  |  |  |  |
| 23. Liaison is established with other local, state, federal and private employment services to seek out employment opportunities. |  |  |  |  |
| 24. Job development includes job site analysis and consultation with employers regarding reasonable job modifications that will facilitate employment, retention, and advancement. |  |  |  |  |
| Total Standards |  | /24 | /24 | /24 |

Required Documents

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your organization’s Vocational and Rehabilitation Counseling Services Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Policies and Procedures for Vocational and Rehabilitation Counseling Services
* Description of Services that includes Scope, Goals and Objectives

Employment Services Process Chart

* Sample Client Records that include
  + Individual Needs &Interests Assessments Conducted
  + Assessment Results
  + Individual’s Vocational Goals and Individualized Plan of Employment (IPE)
* Examples of Work Adjustment Plans
* Credential Verifications and Resumes for Personnel Providing Services
* Personnel Job Descriptions
* Description of Case Management System
* Directory of State and National Resources Used
* List of Materials Provided to Prospective Employers
* List of Employers Identified, and Placements and Outcomes for Past 2 Years
* Examples of Additional Advocacy Efforts
* Examples of Consumer Progress Reports
* Follow-up Reports
* Narrative to explain any standards you rated as partially met or not met.
* Any other Narrative Remarks
* Provide Program Evaluation and Improvement Required Documents for Vocational and Rehabilitation Counseling as follows:
* Program Evaluation Policy and Procedures
* Program Evaluation Budget
* Program Evaluation Plan that includes Goals and Objectives that are linked to Intended Outcomes
* Program Evaluation Measurement Instruments (i.e. Survey Forms, Metrics Grid and or Question Set)
* Program Evaluation Report including both Qualitative and Quantitative Data that Illustrate Growth or Decline and Effectiveness
* Post Program Follow up Survey and Results (Report)
* Examples of How Program Evaluation Data was Used to Make Improvements, Guide Decisions and Strengthen Service Delivery.

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study: