SDOP: Customized Employment - Discovery

AFP NUMBER

DVR CUSTOMER	CRP CONTRACTOR	CRP REPRESENTATIVE'S NAME
SERVICE DELIVERY DATES From: To:	PROGRESS REPORTS REQUIRED **Monthly progress reports are required and must be submitted to the VRC on an SDOR.**	

EXPECTED OUTCOME	PARTY RESPONSIBLE	PURCHASE AND PAYMENT CRITERIA	COST ($)
Discovery CRP will be responsible for: Taking Customer through a process of Discovery that helps to understand the unique interests, ability, and preferred tasks that will be used to identify their vocational themes and skills and used to create a unique employment fit within the community. This process includes completing the Discovery Profile Report followed by the Employment Planning Meeting.	**CRP**	**Maximum Total Fee for Service: $4076** **Payment Points:** **Intake fee:** Paid upon receipt of a signed invoice and a written report on the Service Delivery Outcome Report (SDOR) indicating: 1) the CRP's acceptance of the SDOP and AFP; 2) date the CRP met with the Customer to complete their internal intake of the Customer; and 3) intake activities completed with the Customer and next steps after intake.	**$733**
The following elements will be considered when completing the Discovery Profile Report (DSHS form 11-180): • Identification of strengths, needs, interests, and demographic information to assist employment staff to understand the Customer, family, living situation, and location in the community through interview and direct observation of the Customer in familiar and unfamiliar environments; • Discovery Profile should be comprehensive, descriptive, optimistic, and non-evaluative documentation that provides sufficient information to assist the customer to plan for customized employment. • The following elements are optional as part of the Discovery Profile activities based on Customer's needs: o Observation of Customer engaging in job related tasks to learn more about their skills and abilities; and o Customer participates in job shadows to refine or identify interests.	**CRP**	**Activity fee:** Paid to CRP upon receipt of a signed invoice and written report using the Discovery Profile Report (DSHS form 11-180). Report must include: • Completed Discovery Profile Report; • Notes taken during Discovery meetings or interviews; and • Discovery Profile Report must be shared with Customer, signed by Customer or guardian to verify that they have reviewed the report.	**$1019**
The following elements will be considered when conducting the Employment Planning Meeting: • The CRP will coordinate with Customer to identify whom from their circle of support they would like to invite and coordinate the meeting with Customer and VRC. If needed, the CPR will communicate with invitees the place and time of the meeting. • Hard or digital copies of the Discovery Profile Report will be provided to the Customer to share with attendees either ahead of time or at the meetings.	**CRP, VRC**	**Outcome fee:** Paid to CRP upon receipt of a signed invoice and written report upon completion of the Employment Planning Meeting. Report must include: • Date of meeting, who attended; • Vocational themes, interests, abilities reviewed from Discovery Report; • Ideal conditions for employment including job tasks and descriptions of specific employment settings or business types that fit with vocational themes; and • Potential employers identified (not meant to be an all-inclusive list) that fit with vocational themes.	**$2324**

Customer will participate in all Discovery activities and attend all scheduled meetings. Customer will assist in identifying people who can be part of their Discovery process. Customer will review final Discovery Profile Report and sign that they agree it accurately represents their interests.	**Customer**	**Transportation Expenses if authorized by VRC:** **Travel Time:** Paid upon receipt of signed invoice and a written report on the Service Delivery Outcome Report (SDOR) documenting distance driven, beginning time and arrival time at destination. When authorized, travel time is paid at a fixed rate of $37 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the Contractor's nearest staffed office location.	**$**
DVR Counselor is responsible for ensuring VR services are consistent with the Customer's vocational assessment; this includes discussing considerations for Customer health and safety that may be inconsistent with certain kinds of work.	**DVR**		
CRP provider is responsible for ensuring the Customer understands any health and safety risks associated with each specific employment setting and/or service delivery site, and that the Customer is adequately trained to mitigate those risks.	**CRP**	**Mileage:** Paid upon receipt of signed invoice and a written report on the Service Delivery Outcome Report (SDOR) documenting beginning address, destination address, and number of miles being billed. Mileage will be paid at the current state rate determined by the Office of Financial Management.	**$**
Customers are encouraged to speak with their CRP provider, DVR Counselor, and/or employer if they feel unsafe and/or have any concerns about the health and safety risks at the site where they receive services. It is the employer's responsibility under Washington state law to provide a safe workplace.	**Customer**	**Other Transportation Expenses:** Such as Ferry System, toll fares, etc. will be paid upon receipt of a signed invoice, receipts and a written report on the Service Delivery Outcome Report (SDOR) documenting the reason for the expense.	**$**

CUSTOMER / LEGAL GUARDIAN SIGNATURE DATE	CRP SIGNATURE DATE	DVR SIGNATURE DATE	TOTAL COST **$**

Signature by each party indicates agreement to the contents of this SDOP.