DSHS WASHINGTON STATE Department of Social and Health Services

DIVISION OF VOCATIONAL REHABILITATION (DVR)
COMMUNITY REHABILITATION PROGRAM (CRP)
WORKPLACE READINESS TRAINING (WRT)
SERVICE DELIVERY OUTCOME PLAN (SDOP)

SDOP: WRT - Experience D

AFP NUMBER

DVR STUDENT	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 ($)
Pre-Employment Transition Services Workplace Readiness Training (WRT) Experience D is provided as a stand-alone service not in conjunction with a Work-Based Learning Experience. WRT-D shall include 15 – 20 hours of direct Work Readiness Training with the Student.	**CRP**	**Maximum Total Outcome Fee:** Outcome fee paid to Contractor upon receipt of signed invoice and Service Delivery Outcome Report (SDOR).	**$1177**
WRT provided by Contractor may include: • Instruction in communications and interpersonal skills • Orientation and mobility • Understanding employer expectations for punctuality and performance • Other "soft" skills necessary for employment • Financial Literacy related to employment	**CRP**	SDOR must be written directly to the Student and provided to both the Student and VRC. Report must include: 1. CRP representative name 2. Dates and hours of WRT provided to Student 3. Results achieved by the Student for each of the WRT goals specified on the SDOP 4. Specific recommendations for further workplace readiness skill development	
Specific workplace readiness goals for this experience developed in collaboration with the VRC and the Student's school transition IEP or other school-based transition overall goals: 1. **Enter goal here.** 2. **Enter goal here.** 3. **Enter goal here.**	**CRP** **Student** **VRC**	**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) documentation distance driven, beginning time and arrival time at the destination. When authorized, travel time is paid at a fixed rate of $37 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the Contractor's nearest staffed office location.	**$**
Student will fully participate in WRT activities and attend all scheduled meetings.	**Student**		

Contractor will submit informal updates regarding Student progress to the VRC **Enter frequency and method of updates required**.	**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.	**$**
DVR Counselor is responsible for ensuring VR services are consistent with the Student's vocational assessment; this includes discussing considerations for Student health and safety that may be inconsistent with certain kinds of work.	**DVR**	**Other Transportation Expenses:** Such as Ferry System, toll fares, etc. will be paid upon receipt of signed invoice, receipts, and a written report on the Service Delivery Outcome Report (SDOR) documenting the reason for the expense.	**$**
CRP provider is responsible for ensuring the Student understands any health and safety risks associated with each specific employment setting and/or service delivery site, and that the Student is adequately trained to mitigate those risks.	**CRP**		
Students 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.	**Student**		

STUDENT / LEGAL GUARDIAN SIGNATURE DATE	CRP SIGNATURE DATE	DVR SIGNATURE DATE	TOTAL **$**

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