DIVISION OF VOCATIONAL REHABILITATION (DVR)
COMMUNITY REHABILITATION PROGRAM (CRP)
PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS)
SERVICE DELIVERY OUTCOME PLAN (SDOP)

SDOP: Informational Interview - Pre-ETS

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 Informational Interviews are designed to help a Student meet with employers to learn about vocational areas of interest. Each interview should be approximately 30-60 minutes in length. Specific CRP services include: • Working with the Student to identify sites and contact businesses • Helping Student prepare and practice questions for the interview • Helping Student plan appropriate grooming • Helping Student plan transportation to the site • Accompany Student to the site • Accompany Student to the interview • Helping Student prepare and deliver a thank-you note to the person interviewed • Post-interview debriefing with the Student **Specific areas of interest** identified by **Student First Name**: 1. **Enter interest area** 2. **Enter interest area** 3. **Enter interest area**	**CRP** **Student** **VRC**	**MAXIMUM TOTAL OUTCOME FEE:** Fee is $401 per interview. Contractor agrees to provide up to interviews. Maximum of three informational interviews with a maximum fee of $1203. Outcome fee paid to Contractor upon receipt of signed invoice and outcomes achieved as described in the Service Delivery Outcome Report (SDOR). Fee is based on direct Student activities and does not include report writing time. SDOR must be written directly to the Student and provided to both the Student and VRC. Report must include: (1) CRP representative name (2) Dates and hours of all activities (3) Describe Student's experience and what they learned from each informational interview (4) Specific recommendations for further Student exploration and experience	**$**

Student will participate in all Informational Interviewing activities and will attend all scheduled meetings. 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. 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. 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** **DVR** **CRP** **Student**	**Transportation Expenses if authorized by VRC:** **Travel time:** Paid upon receipt of signed invoice and a written report on the 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. **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. **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.	$ $ $

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

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