Washington State Department of Social & Health Services
Transforming lives

DIVISION OF VOCATIONAL REHABILITATION (DVR)
COMMUNITY REHABILITATION PROGRAM (CRP)
PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS)

Service Delivery Outcome Plan: Pre-ETS Informational Interview

AFP NUMBER

DVR CUSTOMER	CRP CONTRACTOR	CRP REPRESENTATIVE'S NAME

SERVICE DELIVERY DATES	STAFFING INTERVALS
From: To:	

NUMBER	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 per hour is $375 per interview. Contractor agrees to provide up to interviews. Maximum fee for three interviews is $1125. Outcome fee paid to Contractor upon receipt of invoice and outcomes achieved as described in the Service Delivery Outcome Report (SDOR). Fee is based on direct student activities, and does not include report writing time. SDOR must be written directly to the student and provided to both the student and DVR VRC. Report must include: (1) CRP representative name (2) Dates and hours of all activities (3) Evidence of student skill gains in identified training areas (4) Specific recommendations for further student exploration and experience	**$**
	Student will participate in all Informational Interviewing activities, and will attend all scheduled meetings.	**Student**	Travel time at a fixed rate of $35 per hour in quarter-hour increments if service delivery occurs more than fifty (50) miles from the contractor's nearest staffed office location.	**$**

	DVR counselor is responsible for approving that 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, and any factors that may require additional caution due to COVID-19.	**DVR**		
	CRP is responsible for ensuring that any services provided in-person include protocols for health and safety, including any protocols for minimizing the spread of COVID-19. CRP is also responsible to support the customer in understanding the health and safety risks that may be associated with the specific employment settings explored while providing services.	**CRP**		
	Customers are encouraged to speak with both CRP and DVR counselor if they have any concerns about the health and safety risks of the site where they receive services. If the customer feels unsafe, they may let their CRP or their DVR counselor know what is making them feel unsafe.	**Customer**		

CUSTOMER / GUARDIAN SIGNATURE DATE	IL SIGNATURE DATE	DVR SIGNATURE DATE	TOTAL $

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