



SDOP: Job Shadow

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 (\$)
<p>Job Shadow is service that facilitates a one to five-hour observation at a business in the community. The job shadow should be located at a business or organization not related / connected to the CRP's own agency.</p> <p>Specific CRP services include:</p> <ul style="list-style-type: none">• Developing the Job Shadow site(s) based on Customer interests• Helping Customer prepare questions for the employer• Helping Customer plan appropriate grooming• Helping Customer plan transportation• Accompany Customer to the site(s)• Helping Customer prepare and deliver a follow-up note to the employer• Post-Job Shadow debriefing with Customer <p>Specific areas of interest identified by Student First Name:</p> <ol style="list-style-type: none">1. Enter interest area2. Enter interest area3. Enter interest area <p>Customer will participate in all Job Shadow activities and will attend all scheduled meetings.</p> <p>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.</p>	<p>CRP Customer VRC</p> <p>Customer</p> <p>DVR</p>	<p>MAXIMUM TOTAL OUTCOME FEE: Fee for each Job Shadow is \$134 per hour for one to five hours per job shadow. Maximum payment for each SDOP is \$1340, or up to 10 hours of Job Shadow.</p> <p>Outcome fee paid to Contractor upon receipt of signed invoice and outcomes achieved as described in the Service Delivery Outcome Report (SDOR).</p> <p>Fee is based on direct Customer activities and does not include report writing time.</p> <p>SDOR must be provided to both the Customer and VRC.</p> <p>Report must include:</p> <ol style="list-style-type: none">1) CRP representative name2) Dates and hours of all activities3) Describe Customer's experiences and what they liked and disliked about each job shadowed4) Specific recommendations for further Customer exploration and experience <p>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.</p>	<p>\$</p> <p>\$</p>

<p>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.</p> <p>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.</p>		<p>CRP</p> <p>Customer</p>	<p>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.</p> <p>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.</p>	<p>\$</p> <p>\$</p>		
CUSTOMER / LEGAL GUARDIAN SIGNATURE	DATE	CRP SIGNATURE	DATE	DVR SIGNATURE	DATE	TOTAL
						\$

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