

Follow Up Information & Referral Discussion Form

Following the Community Employment: Let's Talk Work webinar session, employment services staff should complete this form with individual participants to assist with processing the information provided in the presentation, and help identify the individual's interest and next steps. A copy of the form should be shared with an individual's case manager/care coordinator to utilize for discussion and service planning. The employer should use the form as a guide to shaping employment services for an individual and should include a copy in the employee's file with the career counseling attendance certificate.

Employee Name

Date Attended Webinar Session

14(c) Employer

Address

Discussion Questions

1. After participating in the webinar, do you have any questions/comments? Please list.
2. How long have you been working in general? What about in your current job?
3. Have you had the opportunity to do different jobs? If so, please describe.
4. What are things you like about your work?
5. Is there anything you don't like about your work? If so, please describe.
6. Have you ever thought about working in a different job?
7. If so, what kind of job/s have you thought about working in?
8. What are some things you are good at?

9. Are there things you really don't like? If so, please describe.

10. Is there anything that is hard for you? If yes, please note.

11. Do you wish you had more money? If so, what would you want to do with it?

12. Why is work important to you?

<p>After hearing about working in the community, do you think you would be interested in finding a job in the community?</p>		
<input type="checkbox"/> Yes	<input type="checkbox"/> Maybe or I don't know	<input type="checkbox"/> No
<p>If the individual is interested in exploring opportunities to work in the community or to make more money in their job, they should be referred to IVRS.</p> <p>IVRS needs the name of a person and contact information that's outlined on IVRS's referral form (listed under forms at the link below http://www.ivrs.iowa.gov/clients/JobCandidates.html#) to proceed in contacting a person within the 10-day time frame. IVRS does not need a release at the time of referral, but they do need to know that a person's guardian is in support of the referral and subsequent application to IVRS. The guardian's signature would be required for IVRS to open a file on a person.</p>	<p>Individuals who are uncertain about working in the community may need more information or experience to help guide them with decision-making.</p> <p>If they need more information to help them with deciding they can:</p> <ul style="list-style-type: none"> ▪ Still be referred to IVRS to help them explore options ▪ Discuss their questions and concerns with their case manager/care coordinator ▪ Ask their employer to begin career exploration services ▪ Contact one of the resources provided in the presentation materials 	<p>If someone is not interested in looking at jobs in the community, why is that? (Are there ways to address the individual's concerns? For example, they don't want to leave friends at the workshop if they get a job in the community, but what if they could find other times to spend time with their friends?). You want to ensure that the person understands that to be engaged in prevocational services, they need to have an overall goal of working towards integrated employment.</p> <p>If someone is clear they do not want to work in the community, a service provider should begin to transition the individual out of prevocational services into a more appropriate service area.</p>

Staff Assisting , Print Name

Staff Signature

Staff Title

Date Form Completed

Case Manager/Care Coordinator (CM/CC)

Date & Method Transmitted to CM/CC

Employee Signature