

Keeping Track of Your Progress

in getting a job with assistance from the
Oklahoma Department of Rehabilitation Services (DRS)

Counselor's Name _____ Phone Number _____

You are about to take the first of many steps that will lead you to getting and keeping a job. Your DRS rehabilitation counselor will assist you on your path of getting a job. During this process you will make a number of decisions. To be able to make good decisions, you will need to understand your options. This is what DRS calls "informed choice." **Begin a file with this document to keep track of your progress. Keep all correspondence from DRS, copies of any information you provide to DRS, as well as a telephone log of the dates and name of the person you spoke with, in the file.**

You have 30 days to appeal any decision that DRS makes about your vocational services. You are always encouraged to discuss your concerns with your counselor. If you are not satisfied, you may discuss your concerns with their supervisor or an advocate with the Client Assistance Program (CAP) at 1-800-522-8224 or 405-521-3756 or cap@odc.ok.gov. Keep track of your progress and activities as you complete each step, check it off and enter the date on this tracking tool. It is important for you to know and exercise your rights in the process of getting a job. Keep a phone log of calls made and to whom you spoke and what was discussed.

Step 1: Application Date (delivered or mailed)

Date Completed: _____

To start the process of getting a job, you must first meet with a DRS counselor. During this meeting, you will be asked to share information about your disability, past education and training, past work experience, and what you are considering for future work. The DRS counselor will collect this and other information to determine if you are eligible for DRS services.

Timeframe: 60 days from receipt of application

The CHOICES you have at this time include:

- A. Bring your disability information to DRS or
- B. Sign a release of information so that DRS can get disability records
- C. If you do not have complete or current information, ask DRS to provide evaluation(s)
- D. Discuss your concerns with your counselor; if you are not satisfied, you may discuss your concerns with the office supervisor or an advocate from CAP

Step 2: Certification of Eligibility & Order of Selection

Date Completed: _____

When your disability information is available, your DRS counselor will determine if you are eligible and meet the order of selection. (Order of Selection means serving the most significantly disabled people first.) **You should be informed of this decision within 60 days of your application.** If the decision cannot be made within 60 days, your counselor should discuss this with you and may ask for an extension on the decision, if necessary.

The CHOICES you have at this time include:

Discuss your concerns with your counselor; if you are not satisfied, you may discuss your concerns with the office supervisor or an advocate from CAP.

Step 3: Customer Financial Status Determination Form

Date Completed: _____

If there is a cost for any of the services needed for you to reach your employment goal, you will need to complete the DRS Customer Financial Status Determination Form. This is to determine if you or your family must contribute toward the cost of services and how much you will be required to contribute. It may be necessary for you to apply for other financial assistance which may offset the cost(s) of some of the services required for you to reach your job goal.

The CHOICES you have at this time include:

- A. Complete the Customer Financial Status Determination Form as required or
- B. Do not complete the Financial Status Determination Form and possibly have the scope of your services reduced
- C. Discuss your concerns with your counselor; if you are not satisfied, you may discuss your concerns with the office supervisor or an advocate from CAP

Step 4: Assessment of Rehabilitation Needs

Date Completed: _____

The Assessment of Rehabilitation Needs is the process of identifying your employment goal and determining what services are required to assist you in reaching this employment goal. You will need to work closely with your counselor so that you will be able to make informed choices on all of your decisions.

The CHOICES you have at this time include:

- A. Discuss possible job goals with your counselor
- B. Discuss services you will need to reach your work goal
- C. Discuss the variety of service providers that offer these services
- D. Meet with the Benefit Planner to determine how work will/can affect your government benefits
- E. Discuss your concerns with your counselor; if you are not satisfied, you may discuss your concerns with the office supervisor or an advocate from CAP

Step 5: Individualized Plan for Employment (IPE)

Date Completed: _____

The IPE is an agreement between you and your counselor. The IPE outlines the services required for you to be able to get a job. Service providers and funding sources are listed on your plan with time frames identified. Progress toward your employment goal is reviewed at least annually and can be updated or changed as needed.

Timeframe: 90 days from notification of eligibility

The CHOICES you have at this time include:

- A. Decide your job goal with your DRS counselor's agreement
- B. Decide when each service should start and end to ensure the goal will be reached in a reasonable amount of time
- C. Decide on the specific service and provider
- D. Discuss your concerns with your counselor; if you are not satisfied, you may discuss your concerns with the office supervisor or an advocate from CAP

Step 6: Successful Case Closure

Date Completed: _____

You completed the plan of services and are employed in your chosen job. Inform your counselor of your employment beginning date and salary. Your commitment and hard work have paid off. DRS is pleased to have been able to help you meet your goals. Congratulations on your hard work!

The CHOICES you have at this time include:

- A. Agree to have your case closed successfully rehabilitated;
- B. Discuss your concerns with your counselor; if you are not satisfied, you may discuss your concerns with the office supervisor or an advocate from CAP