

Information Memorandum Transmittal Vocational Rehabilitation



Keith Ozols, Workforce & Youth Manager

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Number: VR-IM 18-04

Issue date: 03/16/2018

Topic: Other

Due date: Effective
Immediately

Subject: Pre-ETS Data Collection form

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental
Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In
Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Vocational
Rehabilitation |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

The **Pre-Employment Transition Services (Pre-ETS) Tracking Sheet** was created for use by Vocational Rehabilitation employees who work with **students with disabilities** and provide Pre-ETS. VR is federally required to track this information.

The VRCs gather the Pre-ETS information for the Pre-ETS Coordinators to enter the information into the database for these services.

Pre-ETS include:

1. Job exploration counseling
2. Work-based learning experiences
3. Counseling on postsecondary education options
4. Workplace readiness training
5. Instructions in self-advocacy

When a Pre-ETS is provided to a student, the following data shall be recorded: Name, Birthdate, School of Reference, City of School, Start Date of Activities, and Pre-ETS activity type(s).

Effective March 16, 2018, and ongoing, VR staff, who work with **students with disabilities**, will begin using the **Pre-Employment Transition Services (Pre-ETS) Tracking Sheet**.

This form shall be filled out as services are provided from the first of the month until the end of the month, and turned in by the 15th of the next month to:
pre.ets@dhsoha.state.or.us.

Procedure

The **Pre-ETS Tracking Sheet** shall be filled out by VRCs who deliver services for all potentially eligible and eligible **students** in secondary and post-secondary education, **ages 14-21**. The VRC may ask the teacher or school representative to assist them in completing the form because they may have greater access to the information.

The following information will be collected:

1. Enter your name at the top of the form under VRC.
2. The date on the form shall be the date the form is submitted.
3. Each line in the grid will be used for individual students.
4. In the first box, the student's first and last name is recorded.
5. In the second box, the birthdate of the student is recorded (if possible).
6. In the third box, the student's school name and city is recorded.
7. In the fourth box, the START date of the Pre-ETS service is recorded.
 - a. If this is a one-time service, the date served is recorded here as well.
8. In boxes five through nine, please check the Pre-ETS (multiple selections are permitted) that correspond to the service you provided.
9. In box 10, please enter any questions or notes you feel are relevant to the service.
10. On the 15th of each month, scan and securely (refer to OIS guidelines to included #secure# in the subject line) send the form to the Pre-ETS email pre.ets@dhsoha.state.or.us for processing. You shall receive a confirmation email upon submission within two business days.

Definition:

"Student with disability" means an individual with a disability in a secondary, postsecondary, or other recognized education program who:

- a) Is generally not younger than 16 but may be as young as 14 years of age as determined by the Oregon Department of Education; and
- b) Is not older than 21 years of age; and
- A) Is eligible for, and receiving, special education or related services under Part B

- of the Individuals with Disabilities Education Act (20 U.S.C. 1411 et seq.); or
- B) Is a student who is an individual with a disability, for purposes of section 504; or
 - C) Is a student who is an individual with a disability who is home schooled.

Reference

34 CFR 361.22 **Coordination with education officials.**

If you have any questions about this information, contact:

Contact(s): C.J. Webb	
Phone: 503-476-4979	Fax: 503-945-5052
Email: Carolyn.Webb@dhsoha.state.or.us	

Attachments:

1. Pre-ETS Tracking Sheet for VRCs, including one example on the form