

Information Memorandum Transmittal Vocational Rehabilitation



Keith Ozols, Workforce & Youth Manager

Authorized signature

Number: VR-IM 18-03

Issue date: 03/16/2018

Topic: Other

Due date: Effective
Immediately

Subject: Pre-Employment Transition Services (Pre-ETS) Consent and Information Release 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 and the public |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

VR shall receive consent from students and parents, or guardian, when applicable, to be able to provide and coordinate Pre-Employment Transition Services (Pre-ETS). This data collection of Pre-ETS that will or have occurred is federally required.

The **Pre-Employment Transition Services Consent and Information Release** form was created as a "release of information" and "request for Pre-ETS." It was designed for a student, parent, or guardian to request 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

The attached consent forms (DHS 1723, SP DHS 1723) are available in hard copy and online in pdf fillable formats.

This form assures that VR has permission for Oregon Department of Education (ODE) and local school districts to provide student information, including demographic information of the student.

This consent form gathers information necessary to enter the student into VR's database *without* initially receiving VR substantial/in-plan services. This may occur prior to receiving, if necessary, VR substantial/in-plan services. This consent form is specific to determining eligibility for Pre-ETS, not other DHS services.

Effective March 16, 2018, and ongoing, VR staff, Transition Network Facilitators, or school staff will begin using a **Pre-Employment Transition Services Consent and Information Release** form when a student, with a disability, requests these services.

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.

Procedure

A student, school staff member, parent, guardian, may complete the **Pre-Employment Transition Services Consent and Information Release** form. It will be emailed or faxed to central administration, or delivered to a local VR office.

VR staff may receive a copy of the **Pre-Employment Transition Services Consent and Information Release** form. If this occurs, please notify the student, or person delivering the form, that this form will be submitted to the transition unit, and they shall hear back from a Pre-ETS Coordinator within two weeks.

Once the form is received by central administration, the Pre-ETS Program Coordinator will contact the student within two weeks. They will arrange for an initial meeting to discuss Pre-ETS and which service(s) the student will receive.

Depending on the mutually agreed upon plan to deliver Pre-ETS to the student, the Program Coordinator may make a referral to contracted services (YTP, Summer Work

Experience, school based programs, etc.); they may work with local VR branch offices and staff; **or** they may work with the local school district and/or the regional Transition Network Facilitator to coordinate the provision of pre-employment transition services.

The following information shall be completed:

1. Student name, Secure Student ID number and Grade
2. Expected graduation date, School and School contact name
3. Gender, if chosen to identify, and Date of birth
4. Student address, city, state and zip code
5. The best way to contact the student (email, phone, text)
6. Description of disability or work limitations
7. Race and/or ethnicity
8. Parent or guardian information, and the best way to contact them (email, phone, text)
9. Signature of parent or guardian, relationship to student, and Date
 - a. Parent or guardian signature is required for any student 18 years old or younger.
10. Signature of the student and Date

If the **Pre-Employment Transition Services Consent and Information Release** form is received by the local office, staff shall email the form to: pre.ets@dhsoha.state.or.us or fax the form to: 503-945-5025.

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. DHS Form 1723 Pre-Employment Transition Services Consent and Information Release form
2. SP DHS Form 1723 Servicios de transición previos al empleo Consentimiento y permiso para divulgar información