

ICAP Referral

Community College to Vocational Rehabilitation

Steps to make a referral:

- ☐ **Step 1:** ICAP Career Coach meets with potential ICAP participant to review ICAP and VR, talk about local timelines and processes, etc.
- ☐ **Step 2:** If appropriate, Career Coach completes referral (below).
- ☐ **Step 3:** Career Coach emails this referral to: ICAP@odhs.oregon.gov
 - Email Subject: **#secure# ICAP Referral**
(Note: do NOT send directly to VRC)
- ☐ **Step 4:** Career Coach keeps a copy of this referral form and enters a case note in the pre-enrollment tab of the Participant Book to document that the referral was made.
- ☐ **Step 5:** VR ICAP team sends the referral to the VR Intake and Eligibility Unit (IEU) to initiate intake process; the person who submits the referral will then email the Career Coach to let them know the referral was submitted to the IEU.
- ☐ **Step 6:** IEU determines participant eligible; participant is assigned to an ICAP VRC.
- ☐ **Step 7:** ICAP VRC follows up with the Career Coach with questions, next steps, etc.

Referral to Vocational Rehabilitation

- 1) Participant name: _____
- 2) Participant pronouns: _____
- 3) Participant date of birth: _____
- 4) Participant phone number: _____
- 5) Participant mailing address: _____
- 6) Participant email address: _____
- 7) Previous VR client? Y ☐ N ☐ If so, where? _____
- 8) Preferred method of contact: Email ☐ Phone ☐ Either ☐
- 9) Known barriers to training/employment: _____
- 10) Known accommodations or supports needed for training: _____
- 11) Current college enrollment status: _____
- 12) Employment goal, career pathway(s), or programs of interest (if known): _____
- 13) Desired educational program start date: _____
- 14) Other considerations, information, questions, or comments: _____

ICAP Career Coach Name: _____

Community College: _____