

HAWAII DEPARTMENT OF HUMAN SERVICES - Division of Vocational Rehabilitation
Vocational and Work Adjustment Training Services - Adult
INTAKE PLAN

Intake Plan Meeting Date: 4/5/24

Intake Plan Start Time: 1:00 PM

Intake Plan End Time: 3:00 PM

Vendor Company Name: ABC Vendor Company

Vendor Representative's Name: Rosalie Representative

VR Participant Name: Patty Participant

VR Counselor Name: Jane Counselor

DVR Purchase Order #: 07000001

Vocational Goal: Customer Service

VR Counselor's Referral question(s) or concerns: Can this participant meet the standard of at least a level 3 for the employability skills objectives below? VR Participant needs training in the below listed service objectives.

VR Participant's accommodation and/or Assistive Technology needs necessary for successful completion of the service objectives: None.

Legal Issues: None.

VWATS - Adult is needed to assist the VR Participant in achieving the core work readiness/employability skill objectives identified below by the following anticipated completion date: 9/30/24

1. SPECIFIC SERVICE OBJECTIVES

Using the Vocational and Work Adjustment Training Services Skills Appraisal Guide (Exhibit G1), in addition to clear and measurable terms, describe specific services needed for each core work readiness/employability skills objectives identified below for the VR Participant to obtain and maintain competitive employment.

Mobility

Training Necessary Yes No

Starting Standard: 2

Anticipated Number of Hours: 10

Details of Services Needed: VR Participant needs to have the ability to arrange for transportation. VR Participant needs to know the types of public transportation available.

Communication

Training Necessary Yes No

Starting Standard: 1

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Anticipated Number of Hours: 20

Details of Services Needed: VR Participant needs to learn how to communicate clearly and be aware of how verbal and non verbal language impacts communication with others. VR Participant requires instruction on how to communicate politely.

Personal Care

Training Necessary Yes No

Starting Standard: 2

Anticipated Number of Hours: 5

Details of Services Needed: VR Participant struggles with the concept of how to dress for a day at work. VR Participant needs instruction to understand the importance of maintaining a groomed and neat appearance.

Self-Direction

Training Necessary Yes No

Starting Standard: 1

Anticipated Number of Hours: 20

Details of Services Needed: VR Participant does not have effective strategies to identify problems and work toward solutions. VR Participant needs assistance with understanding the function of their job, identifying problems and offering solutions based on questions asked.

Interpersonal Skills

Training Necessary Yes No

Starting Standard: 1

Anticipated Number of Hours: 10

Details of Services Needed: VR Participant does not engage in conversations with others and is unable to convey thoughts and feelings. VR Participant requires instruction to improve this skill.

Work Tolerance

Training Necessary Yes No

Starting Standard: 2

Anticipated Number of Hours: 15

Details of Services Needed: VR Participant needs assistance with using techniques to manage symptoms or effects of disability. VR Participant is often distracted from assigned tasks.

Work Skills

Training Necessary Yes No

Starting Standard: 1

Anticipated Number of Hours: 15

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Details of Services Needed: VR Participant requires constant reminders to arrive on time and needs instruction on how to set realistic deadlines. VR Participant will learn to independently perform major functions of their job.

2. WORK BASED LEARNING EXPERIENCE (WBLE):

Is it anticipated that a WBLE will be needed after the VR Participant completes the above core work readiness employability skills objectives?

Yes No To Be Determined Prior to Completion of Curriculum

Additional Comments, if applicable: _____

2. OUTCOME OF THE SERVICE PLANNING MEETING

Check one:

- Vendor accepts referral and agrees to begin services within 10 business days from the Intake Plan meeting
- Vendor or VR Participant declines referral. Explain why: _____
- VR Participant and/or VR Counselor was a "no-show" for Intake Plan meeting
- Revised Intake Plan

If unable to start service within 10 business days, please explain why: _____

VR Participant Signature: Patty Participant Date: 4/5/24

VR Participant Guardian/Representative Signature (if applicable): _____ Date:

Other (if applicable): _____ Date:

Vendor Representative Signature: Rosalie Representative Date: 4/5/24

VR Counselor Signature: Jane Counselor Date: 4/5/24