



DEPARTMENT OF HUMAN SERVICES
OFFICE OF REHABILITATION SERVICES

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“Helping individuals with disabilities to choose, find and keep employment”

Pre-ETS ORIENTATION CHECKLIST

Student: _____ **Date:** _____

The 2014 Workforce Innovation and Opportunities Act (WIOA) affords ORS the opportunity to provide students with disabilities who have IEPs or 504 plans, Pre-Employment Transition Services (Pre-ETS). These Pre-ETS Services are authorized on a fee-for-service basis, with ORS-approved vendors, to students with disabilities. ORS will continue to implement the provision of Pre-ETS services to students with disabilities who are receiving these services prior to the determination of eligibility and assignment to a Priority Category under Order of Selection (OOS). The Pre-ETS services are quite prescriptive and limited to these five focus areas: (1) Job Exploration Counseling, (2) Work-Based Learning, (3) Counseling on Opportunities for Enrollment in Comprehensive Transition or Post-Secondary Educational Programs, (4) Workplace Readiness Training, and (5) Self-Advocacy.

Information was provided to the applicant about the VR program and process. The following topics were specifically addressed:

- The purpose of the program
- Student provided the opportunity to register to vote, which student **accepted** / **rejected**
- Explanation of ORS eligibility and Order of Selection in order to determine best path to services
- Explanation of the timing of Pre-ETS Services, Application, and Wait List
- Information to student/family about referral process and resources
- Potential impact upon benefits provided by the other programs/Benefits Planning through Sherlock Center
- HIPAA/Notice of Privacy Practices
- Students’ Right to:
 - choose services, providers and cities in which services will be provided (Informed Choice)
 - written notice of decisions
 - confidentiality (limits include harm to self/others, court order, mandated reporting, intra-agency)
 - review ORS generated documents
 - potentially eligible students have access to the Client Assistance Program
- Students’ Responsibility to:
 - keep all scheduled appointments
 - maintain communication, informing ORS of employment or other changes in status
 - cooperate and work toward agreed upon goals
 - use comparable benefits (cost share if able to do so)
 - notify counselor when obtaining employment
- All Pre-ETS services are pre-authorized by your ORS Counselor
- Non-Discrimination clause
- Information you provide to your ORS Representative or Vocational Rehabilitation Counselor may be shared with your Department of Human Services BHDDH Caseworker and/or Disability Determination worker

I, _____, received an explanation of the above and understand the information provided. I was given the opportunity to ask questions. I have signed the application for services.

Student and/or Parent/Guardian Signature

Date

Vocational Rehabilitation Counselor

Date