



ACTIVITY 3:

Find phase collaboration

INSTRUCTIONS: After you've watched the [E1MN: Find responsibilities training](#), read the excerpt from Karissa's story below. Then, for each role (the person, case manager, vocational rehabilitation staff and employment service provider), identify two responsibilities that are demonstrated in the excerpt. You can find a [complete list of responsibilities for each role here](#).

KARISSA'S STORY: FIND PHASE



Karissa's waiver case manager updates the support plan, ending waiver employment development planning services and adding a referral to VRS. She shares it with Karissa through My Vault. The case manager has been communicating

with the VRS liaison throughout this process to coordinate a referral. Now that Karissa wants to start a job search, her case manager helps Karissa contact VRS to get started on the intake and application.

Her employment team now includes her parents, her waiver case manager, Grand Services staff, and her vocational rehabilitation counselor. It's important to help people keep their contact information in their My Vault account up to date, so her VR counselor sends his contact info to Karissa. The VR counselor sets up an intake meeting with Karissa to talk about what she did in waiver employment services, and the next steps. Karissa also invites her parents and Grand Services staff. In the VR intake meeting, Karissa's portfolio and Positive Summary give her a way to more clearly and easily talk about what she needs to be successful in the job search.

Her VR counselor gathers more information to determine Karissa's eligibility for VR services. The VR counselor goes back and reviews the Positive Summary and the items in Karissa's portfolio that were shared with him through My Vault. Together with Karissa's waiver case manager, they develop an employment plan that outlines her job goals and services needed to find and keep a job.

Karissa wants to keep working with Grand Services to find a part time job. Grand Services is both a waiver 245D provider

and a VRS provider, so they can continue helping Karissa with her job search. Karissa's waiver case manager confirms long term supports will be funded by the waiver. Her VRS counselor shares the employment plan with Karissa through My Vault and helps her share it with her team. Karissa's VR counselor confirms with Grand Services that they are able to provide job search assistance and the counselor authorizes an E1 performance-based agreement, or PBA, with Grand Services.

Karissa and her team meet to develop a job search placement plan, which outlines what Grand Services will provide Karissa to help her find a job. Now, it's important to note that her waiver case manager needs to participate in this meeting to stay informed so that they can keep up to date on what's happening with Karissa and can also authorize any additional services that might be needed through the waiver. The job search placement plan is shared with Karissa through My Vault, and then she shares it with the rest of her team. Karissa is all set to start looking for a job with Grand Services.

Together, Karissa and Grand Services staff fill out applications using the information from her sample application in her My Vault account. They prepare for interviews by doing mock interviews and making sure she has professional clothes to wear to an interview. And Grand Services staff connect with a couple of businesses in the area to see what their business needs are, and if Karissa might be a good fit for their needs. During the process, Grand Services staff, Karissa, her parents and the VR counselor meet regularly to discuss her job search. They

Continued next page »

KARISSA'S STORY: FIND PHASE (CONT.)

invite the waiver case manager to the meetings and keep the case manager up to date as they go. Karissa decides to apply for a job at a local craft supply store and at a factory that makes plastic snowmobile parts.

A few days after her applications are submitted, Grand Services staff follow up with both employers. They learn the factory has already filled the position, but Karissa is called for an interview with the craft store. Karissa and Grand Services staff work together to prepare for the interview. On the day of the interview, Grand Services staff help Karissa get to and from her interview. Karissa feels like the interview went well, even though she was really nervous.

The next week, Karissa gets the call that she got the job. She'll be working 12 hours a week earning \$10 an hour stocking shelves. She's super excited. Grand Services staff help Karissa contact her VR counselor and her waiver case manager to let them know that she got the job. They do another DB101 Estimator session to see what will happen to her benefits with these hours and pay, and they talk about the need for ongoing supports that she'll need through the waiver.

Grand Services staff help with the paperwork and orientation on her first day, and then over the next couple of weeks, they help Karissa learn her job with feedback from the supervisor. They keep her VR counselor updated so that he can keep an eye on when Karissa is stable in her job.

INSTRUCTIONS: For each of the four roles below, list the two responsibilities you identified in the excerpt and write the specific information from the excerpt that demonstrates the responsibility. You can find [a complete list of responsibilities for each role here](#).

1. THE PERSON (KARISSA)

Responsibility 1:

Information from the excerpt that demonstrates this responsibility:

Responsibility 2:

Information from the excerpt that demonstrates this responsibility:

2. CASE MANAGER

Responsibility 1:

Information from the excerpt that demonstrates this responsibility:

Responsibility 2:

Information from the excerpt that demonstrates this responsibility:

3. VOCATIONAL REHABILITATION STAFF

Responsibility 1:

Information from the excerpt that demonstrates this responsibility:

Responsibility 2:

Information from the excerpt that demonstrates this responsibility:

4. EMPLOYMENT SERVICE PROVIDER

Responsibility 1:

Information from the excerpt that demonstrates this responsibility:

Responsibility 2:

Information from the excerpt that demonstrates this responsibility:
