

## VR Guide to Trial Work Experience Services for Providers

**Referral** – After the VRC develops a Trial Work Plan with the participant, the VRC will send a referral for Trial Work Experiences (TWEs), with a copy of the TWE Plan.

- **Referral to the chosen provider** – After the VRC develops the Trial Work Plan with the participant, they will refer for the TWE. The referral will:
  - Include a thoroughly completed referral, and a copy of the TWE Plan.
  - Clearly indicate the expectations and ideas about conducting the TWEs, including:
    - How many hours per day and per week.
    - Ideas for type of work and setting for TWE.
  - Indicate expectations of phone calls and meetings prior to and during the TWEs:
    - Meeting before beginning the TWE.
    - Meeting after the first TWE – discuss outcome, determine if a second is necessary.
- **Authorization for the TWE** – The VRC determines the number of hours necessary, based on the needs of the participant, but the general guidelines are:
  - 6-8 hours for introductions, site development and documentation.
  - 10 to 20 hours per week for 1 – 3 weeks, for actual TWE.
  - Facility transportation as required.
  - If a subsequent TWE is determined to be necessary by the VRC, 2 hours can be authorized for TWE site development and documentation.
- **Conducting Trial Work Experiences**
  - Develop the TWE site using the referral information, further communication with the VRC, and working with the participant.
  - Provide necessary support and job coaching to give the participant the opportunity to try out and learn the job tasks.
    - The expectation is that the provider should be present at the work site for the entire TWE.
  - Arrange to meet with the VRC and team to discuss the outcome of the first TWE.
    - Complete the *Trial Work Experience Report*. Send a copy of the completed report to the VRC in advance of the meeting, to enable the VRC to prepare for the meeting.
      - The *Trial Work Experience Report* is located on the VR-CPS homepage.

- The VRC will use your report and the discussion in the post TWE meeting to determine the next steps.
- If the VRC determines from the first TWE, that the participant is unable to benefit from services, but the participant requests another opportunity, the VRC may agree to conduct a second TWE before concluding there is clear and convincing evidence that the participant cannot benefit from VR services, in terms of achieving CIE.
  - When completing the Trial Work Experience Report after the second Trial Work Experience, the evaluator will indicate if they have concluded that, due to the severity of the disability, they would be unable to meet the needs of the participant to pursue competitive integrated employment.

**Keep in Mind the Following:**

- It is the Employment Service provider's responsibility to arrange for, support and observe the participant that is receiving the Trial Work Experience, and to report the observations to the VRC.
- The tone of Trial Work Experience Services should be as positive as possible. While it is true that VR has referred the individual for Trial Work Experience Services because there is a question about the participant's ability to benefit from VR services in terms of employment, it is important that the TWE services are presented and treated as an opportunity for the participant to try out working, in a supported and real work setting.
- It is the VRC's responsibility to determine if there is clear and convincing evidence that the participant cannot benefit from services based on information they have in the case and the outcome of the TWE.
- TWEs are not used to determine if someone can do a specific job, but rather if they can achieve competitive integrated employment. However, when arranging for a trial work experience, it is important to consider the likes, dislikes, skills and abilities of the participant.
- Communication with the VRC, especially for challenging situations is encouraged.
- When writing the Trial Work Experience Report it is important to provide factual information in the report. General observations or statements must be supported by specific and factual information. There are sample Trial Work Experience Reports available on VR-CPS.