



DEPUTY COMMISSIONER FOR VOCATIONAL AND EDUCATIONAL SERVICES FOR INDIVIDUALS WITH DISABILITIES
Tel. (518) 474-2714
Fax (518) 474-8802

POL-10-02

To: All VESID VR Staff
From: Rebecca H. Cort
Date: August 31, 2010
Subject: Assessment Policy

VESID has updated the Assessment Policy 204.00 to more effectively guide counselors in utilizing existing information whenever possible and in using their professional judgment in determining when additional assessment services are required. The amended policy reinforces the role of the VESID Vocational Rehabilitation Counselor (VRC) in exercising their assessment expertise throughout the Vocational Rehabilitation (VR) process and to fully involve individuals with disabilities in determining their assessment needs. This is an ongoing process that begins with the initial interview and continues at critical points during their involvement with VESID.

Other highlights in the revised policy include the:

- necessity of conducting a comprehensive assessment to substantiate that an individual meets all criteria for participation in supported employment;
- importance of involving the individual in the assessment process so that the person can understand the purpose of the assessment process or any specific assessment services; and,
- overall focus on strengths and the person's learning about their capabilities in relation to planning their employment goal and services.

A training curriculum has been developed to train all local VESID District Office Staff. Local District Office management teams will also use this training curriculum to train pertinent community rehabilitation providers' staff.

The new Assessment Policy 204.00 will take effect immediately.

