**Employment Services (ES) & Vocational Rehabilitation (VR) Coordination Procedure/Best Practice**

**Inquiry into KEES and KMIS to Determine if New Clients are Known to Other Programs:**

KMIS does not have an interface with KEES. VR does not have access to KEES, and ES does not have access to KMIS. To find out if a client has an open case, you will need to contact a worker or support staff in the other program and ask if client is already known to their program.

**Sharing of Case File Information:**

Sharing enhances the decision-making process, reduces duplication, and could result in cost savings. Information that can be shared includes, but is not limited to:

• **From EES**- Assessment information, KEES screen prints, information from TABE, SASSI and LD screenings, ES-4309 forms or other medical statements, Self-Sufficiency Agreement (SSA), evaluations, records of training completed, employment information, medical coverage, or child care coverage.

• **From VR**- Psychological evaluations; Career Development Center (CDC) evaluations, medical records, Individual Plans for Employment (IPE), records of training completed, class schedule/grades, or monthly reports for job placement.

**Integrated Services Teams Meeting (ISTM):**

An ISTM involving the client, ES Career Navigator (CN) and VR Counselor is required to review service needs, options, and cost-sharing opportunities. They are designed to enhance cooperation, share information, answer questions, and review progress. The initial ISTM will be set up by the VR Counselor and should be prior to the development of the IPE if possible. The CN is responsible for setting up an additional ISTM every 6 months for as long as the client remains a participant in both programs. Other ISTM’s may be requested as needed by the client, ES CN, or VR Counselor. ISTMs may be in person or virtual.

**Communication between ES and RS on Mutual Clients:**

This could occur via e-mail, face-to-face meetings, telephone or written documentation. Information to communicate includes but is not limited to address change, date and reason for case closure, new employment information, changes in IPE or SSA, or monthly hours of participation. Monthly hours of participation can be reported on the Job Readiness Activity form and/or the Job Search Activity form. Hours of participation will be verified by the CN.

**Strategies for Enhanced Cooperation:**

Areas have the flexibility to use these strategies or other identified methods, as long as the same result is achieved.

**Use VR Staff as Consultants:**

VR/CDC Counselors may be used as resources or consultants for ES when working with clients with disabilities. VR staff can assist with interpretation of medical reports, evaluation, information, referrals, etc.

**Streamline Vocational Assessment Reports:**

Vocational assessment reports from CDCs and private contractors can be lengthy and contain information about the purpose of tests administered, testing protocols, or detailed test scores that is not required for ES staff to have regarding the abilities of the client. Reports may be modified to include a summary or conclusion section that specifically addresses the requirements outlined in the “report” section of the form. If the ES CN or VR Counselor would like more information, they can consult with the CDC staff or private contractor. In some situations, the best practice will be to include a joint staffing with the client, ES CN, VR Counselor, and CDC/private evaluator to review the results of the vocational assessment.