PRE-EMPLOYMENT TRANSITION SERVICES: COMMUNITY-BASED WORK EXPERIENCE

I. PURPOSE OF SERVICE:
One of the best ways for students to learn about interests, abilities and preferences is to try out different types of work in real employment settings. A community-based work experience (CBWE) is a service provided by ORS to students. The service occurs in an integrated competitive employment setting to provide vocationally relevant planning information to and for the individual.

II. PROGRAM ELEMENTS:
The CBWE is authorized and pro-rated at $41.90 per hour for a total of $1676.00, 10-day minimum/site for a total of 40 hours/site. The location of the CBWE must be in an integrated work environment in a community-based business. Students must be paid minimum wage for each hour of work. At the conclusion of the CBWE, the provider is responsible to submit a report based on CBWE findings, observations and student feedback; and to schedule a meeting with ORS, the student, and others, as appropriate, to review the CBWE and plan next steps.

III. EXPECTED OUTCOMES:
1. To explore and try careers through discovery and exposure to work.
2. To learn about work habits, work tolerance, interpersonal skills and work behaviors.
3. To try-out a specific job with the intent of employment.

IV. STEPS FOR IMPLEMENTATION:
1. ORS discusses referral with student, facilitates a signed release of information, completes the Referral Form, and generates an authorization for PRE-ETS Community-Based Work Experience.
2. The CRP accepts the referral, provides services & completes report about student’s work experience.
3. The CRP schedules a conference with the student, (parent if necessary), the CRP, and the ORS counselor to review the report and identify support needs/recommendations. This meeting will occur before the start of the new school year.
4. Bill and final report are forwarded to counselor within 2 weeks of completion of program/conference.

V. PRE-EMPLOYMENT TRANSITION SERVICES:
1. Category of Required PRE-ETS Service: Work Based Learning
2. Service Code: PRE-ETS COMMUNITY BASED WORK EXPERIENCE
3. Fee: $1,676.00
PRE-EMPLOYMENT TRANSITION SERVICES:
COMMUNITY-BASED WORK EXPERIENCE REPORT

REPORT PROVIDED BY: ___________________________ Phone: __________________

AGENCY (VENDOR) REPORTING: _______________________________________

SUBMITTED TO ORS COUNSELOR: _______________________________________

Client Name: ___________________________ No. of Days at Site: ________________

Employer/Company: ___________________ No. of Hours per Day: ________________

Job Title: ____________________________ Dates of Participation: ________________

1. **Job Duties** - describe job tasks, physical demands, and employer expectations:

   *(include as much detail as possible)*

2. **Job Performance Results** - describe ability to independently perform job tasks
   including a productivity measure, and individual’s ability to meet employer expectations:

   *(include as much detail as possible)*

3. **Job Behavior Results** - describe client’s ability to adhere to work routine,
dependability and reliability, follows directions, and appropriately works with others:

   *(include as much detail as possible)*

4. **Needed Supports** – what supports are needed for the client to perform the job (on or
   off the job), as well as anticipated long term supports:
Summary of PRE-ETS Community-Based Work Experience and Recommendations

Evaluator: __________________________  Date: ____________________

Revised 10/21/2016