



State of Rhode Island
Department of Human Services
Office of Rehabilitation Services

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**PRE-EMPLOYMENT TRANSITION SERVICES:
VIRTUAL WORKPLACE READINESS TRAINING**

I. PURPOSE AND STRUCTURE OF SERVICE:

Pre-ETS Workplace Readiness Training is a service intended to prepare student for competitive integrated employment. This service consists of a structured 36-hour program to address job-seeking skills, interviewing, appearance/hygiene, barriers to employment, interpersonal skills, resume development, work-history issues, work habits, and work relationships replicating a work-routine structure.

II. EXPECTED OUTCOMES:

1. Improved communication and interpersonal skills
2. Improved organizational skills and time management
3. Improved level of self confidence
4. To prepare student for participation in employment or to be ready for training/higher education

III. STEPS FOR IMPLEMENTATION:

1. ORS Rehabilitation Counselor discusses referral with client, facilitates a signed Release of Information, completes the ORS Referral Form, and generates an authorization for VIRTUAL WORKPLACE READINESS TRAINING. Copies of each of these forms are placed in the client's file and a set of originals are forwarded to the vendor.
2. CRP meets with client to explain the procedures, schedule and expectations of attendance.
3. At conclusion of program, the CRP generates a report using ORS approved format and schedules a meeting with client and ORS Rehabilitation Counselor to review participation, progress, and identify next steps. **Next steps can include:** community-based work experience. In select situations, requiring ORS Rehabilitation Counselor approval.
4. CRP will bill for Virtual Pre-ETS Workplace Readiness Training provided.

IV. PRE-EMPLOYMENT TRANSITION SERVICES:

1. Category of Required PRE-ETS Service: Workplace Readiness Training
2. Service Code: VIRTUAL PRE-ETS WORKPLACE READINESS TRAINING