

## DIVISION OF VOCATIONAL REHABILITATION (DVR) COMMUNITY REHABILITATION PROGRAM (CRP) SERVICE DELIVERY OUTCOME PLAN (SDOP)

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AFP NUMBER

## **SDOP:** Informational Interview

DVR CUSTOMER	CRP CONTRACTOR		CRP REPRESENTATIVE'S NAME	CRP REPRESENTATIVE'S NAME	
SERVICE DELIVERY DATES From: To:	PROGRESS REPORTS Monthly progres		red and must be submitted to the VRC on an SD	OR.	
EXPECTED OUTCOME		PARTY RESPONSIBLE	PURCHASE AND PAYMENT CRITERIA	COST (\$)	
	esigned to help a Customer meet with	FARTI RESPONSIBLE	MAXIMUM TOTAL OUTCOME FEE:	<u> </u>	
	tional areas of interest. Each interview		Fee is \$401 per interview.	Ð	
should be approximately 30-60					
Specific CRP services include:		CRP	Contractor agrees to provide up to interviews.		
	r to identify sites and contact businesses	Customer	Maximum of three informational interviews with a		
-	and practice questions for the interview	VRC	maximum of three mormational interviews with a maximum fee of \$1203.		
<ul> <li>Helping Customer plan appropriate grooming</li> </ul>			Outcome fee paid to Contractor upon receipt of		
<ul> <li>Helping Customer plan transportation to the site</li> <li>Accompany Customer to the site</li> </ul>			signed invoice and outcomes achieved as described		
<ul> <li>Accompany Customer to the site</li> </ul>			in the Service Delivery Outcome Report (SDOR).		
<ul> <li>Accompany Customer to the interview</li> </ul>			Fee is based on direct Customer activities and does		
<ul> <li>Helping Customer prepare and deliver a thank-you note to the</li> </ul>			not include report writing time.		
person interviewed			SDOR must be provided to both the Customer and		
Post-interview debriefing with the Customer			VRC.		
Specific areas of interest ide	ntified by Customer First Name:		Report must include:		
			(1) CRP representative name		
1. Enter interest area			(2) Dates and hours of all activities		
2. Enter interest area			(3) Describe Customer's experience and what they		
<ol> <li>2. Enter interest area</li> <li>3. Enter interest area</li> </ol>			learned from each informational interview		
			(4) Specific recommendations for further Customer exploration and experience		
	Informational Interviewing activities and	Customer	Transportation Expenses if authorized by VRC:		
will attend all scheduled meeting	ngs.		Travel Time: Paid upon receipt of signed invoice	\$	
-		DVR	and a written report on the SDOR documenting		
DVR Counselor is responsible for ensuring VR services are consistent with the Customer's vocational assessment; this includes discussing			distance driven, beginning time and arrival time at		
	ealth and safety that may be inconsistent		destination. When authorized, travel time is paid at		
with certain kinds of work.			a fixed rate of \$37 per hour in quarter-hour		
			increments if service delivery occurs more than fifty		
			(50) miles from the Contractor's nearest staffed		
			office location.		

CRP provider is responsible for ensuring the Customer understands any health and safety risks associated with each specific employment setting and/or service delivery site, and that the Customer is adequately trained to mitigate those risks.				<b>Mileage:</b> Paid upon receipt of signed invoice and a written report on the Service Delivery Outcome Report (SDOR) documenting beginning address, destination address, and number of miles being billed. Mileage will be paid at the current state rate determined by the Office of Financial Management.		\$
Customers are encouraged to speak with their CRP provider, DVR Counselor, and/or employer if they feel unsafe and/or have any concerns about the health and safety risks at the site where they receive services. It is the employer's responsibility under Washington state law to provide a safe workplace.				<b>Other Transportation Expenses:</b> Such as Ferry System, toll fares, etc. will be paid upon receipt of signed invoice, receipts, and a written report on the Service Delivery Outcome Report (SDOR) documenting the reason for the expense.		\$
CUSTOMER / LEGAL GUARDIAN SIGNATURE DATE	CRP SIGNATURE	1	DATE	DVR SIGNATURE	DATE	TOTAL \$

Signature by each party indicates agreement to the contents of this SDOP.