



# Keeping Track of Your Progress

in getting a job with assistance from the

Illinois Department of Human Services' Division of Rehabilitation Services (DRS)

You are about to take the first of many steps that will lead you to getting and keeping a job. You will receive assistance from your DRS rehabilitation counselor that will lead you on the path of getting a job. During this process you will make a number of decisions. To be able to make good decisions, you will need to understand your options. This is what DRS calls "informed choice." These steps and choices are explained below.

You have 30 days to appeal any decision that DRS makes about your vocational services. You are always encouraged to discuss your concerns with your counselor or their supervisor. If you are not satisfied, you may contact the Client Assistance Program at 1-800-641-3929 (Voice) or 1-888-460-5111 (TTY).

Keep track of your progress and activities and, as you complete each step, check it off and enter the date. It is important for you to know and exercise your rights in the process of getting a job.

## Step 1: Interview and Application

Date Completed:

To start the process of getting a job, you must first meet with a DRS counselor. During this meeting, you will be asked to share information about your disability, past education and training, past work experience, and what you are considering for future work. The DRS counselor will collect this and other information to determine if you are eligible for DRS services.

The **CHOICES** you have at this time include:

- A. Bring your disability information to DRS; or
- B. Sign a release of information so that DRS can get disability records;
- C. Ask DRS to pay for evaluation(s) if you do not have complete or current information about your disability;
- D. Discuss your concerns with your counselor;
- E. If you are not satisfied, you may discuss your concerns with the office Supervisor or an Advocate from the Client Assistance Program.

## Step 2: Certification of Eligibility and Order of Selection

Date Completed:

When disability information is available, your DRS counselor will determine if you are eligible and meet the order of selection. Order of Selection means serving the most severely disabled people first. You will be informed of this decision within 60 days of your application. If the decision cannot be made within 60 days, your counselor will discuss this with you and may ask to delay this decision if necessary.

The **CHOICES** you have at this time include:

- A. Discuss your concerns with your counselor;
- B. If you are not satisfied, you may discuss your concerns with the office Supervisor or an Advocate from the Client Assistance Program.

### Step 3: Customer Financial Analysis

Date Completed:

If there is a cost for any of the services needed for you to reach your employment goal, you will need to complete the DRS Customer Financial analysis form. This will determine if you or your family must contribute toward the cost of services and how much you will be required to pay.

It may also be necessary for you to apply for other financial assistance from other resources which may offset the cost(s) of some of the services required for you to reach your job goal.

The **CHOICES** you have at this time include:

- A. Complete the Customer Financial Analysis as required;
- B. Do not complete the Customer Financial Analysis and possibly have the scope of services reduced;
- C. Discuss your concerns with your counselor;
- D. If you are not satisfied, you may discuss your concerns with the office Supervisor or an Advocate from the Client Assistance Program.

### Step 4: Assessment of Rehabilitation Needs

Date Completed:

The Assessment of Rehabilitation Needs is the process of identifying your employment goal and determining what services are required to assist you in reaching this employment goal. You will need to work closely with your counselor so that you will be able to make informed choices on all of your decisions.

The **CHOICES** you have at this time include:

- A. Discuss possible job goals with your counselor;
- B. Discuss services you will need to reach your work goal;
- C. Discuss the variety of service providers that offer the services you require;
- D. Meet with the Community Work Incentive Coordinator to determine how work will/can affect your government benefits;
- E. Discuss your concerns with your counselor;
- F. If you are not satisfied, you may discuss your concerns with the office Supervisor or an Advocate from the Client Assistance Program.

### Step 5: Individualized Plan for Employment

Date Completed:

The Individual Plan for Employment (IPE) is an agreement between you and your DRS counselor. The IPE lists the services required for you to be able to get a job. Service providers and funding sources are listed on your plan and time frames are identified. Progress toward your employment goal is reviewed at least annually and can be updated or changed as needed.

The **CHOICES** you have at this time include:

- A. Decide your job goal and have your DRS counselor agree with your choice;
- B. Decide when each service should start and end to ensure the goal will be reached in a reasonable amount of time;
- C. Decide on the specific service and provider;
- D. Discuss your concerns with your counselor;
- E. If you are not satisfied, you may discuss your concerns with the office Supervisor or an Advocate from the Client Assistance Program.

### Step 6: Successful Case Closure

Date Completed:

You completed the plan of services and are employed in your chosen job. Your commitment and hard work have paid off. DRS is pleased to have been able to help you meet your goals.

*Congratulations on your hard work!*

The **CHOICES** you have at this time include:

- A. Agree to have your case closed successfully rehabilitated;
- B. Discuss your concerns with your counselor;
- C. If you are not satisfied, you may discuss your concerns with the office Supervisor or an Advocate from the Client Assistance Program.