

## Employment Assessment FAQs

### For Providers:

- Why is NCDHHS conducting Employment Assessments?
  - The new Employment Assessment process aims to:
    - **Standardize the Process:** Ensure providers can follow the same process for all individuals across the state receiving I/DD employment services.
    - **Ensure Quality:** Utilize third-party training and oversight to guarantee high-quality “informed choice” decision-making.
    - **Expand Opportunities:** Further each individual’s opportunities to connect with employment services that can lead to CIE if that's their choice
  - We understand that providers have implemented assessments in the past and acknowledge that historic records can be valuable in understanding a member’s “informed choice” journey. We will incorporate provider input during the assessment process to support building the Career Development Plans.
- What is the role of service providers in Employment Assessment Process?
  - Service providers will be responsible for coordinating with NCDHHS to schedule Employment Assessments based on availability. Providers are also responsible for acquiring consent from individuals and their guardians prior to the assessment process.
- Who will be conducting the Employment Assessments?
  - NCDHHS is partnering with Work Together NC and TEACCH, UNC Chapel Hill organizations dedicated to the transition to adulthood for people with intellectual and developmental disabilities. They have experience in Employment Assessments and developing personalized career plans for individuals with I/DD. They will be leading the Assessment Process with the members and completing the forms.
- Are the Employment Assessments required?
  - Employment Assessments are an important component of the Inclusion Works mission to provide every individual the opportunity to make an informed choice about their employment options. NCDHHS is required to conduct Employment Assessments for all individuals employed in non-CIE settings, acknowledging that individuals must consent to participate in the process.
- Will there be additional reimbursement for Providers for the Employment Assessment process?
  - There will not be additional reimbursement for Providers for the Employment Assessment process. Any time spent with members completing the Employment Assessments can be charged towards the day services they are already receiving (ADVP/ILOS).
- Will there be training on the Employment Assessment process?
  - Work Together NC will be providing training to providers on the Career Development Plan activities, demonstrating how to conduct focused skills assessments and lead

on-the-job observations. Resources about the overall Employment Assessment process will be shared on the Inclusion Works website.

- How is information collected?
  - The organization completing the assessments, Work Together NC, will be recording individual responses and storing the completed forms. Information will be available to be shared with Providers.
- How long will an Employment Assessment take?
  - The Employment Assessments are expected to take approximately 30 mins - 1 hour. They will primarily be conducted in person, but we will also have the option to conduct the assessments virtually if that is more convenient for the individual or provider.
- Do all members need to complete an Employment Assessment?
  - The long-term vision is to create a standard Employment Assessment process that will be used for all individuals who are receiving employment services. The first round of Employment Assessments will be conducted for members currently receiving ADVP/ILOS services and working in non-CIE jobs. NCDHHS will be sharing a list of the eligible members with each Provider prior to scheduling appointments.
- What is the consent process to engage with members?
  - NCDHHS will be sharing a consent form with Providers to complete prior to the appointments for Employment Assessment. This form must be signed, or have verbal consent indicated, by both the individual and their parent/ guardian (unless they are their own guardian) prior to Work Together NC engaging with the members.
- Who can I reach out to for questions?
  - You may contact Claire Colligan ([Claire.colligan@dhhs.nc.gov](mailto:Claire.colligan@dhhs.nc.gov)) for questions related to the Employment Assessment process
- When will this process take place?
  - Employment Assessments are expected to begin in November 2024. NCDHHS will be reaching out to Providers to schedule appointments.
- Are there additional resources available about this process to share with members?
  - NCDHHS will be sharing additional informational resources with providers to share with members. Additionally, information can be found on the [Information for Care Providers](#) page of the Inclusion Works website.