

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Consumer Related

POLICY NO: 05-009

SUBJECT: Ability One Individual Employment Evaluation (IEE)

EFFECTIVE DATE: June 2008

Policy:

An Individual Employment Evaluation (IEE) must be performed within 30 days of the first day of earning money (may be the first day of trial visit) and annually (within 365 days) thereafter for all consumers who are paid by Cottonwood, Inc. for work done at Cottonwood, Inc. or at contracted work sites.

Procedures:

1. The initial assessment includes evidence of a severe disability obtained from the admission packet information. A "Work Skills Assessment" is completed by the Supervisor or Coordinator responsible for conducting trial visits in vocational Day programs. This initial information is used by the designated case manager to document the rationale for inclusion or exclusion in the AbilityOne program.
2. Annually thereafter, the vocational Day program Supervisor, as prompted and directed by their Coordinator, updates the "Work Skills Assessment" and forwards it to the designated Case Manager concurrent with the individual's Person Centered Support Plan (Support Plan). The case manager analyzes the data and makes a determination as to whether the individual continues to meet AbilityOne's broad definition of competitive employability. This determination as it applies to AbilityOne's definition of competitive employability is documented in the IEE by the above designated staff as well as signed and dated by same staff.
3. The IEE is uploaded to database and filed in the individuals' case record.