

Instructions for ESS-C-278n

Instructions for ESS-C-278n (DRS Counselor Response to ESS-C-278 Plan for Assessment)

(In contract: SE)

Prior to implementing the **ESS-C-278 Plan for Assessment**, the Contractor will e-mail the plan to the DRS Counselor. The DRS Counselor has five (5) business days to respond from date of the Contractor's e-mail. If the DRS Counselor does not respond within five (5) business days, and at least one (1) of the identified assessments is related to the IPE vocational goal, then the Contractor can proceed with the assessments. When neither of the planned assessments are related to the individual's IPE vocational goal, the DRS Counselor's written approval must be obtained to proceed with the assessments.

The Contractor must have a copy of the DRS IPE prior to conducting the Situational Assessment(s) to comply with Department of Labor (DOL) 64c08.

The e-mail to the DRS Counselor with the **ESS-C-278 Plan for Assessment** must be maintained in the individual's Case Documentation file.

The DRS Counselor e-mail response must also be maintained in the individual's case file.

(In contract: ER)

Prior to beginning the assessments, the ESS-C-278 Plan for Assessment will be emailed to the DRS Counselor for modification or approval.

The DRS Counselor has five (5) business days to respond from date of the Contractor's email. If the DRS Counselor does not respond within five (5) business days, then the Contractor can proceed with the assessments in the ESS-C-278 Plan for Assessment. When the required situational assessment is NOT related to the individual's IPE vocational goal, the DRS Counselor's written approval must be obtained to proceed with the assessment.

The Contractor must have a copy of the DRS IPE prior to conducting the Situational Assessment(s) to comply with Department of Labor (DOL) 64c08.

The e-mail to the DRS Counselor with the ESS-C-278 Plan for Assessment must be maintained in the individual's Case Documentation file.

The DRS Counselor e-mail response must also be maintained in the individual's case file.