



AIVRTTAC

INTAKE PROCESS

AIVRS projects are required to conduct an initial intake interview with each applicant. The VR counselor should observe the applicant during the interview and record relevant information. Information is gathered regarding the applicant's medical and/or psychological history, education level, vocational history and interests, social and cultural background, legal record (including any current or pending charges), and available financial resources and benefits (e.g., SSI, SSDI, TANF, SNAP benefits, scholarships, and child support).

During intake, the counselor explains the VR process to the applicant, which includes:

- how an eligible individual enters the AIVRS system
- services provided by the AIVRS project
- confidentiality of information
- the rights and responsibilities of the applicant and AIVRS project personnel
- Client Assistance Program (CAP) services
- the relationship between State VR and AIVRS projects

What may happen during an intake interview:

- provision of information about AIVRS project
- gathering of applicant data and information
- filling out and signing forms
- setting vocational goals
- establishing trust through rapport building and hospitality

Documentation used to determine eligibility must be signed by the applicant and VR counselor. This may include, for example:

- release of information for Indian Health Services, behavioral health records, and documentation from specialized physicians
- functional limitations
- health assessment
- consent to share confidential information
- other forms specific to the AIVRS project

Content was developed under a grant from the Department of Education (PR/Award # H250Z150002). However, content does not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government. (Authority: 20 U.S.C. 1221e-3 and 3474)