

Vocational Rehabilitation (VR) Services Referral Flowchart for Department of Juvenile Justice (DJJ) Residential Programs

Student Enters Residential Program

Mail to parents or guardians of students with individual education plans (IEP) or Section 504 plans:

- Consent for VR Referral
- Release of Records
- VR brochure

(Suggestion: Mail home with IEP invitation)

NO

YES

Forms Signed and Returned

Refer to Both Services

VR Services (Traditional)

Pre-Employment Transition Services (Pre-ETS)

Cannot refer student to Student Transition Activities Record (STAR) or VR Services

VR Referral Box should be checked "No" on the Electronic Educational Exit Plan (EEEP)

Suggestion: Ask juvenile probation officer to assist in obtaining signatures and make the referrals a Transition Plan and Performance Plan goal.

Send VR referral packet to VR counselor 30 days prior to transition conference
(Contact VR area supervisor to identify VR counselor assigned to DJJ school)

VR counselor schedules meeting with student within three days of referral. VR counselor will be responsible for obtaining parent signatures (electronic signature is acceptable) on the VR application.

DJJ VR contact invites VR counselor to transition conference

DJJ VR contact invites VR counselor to community re-entry team meeting

VR case **MUST** be transferred to post-release county (Verbal consent from parent)

DJJ VR contact adds Letter of Eligibility to student's Exit Portfolio.

VR Referral box should be checked "Yes" on EEEP.

(Entry Transition) – Submit referrals through Student Transition Activities Record (STAR) Portal. Submitting a group of students at one time is preferable.

VR youth technician receives the referrals and contacts DJJ Pre-ETS contact to schedule initial meeting with students and parents or guardians, if possible. The DJJ Pre-ETS contact identifies the service provider. (DJJ Pre-ETS contact will need to rotate VR Pre-ETS providers.)

DJJ Pre-ETS contact sends IEPs or Section 504 plans to VR youth technician

VR Pre-ETS provider schedules Self-Advocacy Training Service with DJJ Pre-ETS contact

Youth technician schedules follow-up service meeting with DJJ Pre-ETS contact



Division of Vocational Rehabilitation
Florida Department of Education

www.rehabworks.org

VR Referral:

<http://rehabworks.org/docs/VRreferral.rtf>

VR Brochures:

http://rehabworks.org/stw_brochures.shtml

STAR Portal (for referrals):

<https://star.rehabworks.org/Account/Login?ReturnUrl=%2f>