



Vocational Rehabilitation

DVR Statewide Services: Vocational Evaluation

SERVICE PROVIDER TRAINING

2026 RELEASE

Training Objectives

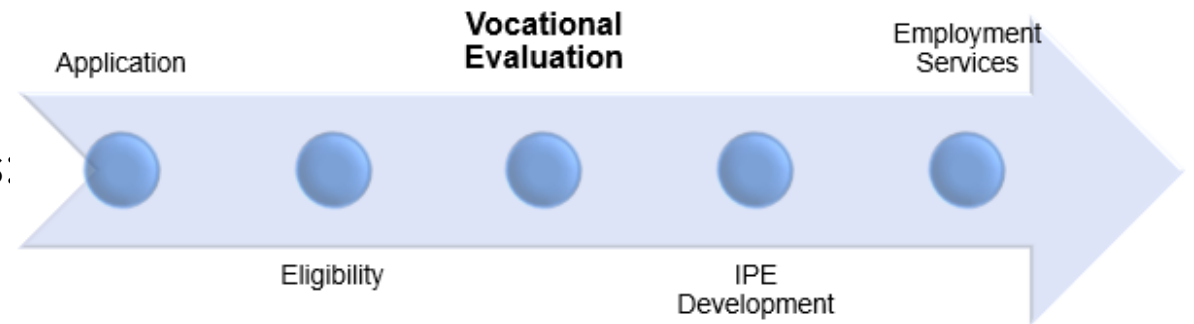
- Understand the purpose and key elements of Vocational Evaluation services.
- Understand how the services work.
- Recognize common strategies.
- Recognize how these services support consumer outcomes.
- Understand DVR expectations for service delivery and reporting.



Where These Services Fit in DVR Services

- Vocational Evaluation services are typically used earlier in the DVR process, when additional information is needed to guide employment planning.
- These services may be used to:
 - Explore vocational interests and abilities.
 - Clarify employment goals.
 - Identify transferable skills.
 - Inform development of the IPE.

Common timing in the DVR process:



Service Overview – Vocational Evaluation

- Vocational Evaluation services assist DVR consumers in identifying viable employment options and vocational direction.
- The services involve working with a credentialed vocational evaluator to explore:
 - Interests
 - Skills and abilities
 - Personality and values
 - Aptitudes
 - Potential vocational goals
- Evaluations combine standardized testing, interviews, and observations to produce structured recommendations for vocational planning.



How the Services Work Together

There are two service options, depending on the depth of information needed:

1. Vocational Evaluation Assessment
 - Uses standardized tests and interviews
 - Focuses on identifying vocational direction
2. Vocational Evaluation and Work Sample
 - Includes all assessment activities
 - Adds hands-on work sample activities
 - Provides additional performance-based information

Both services support the consumer and DVR in making informed employment planning decisions.



The Goal of These Services

The goal is to help the consumer:

- Understand and explore their strengths, interests, abilities, personality, and values as they relate to employment.
- Identify realistic employment goals.
- Explore potential career pathways.
- Recognize barriers and supports needed for employment.
- Make informed decisions about vocational goals and next steps.



Summary of Services

Service	Purpose	Timeframes	Deliverables	Payment
Vocational Evaluation Assessment	Assist consumer in determining an appropriate employment goal using standardized testing and interview.	45 days to complete the services	• Vocational Evaluation Assessment Report • Review Meeting (in-person, phone, or virtual, unless otherwise directed by DVR case facilitator)	\$700
Vocational Evaluation and Work Sample	Provide consumer with in-depth information using standardized tests and individualized work samples.	45 days to complete the service	• Vocational Evaluation and Work Sample Report • Review Meeting (in-person, phone, or virtual, unless otherwise directed by DVR case facilitator)	\$1,000



Vocational Evaluation Assessment - Overview

- Conducted by a credentialed vocational evaluator using standardized testing and interview methods.
- Commonly used when a consumer has:
 - Limited work history
 - Unclear vocational direction
 - Questions about transferable skills or training options
- Focuses on helping consumers:
 - Identify potential employment goals
 - Understand strengths and aptitudes
 - Explore possible training or career pathways



Vocational Assessment – Key Components

- Individual interview: gather background, education, and vocational information.
- Standardized testing: Minimum testing must include at least one instrument in each category:
 - Vocational interests
 - Achievement or abilities
 - Personality and values
 - Aptitude

Note: Specific test types and requirements are listed in the Vocational Evaluation Assessment Report.



Vocational Assessment – Key Components

- Interpretation and Recommendations:
 - Evaluators must translate results into clear, actionable vocational recommendations.
- Review meeting required
 - Meeting with consumer and DVR to explain evaluation findings, discuss recommendations, answer questions, and clarify next steps.



Vocational Evaluation & Work Sample - Overview

- Includes all elements of the Vocational Evaluation Assessment, plus:
 - Individualized work sample activities.
- Work samples allow evaluators to observe:
 - Skill performance
 - Work behaviors
 - Learning style
 - Environmental fit
- Provides more in-depth assessment information when additional hands-on evaluation is needed.



Voc Eval & Work Sample – Key Components

- Work Samples must:
 - Be conducted in person.
 - Occur in a safe and realistic environment.
 - Reflect competitive integrated employment conditions as closely as possible.
- Work samples should be:
 - Individualized to the consumer's abilities and needs.
 - Focused on specific skills areas or vocational questions.
 - Limited in duration and scope.
- Typically, work samples should not exceed 2-3 simulated work activities.



Case Example

- Maria, 22-year-old consumer who recently completed high school but has limited work experience.
- She reports interest in several fields but is unsure which direction to pursue. She also expresses uncertainty about her strengths and abilities related to employment.
- DVR refers Maria for Vocational Evaluation services to help clarify vocational options and inform development of her IPE.



Case Example

- During the evaluation, the evaluator conducts:
 - Standardized tests, including interest and aptitude tests.
 - A vocational interview.
 - A work sample activity involving clerical and organizational tasks.
- The evaluation identifies:
 - Strong attention to detail.
 - Preference for structured tasks.
 - Interest in office-based environments.
- The final report recommends exploring training and employment opportunities in:
 - Administrative support.
 - Records management.
 - Data entry or office operations.



Key Principles

- Vocational Evaluation services are designed to:
 - Provide objective, structured information to support vocational planning.
 - Use valid and reliable assessment tools.
 - Translate complex testing results into clear recommendations.
 - Support consumer understanding and informed decision-making.
- The evaluation process should focus on identifying strengths, potential, and opportunities for employment success.



Common Situations

Sometimes providers may encounter challenges such as:

- Consumer has unclear vocational direction.
- Referral questions are unclear.
- Standard testing tools/instruments may not fully align with the consumer's background or circumstances.
- More structured work samples and/or direct observation are needed to better understand vocational skills, performance, or support needs.



Service Documentation

- Vocational Evaluation Assessment Report (DVR-18038-E)
- Report must include:
 - Tests administered and rationale for selection.
 - Testing environment and accommodations.
 - Observations of work behavior, learning style, and soft skills.
 - Vocational strengths and limitations.
 - Transferable Skills Analysis.
 - Local and statewide labor market information.
 - Recommended vocational goals and next steps.
- If recommendations are updated during the review meeting, the report should be resubmitted with updates.



Updates to Reports for 2026-2028

- No changes to Vocational Evaluation Reports for the 2026-2028 cycle.



Fee Schedule Notes

Service	2026 Rate
Vocational Evaluation Assessment	\$750
Vocational Evaluation & Work Sample	\$1000

See Fee Schedule for full payment criteria and requirements.

- Services must begin with 30 days of receiving the purchase order.
- Reports must be submitted within five (5) business days of service completion or the end of the reporting period.
- Payment is contingent on acceptable service delivery and documentation.

Important reminders:

- Submit reports timely; service must be completed within 45 days.
- Providers may not seek or accept payments from another source for the same consumer and service funded in the same timeframe as DVR.



Qualifications and Metrics

- Vocational Evaluation services must be conducted by individuals who:
 - Hold a Vocational Evaluation Credential certificate, or
 - Are supervised by someone with the credential, or
 - Meet DVR-defined qualifications outlined on the Service Provider webpage.
- Qualifications ensure evaluations are conducted by professionals trained in assessment methods and interpretation.
- DVR will continue to collect metrics for continuous quality improvement efforts.
- Metrics include timeliness and provider qualifications.



Resources/Links

- Certification Regarding Vocational Evaluation Credential
- Shared Roles and Responsibilities in DVR Services
- Wisconsin Department of Public Instruction STEM
- Wisconsin STEM Apprenticeship Program Guide
- Job Center of Wisconsin
- WisConomy labor market info



Key Takeaways

Vocational Evaluation services are designed to:

- Provide structured assessment information to support vocational planning.
- Help consumers identify realistic employment goals.
- Translate testing and observations into clear vocational recommendations.
- Support DVR and consumers in developing informed Individualized Plans for Employment (IPEs).



Additional Information

DVR Service Provider webpage:
<https://dwd.wisconsin.gov/dvr/service-providers/>

Contact us:
DVRServiceProviders@dwd.wisconsin.gov

