

# How do I refer someone to CVE?



Referring a person for CVE services is easy. Please follow these simple steps:

1. **Make sure that the person is interested in pursuing a vocational goal.** The number one indicator for success is a person's motivation.
2. **Fill out the second page of this document.** The second page is the referral form. This form contains all the relevant information necessary to process the referral. You can fill out this form on your computer screen before printing it.
3. **Select the box marked 'CVE'.** CVE is part of a collaborative called Access 4 Jobs. This collaborative is an effort to increase access for vocational services in San Francisco. The partners of Access 4 Jobs are 1) the San Francisco City Behavioral Health Services, 2) the California Department of Rehabilitation, 3) RAMS Hire-ability, 4) Citywide Forensic Services, and 5) Community Vocational Enterprises. By selecting the CVE box, you are informing the collaborative that the person being referred is interested in accessing services provided by CVE. Do not check this box if the person does not have a preference.
4. **Include diagnosis information and sign the form.** Information about diagnoses and signatures are particularly important, since this is what enables us to expedite access to services.
5. **Print the referral form and fax it to 888.262.3988.** Your fax will get to the Access 4 Jobs collaborative and it will be automatically forwarded to CVE if the CVE box was selected. Please reduce your carbon footprint and print only the second page of this document.

## What happens after I submit the referral?

1. **Orientation.** The person referred for services will be contacted and invited to attend an orientation session. During this orientation the person will be presented with the different services available at CVE and invited to meet with a Vocational Case Manager to conduct an intake session.
2. **CVE Intake.** Usually right after the orientation, our Vocational Case Managers conduct the intake session
3. **Plan for Wellness through Employment.** We at CVE believe in employment as a catalyst to a person's wellness. The plan for WTE supports the person on identifying and addressing wellness needs as they relate to their vocational path.
4. **DOR Intake.** CVE works closely with the California Department of Rehabilitation. The Vocational Rehabilitation Counselor will conduct an intake to DOR services provided by CVE.
5. **Individual Plan for Employment.** The Vocational Rehabilitation Counselor will support the person on identifying and pursuing employment goals. The WTE Plan works in tandem with the IPE and both plans become the consumer's individualized strategy for achieving his or her own vocational and wellness goals.
6. **Access to Services.** The CVE menu of services presents a multidisciplinary team approach to delivering a rich menu of supports, skills and resources established by best practice and evidence-based models. All services are individualized, non-linear, strengths-based, and they foster hope.
7. **Monthly Updates.** Upon the person's consent, at the end of every month you will receive an update about the provision of services and progress on the vocational path of the person you referred.



### Referral Form

*Thank you for your interest in vocational services. The following questions are designed to help us determine the most appropriate services for you:*

Client Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Primary Language: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Case Mgr/Therapist: \_\_\_\_\_

Agency: \_\_\_\_\_ Contact #: \_\_\_\_\_

What is your Vocational Goal?  Paid Employment  Training/Education

Vocational Interests: \_\_\_\_\_

What is your program of interest? *(If no preferred service, referral is based on appropriate match & availability)*

DOR  CVE  RAMS Hire-Ability  Citywide  Other\*: \_\_\_\_\_

*\*If another agency is selected, you will be contacted on how to apply for that service.*

Some programs specialize in vocational services for persons with prior arrests. Does this category apply to you? \_\_\_\_\_

Please explain: \_\_\_\_\_

Can you provide documentation to work in US? \_\_\_\_\_ *Your response is confidential. If you do not have documentation, Access4Jobs may still be able to refer you to vocational services.*

I authorize my diagnosis to be released and exchanged by the referring source to the Access4JOBS partner organizations.

**Client's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***For Clinician Use Only:***

Client's BIS# \_\_\_\_\_

Axis I: \_\_\_\_\_ Axis II: \_\_\_\_\_

Axis III: \_\_\_\_\_ Axis IV: \_\_\_\_\_ Axis V: \_\_\_\_\_

Comments: \_\_\_\_\_

**Referred by:**  
(name & title) \_\_\_\_\_ Signature: \_\_\_\_\_

Agency/Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Please fax or email Referral Form to: 888-262-3988 or [referral@access4jobs.org](mailto:referral@access4jobs.org)**

**If you have any questions, please call: 888-369-0488**



## Referral Form

**DOR** The California Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities.

**Citywide Case Management Forensic Program** utilizes an Assertive Community Treatment (ACT) model to provide intensive wraparound services to seriously mentally ill offenders. The team begins engaging the participants while still in custody, develops a treatment plan and accompanies the client from custody into the community. The program was a founding member and is the primary treatment provider of San Francisco's Behavioral Health Court, and works closely with: the Superior Court, the Public Defenders Office, District Attorney's Office, Sherriff's Department, Jail Psychiatric Services, and the Adult Probation Department's Intensive Supervision Unit. The goal of the program is to provide treatment to the whole person that will allow him or her to exit the criminal justice system and re-integrate into the community. **The Employment Team** is embedded within the larger team, and uses the Individual Placement and Support model of Supported Employment, a well-researched, evidenced-based approach demonstrating significant results with the mentally ill. The Employment Team provides Vocational Assessments and Employment Services which include: individualized job searching; assistance with criminal record expungement and education on how to talk to employers about a criminal history; job development; review of strengths, barriers, goals and objectives; review of previous work experience; assistance with interviewing, resume building and preparation; basic hygiene and grooming assistance; education around understanding expectations of employers; interview coaching; and help with understanding how earned income affects benefits.

**CVE, Inc:** Through a combination of client-centered services, the CVE program empowers people to identify and achieve their own vocational and wellness goals. Services are offered in English and Spanish. CVE owns and operates 3 businesses, and uses them to provide on-the-job training and to offer long-term employment opportunities. With the support of a Vocational Case Manager, individuals create and maintain a Plan for Wellness through Employment, which helps identify and address wellness needs and to solve ambivalence. Through an interviewing process, the Vocational Assessment Service helps identify a person's vocational skills and interests. In a simulated work environment, the Situational Assessment Service helps identify specific barriers for employment, strengths, and potential accommodations for work. During the Work Adjustment Service, a person receives on-the-job training to address identified barriers and leverage on strengths for employment. With a goal-oriented, time-limited approach, the Work Experience Service provides an individual with relevant experiences that are transferrable to particular roles or positions. CVE offers Classroom Training and Certification in clerical and janitorial skills. CVE's Employment Services provide support on preparing and applying for jobs, pursuing and achieving a job placement, and retaining employment. When additional support is necessary during the job retention stage, an individual can access the Job Coaching Service. All services are supported by CVE's Occupational Therapy Services that provide a more in-depth support for addressing barriers for employment.

**RAMS Hire-Ability** is a not-for-profit program of RAMS that provides culturally sensitive vocational services to people with mental health disabilities. Our goal is to enable participants to find and maintain work in the community. We have services in English, Cantonese, Mandarin, Thai, and Tagalog. RAMS Hire-Ability's Co-Op programs with CBHS and DOR are: Work Adjustment (WA) - a time-limited program to train individuals in the meaning, value, and demands of a job, to learn or reestablish skills, attitudes, personal characteristics, work tolerance, and behaviors appropriate and necessary for work. Situational Assessment (SA) - designed to identify an individual's current level of employability through a short term trial work experience. Vocational Assessment (VA) - a comprehensive assessment process that systematically utilizes interviews to assist in the identification of goals leading towards vocational development. Employment Services (ES) - serves individuals who want to be placed and receive support in the open job market. The ES Program utilizes the Individual Placement & Support (IPS) model, an evidence-based employment program for individuals with mental health disabilities.

Occupational Skills Training in Janitorial (OSJ) is also available to DOR consumers on a Fee-For-Service basis. OSJ is a time-limited, systematic training in the field of janitorial services with a focus on the needs of people with disabilities. The program consists of didactic classroom teaching combined with paid hands-on experience and on-the-job training.

RAMS Hire-Ability also provides job skills training for CBHS consumers: The Employee Development Program (ED) is designed to serve individuals who need basic job preparation and paid work experience in a structured group setting and i-Ability is a classroom based computer training program for individuals with minimal computer skills.