

CRP Information Sharing Guide

IVRS values the partnership of our Community Rehabilitation Programs (CRPs). Sharing information with one another is vital to that relationship and to the job candidate's experience as well as a successful outcome.

Due to the sensitive nature of some of the information, it is very important that IVRS staff obtain authorization from job candidates and/ or their parents/guardians (if a parent/ guardian is involved) and an explanation for how information sharing will impact the goal. This cheat sheet is guidance on useful information, data and documents that could be shared in order to ensure the unique needs of our job candidates are prioritized by the team.

It is best practice to share information that is relevant to support the work that the CRP needs to do in order to expeditiously provide services in support of the JC and progress toward competitive integrated employment. Every office may not have to share all of this information, but these are things that **can be** (*not required and not automatically*) shared with a CRP. All requests are at the counselor's discretion.

1. Release of Information (ROI)
2. Service Authorization Form
3. Individual Plan for Employment (IPE)
4. SEPA Form
5. Eligibility Determination
6. A summary of past assessments
7. Job applications that have been used as a template
8. Past resume
9. Intake
10. Case management contact information

The key to information sharing with an employment specialist (ES) and your responsibility to safeguard private protected information while progressing as

quickly as possible is to always get written consent from the JC and/ or guardian (if one is involved) and share only what is needed. Job candidates who are also involved with other programs/ agencies will require the provider to get information from that agency directly. If you have a form or information that you are not sure if it can be shared with the CRP, please reach out to your Supervisor or RM Vienna Hoang.