# VR-SFP Chapter 16: Project SEARCH

## Revised June 26, 2023

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## 16.3 Project SEARCH Asset Discovery

### 16.3.1 Project SEARCH Asset Discovery Service Description

The process used to collect information from a customer who is selected as an intern in the Project SEARCH program is called "asset discovery." The skills trainer meets with the customer to collect information about the customer's skills, interests, abilities, learning styles, and support needs. The trainer also gathers information on the internship opportunities and needs of the participating host business. The skills trainer provides the collected information to the Project SEARCH team to help determine appropriate internships.

### 16.3.2 Project SEARCH Asset Discovery Process and Procedure

The provider receives [VR5000, Referral for Provider Services](https://twc.texas.gov/vocational-rehabilitation-service-forms), and a service authorization (SA) for asset discovery as soon as the customer is selected by the team to be an intern for the upcoming school year.

The assigned skills trainer:

* reviews the customer's Project SEARCH referral and, if available, the Project SEARCH application;
* schedules a meeting with the customer and his or her circle of supports to collect the information necessary to answer interview questions identified on the [VR3361, Project SEARCH Asset Discovery Report](https://twc.texas.gov/vocational-rehabilitation-service-forms); and
* completes a minimum of four observation sessions with the customer (one-on-one sessions, group sessions with other customers, or both) for a total of at least 20 hours to observe the customer's interests, skills, abilities, challenges, and support needs. Observation sessions may be completed at:
  + the customer's home;
  + places the customer goes for recreation;
  + business sites for tour;
  + environments where the customer's work skills may be simulated; and
  + places where the customer does volunteer work.

Any request to change a Service Definition, Process and Procedure, or Outcomes Required for Payment must be documented and approved by the VR director, using the [VR3472, Contracted Service Modification Request](https://twc.texas.gov/vocational-rehabilitation-service-forms), before the change is implemented. The approved VR3472 must be maintained in the provider’s customer case file. For more information, refer to [VR-SFP 3.4.11 Contracted Services Modification Request](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3411).

Any meeting among the customer, provider, customer's circle of supports, or VR staff may be conducted remotely.

### 16.3.3 Outcomes Required for Payment

The skills trainer must include the following information in descriptive terms on the [VR3361, Project SEARCH Asset Discovery Report](https://twc.texas.gov/vocational-rehabilitation-service-forms):

* The case information
* The date, time, location, and summary of all asset discovery sessions completed with the customer;
* Evidence of at least four asset discovery sessions and a total of at least 20 hours of contact with the customer, either individually or in a group setting
* A description of the customer's abilities
* Confirmation that services provided comply with all applicable standards
* Customer satisfaction and service delivery, which may be verified by VR staff contact with the customer or the customer's signature on the form

For information on signatures refer to VR-SFP sections [3.2.14 Documentation](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3214) and [3.2.16 Signatures](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3216).

Payment for Project SEARCH Asset Discovery is made when the VR counselor approves a complete, accurate, signed, and dated VR3361, Project SEARCH Asset Discovery Report, and an invoice.

### 16.3.4 Fees

For more information, refer to [16.6 Project SEARCH Services Fees](https://twc.texas.gov/standards-manual/vr-sfp-chapter-16#s166).

## 16.4 Project SEARCH Skills Training Services

### 16.4.1 Project SEARCH Skills Training Service Description

Project SEARCH services are based on experiential learning at a host business with support from the business and Project SEARCH team and are most effective when provided in person. When a host business does not allow interns or staff on-site for safety or other reasons, the Project SEARCH team may develop an alternate training method that must be noted by the VR counselor on VR5000, Referral for Provider Services. If the change in service delivery happens after the referral form was submitted, then an updated referral form should be completed and provided to the Employment Service provider. Remote services must follow guidance in [VR-SFP 3.4.8 Remote Service Delivery](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s348).

Skills Training Services include training and establishing accommodations and/or compensatory techniques as needed to increase a customer's independence and improve the customer's ability to demonstrate soft and hard skills to meet the expectations and production standards of a host business.

Examples of Skills Training Services include:

* providing skills training as needed throughout the internship;
* establishing compensatory techniques and accommodations; and
* training individuals who are supporting the customer at the host business.

The skills trainer must provide services in coordination with:

* a teacher from the local school district;
* a paraprofessional from the school district; and
* designated supervisors from the host business.

Skills trainers must provide goal-directed services and support as outlined in VR3362, Project SEARCH Progress Report.

For more information, refer to [VR-SFP 3.4.11 Contracted Services Modification Request](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3411).

Any request to change a Service Definition, Process and Procedure, or Outcomes Required for Payment must be documented and approved by the VR director, using the [VR3472, Contracted Service Modification Request](https://twc.texas.gov/vocational-rehabilitation-service-forms), before the change is implemented. The approved VR3472 must be maintained in the provider’s customer case file. For more information, refer to [VR-SFP 3.4.11 Contracted Services Modification Request](https://twc.texas.gov/standards-manual/vr-sfp-chapter-03#s3411).

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