



Iowa Department for the Blind

VR Field Training Program Expectations

Last Updated, 11/22

Purpose

The purpose of this document is to set down some ground rules to ensure that everyone involved in VR field training understands the process, is communicating effectively, knows that they are part of a team, and is working together toward the client's Vocational Goal.

Expectations

All clients, teachers and counselors will:

- Communicate immediately when a meeting needs to be rescheduled or cancelled.
- Will respond to texts or phone calls within 3 working days.
- Bring all necessary supplies and equipment to training sessions.
- At the end of each session, agree upon independent work to be completed.
- Review independent work at the beginning of each session.
- RTSs will not meet with clients in their homes unless the client is operating a home business or has a work from home office area. VRCs and VRTs will not meet with clients in their homes more than 2 times without a specific goal that requires them to work in the client's home. Clients will meet their VRC, VRT, or RTS at a workforce office, library, or other space in the community.

VR Teachers and Technology Specialists will:

- Establish clear SMART goals with clients
- Document goal progress and independent work assigned and completed in each case note.
- Communicate with VRC and client regarding goals and progress.
- Schedule the next two training sessions before leaving the current one

VR Counselors will:

- Review case-notes of clients in VR training.
- Communicate with VRT and client regarding goals and progress.

Clients will:

We recognize that developing new skills takes time, effort, and practice. A certain amount of time utilizing a skill is necessary before someone becomes proficient with it.

- Clients agree to take notes during training sessions and use those notes while completing independent work.
- Clients learning cane travel agree to carry their cane with them whenever they leave their house.
- Clients learning braille agree to review what they have learned at least three times per week and attend a self-advocacy seminar at least twice per month.
- Clients learning technology agree to use the device or software they are learning to use at least three times per week.
- Clients agree to do their best to complete agreed upon independent work, and to reach out to their instructor if they get stuck.
- Clients with loaner technology agree to use it at least three times per week and acknowledge that failure to use loaner technology may result in it needing to be returned for use by another client.

Cancellation Expectations

- Failing to notify a VRT/RTS more than four hours in advance will be considered a “no show”.
- Cancelling more than 1 appointment in a quarter will be considered a “repeat cancellation”.
- Failing to complete assigned independent work or communicating with the VRT/RTS when stuck prior to the training session more than once in a quarter will be considered “repeated neglect of independent work”.
- When a client has more than one “no show” and/or “repeat cancellation” or is in “neglect of independent work”, the VRT/RTS may request a meeting with the client and VRC. The meeting will be held as soon as possible to discuss the situation and how the team will proceed. The team will work together to create a plan for improvement with specific time frames. Failure to complete the plan for improvement may result in suspension of the VRT or RTS service until the plan for improvement is completed or other agreed upon terms are met.

I understand and agree to abide by these expectations.

Client signature: _____

Date: _____