

HAWAII DEPARTMENT OF HUMAN SERVICES – Division of Vocational Rehabilitation
Supported Employment
INTAKE PLAN

Intake Plan Meeting Date: 9/2/2025

Intake Plan Meeting Start Time: 10am

Intake Plan Meeting End Time: 11am

Vendor Company Name: ABC Vendor Company

Vendor Representative's Name: Rosalie Representative

VR Participant Name: Patty Participant

VR Counselor Name: Jane Counselor

DVR Purchase Order #: 07000001

VR Participant Area of Interest/ Vocational Goal(s): Customer Service

☒ Full Time Employment ☐ Part Time Employment

Preferred location: Close to Honolulu, HI 96816

Preferred number of days VR Participant is able to work per week: 5

Preferred number of hours VR Participant is able to work per day: 4

Who will be a part of the VR Participant's Supported Employment (SE) Team? Patty's mother / father and RBT, Sarah Smith

Specific barriers to employment: Doesn't feel comfortable taking public transportation alone. Patty needs consistent cues on which stop to get off at and tends to be late to appointments due to getting lost.

Functional Limitations and Other Attendant Factors:

From DVR Documentation: Communication, self-direction

Additional comments from VR Participant/SE Team: Communication limited to single words/phrases, difficulty sustaining attention

VR Participant's accommodation needs necessary for successful completion of the service objectives: Will require a checklist to complete daily tasks. Prompting to stay on task. Work with employer at worksite to see what accommodations are truly needed for Patty to be successful.

Other areas relevant to the service provision and VR Participant's accomplishment of service objectives: N/A

Legal Issues: _____

Self-Identified Abilities and Aptitudes: Patty stated she feels comfortable asking for help if not understanding a task.

VR Participant's attendance requirements necessary for successful completion of the stated objectives:

Anticipated number of days per week: 4

Anticipated number of hours per day: 5

Anticipated number of service units: 40

Technical/Computer Skills Assessed:

- | | | |
|---|---|--|
| 1. Ability to read? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Ability to write? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Ability to complete online job search? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 4. Ability to submit online job applications? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 5. Technical skills related to job goal: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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6. Other, if applicable: ☐ Yes ☐ No

If applicable, additional assessments completed (*please attach*): N/A

SPECIFIC SERVICE OBJECTIVES

Placement, Maintenance, and Transition Activities:

Anticipated Date of Training Completion: 02/28/2026

1. Objective #1: Job Placement

Describe activities and services that will be provided for meeting this objective: Patty and Vendor Representative will identify locations in which they would like to work at related to their employment goal. Vendor will research and contact locations to build relationship to place the Participant. Patty and Vendor will work on resume building, applying for employment, and practice interviewing for the position.
Describe skills and techniques to be learned for meeting this objective: Patty will learn to set goals, make decisions, communication and time management.

2. Objective #2: Job Maintenance

Describe activities and services that will be provided for meeting this objective: Patty and Vendor Representative will meet at least twice a month to discuss how working at the job site is going. Vendor Rep will speak with VR Counselor and employer to assist with any accommodations needed at the job site or any customization of the job duties for Patty to be successful. Vendor Rep will speak with employer to job carve if there is a potential job Patty could be able to accomplish if initial role is not attainable. Vendor Rep will provide bi-weekly feedback to VR Counselor to address the progress Patty has made.
Describe skills and techniques to be learned for meeting this objective: Patty will learn how to self-advocate and communicate to maintain employment.

3. Objective #3: Transition - Vendor Representative to Long-Term Support

Describe activities and services that will be provided for meeting this objective: Vendor and Patty will work with one another to identify the Long-Term Support. Vendor Rep will help facilitate the transition to long term support for Patty at the worksite
Describe skills and techniques to be learned for meeting this objective: The Long-Term Support will receive employer information and meet with Vendor Representative to understand Patty's needs at the job site, so the long term support can continue to provide support to Patty upon completion of Supported Employment Services.

4. Objective #4: _____

Describe activities and services that will be provided for meeting this objective: _____

Describe skills and techniques to be learned for meeting this objective: _____

5. Objective #5: _____

Describe activities and services that will be provided for meeting this objective: _____

Describe skills and techniques to be learned for meeting this objective: _____

2. OUTCOME OF THE INTAKE PLANNING MEETING

Check one:

☒ Vendor accepts referral and agrees to begin service provision within ten (10) business days from the Intake Plan meeting

☐ Vendor or VR Participant declines referral. Explain why: _____

☐ VR Participant and/or VR Counselor was a "no-show" for Intake Plan meeting

☐ Revised Intake Plan. Date Revised: _____

If unable to start service within ten (10) business days, please explain why: _____

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VR Participant Signature: *Patty Participant* Date: 9/2/2025

VR Participant Guardian/Representative
(if applicable) _____ Date: _____

Other (if applicable) _____ Date: _____

Vendor Representative Signature: *Rosalie Representative* Date: 9/2/2025

VR Counselor Signature: *Jane Counselor* Date: 9/2/2025