

Common Elements of a Rehabilitation Plan

- The following table lists and describes what is needed for each planning element.
- Although all plans must have these common elements, you must be able to individualize these elements to fit the identified needs of the individual and the goal of the rehabilitation plan.

REMEMBER: Include the case manager's name, address, and phone number on the proposed plan

Plan Element	Purpose/Examples
Program Goal	<p>To specify vocational or other rehabilitation goal of the plan.</p> <p>REMEMBER: All program goals, with the exclusion of IILP and Fast Track plan, must name a specific occupation or occupational cluster and three-digit DOT code.</p>
Intermediate Objectives	<p>To identify secondary goals that contribute directly to the achievement of the program goal.</p> <p>When developing the intermediate objectives, ensure that each objective:</p> <ul style="list-style-type: none"> • States the achievements necessary to reach the plan goal. • Is clear and easily understood. • Relates to achieving the goal. • Has a projected completion date. • Is observable and can be evaluated. • Has a measurable outcome
Anticipated Completion Date	<p>To project completion date of each intermediate objective to help track progress toward goal.</p>

Plan Element	Purpose/Examples
Services to be Provided	For services provided, VR&E must do one of the following: <ul style="list-style-type: none"> • Provide services directly, or • Coordinate services.
Consultants	Consultants can include, but are not limited to any of the following: <ul style="list-style-type: none"> • Ergonomic specialists • Psychiatric consultants • Medical case managers • Prosthetic specialists • Rehabilitation facilities • Veterans Health Administration (VHA) • Independent living centers
Duration of Services	To identify the start and end dates for intermediate objectives
Service Providers	You must list contact information of who will be providing services, including the following: <ul style="list-style-type: none"> • Name • Address • Phone number of facility, vendor, individual, or other service provider
Evaluation Criteria	To provide standards and procedures for evaluating the individual's progress during the rehabilitation process.
Evaluation Procedure	Identifies how the criteria in Evaluation Criteria will be assessed, and who will assess it.
Evaluation Schedule	To delineate the frequency of scheduled contacts for monitoring individual's progress during planned services, based upon designated level and frequency of case management.
Progress Notes	To document additional miscellaneous information related to the plan and progress toward goals. NOTE: Use Case Notes to document more detailed information related to the plan and progress toward goals.

What are some examples of goals?

Type of Goal	Example of Poorly-Crafted Goals	Example of Well-Crafted Goals
Extended Evaluation Goal	To determine if the individual is feasible	To determine if Mr. John Smith has the capacities (physical, mental, and other) to achieve employment in the occupational goal of XXXX (DOT code YYY).
Employment Services Goal	To participate in employment services	Mr. John Smith will obtain employment in the field of Information Technology working as a computer technician (DOT Code YYY).
Vocational Rehabilitation Goal	To obtain a new job	Mr. John Smith will obtain employment in the field of Information Technology working as a computer technician (DOT Code YYY).
Independent Living Goal	Improve quality of life and independent living	To decrease Mr. John Smith's dependence on others to perform his activities of daily living.

What are some examples of intermediate objectives?

Individualized Extended Evaluation Plan Objectives

	Intermediate Objective	Measurable Outcome
Examples of Poorly-Crafted Objectives	<ol style="list-style-type: none"> 1. Complete classes 2. Maintain your health 	<ol style="list-style-type: none"> 1. Continued attendance 2. Avoid hospitalization
Examples of Well-Crafted Objectives	<ol style="list-style-type: none"> 1. Demonstrate positive work behaviors such as regular attendance at adult education class, VA work-study site, and volunteer activities. 	<ol style="list-style-type: none"> 1. Submit documentation of your 80% attendance at XXXX.

	Intermediate Objective	Measurable Outcome
Examples of Well-Crafted Objectives (continued)	<p>2. To progress to a RTE program, complete a two-week work tolerance assessment program.</p> <p>3. Demonstrate compliance with medical management treatment program for XXX.</p>	<p>2. Successful completion of the full two-week work tolerance assessment program with a reported capacity for employment.</p> <p>3. Attend and document sober living meetings once per week for 90 days.</p>

Improve Rehabilitation Potential Objectives

	Intermediate Objective	Measurable Outcome
Examples of Poorly-Crafted Objectives	<p>1. Improve Rehab Potential.</p> <p>2. Successfully enroll at the community college.</p> <p>3. Visit the Vet Center.</p>	<p>1. Successfully complete Basic English Reading Comprehension during Fall Term 2037.</p> <p>2. Enroll in and attend once per week the Study Skills course through the Developmental Studies Lab.</p> <p>3. Complete intake assessment and enter into group or individual counseling for prescribed time.</p>
Examples of Well-Crafted Objectives	<p>1. Successfully complete Basic English Reading Comprehension during Fall Term 2037.</p> <p>2. Enroll in and attend once per week the Study Skills course through the Developmental Studies Lab.</p> <p>3. Complete intake assessment and enter into group or individual counseling for prescribed time.</p>	<p>1. Submit documentation of a passing grade.</p> <p>2. Submit documentation of successful completion.</p> <p>3. Documentation of compliance with appointment schedule and participation will be submitted by the individual.</p>

Independent Living Objectives

	Intermediate Objective	Measurable Outcome
<p>Examples of Poorly-Crafted Objectives</p>	<ol style="list-style-type: none"> 1. To become more financially independent. 2. To move around in my home better. 3. The individual will be given a computer. 	<ol style="list-style-type: none"> 1. The individual is more financially independent. 2. The individual will be able to go from his bedroom to the kitchen. 3. The individual gets a computer
<p>Examples of Well-Crafted Objectives</p>	<ol style="list-style-type: none"> 1. Mr. John Smith will be referred to debt counseling to help him develop a realistic budget and financial plan. 2. Mr. John Smith will be provided a telephone with an amplifier feature and blinking light ring indicator(s) to improve his ability to communicate by telephone. 3. Mr. John Smith will participate in a volunteer placement at the Senior Center to decrease social isolation. 	<ol style="list-style-type: none"> 1. In consultation with a non-profit debt counseling agency, a strategic financial improvement plan and implementation timeline is developed. 2. There will be fewer notations of missed medical appointments in CAPRI. The case manager will successfully contact the individual to schedule biweekly case support visits. The individual will report fewer missed calls and increased contact with friends and family. 3. The individual's MH provider will report decreased isolation. The case manager will verify (with the Senior Center Volunteer Coordinator) that the individual has been actively engaged in Center activities for a minimum of 10-15 hours per week. During case support meetings, the individual will report and describe his participation in productive activities.

Individualized Written Rehabilitation Plan Objectives

	Intermediate Objective	Measurable Outcome
<p>Examples of Poorly-Crafted Objectives</p>	<ol style="list-style-type: none"> 1. Complete a teaching credential. 2. Seek medical care when necessary. 3. Buy the individual a computer. 	<ol style="list-style-type: none"> 1. Credential will be completed. 2. 8861 will be issued as needed. 3. Computer will be purchased
<p>Examples of Well-Crafted Objectives</p>	<ol style="list-style-type: none"> 1. Mr. John Smith will complete the teacher education program and all required state examination/licensure requirements resulting in the K-6 credential. 2. Mr. John Smith will work with VHA and his private medical professionals to maintain his health so as to maximize participation and success in the rehabilitation program. 3. Mr. John Smith will work with his case manager to document the need for and benefit from a personal computer system. 	<ol style="list-style-type: none"> 1. Mr. John Smith will provide grades at the conclusion of each term and results of examinations/licensure requirements, demonstrating that he has met all criteria for credentialing. 2. Mr. John Smith will keep all his appointments, take medication as prescribed, and follow medical treatments/regime. 3. Mr. John Smith will provide 1905m and Statement of Claim documenting recommendations and need for a personal computer.