

**Making a Referral for OVR Competitive Integrated Employment or Post-Secondary Education Services
Checklist for ODP Supports Coordinators**

Name of Individual:

Master Client Index Number (MCI#):

Supports Coordination Organization:

Name of Supports Coordinator (SC):

SC Contact Information (Email):

This checklist must be completed when an ODP-funded SC is making a referral to OVR for an individual to receive services that: (1) support finding and maintaining competitive integrated employment or (2) services that assist in funding for post-secondary education. SCs should not use this form when an individual under the age of 25 needs to be referred to OVR prior to receiving subminimum wage. That referral may be completed by either the prospective Community Participation Support provider or SC.

When referring an individual to OVR for services, the SC must ensure that each step on this checklist has been completed.

- ☐ The individual or the individual's designated representative has signed the Support Coordination Organization's "Release of Information Form".

Note: The SC should also help the individual complete the OVR release of information form. This step is not required to make a referral to OVR but would simplify the referral process for the individual.

- ☐ The SC has provided the designated OVR liaison with the following supporting documentation, if available:
- ☐ Psychological Evaluation containing diagnoses;
 - ☐ Photo ID;
 - ☐ Vocational Evaluations/Assessments; and
 - ☐ Any other relevant medical/psychological/educational records

Note: Sharing any documentation the SC has available will help expedite the OVR eligibility determination. Because several OVR staff in each district office have access to HCSIS, there is no need to send a copy of the individual's Individual Support Plan to OVR.

- ☐ The SC has assisted the individual in completing and submitting the OVR referral form online at [OVR-ODP Interagency Referral Form](#). A hard copy form (Form OVR-172) is available if needed.

Date of Submission:

- ☐ The SC has assisted the individual in completing and submitting the OVR application online at [Job Seeker Registration](#). A hard copy form (Form 810) is available if needed.

- ☐ The SC has notified the designated OVR liaison via email when the referral form and application has been submitted. This ensures that the OVR liaison is aware that a referral is coming for an individual who has an ODP SC, has the contact information for the SC, and begins the collaboration between the SC and the OVR district office. OVR staff will contact the SC to coordinate the intake interview with the applicant and the rest of the support team.
- ☐ The SC has documented in the comment box of the educational/vocational section of the individual's Individual Support Plan the date that the OVR referral form and application was submitted to OVR.
- ☐ The SC keeps this form in the individual's record.