

Recruitment **RETENTION**

results!

We are the **North Dakota
Division of Vocational
Rehabilitation**, or DVR.

We serve businesses and individuals.

ND DVR

- North Dakota Division of Vocational Rehabilitation
- A division within the North Dakota Department of Human Services
- Primary groups we serve
 - Individuals who have a permanent injury, illness or impairment
 - North Dakota Employers

ND DVR (cont'd)

- ND DVR is able to assist all residents of North Dakota, including veterans, their family members, and other community members who have a permanent illness, injury or impairment
- ND DVR is able to assist individuals who are already enrolled in other programs
 - Such as state Workers Compensation Vocational Rehabilitation, Veterans Affairs Vocational Rehabilitation and Tribal Rehabilitation Programs

ND DVR Explained for Individuals

- ND DVR assists individuals who have permanent injuries, illness or impairments to maximize their employment opportunities by helping them to develop the skills needed for gainful employment
- Process steps for individuals:
 - Application,
 - Eligibility,
 - Comprehensive Assessment,
 - IPE,
 - Employment

ND DVR Explained for Employers

- DVR assists business owners and employers in developing strategies addressing disability and ADA related issues
- Services available for Employers
 - Recruitment
 - Retention
 - Financial Incentives
 - Accessibility
 - Education

ND DVR Locations

- Located state wide, with offices in the following cities:
 - Fargo
 - Grand Forks
 - Minot
 - Bismarck
 - Jamestown
 - Devils Lake
 - Williston
 - Dickinson

What is a Disability

- A disability is a permanent injury, illness or impairment.
- The injury, illness or impairment **MUST** be medically documented in order for ND DVR to provide assistance
- The goal for the individual must ultimately be to obtain or maintain employment

Rapid Response

- The goal of Rapid Response is to assist Employers with **retaining** trained employees.
- According to a February 2016 article in the Huffington Post “...the cost of losing an employee can cost anywhere from 16% of their salary for hourly, unsalaried employees, to 213% of the salary for a highly trained position.” [\(Full Article\)](#)
 - Retention is simply more cost effective with a typical accommodation costing \$600 or less
 - ND DVR is a resource that can be used in conjunction with your EAP to assist with retention
 - ND DVR response to employer contact is normally within 24 business hours

On the Job Training

- Individualized training program provided at the worksite
- The individual in the training program is an employee of the employer
- The goal is that at the end of the training the employee retains employment with the employer
- ND DVR reimburses the employer for the negotiated amount of the costs associated with training the new employee
 - Minimal paperwork
 - Negotiated duration
 - Customizable

OJT Training Agreement

This is a copy of the actual OJT Form used by the Fargo ND DVR office.

Each office uses the same template, modifying it to fit the geographical area being served.

Employer			
Contact Person			
Address			
City/State/Zip			
Phone		Email	

PROGRAM PURPOSE:
To provide supervised training on the job which may qualify this individual for employment.

UNDERSTANDING:
An employer-employee relationship does exist between this employer and

Employee Name	
Employee Job Title	

Division of Vocational Rehabilitation will provide training expenses to cover actual training costs. The employer is responsible for insurance coverage, federal state withholding, wages, and fringe benefits. The length of the program will vary according to the time required to develop the job skills. It is anticipated that Vocational Rehabilitation's participation will decrease as the individual becomes more proficient in the job and requires less supervision.

The OJT Training Program is established in lieu of a formal training program. However, the individual should be provided training to the extent that he/she qualifies for occupations of a similar nature in the labor market.

Vocational Rehabilitation is responsible for actual training hours and not holiday, sick or vacation pay.

OJT Start Date		OJT End Date	
Employee wages paid per hour			
Amount per hour provided by VR			
Length of OJT Training period			
Employee training will include the following duties:			


Employee Signature	Date
Employer Signature	Date
VR Counselor Signature	Date

OJT Progress Report

This form is completed weekly for each employee participating in an OJT Agreement.

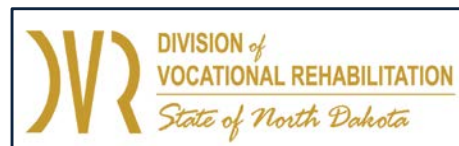
The form is completed by the person performing the actual training at the workplace and by the counselor.

The counselor then ensures that the employee receives any additional services that may be identified by the workplace.

 OJT Progress Report	
Employee Name:	Employee Title:
Date From:	Date To:
Please list the skills the employee has gained this reporting period:	
Please check the appropriate response: The employee's progress is said to be: <input type="checkbox"/> Above Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Please list employee's strengths:	Please list needed areas of improvement:
As the employee's counselor, how may I be of further assistance?	
Your name:	Title:

Employer's Signature

Date



www.nd.gov/dhs/dvr



Workplace Accommodation's

- Think of accommodations as helping a person do their job to their full potential, or as a productivity enhancement
- Assist with development of strategies for disability related solutions in the work place
- Accommodations – adaptive aids, assistive technology, accessibility and work site evaluations, ADA issues
- Restorations- (medical and psychological) treatment, orthotic and prosthetic devices

Recruitment

- ND DVR is able to share open positions with offices statewide
 - Ability to pre-screen applicants based on employer criteria
 - Ability to assist applicants with the application process
 - Ability to provide pre-vocational testing
- Large pool of potential employers statewide
- ND DVR provides Soft Skill development for the individuals receiving services
- Quality assurance through follow-up services with both the client and the employer

Retention

- Collaborate with employers on assistive technology strategies in the work place
- Referrals for services or deliverables within the community
- Provide work site assessments and options for individuals who qualify for ND DVR services
- Provide Rapid Response to assist with the retention of employees

WOTC

- Work Opportunity Tax Credit
 - Federal tax credit available to employers who hire individuals from eligible target groups with significant barriers to employment
 - Vocational Rehabilitation Referral, Veteran, TANF recipient, SNAP recipient, Ex-Felon, SSI recipient
 - Ensure that this is part of hiring or onboarding process – recommend doing immediately after I-9 form completed
 - Forms available – contact info available

WOTC (cont'd)

- [WOTC Homepage](#)
- [WOTC Calculator Link](#)
- [Form 8850](#)
- Open for participation to ALL employers, including Not-For- Profit employers

Questions



Thank you for attending

- Jared Ferguson

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