



## Pre-employment Transition Services: Intake Counselors Method for Sharing Student Information

- When conducting an intake for a student with a disability who is potentially eligible for VR services, intake VRCs are responsible for using the “Statewide Search” function under “Administration” in the pre-ETS web portal to determine if the individual is currently receiving pre-ETS.
- If that student is not listed in the portal, the intake counselor should enter intake information into the portal and at least 1 service session, depending upon their discussion with the student. If the student is listed as “*intake*” under *SOI VR*, the intake counselor should also enter at least 1 service session. The intake counselor should briefly explain pre-ETS and its purpose to determine if the student is interested in receiving this service. *If the student is not interested in pursuing pre-ETS, no further action needs to be taken.*
- If the student is interested in pre-ETS, first determine the student’s county of residence, then:
  1. If the student attends a school that is currently active with pre-ETS (see list of Providers/Counties/Schools: <https://www.in.gov/fssa/ddrs/5474.htm>), the counselor notifies both the Director of Youth Services and the contract lead and requests that the case be transferred to the contractor so that they can access it in the portal.
  2. If the student attends a school that is not yet part of pre-ETS (or is home-schooled or some other category), the counselor notifies both the Director of Youth Services and the pre-ETS contractor for that county, and provides the contractor with the following information:
    - Name
    - Email address and/or mailing address
    - Name of high school
    - Anticipated graduation date

The student remains in the portal under the VR counselor’s name. The contractor sends a form letter (or another form of communication) stating that services are not yet available at their school, but when they become available the contractor will contact them. The pre-ETS contractor will keep a list of those names so that they can follow up when that school begins pre-ETS.

**NOTE:** *the provider may determine that there are services they can provide to this student. In these cases, they will request a case transfer.*

Please direct any questions or concerns about this training brief to the Pre-ETS mailbox at [fssa.pre-ets@fssa.in.gov](mailto:fssa.pre-ets@fssa.in.gov).