

CAREER HORIZONS PROJECT

Understanding Our Process

1. REFERRAL RECEIVED

Individuals who:

- have a disability accompanied by or resulting from Long COVID,
- are a Mississippi resident,
- are between the ages of 16-70,
- have an interest in working, and
- are not currently participating in another DIF project

can be referred to receive Competitive Integrated Employment (CIE) placement or retention services.



2. ELIGIBILITY SCREENING & ASSESSMENT

Career Horizons Project (CHP) staff will contact referred individuals via phone to conduct an eligibility screening and assessment process. Once eligibility is verified, each individual will be assigned to a CHP vocational counselor to complete the enrollment and intake process.

3. CHP ENROLLMENT & INTAKE MEETING

CHP vocational counselor will conduct an intake meeting via phone featuring intake interview, collection of demographic information, and identification of individual's CIE service needs based on current employment status to officially enroll the individual as a CHP participant.



4. DEVELOPMENT OF CIE PLAN

CHP vocational counselor will work with participant to develop a goal-directed CIE Plan that will serve as a guide for the delivery of CIE placement or retention services.

5. DELIVERY OF CIE SERVICES

CHP vocational counselor provides participant with appropriate CIE services (placement or retention) for up to 8 months from date of enrollment.



6. CASE CLOSURE

Once a CHP participant has completed their CIE Plan or 8 months have elapsed from the date of their enrollment, the CHP vocational counselor will conduct an exit interview and close the participant's case.

7. TWELVE-MONTH FOLLOW UP

CHP vocational counselor will make final contact with participants 12 months from date of their enrollment to conduct a follow up survey.



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