

# CAREER HORIZONS PROJECT

## Understanding Our Process

### 1. Referral Received

If you:

- 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 participating in another Disability Innovation Fund project

you can be referred to receive Competitive Integrated Employment, known as CIE, placement or retention services.



### 2. Eligibility Screening & Assessment



After you're referred, one of our Career Horizons Project, or CHP, staff will phone you and conduct an eligibility screening assessment. If eligible, you will be assigned to a CHP vocational counselor who will complete our enrollment and intake process.

### 3. CHP Enrollment & Intake Meeting

A CHP vocational counselor will conduct a telephone intake interview with you. The counselor will collect demographic information and identify your CIE enrollment eligibility and service needs based on your employment status.



### 4. Development of CIE Plan

Our CHP vocational counselor will work with you in developing a CIE plan to guide your job placement or retention services.



### 5. Delivery of CIE Services

Our CHP vocational counselor provides you with job placement or retention services for up to eight months from the date enrolled.



### 6. Case Closure

After you complete your CIE Plan or eight months after you enroll, whichever comes first, your CHP counselor will schedule an exit interview with you and close your case.

### 7. Twelve-Month Follow Up

Your CHP vocational counselor will conduct a follow-up survey with you twelve months after you first enrolled.



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**CAREER HORIZONS CENTER**

For more information, visit our website: [www.careerhorizonsproject.msstate.edu](http://www.careerhorizonsproject.msstate.edu)  
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