

Completing a VFA-W (Vocational Fit Assessment- Worker)

VocFit.com

Step 1: Select your organization from your “Dashboard”



- On your dashboard, select which organization you would like to enter (you can return to dashboard at any time by clicking “Dashboard” at the top right of the webpage *not shown in this image*)
- Click on your Organization

Organizations

Select an Organization to continue. You can also [register a new Organization](#).

Test Organization (School District) Premium

Step 2: Click “Manage Workers”



- In this tutorial we will be focusing on completing a worker assessment
- To complete a worker assessment of a (VFA-W) select “Manage Workers” button on the left of the screen

Manage Organization

Manage Organization

You are a member of the following Sites

Main 0 Workers, 1 Job

Workers and Jobs

Manage Workers Manage Jobs

Job Matching Reports

Run a New JMR

Step 3: Click “Details”



Add Worker:

[Back to Organization](#)

<input type="text" value="Name"/>	<input type="text" value="Site"/>	<input type="text" value="Year"/>	<input type="button" value="Search"/>
Name	Site	Created On	Actions
Test Worker 1	Main	Wed, May 17, 2017 2:35 PM	<input type="button" value="Details"/>

- All created workers will populate in this section
- If you want to search for a particular worker, you can search for their profile by looking up either their “Name”, “Site”, or “Year” and clicking the “Search” button
- Once a worker is created (refer to “Adding a Worker” module), a **VFA- W must be completed to finish the worker profile**
- A VFA-W is an assessment completed by someone who knows the individual’s skill sets and limitations (i.e. caretaker, staff member, vocational rehabilitation team). It evaluates them in the 10 different areas.
- To run a VFA-W select “Details”

Step 4: Click “Complete VFA-Worker Now”



- Send VFA-Worker Request
- Complete VFA-Worker Now
- Download Blank VFA-Worker PDF
- Ability Over Time Report
- Run Job Matching Report
- Edit Worker
- Remove Worker
- Back to all Workers

Basic Information

Site: Main
Primary Area of Disability: Autism
Birth Year: 1994
Race: White
Gender: Male
Currently Employed: No
Currently Seeking Employment: No
Desired Employment Setting: Grocery Store
Hours Per Week: 11.50 to 27.00
Wage Per Hour: \$7.75 to \$29.50

VFA-Workers			
Email	Date Requested	Status	Actions

- In this webpage, you can complete a VFA-W, print out a blank hard copy of the VFA-W to have someone else fill it out, or send the VFA-W to someone who may know the individual in more depth (more information on this tool will be described in “Sending a VFA-W Request”)
- You can also edit a worker’s profile or remove a worker on this page
- If you are the individual filling out the VFA-W, select “Complete VFA-Worker Now”

Step 5: Click “Next”



What is your role on the transition team?

Student

How long have you been involved in transition (in years)?

Employer

Place of employment

School District

Next

- Fill out YOUR information in all of the following fields and select “Next” when finished

Step 6: Click "Next "until Prompted to "Submit"



Physical Abilities

To what degree does the Worker demonstrate the ability to:

	High	Some	Low
STAND?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RUN?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TWIST THE BODY?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BEND THE BODY?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
KEEP OR REGAIN BALANCE?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORK LOW TO THE GROUND (E.G., CROUCH, STOOP, KNEEL)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PERFORM PHYSICAL ACTIVITIES (E.G., WORKING ON AN ASSEMBLY LINE) REPETITIVELY?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LIFT HEAVY MATERIALS (I.E., 40 POUNDS)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORK IN AWKWARD POSITIONS?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORK IN CRAMPED WORK SPACES?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORK FOR PROLONGED PERIODS (E.G., 30 MINUTES) WITHOUT A BREAK?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Next

- Based on the workers abilities, continue to fill out the following questions by choosing either "High", "Some" or "Low" in accordance with the question being asked on the left of the page
- Select "Next" after filling out **ALL** questions on each page and the assessment will prompt you through all sections until you reach "Submit" at the bottom of the last screen