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REFERRAL INFORMATION PREFERENCES IN THE WEST VIRGINIA
VOCATIONAL REHABILITATION PROGRAM

A Thesis
Presented to
the Department of Psychology
Marshall University

In Partial Fulfillment
of the Requirements for the Degree
Master of Arts

by
Donald George Auer
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CHAPTER I

INTRODUCTION

Public Law 565 in 1954 affected the placement activities provided for the handicapped by State Employment Security (ES) agencies following vocational rehabilitation services rendered by State Vocational Rehabilitation (DVR) agencies. Problems relating to standardization and uniformity in referral transmittals of handicapped persons between the two agencies would be expected to arise. With effective and sustained employment of clients following placement service a mutual goal of both agencies, it is important that each group should agree to basic psychological, social, vocational, educational and medical referral items and methodology involved. A study of this type was published in 1958 by the Industrial Relations Center of the University of Minnesota. (2) After reading this bulletin an interest developed in repeating the study in West Virginia as the work was current and of vital importance to the handicapped. It also seemed to be a study which might be duplicated by the Division of Vocational Rehabilitation staff of this state. It was noted in the study preface that research workers of other states were encouraged to use the methods

and survey questionnaire forms developed and used in Minnesota. This study reports survey results in West Virginia relating to DVR counselor and ES placement personnel preferences concerned with inter-agency handicapped referral data.

According to a November, 1958, office of vocational rehabilitation administrative service series publication, during the 1958 fiscal year West Virginia was third in the nation as to per capita expenditures for vocational rehabilitation. It also ranked fourteenth among the states in total expenditures for the program. From July 1, 1957, to June 30, 1958, this state, which is a component of Region III, rehabilitated 2332 disabled persons into remunerative employment. This was a new record for West Virginia and this accomplishment ranked the State in second place nationally for rehabilitants in proportion to population. The national average was 43 per 1,000 of population while West Virginia's average for that fiscal year was 118. There were 8,497 persons referred to the division during the year. As of July 1, 1958, there were approximately 12,000 clients on DVR rolls and, of that number, approximately 5,500 were receiving services leading to future rehabilitation from thirteen field offices in the state.

The state was divided into four districts in 1958, each under the jurisdiction of a district supervisor.

Counselors responsible to senior counselors, district supervisors and state supervisors provide vocational rehabilitation services to disabled persons. Under the facilities section of DVR, the Rehabilitation Center with vocational orientation has been in operation since August, 1955. Major emphasis at this facility involves vocational diagnosis, counseling, job evaluation and pre-vocational adjustment of the more severely disabled clients sent by DVR counselors. The team approach is utilized at the center and includes the specialized efforts of psychologists, a vocational counselor, a social worker, an occupational therapist, and psychiatric and orthopedic consultants.

A DVR counselor prepares written plans which include the future vocational goals, following certification that each client has met the initial standard criteria required prior to being considered "feasible," or considered a qualified and potential client for future rehabilitation service. Case folders are prepared and counselor contacts with clients and significant case developments are documented in chronological order leading to client goals. The counselor, while providing information and service to clients, must solve problems concerning vocational needs of the disabled. To accomplish this requires establishing and maintaining cooperation and communication with all available resources, including other agencies,

persons, and facilities.

In general, rehabilitation personnel are interested in and stimulated by various research advances and studies accomplished by the various professions. There is a constant need to also study extensively any rehabilitation technique or procedure contributing toward increased knowledge and improvement of services. A federal vocational rehabilitation consulting committee report made in December, 1956, suggested to the VR Director of West Virginia that, in an agency operation exceeding the million dollar level, additional research would assist the agency in development and planning, and should contribute directly and substantially to the program. This report also encouraged the Director to stimulate his staff to advance their ideas for the agency program and operation. In the area of cooperating agency referral efforts and selective placement activities, this study concerns a future agency method or an actual service procedure.

CHAPTER II

THE PROBLEM AND DEFINITION OF TERMS USED

The Problem

The general purpose of this study was to provide basic information concerning procedures employed in West Virginia for referral of clients from division of vocational rehabilitation counselors to employment security placement interviewers. More specifically, this study attempts to determine the preferences, in regard to referral content and form, of 102 personnel concerned with the rehabilitation and placement of handicapped individuals. From this study it was assumed that basic material would be obtained that could contribute to development of future referral forms mutually acceptable to personnel of both West Virginia agencies. It was also assumed that additional manifested inter-agency communication and cooperation might lead to future highly coordinated efforts in behalf of the handicapped.

Importance of the Study

Vocational rehabilitation attempts to provide services leading to suitable employment which rehabilitants can maintain. Basic eligibility in this program is determined by

establishing that the applicant or client has a mental or physical disability, that limitations resulting from the disability constitute a substantial handicap to employment, and that there is a reasonable expectation of achieving vocational rehabilitation following services. These services should reduce a client's employment handicap and provide more opportunity for a future suitable occupation. Personnel working with the handicapped must utilize local available resources. These would include services furnished by himself, the client, community organization, and cooperating agencies. If this study of West Virginia facilities and program, essentially a replication of the Minnesota study, contributes to or reflects basic principles applicable to practical agency methods and suggests additional future cooperative effort between the two West Virginia agencies, the study will have been justified.

Definitions of Terms Used

Handicapped

Any individual who has a physical or mental impairment or disability which constitutes a substantial obstacle to employment, but which is of such a nature that vocational rehabilitation services may reasonably be expected to improve his capability for active participation in a remunerative

occupation.

Referral

The securing by a DVR Counselor of adequate psychological, social, vocational, educational and medical data concerning a client's physical capacities or other required information, and arrangement for Employment Security interviews toward selective placement with proper cooperating agency personnel.

Vocational Rehabilitation Services

Diagnostic services are required in the determination of eligibility and can help to estimate the nature and scope of services to be provided. Training, guidance and placement for physically or mentally handicapped individuals can be rendered. In some cases an individual found to require financial assistance may qualify for this type of aid. Physical restoration or other goods and services can also be included.

Vocational Counseling

"Vocational counseling is a continuous learning process involving interaction in a non-authoritarian fashion, between two individuals whose problem solving efforts are oriented towards vocational planning. The professional vocational

counselor and the counselee with a problem are concerned not only with the solution of the immediate problem, but also with planning new techniques for meeting future problems. While the counselee has need for anxiety reduction concerning his vocational problem or set of problems, psychopathology is not involved and the counselee is capable of learning new attitudes and appraising vocational realities with reference to his unique assets and liabilities, without first requiring a major restructuring of his personality. Psychotherapy may result in some measure; but vocational planning, not psychotherapy, is the primary orientation of the process. The vocational counselor serves in this learning process as the reinforcing agency, facilitator of counselee activity, resource person, and expert on techniques for discovering additional data relevant to the vocational planning. A counselor also learns continuously in the process, but keeps his need-satisfaction demands at a level subserviant to those of the counselee." (3)

Supervisor

An experienced consultative or administrative person having major responsibility for the guidance, training and supervision of DVR counselors.

Division of Vocational Rehabilitation Counselor

The person directly concerned with and responsible for meeting the medical, social, vocational, economic, and psychological needs of handicapped clients and integrating the services involved with other agencies and professions.

Placement Personnel

The Employment Security employee directly concerned with placement and responsibility in providing services for employment of handicapped persons under their jurisdiction.

Public Law 565

Vocational Rehabilitation Act Amendments of 1954 (29 U. S. C. ch. 4) by the 83rd Congress, the purpose of which was to increase the number of handicapped who are rehabilitated by providing for an expanded and improved program of vocational rehabilitation services.

The X^2 (Chi-Square) Test

"The chi-square test is a method for comparing experimentally obtained results with those to be expected theoretically on some hypothesis. The equation for the formula is: X^2 equals $\sum \frac{(f_o - f_e)^2}{f_e}$ in which f_o equals frequency of occurrence and f_e equals expected frequency."

(1)

CHAPTER III

PROCEDURE

Permission and Approval for Study

Permission to proceed with the proposed study after reading the original exploratory Minnesota study was granted by Marshall College personnel, Huntington, West Virginia, and West Virginia's Director of Vocational Rehabilitation, Charleston, West Virginia, in October, 1958. The Minnesota Bulletin contained a copyright notation, so on November 5, 1958, a letter was mailed to the Industrial Relations Center, requesting permission to use the survey questionnaire in West Virginia. A prompt reply was received from the Center, granting permission to use the questionnaire in its present form or with whatever modifications deemed were necessary.

During October and November, 1958, a revised directory of rehabilitation personnel was compiled and published by West Virginia DVR. This directory included names and addresses of all state rehabilitation personnel with respective area assignments and was correct as of date of publication, November 14, 1958. From this list, names and addresses were obtained for mailing purposes. A tentative cover letter was mimeographed which provided space for heading and survey

salutation. This letter was revised to provide for items designated to encourage a favorable response from the cooperating state agency concerned.

Revision of Survey Questionnaire

A tentative personal history data survey form for DVR counselors was mimeographed which included information concerning completed cases rehabilitated in West Virginia during the 1957-58 fiscal year terminated June 30, 1958. The Minnesota study was for the 1956-57 fiscal year terminated June 30, 1957.

The referral form preference list was modified. Seven items were changed to make them applicable to West Virginia.

Administration of the Questionnaire

A tentative personal history data survey form for placement personnel was mimeographed as was the twenty-six item preference content list. These forms were similar to the Minnesota study survey forms. A list of thirty-five Employment Security personnel who were concerned with placement of Handicapped was compiled following various meetings in December, 1958, with consultative advice from the State Employment Security Supervisor of Counseling and Placement of Handicapped. These meetings and this coordination

followed conferences with various officials from the West Virginia Employment Security Department. A list of rehabilitation supervisors was compiled which included consultive, administrative, supervisory and professional DVR staff members, most of whom had previous counseling or placement experience prior to their present assignments. Envelopes were addressed and stamped for persons to be surveyed. Stamped and addressed return envelopes were also prepared for the personnel replying from the cooperating agency.

Mimeographed material was ready for mailing by December 15, 1958. Questionnaires were mailed December 31, 1958, to one hundred and ten persons. By January 15, 1959, seventy-one of the questionnaires had been returned. On January 23, 1959, a follow-up letter was mailed to those who had not replied. This letter stressed cooperation and mentioned that if the forms had been misplaced, other sets would be forwarded at once. By February 28, 1959, ninety-nine replies had been received. An additional note was sent to DVR personnel stressing the importance of the study and the State Employment Security Supervisor assisted during her personal contacts with offices not having replied. These efforts resulted in 102 of the 110 being returned, or 93% of those originally mailed. The last DVR counselor reply was received March 14, 1959, and the last placement personnel

reply, March 16, 1959. The total response of DVR counselors was 59 of 60; of DVR supervisors, 15 of 15; and of Employment Security placement personnel, 28 of 35. This 93 per cent response was almost identical to the 95 per cent response reported in the original Minnesota study.

Characteristics of the Samples

Table 1 summarizes the personal history data for the counselor and placement personnel groups.

The personal history sheets filled out by the two groups were not identical in all particulars. It was, therefore, not possible to make a direct comparison of the groups on all items. For example, the counselors were asked to indicate the number of months they had spent in counseling the handicapped, whereas the corresponding question for the placement personnel was concerned with the number of months spent in the placement of the handicapped. While these two questions are not strictly comparable, inspection of the data shows that generally the placement personnel had been employed in their kind of work longer than the counselors had been in theirs.

The proportion of the sexes in the two groups was not similar: in the group of twenty-eight placement personnel there were roughly three times as many women as men, and in

Table 1

Personal History Data of Total Counselors (N=74)
and Placement Personnel (N=28)

	Total Counselors	Placement Personnel
1. Age in Years		
Median	33.5	43.5
Quartile deviation	5.5	6.3
Range	23-66	20-62
2. Number of Months Employed		
Median	36	50
Quartile deviation	21	72
Range	1-172	1-261
3. Total Number of Completed Cases or Closures ^a		
Median	69.5	
Quartile deviation	108.5	
Range	0-1250	
4. Number of Completed Cases, 1957-1958 ^a		
Median	34	
Quartile deviation	30	
Range	0-112	
5. Number of Referrals to ES, 1957-1958 ^a		
Median	13.5	
Quartile deviation	12.5	
Range	0-120	
6. Number of Months Placing Handicapped ^b		
Median		41
Quartile deviation		54.5
Range		0-180
7. Number of Hours/Week Placing Handicapped ^b		
Median		6
Quartile deviation		5
Range		0-30
8. Year Graduated from College		
Median	1951	1938
Quartile deviation	6	14.3
Range	1917-1958	1927-1957

^aNot included in questionnaires sent to placement personnel

^bNot included in questionnaires sent to counselors

the group of fifty-nine DVR counselors, fifty-eight were men. More DVR counselors than placement personnel had specialized in psychology or education.

Placement personnel referred to their positions by twelve titles; DVR counselors and DVR supervisors referred to theirs by twenty-two titles. Some personnel in both groups had functions consisting mainly of either consultative, teaching and training, or supervisory duties. Some DVR personnel worked at the West Virginia Rehabilitation Center.

CHAPTER IV

RESULTS WITH DISCUSSION

Referral Content

The counselor and placement personnel groups were in close agreement on the importance of the areas which should be included in a referral form. The only area which showed a statistically significant difference between the two groups was that of social history. Table 2 summarizes by area the data on referral content.

Table 2

Referral Content Preferences of Total Counselors (N=74)
and Placement Personnel (N=28)

Content Area	Group ^a	Percentages ^b			Chi-Square
		Often	Sometimes	Seldom	
1. Education	C	62	24	14	0.47
	P	64	26	11	
2. Work History	C	64	26	10	1.76
	P	66	20	14	
3. Handicap Information	C	75	19	6	3.53
	P	88	11	1	
4. Social History	C	34	40	26	9.67**
	P	29	26	44	
5. Test Results	C	66	25	9	2.29
	P	69	18	14	
6. Vocational Plan	C	76	20	4	3.66
	P	82	11	7	

a. C, Counselors; P, Placement Personnel

b. Rounded to nearest whole numbers; totals do not always equal 100%

** Significant at the .01 level

The percentages in the three columns "Often," "Sometimes" and "Seldom" are relative preferences of the counselors or placement personnel populations for the kind of information indicated in the "Content Area" column. For the education area, 62% of the 74 counselors thought this area should be included "Often," 24% only "Sometimes" and 14% thought it should be included "Seldom." The three percentages, 62, 24, and 14 added would equal 100% or the preferences of the total population of 74 counselors.

Both groups considered the social history area as being the least important in referral content of the six general areas suggested. There also was less agreement between the two groups concerning just how often inclusion of this item in a referral was required. The counselors were more conservative in favoring such information "Sometimes," while the plurality preference of the placement personnel was "Seldom." Perhaps, since placement personnel have more contacts at the time of placement of clients, they thought that significant social history information could be obtained when required. If adequate handicap, medical or vocational information were received, the social history area items could be obtained later if needed.

There was a high degree of agreement between the counselors and the placement personnel on the rank order

of importance of individual items (Table 3). The Spearman rho correlation between rankings by the two groups was + .86. The ten items ranking highest were chosen for inclusion "Often" by more than 71% of the members of each group. The nine items ranking lowest were chosen for inclusion "Often" by less than 55%.

Only eight of the 26 items (Table 7, Appendix B) showed statistically significant differences, at the .01 level, between the groups. The placement personnel recorded a preference for information more often concerning the following items: (4, 11, 12, and 14). These items were scholastic record in school, expected medical outcome, working conditions to be avoided and medical information. In contrast, the counselors stressed the importance of information about these items: (16 and 18). These items were type and amount of current welfare aid and history with welfare agencies. These preferences might indicate or imply that occupational or motivational factors are involved. With regard to items: (10 and 24) the differences between the preferences of the groups were based largely on whether these items or information such as description of duties of last job held and aptitude test results should be included "Sometimes" or "Seldom." Differences on these eight items, together with the fact that placement interviewers favored

Table 3

Referral Content: Ranking of Item Preferences by Total Counselors (N=74) and by Placement Personnel (N=28)

Items	Rank Order of Preference		
	Total Counselors	Placement Personnel	Total Group
1. Working conditions to be avoided	2	1	1**
2. Work history for past five years	1	5	2**
3. Physical capacities	3	3	3
4. Kind of educational specialization	4	10	4*
5. Total number of years of education	5	7	5*
6. Aptitude-test results	6.5	7	6**
7. Vocational plan	8	7	7**
8. Expected medical outcome	9	3	8
9. Degrees or certificates obtained	6.5	13	9*
10. Intelligence-test results	10	13	10
11. Trade-test results	11	10	11
12. Medical information	15	3	12**
13. Experience with tools and equipment	13	10	13
14. Description of duties of last job held	12	15	14*

Table 3 (Continued)

Items	Rank Order of Preference		
	Total Counselors	Placement Personnel	Total Group
15. Interest-test results	14	16	15
16. Additional medical treatment needed	16	13	16*
17. Unemployment history	17	18	17**
18. Personality-test results	18	20.5	18
19. Employer evaluation of quality and quantity of work	19.5	20.5	19
20. Police record	21	18	20**
21. Scholastic record in school	23.5	18	21
22. Drinking history	23.5	22	22*
23. Type and amount of current welfare aid	19.5	26	23
24. Marital and family information	22	24	24**
25. Reason for leaving school	25	23	25
26. History with welfare agencies	26	25	26*

* Rank of item identical with Minnesota Study (Total Group Ranks)

** Within one rank (higher or lower) of Minnesota Study (Total Group Ranks)

more information than counselors, might indicate a need for an additional study of these items by the two agencies.

In summary, there was much agreement between counselors and placement personnel groups concerning the information which should be included in a referral. There was, however, a tendency for placement interviewers to favor receiving more information, especially that relating to work history and medical information.

Referral Form

Table 4 summarizes the data on referral form preferences. An "Interpreted" statement was one in which the information was specific and non-technical. A "Technical" statement included words, terms or phrases which would be readily understood by only certain persons or occupational groups. A "General" statement was broad, at times vague, and not as specific as an "Interpreted" statement. These can be illustrated by item 1, page 36, of the questionnaire. Interpreted: Has no use of left arm but can walk with cane and short leg brace. General: Left arm and leg are paralyzed. Technical: Has left hemiplegia.

Results from this section of the questionnaire showed close agreement between the counselors and placement personnel groups. Members of both groups showed a marked

Table 4

Referral Form Preferences of Total Counselors (N=74)
and Placement Personnel (N=28)

Form Area	Percentages ^a		Chi-Square
	Total Counselors	Placement Personnel	
1. Education:			
a. technical	12	14	.68
b. interpreted	77	72	
c. general	11	14	
2. Work History:			
a. technical	24	25	1.85
b. interpreted	62	67	
c. general	14	8	
3. Handicap Information:			
a. technical	8	7	1.09
b. interpreted	89	87	
c. general	3	6	
4. Social History:			
a. technical	30	32	1.37
b. interpreted	51	48	
c. general	18	20	
5. Test Results:			
a. technical	11	9	.51
b. interpreted	66	66	
c. general	22	26	
6. Vocational Plan:			
a. technical	10	17	2.81
b. interpreted	83	76	
c. general	6	7	

^aRounded to nearest whole number; totals do not always equal 100%

preference for the interpreted type of statement in all six areas. Differences between the groups in any area were not statistically significant.

However, on nine of the 30 items taken individually, (Table 8, Appendix B) there were statistically significant differences between the groups at the .01 level. On three items, the placement personnel showed increased preferences for technical or general statements.

These results seem to indicate that, generally, all personnel participating in this West Virginia study favor "Interpreted" statements. Agreement such as this could contribute towards insuring communicable information in regard to referrals between these two West Virginia agencies

Comparison of DVR Counselors and ES Placement Interviewers

Counselors employed by the State Division of Vocational Rehabilitation (N=59) were separated from the total group of counselors which included supervisors, and their responses were compared with those of the placement interviewers. This comparison (Tables 5 and 6) should be of interest because these two groups have more direct responsibilities in working with clients. Specific differences in preferences relating to referral content and

Table 5

Referral Content Preferences of DVR Counselors (N=59)
and Placement Personnel (N=28)

Content Area	Group	Percentages ^a			Chi-Square
		Often	Sometimes	Seldom	
1. Education	C	63	25	12	.07
	P	64	26	11	
2. Work History	C	64	27	8	2.70
	P	66	20	14	
3. Handicap Information	C	73	21	6	8.09**
	P	88	11	1	
4. Social History	C	36	40	24	9.40**
	P	30	26	44	
5. Test Results	C	65	27	8	3.55
	P	69	18	14	
6. Vocational Plan	C	76	19	5	2.69
	P	82	11	7	

^a Rounded to nearest whole number; totals do not always equal 100%

**Significant at the .01 level

Table 6

Referral Form Preferences of DVR Counselors (N=59)
and Placement Personnel (N=28)

Form Area	Percentages ^a		Chi-Square
	DVR Counselors	Placement Personnel	
1. Education:			
a. technical	13	14	.51
b. interpreted	76	72	
c. general	11	14	
2. Work History:			
a. technical	19	25	2.45
b. interpreted	67	67	
c. general	14	8	
3. Handicap Information:			
a. technical	7	7	.42
b. interpreted	89	87	
c. general	4	6	
4. Social History:			
a. technical	31	32	.07
b. interpreted	50	48	
c. general	19	20	
5. Test Results:			
a. technical	11	9	.28
b. interpreted	66	66	
c. general	24	26	
6. Vocational Plans:			
a. technical	8	17	3.64
b. interpreted	84	76	
c. general	7	7	

^a Rounded to nearest whole number; totals do not always equal 100%

form between DVR counselors and ES placement personnel would be most important to referral form standardization studies or projects.

In general, DVR counselors differed from ES placement personnel in much the same way as did the total counselor group. For referral content (Table 5), handicap information and social history were the only two areas in which significant differences in preferences appeared. For referral form (Table 6), both groups preferred interpreted statements in all areas. There were no significant differences as to referral form in any of the six areas. It may be inferred that the observations and conclusions made concerning total group comparisons and preferences would appear to be applicable to this DVR-ES comparison. Generally, these results were also similar to those of the original Minnesota Study.

CHAPTER V

SUMMARY AND CONCLUSIONS

Summary

This study sought to determine the preference of counselors and placement personnel for types of information to be included in the inter-agency referral of a physically or mentally handicapped person. Preferences concerning the actual form of the referral information were also studied.

A questionnaire was selected which had originally been used in a Minnesota study made during 1958. The respondents were 74 counselors and supervisors employed by the Division of Vocational Rehabilitation, and 28 placement interviewers employed by the Department of Employment Security in West Virginia.

Conclusions

1. Most participants were in agreement concerning the type of information required in processing the referral of a handicapped person for employment. Information about vocational plan, handicap or medical facts, education, work experience, and test results were considered important. Social history of client was considered of lesser importance.

2. The ten items dealing with referral content which were considered as most important by both groups were, in order of importance:

working condition to be avoided
work history for past five years
physical capacities
kind of educational specialization
total number of years of education
aptitude-test results
vocational plan
expected medical outcome
degrees or certificates obtained
intelligence-test results

3. Most respondents wanted referral information expressed as interpreted statements, rather than as either technical or general statements.

4. The present study suggested a need for better communication of the information which both counselors and placement personnel consider important in their duties with the handicapped. A revised referral form might aid in this mutual area of concern.

5. In-service training in both fields might include material based on this study.

6. The results of this study, in general, are in agreement with the results of the previous Minnesota study.

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APPENDIX A

THE SURVEY QUESTIONNAIRE

PERSONAL HISTORY DATA
(Counselors)

1. Sex _____
2. Age _____
3. Job Title _____
4. Number of months employed as a vocational counselor _____
5. Estimated total number of completed cases or closures as a vocational counselor _____
6. Number of completed cases during the last fiscal year (1957-58, July 1, 1957 through June 30, 1958) _____
7. Number of counselees referred to the Employment Service during the last fiscal year (1957-58, July 1, 1957 through June 30, 1958) _____
8. Duties other than counseling _____
9. Circle the highest number of years of education completed:
8 9 10 11 12 13 14 15 16 17 18 19 20
10. Year graduated from college _____
11. Check degree B.A. B.S. M.A. M.S. Ed.D.
 Ph.D. Other
12. Check field of specialization Psychology Educational
 Psychology Social Work Sociology Education
Other (specify) _____

PERSONAL HISTORY DATA
(Placement Personnel)

1. Sex _____
2. Age _____
3. Job Title _____
4. Number of months employed doing placement work _____
5. Number of months doing placement of handicapped applicants _____
6. Number of hours per week devoted to placement of the handicapped _____
7. Duties other than placement _____
8. Circle highest number of years of education completed:
8 9 10 11 12 13 14 15 16 17 18 19 20
9. Year graduated from college _____
10. Check degree B.A. B.S. M.A. M.S. Ed.D.
 Ph.D. Other
11. Check field of specialization Psychology Educational
 Psychology Social Work Sociology Education
Other (specify) _____

The following is a list of items likely to be included in a referral of a handicapped individual for placement. To help us determine what information vocational counselors should send placement personnel, check in the "Often" column if you feel that the item should be included in two-thirds ($2/3$) or more of all referrals of handicapped individuals you make (receive); check in the "Seldom" column if you feel that the item should be included in only a third ($1/3$) or less of all referrals; check in the "Sometimes" column if you think that the item falls between "Often" and "Seldom".

<u>Often</u> 2/3 or more	<u>Sometimes</u>	<u>Seldom</u> 1/3 or less	
1. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Work history for past five years
2. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Type and amount of current welfare aid
3. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Expected medical outcome
4. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Kind of educational specialization
5. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Personality-test results
6. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Reason for leaving school
7. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Working conditions to be avoided
8. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Police record
9. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Additional medical treatment needed
10. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Trade-test results
11. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Unemployment history
12. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Total number of years of education
13. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. History with welfare agencies
14. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Intelligence-test results
15. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Medical information
16. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Employer evaluation of quality and quantity of work
17. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Scholastic record in school
18. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Experience with tools and equipment
19. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Aptitude-test results
20. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Marital and family information

<u>Often</u>	<u>Sometimes</u>	<u>Seldom</u>	
2/3 or more		1/3 or less	

21.	—	—	—	21. Interest-test results
22.	—	—	—	22. Degrees or certificates obtained
23.	—	—	—	23. Description of duties of last job held
24.	—	—	—	24. Physical capacities
25.	—	—	—	25. Drinking history
26.	—	—	—	26. Vocational plan

Listed below are 30 items of information which may be included in a referral of a handicapped individual to the State Employment Service for placement. Each item is expressed in three different ways. Each of the three statements is correct. Choose the one which you feel would be more useful in the successful placement of the handicapped.

1. ___ Has no use of left arm but can walk with cane and short leg brace.
___ Left arm and leg are paralyzed.
___ Has left hemiplegia.
2. ___ Wishes to work selling notions and other inexpensive merchandise on a house-to-house basis.
___ Wishes to work as Salesman, D. O. T. 1-55.10.
___ Wishes to work as a salesman.
3. ___ Completed three years at West Virginia Institute of Technology as a Mechanical Engineer.
___ Was in engineering school for three years at West Virginia Institute of Technology.
___ Completed three years in I. T. as M. E. at W. Va. Institute of Technology.
4. ___ High score on the Ohio Psychological Test (Form 21) compared with local college and university freshmen.
___ Ohio Psychological (Form 21) total standard score of 66 for local college and university freshmen.
___ Score on the Ohio Psychological Test (Form 21) is better than 95% of local college and university freshmen.
5. ___ Has spreading cancer in chest area.
___ Has cancer of the lung which has spread to the lower portion of the spine.
___ Has primary Ca of the lung with metastasis to lumbar spine.
6. ___ Worked as a gardener for a three year period.
___ Planted trees, shrubs, flowers and maintained private residential home gardens for three years.
___ Worked three years as a Gardener, D. O. T. 3-40.01.
7. ___ Place on entry clerical job.
___ Place on entry clerical job with light typing and limited knowledge of bookkeeping procedures.
___ Place on D. O. T. 1-X4.

8. ___ County will pay hospital bills.
 ___ Medical county papers have been approved.
 ___ County will pay for all medical services in a state or county hospital.
9. ___ Place on light factory work.
 ___ Place on D. O. T. 6-X4 manipulative work.
 ___ Place on sedentary bench assembly work.
10. ___ Completed six months of twelve months of West Virginia Rehabilitation Center commercial course.
 ___ Has had partial commercial course at the West Virginia Rehabilitation Center.
 ___ Completed 800 hours in commercial course at the West Virginia Rehabilitation Center.
11. ___ Exceeds 12 per cent of employed clerical workers on numbers section of the Minnesota Clerical Test.
 ___ Below average aptitude for employed clerical workers on the Minnesota Clerical Test's number section.
 ___ Has percentile of 12 on numbers section of the Minnesota Clerical Test based on employed clerical workers.
12. ___ Had above average grades in college.
 ___ Had HPR of 2.5 in college.
 ___ Had a B plus average in college.
13. ___ Has assisted with medical tests in a laboratory.
 ___ Has worked in a laboratory assisting with BMR and EKG tests.
 ___ Has done laboratory work assisting with basal metabolism and electrocardiogram tests.
14. ___ Wants income limited so he will not lose Social Security payment.
 ___ Desires to limit future earnings according to the provisions of the Social Security Act.
 ___ As a retired worker, can only earn \$1,200.00 per year in addition to Social Security payment.
15. ___ Interests are in scientific area on the Strong Test.
 ___ Has measured interests similar to those employed as physician, engineer, and chemist on Strong Test.
 ___ Has A's concentration in Group 2 on SVIB.

16. ___ Can work making common medical laboratory tests (blood, urine, etc.); making blood counts and smears, typing blood, preparing vaccines, and assisting at medical research.
 ___ Can work in a medical laboratory.
 ___ Can work as a Medical Technician, D. O. T. 0-50.01.
17. ___ Is not eligible for public welfare assistance.
 ___ County Department of Public Assistance worker cannot subsidize any aid or services.
 ___ Eligibility requirements for DPA assistance not met by client.
18. ___ Has mild involvement of the central nervous system.
 ___ Has slight multiple sclerosis with mild involvement.
 ___ Has multiple sclerosis causing slight muscle weakness in legs and numbness in right hand.
19. ___ Completed three years of Arts college.
 ___ Completed three years SLA in pre-med.
 ___ Has completed three years in Science, Literature, and the Arts College in pre-medical school curriculum with course work in physiology, anatomy, physics, chemistry, etc.
20. ___ Can operate an off-set press.
 ___ Has limited printing experience on some printing presses.
 ___ Has operated multilith 1250.
21. ___ Has notified Social Security Office that he is permanently disabled.
 ___ Has applied for Social Security benefits.
 ___ Social Security disability freeze has been applied for.
22. ___ Is a non-ambulatory T-5 lesion paraplegic.
 ___ Is paralyzed from the waist down.
 ___ Is paraplegic and is independent in a wheel chair but cannot walk.
23. ___ Wants job as Chauffeur, D. O. T. 7-36.050.
 ___ Wants to work as driver and general handyman for private employer.
 ___ Wants job driving an automobile.

24. ___ Does better than 82 per cent of shop work applicants according to Minnesota Paper Form Board.
___ Has high average ability for shop work applicants on Minnesota Paper Form Board.
___ Has T score of 59 on MPFB for shop work applicants.
25. ___ For the past four years has operated all types of IBM tab equipment.
___ Worked in a tabulating unit for four years.
___ Worked four years as a Tabulating Machine Operator, D. O. T. 1-25.64.
26. ___ D.P.A. record indicates history of A. D. C.
___ According to reports client has received welfare aid.
___ Client's family has received Aid to Dependent Children benefits according to Department of Public Assistance records.
27. ___ Has HSPR of 83.
___ Was a superior student in high school.
___ Exceeded 83 per cent of high school graduating class.
28. ___ Has mild seizures causing brief lapses of consciousness.
___ Has seizures.
___ Has petit mal seizures.
29. ___ Has prime nine profile on MMPI.
___ Has essentially normal scores on Minnesota Multiphasic Personality Inventory.
___ Minnesota Multiphasic responses indicate normal profile with a tendency toward being an overactive and energetic individual.
30. ___ Last job as a Punch-Press Operator, D. O. T. 6-88.622.
___ Worked as a punch-press operator.
___ Operated a multiple punch-press.

APPENDIX B

REFERRAL CONTENT AND FORM PREFERENCES

Table 7

Referral Content Preferences of Total Counselors (N=74)
and Placement Personnel (N=28)

Item	Group	Percentages ^b			Chi-Square
		Often	Sometimes	Seldom	
I. Education					
1. Kind of educational specialization	C	85	14	1	3.83
	P	75	21	4	
2. Reason for leaving school	C	28	39	32	3.47
	P	36	43	21	
3. Total number of years of education	C	82	12	5	3.56
	P	82	7	11	
4. Scholastic record in school	C	34	43	23	32.59**
	P	54	39	7	
5. Degrees or certificates obtained	C	78	12	9	1.72
	P	71	18	11	
II. Work History					
6. Work history for past five years	C	95	4	1	5.77
	P	86	7	7	
7. Unemployment history	C	51	27	22	2.84
	P	54	18	29	
8. Employer evaluation of quality and quantity of work	C	42	38	20	1.81
	P	50	36	14	
9. Experience with tools and equipment	C	65	34	1	5.59*
	P	75	21	4	
10. Description of duties of last job held	C	66	30	4	8.59**
	P	68	18	14	
III. Handicap Information					
11. Expected medical outcome	C	73	18	9	16.27**
	P	89	11	0	
12. Working conditions to be avoided	C	91	8	1	9.42**
	P	100	0	0	

Table 7 (Continued)

Item	Group	Percentages ^b			Chi-Square
		Often	Sometimes	Seldom	
13. Additional medical treatment needed	C	59	30	11	3.58
	P	71	21	7	
14. Medical information	C	61	30	9	18.33**
	P	89	11	0	
15. Physical capacities	C	89	11	0	.0
	P	89	11	0	
IV. Social History					
16. Type and amount of current welfare aid	C	42	35	23	54.72**
	P	11	14	75	
17. Police record	C	36	34	30	6.56*
	P	54	25	21	
18. History with welfare agencies	C	24	46	30	36.33**
	P	14	14	71	
19. Marital and family information	C	35	39	26	2.41
	P	25	46	29	
20. Drinking history	C	34	46	20	4.12
	P	43	32	25	
V. Test Results					
21. Personality test results	C	46	38	16	.80
	P	50	32	18	
22. Trade test results	C	69	23	8	6.12*
	P	75	11	14	
23. Intelligence test results	C	72	19	9	.23
	P	71	18	11	
24. Aptitude test results	C	78	18	4	14.56**
	P	82	4	14	
25. Interest test results	C	64	30	7	1.33
	P	64	25	11	
VI. Vocational Plan					
26. Vocational plan	C	76	20	4	3.66
	P	82	11	7	

a. C, Counselors; P, Placement Personnel

b. Rounded to nearest whole number; totals do not always equal 100%

* Significant at the .05 level

** Significant at the .01 level

Table 8

Referral Form Preferences of Total Counselors (N=74)
and Placement Personnel (N=28)
(a=technical, b=interpreted, and c=general)

Item	Percentages ^a		Chi-Square
	Total Counselors	Placement Personnel	
I. Education			
1. a. Completed three years in I.T. as M.E. at W.Va. Institute of Technology.	11	18	5.74*
b. Completed three years at West Virginia Institute of Technology as a mechanical engineer.	85	82	
c. Was in engineering school for three years at West Virginia Institute of Technology.	4	0	
2. a. Completed 800 hours in Commercial course at the West Virginia Rehabilitation Center.	27	25	4.33
b. Completed six months of twelve months of West Virginia Rehabilitation Center Commercial course.	69	75	
c. Has had partial commercial course at the West Virginia Rehabilitation Center.	4	0	
3. a. Had HRP of 2.5 in college.	11	11	4.64*
b. Had a B plus average in college.	70	57	
c. Had above average grades in college.	19	32	
4. a. Completed three years SLA in pre-med.	7	11	3.94
b. Has completed three years in Science, Literature, and the Arts College in pre-medical school curriculum with course work in physiology, anatomy, physics,	91	89	

Table 8 (Continued)

Item	Percentages ^a		
	Total Counselors	Placement Personnel	Chi- Square
chemistry, etc.			
c. Completed three years of Arts College.	3	0	
5. a. Has HSPR of 83.	5	7	4.94*
b. Exceeded 83 per cent of high school graduating class.	72	57	
c. Was a superior student in high school.	23	36	
II. Work History			
6. a. Worked three years as a Gardener, D.O.T. 3-40.01.	9	21	5.66*
b. Planted trees, shrubs, flowers and maintained private residential home gardens for three years.	82	71	
c. Worked as a gardener for a three year period.	8	7	
7. a. Has worked in a labora- tory assisting with BMR and EKG tests.	27	14	6.63*
b. Has done laboratory work assisting with basal metabolism and electrocardiogram tests.	66	71	
c. Has assisted with medical tests in a laboratory.	7	14	
8. a. Has operated multilith 1250.	23	36	10.17**
b. Can operate an off-set press.	45	50	
c. Has limited printing experience on some print- ing presses.	32	14	
9. a. Worked four years as a Tabulating Machine Operator, D.O.T. 1-25.64.	16	18	4.14

Table 8 (Continued)

Item	Percentages ^a		
	Total Counselors	Placement Personnel	Chi- Square
b. For the past four years has operated all types of IBM tab equipment.	80	82	
c. Worked in a tabulating unit for four years.	4	0	
10. a. Last job as a Punch-Press-Operator, D.O.T. 6-88.622.	46	36	16.55**
b. Operated a multiple punch-press.	36	61	
c. Worked as a punch-press operator.	18	4	
III. Handicap Information			
11. a. Has left hemiplegia.	3	4	15.40**
b. Has no use of left arm but can walk with cane and short leg brace.	97	82	
c. Left arm and leg are paralyzed.	0	14	
12. a. Has primary Ca of the lung with metastasis to lumbar spine.	22	14	2.10
b. Has cancer of the lung which has spread to the lower portion of the spine.	72	79	
c. Has spreading cancer in chest area.	7	7	
13. a. Has slight multiple sclerosis with mild involvement.	1	0	1.84
b. Has multiple sclerosis causing slight muscle weakness in legs and numbness in right hand.	95	93	
c. Has mild involvement of the central nervous system.	4	7	

Table 8 (Continued)

Item	Percentages ^a		Chi-Square
	Total Counselors	Placement Personnel	
14. a. Is a non-ambulatory T-5 lesion paraplegic.	3	0	7.25*
b. Is paraplegic and is independent in a wheel chair but cannot walk.	93	100	
c. Is paralyzed from the waist down.	4	0	
15. a. Has petit mal seizures.	12	18	2.41
b. Has mild seizures causing brief lapses of consciousness.	88	82	
c. Has seizures.	0	0	
IV. Social History			
16. a. Medical county papers have been approved.	3	7	1.87
b. County will pay for all medical services in a state or county hospital.	88	86	
c. County will pay hospital bills.	9	7	
17. a. Desires to limit future earnings according to the provisions of the Social Security Act.	20	21	9.60**
b. As a retired worker, can only earn \$1200.00 per year in addition to Social Security payment.	70	54	
c. Wants income limited so he will not lose Social Security payment.	9	25	
18. a. Eligibility requirements for DPA assistance not met by client.	41	39	.21
b. County Department of Public Assistance worker cannot subsidize any aid or services.	12	14	
c. Is not eligible for public welfare assistance.	47	46	

Table 8 (Continued)

Item	Percentages ^a		
	Total Counselors	Placement Personnel	Chi-Square
19. a. Social Security disability freeze has been applied for.	72	57	13.67**
b. Has notified Social Security Office that he is permanently disabled.	11	32	
c. Has applied for Social Security benefits.	18	11	
20. a. DPA record indicates history of A.D.C.	16	36	11.88**
b. Client's family has received Aid to Dependent Children benefits according to Department of Public Assistance records	76	54	
c. According to reports client has received welfare aid.	8	11	
V. Test Results			
21. a. Ohio Psychological (Form 21) total standard score of 66 for local college and university freshmen.	9	7	5.03*
b. Score on the Ohio Psychological Test (Form 21) is better than 95% of local college and university freshmen.	88	82	
c. High score on the Ohio Psychological Test (Form 21) compared with local college and university freshmen.	3	11	
22. a. Has percentile of 12 on numbers section of the Minnesota Clerical Test based on employed clerical workers.	34	14	15.36**

Table 8 (Continued)

Item	Percentages ^a		
	Total Counselors	Placement Personnel	Chi- Square
b. Exceeds 12 per cent of employed clerical workers on numbers section of the Minnesota Clerical Test.	42	39	
c. Below average aptitude for employed clerical workers on the Minnesota Clerical Test's number section.	24	46	
23. a. Has A's concentration in Group 2 on SVIB.	7	11	10.32**
b. Has measured interests similar to those employed as physician, engineer, and chemist on Strong Test.	51	68	
c. Interests are in scientific area on the Strong Test.	42	21	
24. a. Has T score of 59 on MPFB for shop work applicants.	7	11	1.68
b. Does better than 82 per cent of shop work applicants according to Minnesota Paper Form Board.	65	57	
c. Has high average ability for shop work applicants on Minnesota Paper Form Board.	28	32	
25. a. Has prime nine profile on MMPI.	0	0	1.60
b. Minnesota Multiphasic responses indicate normal profile with a tendency toward being an overactive and energetic individual.	86	82	
c. Has essentially normal scores on Minnesota Multiphasic Personality Inventory.	14	18	

Table 8 (Continued)

Item	Percentages ^a		
	Total Counselors	Placement Personnel	Chi- Square
VI. Vocational Plan			
26. a. Wishes to work as Sales- man, D.O.T. 1-55.10.	9	11	1.69
b. Wishes to work selling notions and other inexpensive merchandise on a house-to- house basis.	78	79	
c. Wishes to work as a salesman.	12	11	
27. a. Place on D.O.T. 1-X4.	5	11	3.32
b. Place on entry clerical job with light typing and limited knowledge of book- keeping procedures.	93	89	
c. Place on entry clerical job.	1	0	
28. a. Place on D.O.T. 6-X4 manipulative work.	5	18	14.62**
b. Place on sedentary bench assembly work.	81	57	
c. Place on light factory work.	14	25	
29. a. Can work as a Medical Technician, D.O.T. 0-50.01.	20	32	6.33
b. Can work making common medical laboratory tests (Blood, urine, etc.); making blood counts and smears, typing blood, preparing vaccines, and assisting at medical research.	77	68	
c. Can work in a medical laboratory.	3	0	
30. a. Wants job as Chauffeur, D.O.T. 7-36.050.	11	14	3.36

Table 8 (Continued)

Item	Percentages ^d		Chi-Square
	Total Counselors	Placement Personnel	
b. Wants to work as driver and general handyman for private employer.	86	86	
c. Wants job driving an automobile.	3	0	

^dRounded to nearest whole number; totals do not always equal 100%

*Significant at the .05 level

**Significant at the .01 level

