TWS-VRS Provider Diagram for Supported Employment (**Updated 1-15-24)**

**The diagram is to summarize the Supported Employment Process and is a tool only. The VR-Standards for Providers manual (VR-SFP) and the Vocational Rehabilitation Services Manual (VRSM) contain the policies which must be followed**.

**PREREQUISITES**

* Customer has completed a Career

Planning Assessment.

* Career Planning Assessment Evaluator has documented the results of the assessment on the

VR1630, Career Planning Assessment.

* Vocational

Rehabilitation Counselor has reviewed, and

approved VR1630.

**VR staff sends:**

* VR5000, Referral for Provider Services,
* A service authorization (SA) for the Supported Employment Plan

Meeting, and

* Schedules the Supported

Employment Plan Meeting.

**Notes:**

\*The SE Plan can be

amended when supported

by the VR counselor and based on the customer’s informed choice and decision to change the preferences, interests, potential job tasks, and employment conditions

listed on VR1632. Each time the SE Plan is amended the provider should receive an invoice and be paid for

participating and contributing to the meeting.

**\*\*** The SE Job Stability Review Meetings- The provider notifies the VR counselor that the customer needs a job stability review.

# SUPPORTED EMPLOYMENT PLAN

**Purpose:** The SE Plan provides the framework for how the SE specialist will help the customer achieve competitive integrated employment.

## SE Plan Meeting:

* VR1632, Supported Employment Plan is completed by the VR counselor during the SE Plan meeting using person-centered approaches and only including content the customer agrees with.
* TWS-VRS Counselor, customer & Supported Employment Specialist must attend.
* Recommend that everyone in the customer’s “circle of support“ attend.
* SE Plan must align with the customer’s

interests, preferences, potential job tasks, and identified employment conditions.

* Extended Services needs and resources are identified.

**VR Counselor provides:**

* Signed copy of the VR1632 to customer & SE Specialist; and
* Electronically fillable copy of VR1632 to the SE specialist.

## Receive Service Authorizations for:

* Supported employment job development and

placement; benchmark;

* Any relevant premiums.

## Outcomes required for Payment:

* SE specialist must participate in and contribute to the discussion during the meeting;
* SE specialist must sign VR1632 indicating agreement to place customer meeting

criteria on VR1632; and

* SE specialist submits invoice for participation in the meeting.

**Note:** SE Plan meeting date is used as the date of service on the invoice.

Payment of $184**\***

# JOB DEVELOPMENT & PLACEMENT

## SE Specialist:

**Purpose:** The SE Specialist secures a position for the customer that meets the criteria on the

VR1632, Supported Employment Plan.

* Conducts Job development activities with and for the customer such as job searching, application completion, resumes, interview training, job

carving and establishment of accommodations;

* Secures a position for the customer that matches at least 2 potential job tasks and all non-

negotiable employment conditions outlined on the VR1632;

* Completes a Job Analysis to identify the job

activities, attributes, requirements, routines, work environments present in the customer’s secured position to identify training, accommodations and support needs of the customer;

* Creates goals for the customer’s training plan;
* Identifies potential natural and Extended Service resources available to support the customer’s long term employment; and
* Documents the required elements of the following:
  + VR1632, Supported Employment Plan and Employment Report ;
  + VR1633, Supported Employment Job

Development and Job Analysis Report; and

* + VR1634, Supported Employment Training Plan

and Job Retention Report.

## Customer must:

* Be employed in a competitive integrated work environment;
* Be satisfied with the position; and
* Have worked a minimum of five shifts on five different days.

## Outcomes required for Payment:

* Customer is working in competitive integrated employment that meets the preferences,

interests, at least two potential job tasks, and all nonnegotiable employment conditions identified on the VR1632;

* Customer has worked a minimum of five shifts on five different days; and
* SE specialist documents all information required

**JOB RETENTION**

**Purpose:** Customer receives ongoing supports at or away from job site, including intensive job skills training and the development of extended supports.

## SE Specialist or Job Skills Trainer under the supervision of SE Specialist:

* Execute the customer’s training plan on the VR1634, SE Training Plan and Job Retention Report;
* Provide intensive job skills training so the customer develops and maintains production levels as expected by the employer;
* Advocate for and with the customer to foster integration into the workplace and employment with the customer’s support network;
* Help the customer understand employment benefits;
* Discuss and setup reasonable accommodations with the employer;
* Identifies and trains potential natural and Extended

Service resources available to support the customer’s long term employment; and

* Documents customer goals and performance and intervention provided on the VR1634.

## SE Specialist must:

* Continue to evaluate the customer’s training and support needs making a minimum of 2 in person visits and 1 contact with employer;
* Communicate with the VR counselor regarding the customer’s abilities, challenges and need for Job Stability Review; and
* Documents the required elements on the VR1632.

## Outcomes required for Payment:

* + During the 28 day period, the SE Specialist must document on the VR1634:
    - A minimum of two in-person visits with the customer, at or away from the jobsite;
    - A minimum of one contact with the employer in order to monitor the employer’s satisfaction with the customer’s performance during the SE benchmark period; and
    - Any updates to the training plan, additional training sessions, and the reporting period summary.
  + For the 28 day period the SE specialist documents on VR1632:
    - Customer job meets the preferences, interest, at

least 2 job task and all nonnegotiable employment

**JOB STABILITY REVIEW**

**Purpose:** To determine if customer’s employment is Job Stable.

* Customer must complete at least one 28-day job retention benchmark to be eligible for job stability.
* VR Counselor, customer & Supported Employment Specialist must attend.
* Recommend that everyone in the customer’s “circle of support“ attend.
* VR Counselor and customer make the final determination about job stability.

## Job stability occurs when the customer:

* Is satisfied with the employment;
* Has competitive integrated employment;
* Is meeting the preferences,

interests, at least two potential job tasks, and all nonnegotiable employment conditions on

VR1632;

* Has reliable transportation to and from the jobsite with a backup plan;
* Is meeting the employer’s expectations regarding job performance;
* Is meeting the physical and environmental demands of the job;
* Has all necessary accommodations in place and working;
* Has extended services in place to ensure continued employment with support; and
* All goals on VR1634 are achieved or addressed by Extended Service Provider.

## Outcomes required for Payment:

* SE specialist must participate in

and contribute to the discussion

# SE CLOSURE

**Purpose:** Customer has maintained 90 days of Job Stability.

**SE Specialist** every 30 days during the 90 days between job stability and SE closure, must:

* Visit the customer in person a minimum of two times to verify the customer is in CIE that is consistent with the preferences,

interests, at least two potential job tasks, and all nonnegotiable ;conditions identified on VR1632;

* Make a minimum of one contact with the employer to ensure employer satisfaction;
* Monitor the extended services to ensure the customer is receiving the necessary supports, training, and accommodations outlined on VR1632; and
* Routinely communicate with the VR counselor updates about the customer’s situation, including requesting Closure Meeting be scheduled.

## VR Counselor arranges SE Closure Meeting after SE Specialist notifies

**customer maintained Job Stability for 90 day:**

* SE Specialist provides updated VR1632, without signatures;
* SE specialist participates in the SE Closure Meeting;
* In the meeting it is verified the customer’s position has remained stable for 90 days (see criteria in purple box)

## Outcomes required for Payment:

* During every 30 day period the SE Specialist must document on the VR1632:
  + A minimum of two in-person visits with the customer, at or away from the jobsite;
  + A minimum of one contact with the employer in order to monitor the employer’s satisfaction with the customer’s performance; and
  + Verification the customer job meets the preferences, interest, at least 2 job task; and all nonnegotiable employment conditions on VR1632;
  + Updates Extended Services section.
* During the closure Meeting the SE Specialist

A provider can receive an invoice for attendance and participation in multiple SE Job Stability Meetings.

on VR1632, VR1633, and VR1634.

**Note:** Customer’s 5th day worked at the employer is the date of service for the Job Development & Job Placement Benchmark.

## Receive Service Authorizations for:

* One or two Job Retention Benchmarks, based on the customer’s needs

Payment of $1875

conditions;

* + Any updates to employment information section for reporting period; and
  + Updates Extended Services section.

**Note:** Customer’s 28th day of cumulative employment is the date of service for the job retention

benchmark. The first Job Retention period begins after the 5th day worked for the achievement of the Job Development & Job Placement

Benchmark.

during the meeting;

* SE submit invoice for participation in the meeting.

**Note:** Job Stability meeting date is used as the date of service on the invoice.

Payment of $184**\*\***

must contribute to the discussion

**Note:** Job stability status is at least 90 cumulative calendar days with

Extended Service in place and working. VR counselor makes the determination the case meets the SE closure.

**Note:** The date of service, for the Service

Closure Benchmark, is the date of the Service Closure meeting where the VR counselor determine all service closure requirement were met.

Payment of $3675

**Premiums**

**Employment**

* Professional Placement Premium—$613.00
* Wage Premium—$613.00

**Autism**

**Deaf**

**Brain Injury**

* Criminal Background Premium—$613.00
* Supported Employment Job Development and Placement Benchmark—-$495.00
* Supported Employment Job Retention Benchmark (every 28 days)—-$477.00
* Supported Employment Closure Benchmark—-$360.00
* Supported Employment Job Development and Placement Benchmark—-$1,210.00
* Supported Employment Job Retention Benchmark (every 28 days)—-$1,166.00
* Supported Employment Closure Benchmark—-$880.00
* Supported Employment Job Development and Placement Benchmark—-$385
* Supported Employment Job Retention Benchmark (every 28 days)—-$371
* Supported Employment Closure Benchmark—-$280

Payment of $1838

**Youth with Disabilities-**VR may provide Extended Services for a period of up to 4 years or until such time that the youth reaches the age of 25 and no longer meets the definition of a “youth with a disability.” When all other available resources for

Extended Services are not available they may be provided with VR funds.

**CIE checklist with a worksite visit** must be completed prior to paying an invoice when a customer's

employment is with AbilityOne, SourceAmerica non- profits, National Industries for the Blind or WorkQuest, or VRC ensures the job meets the CIE criteria.

**Receive Service Authorizations for:**

* Additional retention benchmarks, as applicable; or
* SE Job Stability Review Meeting .

**Note:** At least 1 Job Retention period required.