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.

<text></text>	PREREQUISITES	SUPPORTED EMPLOYMENT PLAN	JOB DEVELOPMENT & PLACEMENT	JOB RETENTION	JOB STABILI
 Multiple distance of the current of th	completed a Career Planning Assessment. • Career Planning	for how the SE specialist will help the customer achieve competitive	customer that meets the criteria on the VR1632, Supported Employment Plan.	from job site, including intensive job skills training and the development of extended supports.	Purpose: To determ employmed Customer must of one 28-day job r
 1^o USADA Hear Alto Provide Al	results of the assessment on the VR1630, Career Planning Assessment. • Vocational Rehabilitation Counselor has reviewed, and approved VR1630. <u>VR staff sends:</u>	 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 	 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, 	 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 	 stability. VR Counselor, c Supported Empl must attend. Recommend tha customer's "circ attend. VR Counselor an the final determ
 Observed: supported Employment Plan and Expension Supported Employment Plan and Deb Analysis Report, and Deb	 Provider Services, A service authorization (SA) for the Supported Employment Plan Meeting, and 	 and identified employment conditions. Extended Services needs and resources are identified. VR Counselor provides: § Signed copy of the VR1632 to customer & SE 	 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 	 Service resources available to support the customer's long term employment; and Documents customer goals and performance and intervention provided on the VR1634. 	 Is satisfied with Has competitive
 ¹The 52 Plan can be amended when supported by the VR counselor and be available treat support to be the transite and participation in multiples. The provider the transite support to the transite sup	 Schedules the Supported Employment Plan Meeting. 	 Specialist; and Electronically fillable copy of VR1632 to the SE specialist. Receive Service Authorizations for: Supported employment job development and 	 VR1632, Supported Employment Plan and Employment Report ; VR1633, Supported Employment Job Development and Job Analysis Report; and VR1634, Supported Employment Training Plan 	 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 	 interests, at leasing job tasks, and all employment converses of VR1632; ◊ Has reliable transfrom the jobsite
 Isted on VR1632. Each time the SE Plan is amended the or service on the invoice. do participating and contributing to the meeting. ** The SE Job Stability Review. ** The SE Job Stability Review. ** Payment of \$184* ** Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Payment of \$184* ** The SE Job Stability Review. Supported Employment Job Retention Benchmark. Supported Employment	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	 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 	 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 	 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 	Is meeting the p environmental c
that the customer needs a job stability review. A provider can receive an invoice for attendance and participation in multiple SE job Stability Meetings.	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	 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. 	 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; 	 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: 	 ensure continue with support; ar All goals on VR1 or addressed by Provider.
 Protessional Placement Premium—\$613.00 Wage Premium—\$613.00 Criminal Background Premium—\$613.00 Criminal Background Premium—\$613.00 Criminal Background Premium—\$613.00 Mutism Supported Employment Job Development and Placement Benchmark—\$495.00 Supported Employment Closure Benchmark—\$360.00 Deaf Supported Employment Job Development and Placement Benchmark—\$1,210.00 Supported Employment Job Retention Benchmark (every 28 days)—\$1,166.00 Supported Employment Job Retention Benchmark (every 28 days)—\$1,166.00 Supported Employment Job Retention Benchmark (every 28 days)—\$1,166.00 Supported Employment Job Development and Placement Benchmark—\$385 Supported Employment Job Retention Benchmark (every 28 days)—\$371 	job stability review. A provider can receive an invoi SE Job Stability Meetings. Employment	Premiums	 five different days; and SE specialist documents all information required on VR1632, VR1633, and VR1634. Note: Customer's 5th day worked at the employer is the date of service for the Job Development & 	 least 2 job task and all nonnegotiable employment conditions; Any updates to employment information section for reporting period; and Updates Extended Services section. 	 SE specialist mu and contribute t during the meet SE submit invoid in the meeting.
Deaf • 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 Brain Injury • Supported Employment Job Development and Placement Benchmark\$385 • Supported Employment Job Development and Placement Benchmark\$385 • Supported Employment Job Development and Placement Benchmark\$385 • Supported Employment Job Retention Benchmark (every 28 days)\$371 • Payment of \$1838	 Wage Premium—\$613.00 Criminal Background Premium Autism Supported Employment Job D Supported Employment Job Romanne Supported Employment Job Roman	n—\$613.00 evelopment and Placement Benchmark—-\$495.00 etention Benchmark (every 28 days)—-\$477.00	Receive Service Authorizations for: ♦ One or two Job Retention Benchmarks, based on the customer's needs	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	Note: Job Stability used as the the invoice. Payment
	Deaf • Supported Employment Job D • Supported Employment Job R • Supported Employment Closu Brain Injury • Supported Employment Job D • Supported Employment Job R	evelopment and Placement Benchmark—-\$1,210.00 etention Benchmark (every 28 days)—-\$1,166.00 re Benchmark—-\$880.00 evelopment and Placement Benchmark—-\$385 etention Benchmark (every 28 days)—-\$371	<u>CIE checklist with a worksite visit</u> 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,	 Additional retention benchmarks, as applicable; or SE Job Stability Review Meeting . Note: At least 1 Job Retention period required. 	Youth with Disa years or until su definition of a " Extended Servic

	T the policies which must be followed:
BILITY REVIEW	SE CLOSURE
etermine if customer's loyment is Job Stable.	Purpose: Customer has maintained 90 days of Job Stability.
nust complete at least job retention to be eligible for job elor, customer & Employment Specialist d. d that everyone in the "circle of support" for and customer make etermination about job	 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
occurs when the	situation, including requesting Closure Meeting be scheduled.
with the employment; titive integrated nt; the preferences, it least two potential and all nonnegotiable nt conditions on e transportation to and obsite with a backup the employer's ns regarding job ce; the physical and ntal demands of the essary accommodations	 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
d working; led services in place to tinued employment ort; and n VR1634 are achieved ed by Extended Service	 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 experiment
aquired for Payment: st must participate in bute to the discussion meeting; invoice for participation ting. ability meeting date is s the date of service on roice.	 conditions on VR1632; Updates Extended Services section. During the closure Meeting the SE Specialist 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.
\checkmark	Payment of \$3675

Disabilities-VR may provide Extended Services for a period of up to 4 il such time that the youth reaches the age of 25 and no longer meets the f a "youth with a disability." When all other available resources for ervices are not available they may be provided with VR funds.