

Georgia Vocational Rehabilitation Agency

Wednesday, October 30, 2024

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What is Supported Employment?



- Supported Employment is **competitive integrated employment** for individuals with the most significant disabilities for whom such employment has not traditionally occurred, or as the result of a significant disability, requires **intensive support services** along with **extended follow up for the life of the job** to achieve and maintain meaningful employment.

Supported Employment is PLACE & TRAIN

- There are no pre-requisites for Supported Employment, it is an all-inclusive model - one service divided into several components (phases).
- If an individual is going into Supported Employment, we already know they cannot work completely independently and they need guidance, supports and assistance. Vocational Evaluations, work evaluations, job trials, etc. are NOT needed to determine “what they can do.” This is worked out in real time, in the real world, with real rewards and real consequences.
- For Customized Supported Employment, this is even MORE true. Discovery is much different than any other assessment out there but is also more individualized, more in depth, and more revealing. Any other type of assessment is very likely to show completely different results.

Who is Eligible for Supported Employment?

An individual may be referred for Supported Employment services if they:

- A. meet all eligibility criteria for VR services;
- B. meet the VR requirements for someone with the **most significant disability**; and if
- C. supported employment has been identified by VR as an appropriate rehabilitation objective for the individual and they have a documented need for both ongoing support or extended services in order to work in competitive integrated employment.



Three Types of Supported Employment Offered at GVRA

1. *Traditional Supported Employment (TSE)*

Traditional is what most people think of when they hear “Supported Employment.”

Traditional means developing/locating an existing job and helping with accommodations/supports. It is expected that the long-term supports will lessen in Traditional, more so than in Customized Supported Employment.

2. *Individual Placement and Support Supported Employment (IPS)*

IPS is an evidence-based, heavily researched, nationally recognized program. It is targeted specifically for the severe and persistent mental illness (SPMI) population

3. *Customized Supported Employment (CSE)*

Competitive Integrated Employment, for an individual with the most significant disability, that is based on an individualized determination of the strengths, need, and interests of the individual. It is negotiated to meet the specific abilities of the individual and the needs of the employer and is carried out through flexible strategies.



What is Traditional Supported Employment (TSE)?

- Traditional Supported Employment (TSE) has the same definition as “Supported Employment”

*Supported Employment is **competitive integrated employment** for individuals with the most significant disabilities for whom such employment has not traditionally occurred, or as the result of a significant disability, requires **intensive support services** along with **extended follow up for the life of the job** in order to achieve and maintain meaningful employment.*

- TSE should only be used for clients that are anticipated to become relatively independent in their work.
- TSE is available for any client with any disability that needs SE supports to be successful in competitive integrated employment.

Phases of Traditional Supported Employment

1. Services Identification & Extended Services Agreement



2. Job Development/Placement



3. Training & Initiation of On-Going Supports



4. Training & Initiation of Stabilization



5. Stabilization

What is Customized Supported Employment (CSE)?

A person-centered approach of supported employment services. It is a process-driven concept with four required components: Discovery, Customized Employment Planning, Job Development and Negotiations and On-going Supports.

- CSE can only be provided by specially trained providers. Not all TSE providers are approved to provide CSE.
- CSE always begins with **Discovery**.
- It is not restricted to individuals with Developmental Disabilities. It is available for any client with any disability(ies) that needs CSE supports to be successful in competitive integrated employment.

Phases of Customized Supported Employment

1. Services Identification & Extended Services Agreement



2. Customized Discovery Assessment & Profile



3. Customized Discovery Profile Meeting



4. Customized Job Creation / Negotiation



5. Customized Training & Initiation of On-going Supports



6. Customized Training & Initiation of Stabilization



7. Customized Stabilization

What is Individual Placement and Support Supported Employment (IPS)?

- Individual Placement and Support is an evidenced-based model of supported employment, indicating it is a well-researched and well-defined approach to helping people with serious mental illness obtain and maintain employment.

Individual Placement & Support Supported Employment Principles

IPS SE is based on 8 principles:

1. Zero exclusion
2. Rapid job search engagement
3. Competitive Integrated employment
4. Systematic job development
5. Integration of rehabilitation and mental health services – Whole person approach
6. Attention to worker preferences
7. Personalized benefit counseling
8. Unlimited & individualized supports

Phases of IPS Supported Employment

1. Services Identification & Extended Services Agreement



2. Job Development/Placement



3. Training & Initiation of On-Going Supports



4. Training & Initiation of Stabilization



5. Stabilization

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Supported Employment Forms



Extended Supports

- The need for long term extended supports is one of the qualifiers for being eligible for supported employment
 - Minimum of two visits per month with the individual and one with the employer
 - It is going to be difficult to maintain contact with the employer if the provider is not involved at the time of job development. Instructing an individual to complete on line applications on their own is not Job Development or Job negotiation
 - Job supports will be most intense right after they become employed. That is the likely time for in person job coaching, for meeting with the individual and/or the employer to work out issues, working out a transportation plan, etc.

Extended Supports

363.53 Federal Regulations


Transfer of the individual to extended supports:

- 1. no later than 24 months after they begin their job, unless exceptions are documented*
- 2. the source of these extended services is identified at the beginning of the process so there is no interruption in service for the individual*

The discussion about who will be responsible for Extended supports happens at the beginning-in the Services Identification meeting. The source is identified with reasonable expectation this will be available.

1. for example, Medicaid Waiver services will continue the services when someone has a waiver.
2. If Natural supports are identified, there needs to be a discussion about preparing the Natural Support for this job.

Supported Employment Services Identification and Extended Services Agreement

BRIAN P. KEMP GOVERNOR		CHRIS WELLS EXECUTIVE DIRECTOR
GEORGIA VOCATIONAL REHABILITATION AGENCY VOCATIONAL REHABILITATION		
Supported Employment Services Identification and Extended Services Agreement		
Choose the Identified Supported Employment model: <input type="checkbox"/> Traditional <input type="checkbox"/> IPS <input type="checkbox"/> Customized Employment		
Instructions: This agreement must be completed in its entirety. If certain sections are not applicable, indicate accordingly. The form is intended to be completed with the job seeker, supported employment provider and vocational rehabilitation counselor; and should reflect the job seeker's preferences, ideal employment conditions, strengths, interests and support needs.		
Job Seeker's Name:		
Counselor's Name:		
SE Employment Specialist Name:		
SE Provider Name:		
Job Seeker's Employment Goal:		
Describe job seeker's training/work history/military experience related to employment goal:		
Job Seeker's Preferred weekly hours to work:		
Job Seeker's Preferred salary and benefits:		
Describe job seeker's preferred work environment/work culture/work values:		
If Job Seeker receives SSI/SSDI, name of Benefit Counselor and contact information:		
Name of Community Resource or agency and purpose that job		

VOC-18070-2023- SUPPORTED EMPLOYMENT SERVICES IDENTIFICATION AND EXTENDED SERVICES AGREEMENT

Case Notes & Benchmarks


Counselors need to enter a justification statement as a case note at the point when the decision is made to move to the next phase/benchmark. This should include documentation that ALL parties are part of this decision, including the individual.

If there are no monthly reports coming in from the provider, why are you moving forward to the next phase? How do you know this is the right move for that individual? Have goals been met?



**THE CONSELOR'S JUDGMENT IS RESPECTED AND ULTIMATELY THE
AUTHORITY IN A SUPPORTED EMPLOYMENT CASE!**

Supported Employment Monthly Progress Report

BRIAN P. KEMP GOVERNOR		CHRIS WELLS EXECUTIVE DIRECTOR
GEORGIA VOCATIONAL REHABILITATION AGENCY		
Supported Employment Monthly Progress Report Month: _____		
Choose the Identified Supported Employment model: <input type="checkbox"/> Traditional <input type="checkbox"/> IPS <input type="checkbox"/> Customized Employment		
Instructions: This report must be completed in its entirety. Please give specific examples of what is being done to assist the client in becoming independent in these areas. If certain sections are not applicable, indicate accordingly. If an area was identified as not being needed on the "Supported Employment Service Agreement" please indicate that by "N/A."		
Job Seeker's Name:		
Counselor's Name:		
SE Employment Specialist Name:		
SE Provider Name:		
Job Seeker's Employment Goal:		
Date range report covers:		
Hours of Job Coaching:		
Date report submitted:		
IDENTIFIED CONSIDERATIONS AND STRATEGIES		
Medical Considerations: Describe any accommodations or strategies related to medical conditions being utilized during job development/employment including the responsible party. Issues may include addressing regularly scheduled medical appointments, medication side-effects, work-related restrictions, transportation to and from appointments, etc.		
Responsible persons:		
Behavioral Health Considerations: Describe any accommodations or strategies related to behavioral health conditions being utilized during job development/employment including the responsible party. Issues may include addressing regularly scheduled appointments, medication side-effects, work-related restrictions, transportation to and from appointments; and the strategies for addressing these considerations. <i>Note: IPS must include participation in interdisciplinary meetings.</i>		

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Supported Employment Invoicing & Billing



Training & Initiation of On-Going Supports and Training & Initiation of Stabilization

- The total time in these two phases will be 90 days minimum, or 45 days minimum each
- This phase begins the day the individual starts work, and they have 24 MONTHS of Supported Employment from that point forward. 90 day is a *minimum* amount of time
- The most intense supports begin here, for all types of SE. The individual needs the most help when they first begin working.
- GVRA Counselors are always empowered to make the professional decision to move to the next phase, and they must justify this
- The two pay stubs are collected prior to leaving Training & Initiation of Stabilization
- When to go from T&I of On-Going Supports to T&I of Stabilization?
 - While they are not yet stabilized, the counselor can see clear progress toward that goal- they are learning their job duties, working out their other issues (such as transportation, or child care, or social issues), and becoming more comfortable
 - Knowing that this provider's involvement ends when you move to stabilization, do not go to that phase until it is clear the individual can continue successfully working with lessened supports

Job Development/Placement

- Individually driven
- Job developers get to know one applicant at a time before meeting potential employers in the community
- It means building trust in relationships with employers
- Promoting solutions to employer's needs
- Handling employer objections/concerns
- Pursuing the hidden job market
- For Traditional SE, you are typically looking for an existing job that will require accommodations

Stabilization- “Employed”

- Entering this phase ends our business relationship with the provider and transfers responsibility for on-going supports to the permanent Extended Services provider
- This phase lasts a minimum of 90 days
- If the person continues to work successfully, the counselor can authorize a final payment of \$1000 to the previous provider. In order to close out the case on time, this will be done about halfway through stabilization.
- Typically happens in Traditional SE when support has reduced to 20% and in Customized SE when support has reduced to 30%.
- Must be documented in case notes that this was a decision reached by all parties and why. Note that Extended Supports are now stepping in – Name Them.
- You already have those two paystubs before you move to this phase

“New” vs “Old” Supported Employment Invoices

1. For the cases still existing under the “old” way, the providers cannot choose to cease providing extended supports-this service was agreed upon in the initial Services Agreement plan.
2. Services agreement code for the “old” way has been deleted and no case should write a plan for the old way
 1. If the case has been open and dormant for years, even with previous plans, use the “new” service codes
 2. If a case is current and you have to start all over at the beginning (change of providers/business closed when they were already in stabilization, etc.), use the new way.
 3. Plans that started prior to 2/1/24 use the “old” service codes

When in doubt, look at the invoice

1. All SE Invoices have been updated and merged into one document for each of the three SE Services
2. The invoices lists clear instructions for each payment, and the name of each payment
3. Invoices explains what can be repeated –everything except the very first service
4. The SE Invoices are not to be altered in any way and **Must** be used
5. If a provider chooses to use their own Invoice as an alternative to the SE Invoice when billing you **Must** also complete GVRA's SE Invoice and submit with your own, otherwise you will receive a payment rejection
6. To prevent further payment rejections always include all identifying information on the first page and consecutive pages thereafter
7. If your origination does not require your own invoice number, you **Must** include the authorization number
8. The Attestation Statement **Must** be signed and dated when submitting for payment approval



New Traditional Supported Employment Invoice

Identifying Information



TRADITIONAL SUPPORTED EMPLOYMENT INVOICE		Clear Form
FROM:	TO:	
(Service Provider Representative)	(Vocational Rehabilitation Program)	
PROVIDER NAME:	DATE:	
PROVIDER INVOICE #:	VR AUTHORIZATION #:	
RE: SUPPORTED EMPLOYMENT SERVICES		
The following is a request for Supported Employment Services for: Client Name: VR Client ID:		
\$	05520-Service Identification- (Use only if client plan started prior to 2/1/24) (Services Identification, \$300)	Service Begin Date:
\$	05520-Service Identification & Extended Services Agreement (NEW) (\$300 authorized with 110 funds prior to this phase)	Service Begin Date:
\$	05521-Job Development- (Use only if client plan started prior to 2/1/24) (Job Development, \$1,500.00)	Service Begin Date:
\$	05521-Job Development/Placement (NEW) (\$2,000 authorized with 110 funds prior to this phase)	Service Begin Date:
\$	05522-Training & Initiation of On-going Support- (Use only if client plan started prior to 2/1/24)	Service Begin Date:
\$	05522-Training & Initiation of On-going Support (NEW) (\$2,412.50 authorized with Supported Employment funds after this phase is complete)	Service Begin Date:
\$	05523-Stabilization- (Use only if client plan started prior to 2/1/24)	Service Begin Date:
\$	05523-Training & Stabilization of Stabilization (NEW) (\$2,412.50 authorized with Supported Employment funds after this phase is complete)	Service Begin Date:
\$	05524-VR Services: Completion & Transition to Extended Services (Use only if client plan started prior to 2/1/24)	Service Begin Date:
\$	05524-Service Stabilization (NEW) (\$1,000 authorized with Supported Employment funds at 45 days into this phase)	Service Begin Date:
Phases (excluding Service Identification) may be repeated at the discretion of the VR Counselor.		
I hereby attest that this information is true, accurate, and complete and understand that any falsification, omission, or concealment of material fact may subject me or the represented organization to administrative, civil, or criminal liability. Furthermore, I am a duly authorized representative to sign such agreement for the party I represent.		
I understand that in order to be reimbursed for the rendering of services, I must submit an invoice packet(s) in accordance with the approved written authorizations, rate schedule, and the GVRA/VR Provider Guidelines Manual within 30 days of the completion of the services being provided. I understand that all invoices must match or be less than the written service authorization.		
Service Provider Representative Signature:		Date:

Date Service Begin



Phases



Attestation Statement



Traditional Supported Employment Fee/Rate Schedule

- The Fee/Rate Schedule can be found on the GVRA Provider Resources webpage.
- The Annex B in each contract does not include the fee amount but can be found on the Fee/Rate Schedule online
- Each service includes the **Payment Processing Required Documentation** that list what is required when submitting invoicing for payment

Service	Service Item Code	Per Unit of Measure (Client, Hour, etc)
Traditional Supported Employment	05520	Service Identification
	05521	Job Development
	05522	Training & Initiation of Ongoing Support
	05523	Stabilization
	05524	Service Completion & Transition to Extended Services
Definition of Service: Supported Employment is competitive integrated employment for individuals with the most significant disabilities for whom integrated competitive employment has not traditionally occurred or for whom integrated competitive employment has been interrupted or intermittent as a result of a significant disability; and who, because of the significance of their disability, need intensive support services; and extended support services in order to perform such work.		
NOTE: A supported employment payment invoice will be completed by the provider and submitted to the VR counselor in accordance with the SE payment procedures guideline located in Appendix K.		
Travel provisions not allowed for this service.		
Payment Processing Required Documentation: Signed Traditional Supported Employment Invoice from GVRA website with Full Attestation Statement uploaded to the Vendor Portal. Monthly Progress Report needs to be emailed to the referring Counselor For Additional Information Refer To The Provider Guidelines Manual Reference#: 6006.00		

Service	Service Item Code	Per Unit of Measure (Client, Hour, etc)
Traditional Supported Employment	05520-NEW	Service Identification & Extended Services Agreement
	05521-NEW	Job Development / Placement
	05522-NEW	Training & Initiation of Ongoing Support
	05523-NEW	Training & Initiation of Stabilization
	05524-NEW	Service Stabilization
Definition of Service: Supported Employment is competitive integrated employment for individuals with the most significant disabilities for whom integrated competitive employment has not traditionally occurred or for whom integrated competitive employment has been interrupted or intermittent as a result of a significant disability; and who, because of the significance of their disability, need intensive support services; and extended support services in order to perform such work.		
NOTE: A supported employment payment invoice will be completed by the provider and submitted to the VR counselor in accordance with the SE payment procedures guideline located in Appendix K.		
Travel provisions not allowed for this service.		
Payment Processing Required Documentation: Signed Traditional Supported Employment Invoice from GVRA website with Full Attestation Statement uploaded to the Vendor Portal. Monthly Progress Report needs to be emailed to the referring Counselor For Additional Information Refer To The Provider Guidelines Manual Reference#: 6006.00		

New Customized Supported Employment Invoice

Identifying Information

CUSTOMIZED SUPPORTED EMPLOYMENT INVOICE		Clear Form
FROM: <input type="text"/> (Service Provider Representative)	TO: <input type="text"/> (Vocational Rehabilitation Program)	
PROVIDER NAME: <input type="text"/>	DATE: <input type="text"/>	
PROVIDER INVOICE #: <input type="text"/>	VR AUTHORIZATION #: <input type="text"/>	
RE: SUPPORTED EMPLOYMENT SERVICES		
The following is a request for Supported Employment Services for: Client Name: <input type="text"/> VR Client ID: <input type="text"/>		
\$ <input type="text"/>	05540-Service Identification- <i>(Use only if client plan started prior to 2/1/2024)</i> <i>(\$300 is encumbered with 110 funds)</i>	Service Begin Date: <input type="text"/>
Determination of the need for Supported Employment is completed. The Supported Employment Services Agreement form is completed with the VR Counselor and the client. The services and strategies have been identified based on the needs of the client.		
\$ <input type="text"/>	05540-Service Identification & Extended Services Agreement <i>(NEW)</i> <i>(\$300 authorized with 110 funds prior to this phase)</i>	Service Begin Date: <input type="text"/>
Determination of the need for Supported Employment is completed, and the services & strategies have been identified based on the client's needs. The "Service Identification and Extended Services Agreement" form is completed with the VR Counselor, Provider, & the client.		
\$ <input type="text"/>	05541-Discovery Assessment & Profile- <i>(Use only if client plan started prior to 2/1/2024)</i> <i>(\$2,000.00)</i>	Service Begin Date: <input type="text"/>
The provider completes a comprehensive, individualized, local community-based discovery process and provides to the VR counselor a vocational profile of client that meets customized employment standards outlined in contract.		
\$ <input type="text"/>	05541-Discovery Assessment & Profile- <i>(NEW)</i> <i>(\$2,000 authorized with 110 funds prior to this phase)</i>	Service Begin Date: <input type="text"/>
The provider completes a comprehensive, individualized, local community-based discovery process and provides to the VR counselor a vocational profile of client that meets customized employment standards outlined in contract.		
\$ <input type="text"/>	05542-Discovery Profile Meeting- <i>(Use only if client plan started prior to 2/1/2024)</i> <i>(\$300.00)</i>	Service Begin Date: <input type="text"/>
The provider convenes a discovery profile meeting with the customized team comprised of paid and non-paid people important to the client's customized employment development process. The aim of this meeting is to further job creation and negotiation.		
\$ <input type="text"/>	05542-Discovery Profile Meeting <i>(NEW)</i> <i>(\$300.00 authorized with 110 funds prior to this phase)</i>	Service Begin Date: <input type="text"/>
The provider convenes a discovery profile meeting with the customized team comprised of paid and non-paid people important to the client's customized employment development process. The aim of this meeting is to further job creation and negotiation.		
\$ <input type="text"/>	05543-Job Development- <i>(Use only if client plan started prior to 2/1/2024)</i> <i>(\$1,500.00)</i>	Service Begin Date: <input type="text"/>
Job Creation/Negotiation is provided to assist in seeking and securing employment for the client. Job Creation/Negotiation will be done based on the chosen vocational goal of the client. Job Creation/Negotiation may be repeated, including the payment, in the event that a placement fails. Repeating job development is done at the discretion of the VR Counselor.		
\$ <input type="text"/>	05543-Job Creation/Negotiation <i>(NEW)</i> <i>(\$2,000.00 authorized with 110 funds prior to this phase)</i>	Service Begin Date: <input type="text"/>
Job Creation/Negotiation will be done based on the chosen vocational goal of the client. Job Creation/Negotiation may be repeated, including the payment, in the event that a placement fails. Repeating Customized Job Creation / Negotiation is at the discretion of the VR Counselor.		
\$ <input type="text"/>	05544-Training & Initiation of Ongoing Support- <i>(Use only if client plan started prior to 2/1/2024)</i> <i>(\$2,425.00)</i>	Service Begin Date: <input type="text"/>
Authorization & Invoice (A & T) will be encumbered in the amount of \$2,425.00 to the provider for the initiation of Training and On-going supports. This phase MAY begin ONCE the client is on the employer's payroll and BEGINS RECEIVING ON-GOING SUPPORTS/job coaching.		
\$ <input type="text"/>	05544-Training & Initiation of Ongoing Support <i>(NEW)</i> <i>(\$2,412.50 authorized with Supported Employment funds prior to this phase)</i>	Service Begin Date: <input type="text"/>
This phase begins once the client is on the employer's payroll and begins receiving on going supports/training/job coaching. The minimum time is 45 days.		

Identifying Information		
<input type="text"/>	<input type="text"/>	<input type="text"/>
PROVIDER NAME:	PROVIDER INVOICE #:	VR AUTHORIZATION #:
\$ <input type="text"/>	05545-Stabilization- <i>(Use only if client plan started prior to 2/1/2024)</i> <i>(\$1,500.00)</i>	Service Begin Date: <input type="text"/>
Once ON-GOING SUPPORTS/job coaching for the client has diminished to only 30 percent, payment of \$1,500.00 will be made upon entry into VR Employed status.		
\$ <input type="text"/>	05545-Training & Initiation of Stabilization <i>(NEW)</i> <i>(\$2,412.50 authorized with Supported Employment funds after this phase is complete)</i>	Service Begin Date: <input type="text"/>
This phase is complete when job coaching and related interventions have decreased to a level necessary to maintain the person in employment. Pay stub/wage documentation from the employer should be submitted by the provider or client. The minimum time frame for this phase is 45 days.		
\$ <input type="text"/>	05546-Service Completion & Transition to Extended Services <i>(Use only if client plan started prior to 2/1/2024)</i> <i>(\$2,825.00)</i>	Service Begin Date: <input type="text"/>
Authorization & Invoice (A/T) for payment of \$2,825.00. Payment will be issued when the client is transitioned to Extended Services. A written Extended Services plan shall be in place prior to or at the time of this payment.		
\$ <input type="text"/>	05546-Stabilization <i>(NEW)</i> <i>(\$1,000 authorized with Supported Employment funds at 45 days into this phase)</i>	Service Begin Date: <input type="text"/>
This is a final payment to the provider after the client has been in Extended Service for a minimum of 45 days.		
Phases (excluding Services Identification) may be repeated at the discretion of the VR Counselor.		
I hereby attest that this information is true, accurate, and complete and understand that any falsification, omission, or concealment of material fact may subject me or the represented organization to administrative, civil, or criminal liability. Furthermore, I am a duly authorized representative to sign such agreement for the party I represent.		
I understand that in order to be reimbursed for the rendering of services, I must submit an invoice packet(s) in accordance with the approved written authorizations, rate schedule, and the GVRA/VR Provider Guidelines Manual within 30 days of the completion of the services being provided. I understand that all invoices must match or be less than the written service authorization.		
Service Provider Representative Signature: <input type="text"/>		Date: <input type="text"/>



To prevent payment rejections always include the Identifying Information at the top of the second page

Customized Supported Employment Fee/Rate Schedule

- The Fee/Rate Schedule can be found on the GVRA Provider Resources webpage.
- The Annex B in each contract does not include the fee amount but can be found on the Fee/Rate Schedule online
- Each service includes the **Payment Processing Required Documentation** that list what is required when submitting invoicing for payment

Service	Service Item Code	Per Unit of Measure (Client, Hour, etc)
Customized Supported Employment	05540	Service Identification
	05541	Discovery/Profile
	05542	Profile Meeting
	05543	Job Development
	05544	Training & Initiation of Ongoing Support
	05545	Stabilization
	05546	VR Service Completion & Transition to Extended Services
Definition of Service: A person-centered approach of supported employment services. It is a process-driven concept with four required components: Discovery, Customized Employment Planning, Job Development and Negotiations and On-going Supports.		
NOTE: A customized supported employment payment invoice will be completed by the provider and submitted to the VR counselor in accordance with the SE payment procedures guideline located in Appendix K.		
Travel provisions not allowed for this service.		
Payment Processing Required Documentation: Signed Traditional Supported Employment Invoice from GVRA website with Full Attestation Statement uploaded to the Vendor Portal. Monthly Progress Report needs to be emailed to the referring Counselor		
For Additional Information Refer To The Provider Guidelines Manual Reference#: 6008.00		

Service	Service Item Code	Per Unit of Measure (Client, Hour, etc)
Customized Supported Employment	05540-NEW	Services Identification & Extended Services Agreement
	05541-NEW	Discovery Assessment & Profile
	05542-NEW	Discovery Profile Meeting
	05543-NEW	Job Creation / Negotiation
	05544-NEW	Training & Initiation of Ongoing Support
	05545-NEW	Training & Initiation of Stabilization
	05546-NEW	Stabilization
Definition of Service: A person-centered approach of supported employment services. It is a process-driven concept with four required components: Discovery, Customized Employment Planning, Job Development and Negotiations and On-going Supports.		
NOTE: A customized supported employment payment invoice will be completed by the provider and submitted to the VR counselor in accordance with the SE payment procedures guideline located in Appendix K.		
Travel provisions not allowed for this service.		
Payment Processing Required Documentation: Signed Traditional Supported Employment Invoice from GVRA website with Full Attestation Statement uploaded to the Vendor Portal. Monthly Progress Report needs to be emailed to the referring Counselor		
For Additional Information Refer To The Provider Guidelines Manual Reference#: 6008.00		

New IPS Supported Employment Invoice

Identifying Information



IPS SUPPORTED EMPLOYMENT INVOICE		Clear Form
FROM: (Service Provider Representative)	TO: (Vocational Rehabilitation Program)	
PROVIDER NAME:	DATE:	
PROVIDER INVOICE #:	VR AUTHORIZATION #:	
RE: SUPPORTED EMPLOYMENT SERVICES		
The following is a request for Supported Employment Services for: Client Name: VR Client ID:		
\$	05530-Service Identification- (Use only if client plan started prior to 2/1/2024) (Services Identification, \$300) Determination of the need for Supported Employment is completed, and the services & strategies have been identified based on the client's needs. The Supported employment Services Agreement form is completed with the VR Counselor, Provider, & the client.	Service Begin Date:
\$	05530-Service Identification & Extended Services Agreement (NEW) (\$300 authorized with 110 funds prior to this phase) Determination of the need for Supported Employment is completed, and the services & strategies have been identified based on the client's needs. *The Service Identification and Extended Services Agreement form is completed with the VR Counselor, Provider and the Client.	Service Begin Date:
\$	05531-Job Development- (Use only if client plan started prior to 2/1/2024) (Job Development \$1,500.00) Job Development is provided to assist in seeking and securing employment for the client. Job Development will be based on the chosen vocational goal of the client. Job Development may be repeated, including the payment, in the event a placement fails. Repeating job development is at the discretion of the VR Counselor.	Service Begin Date:
\$	05531-Job Development/Placement (NEW) (\$2,000 authorized with 110 funds prior to this phase) Job Development will be based on the chosen vocational goal of the client. Job Development may be repeated, including the payment, in the event that a placement fails. Repeating Job Development / Placement is at the discretion of the VR Counselor.	Service Begin Date:
\$	05532-Training & Initiation of Ongoing Support- (Use only if client plan started prior to 2/1/2024) (\$2,000.00) Authorization & Invoice (A & I) will be encumbered to the provider for the initiation of Training and On-going supports. This \$2,000.00 payment will be made at the beginning of the Training & On-going Support phase. This phase begins once the client is on the employer's payroll and begins receiving on going supports/training/job coaching.	Service Begin Date:
\$	05532-Training & Initiation of On-going Support (NEW) (\$2,412.50 authorized with Supported Employment funds after this phase is complete) This phase begins once the client is on the employer's payroll and begins receiving on going supports/training/job coaching. The minimum time frame for this phase is 45 days.	Service Begin Date:
\$	05533-Stabilization- (Use only if client plan started prior to 2/1/2024) (\$1,500.00) The Stabilization payment of \$1500.00 will be paid once on-going supports/job coaching for the client has diminished to only 20% of the original amount of support. This will be paid at entry into VR's Employed case status. Determination of stabilization will be at the discretion of the VR counselor.	Service Begin Date:
\$	05533-Training & Initiation of Ongoing Support (NEW) (\$2,412.50 authorized with Supported Employment funds prior to this phase) This phase begins once the client is on the employer's payroll and begins receiving on going supports/training/job coaching. The minimum time for this phase is 45 days.	Service Begin Date:
\$	05534-VR Services Completion & Transition to Extended Services (Use only if client plan started prior to 2/1/2024) (2,825.00) Authorization & Invoice (AI) for payment of \$2,825.00 will be issued when the client is transitioned to Extended Services. Paystub/wage documentation from the employer should be submitted by the provider. A written Extended Services Plan shall be in place prior to or at the time of this payment.	Service Begin Date:
\$	05534-Service Stabilization (NEW) (\$1,000 authorized with Supported Employment funds at 45 days into this phase) This is a final payment to the provider after the client has been in Extended Service for a minimum of 45 days.	Service Begin Date:
<p>Phases (excluding Service Identification) may be repeated at the discretion of the VR Counselor</p> <p>I hereby attest that this information is true, accurate, and complete and understand that any fabrication, omission, or concealment of material fact may subject me or the represented organization to administrative, civil, or criminal liability. Furthermore, I am a duly authorized representative to sign such agreement for the party I represent.</p> <p>I understand that in order to be reimbursed for the rendering of services, I must submit an invoice packet(s) in accordance with the approved written authorizations, rate schedule, and the GVR/VR Provider Guidelines Manual within 30 days of the completion of the services being provided. I understand that all invoices must match or be less than the written service authorization.</p> <p>Service Provider Representative Signature: Signature Date: Date</p>		

Date Service Begin



Phases



Attestation Statement



IPS Supported Employment Fee/Rate Schedule

- The Fee/Rate Schedule can be found on the GVRA Provider Resources webpage.
- The Annex B in each contract does not include the fee amount but can be found on the Fee/Rate Schedule online
- Each service includes the **Payment Processing Required Documentation** that list what is required when submitting invoicing for payment

Service	Service Item Code	Per Unit of Measure (Client, Hour, etc)
Individual Placement & Support (IPS)	05530	Service Identification
	05531	Job Development
	05532	Training & Initiation of Ongoing Support
	05533	Stabilization
	05534	Service Completion & Transition to Extended Services
Definition of Service: IPS is an evidenced-based model of supported employment, indicating it is a well-researched and well-defined approach to support people with serious mental illness return to work. The IPS approach is based on eight principles (1) Zero Exclusion, (2) Competitive Employment, (3) Rapid Job Search, (4) Systematic Job Development, (5) Worker Preference, (6) Time Unlimited supports, (7) Integrated Services, and (8) Benefits Planning (https://ipsworks.org/). NOTE: An individual placement and support payment invoice will be completed by the provider and submitted to the VR counselor in accordance with the SE payment procedures guideline located in Appendix K.		
Travel provisions not allowed for this service.		
Payment Processing Required Documentation: Signed Traditional Supported Employment Invoice from GVRA website with Full Attestation Statement uploaded to the Vendor Portal. Monthly Progress Report needs to be emailed to the referring Counselor		
For Additional Information Refer To The Provider Guidelines Manual Reference#: 6007.00		

Service	Service Item Code	Per Unit of Measure (Client, Hour, etc)
Individual Placement & Support (IPS)	05530-NEW	Services Identification & Extended Services Agreement
	05531-NEW	Job Development / Placement
	05532-NEW	Training & Initiation of Ongoing Support
	05533-NEW	Training & Initiation of Stabilization
	05534-NEW	Service Stabilization
Definition of Service: IPS is an evidenced-based model of supported employment, indicating it is a well-researched and well-defined approach to support people with serious mental illness return to work. The IPS approach is based on eight principles (1) Zero Exclusion, (2) Competitive Employment, (3) Rapid Job Search, (4) Systematic Job Development, (5) Worker Preference, (6) Time Unlimited supports, (7) Integrated Services, and (8) Benefits Planning (https://ipsworks.org/). NOTE: An individual placement and support payment invoice will be completed by the provider and submitted to the VR counselor in accordance with the SE payment procedures guideline located in Appendix K.		
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For Additional Information Refer To The Provider Guidelines Manual Reference#: 6007.00		

GVRA Provider Resources Website

<https://gvs.georgia.gov/vocational-rehabilitation/provider-management/provider-resources>

- Visit gvs.ga.gov
- Proceed to Quick Links click Providers and Prospective Providers
- You should be on the Provider Resources Page
- Continue to proceed to the Invoicing and Documents Section
- Click Supported Employment Invoices link
- Select the correct SE Invoice for service rendered



Closure

- After 90 days minimum in Stabilization phase, the GVRA file will close.
- The Counselor will communicate the closing date to the original provider

Georgia Vocational Rehabilitation Agency

October 30, 2024

Supported Employment Training

Provider Management

providermanagement@gvs.ga.gov

