

Supported Employment Processes and Procedures For Services and Payment (Traditional & IPS)

Phase	Description	Payment Amount
Services Identification	Before the initiation of Supported Employment, the provider, the client/supported worker, and the VR Counselor meet to review the client's needs to determine the services and strategies to facilitate successful employment outcome.	\$300.00
Job Development	At completion of Services Identification the Provider begins Job Development to assist in seeking and securing employment for the client. Job Development will be done based on the chosen vocational goal of the client. Job Development may be repeated, including the payment, in the event that a placement fails. *	\$1,500.00
Training & Initiation of Ongoing Supports	This phase begins once the client is on the employer's payroll and is receiving on-going supports (VR status <u>Service-E</u>). On-Going supports include but are not limited to Job Coaching on the work site, Coaching off the work site, Coordination of Natural Supports, development and coordination of work place Accommodations and other individualized supports as needed. This phase will last no less than 30 days. *	\$2,000.00
Stabilization	This phase will begin when the client stabilizes in employment and the on-going support from the job coach/Employment Specialist is less than 20%. The case will be moved to VR status <u>Employed</u> as the client is competitively employed at an integrated setting. The development of the Extended Services Plan begins at this phase. The provider, the supported worker/client and the VR counselor have reached this decision together. The provider will then submit an Invoice for stabilization. The final decision for payment of Stabilization is at the discretion of the counselor. *	\$1,500.00
VR Services Completion & Transition to Extended Services	This payment is made when the client has maintained stabilization for at a minimum of 30 days; client is substantially meeting the hourly work goal on the Work Plan and counselor, client, employer, and provider agree client is performing satisfactorily. The Extended Services Plan is completed and signed. Case is transitioned to extended services. *	\$2,825.00

**Repeating this payment is done at discretion of VR Counselor*

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Services Identification Meeting

The provider, the client, and the VR representative shall meet to review the needs of the individual to pursue employment and associated services and strategies. This meeting will be part of the needs assessment determination by VR and the Provider. The parties involved will meet to outline the services and strategies needed for the individual to secure and sustain employment; these will be documented on the *Service Identification and Agreement form* completed by the counselor). Following the completion of the meeting, the provider will submit an invoice. This will be at status Eligible or Service. Authorization for \$300.00 will be initiated with the actual payment disbursement to be determined by the VR Counselor. Once initiated, Service Identification will be ongoing as services are delivered and strategies and supports adjusted to meet the needs of the client/Supported Worker.

Job Development

Upon completion of initial Services Identification the VR counselor will authorize payment of \$1,500.00 to the provider for Job Development and Placement. The provider will assist the client with job development and placement. Job development and placement activities should be driven by the client's vocational goal. (Client Choice) In the event that the client loses their job this process and payment may be repeated at the discretion of the VR counselor.

Training & the Initiation of Ongoing Supports

This phase begins once the client is on the employer's payroll and is receiving training and On-Going Supports (Status Service E). Training and On-Going supports include but are not limited to Job Coaching on the work site, coaching off the work site, coordination of Natural Supports, development and coordination of work place accommodations and other individualized supports as needed. At this point, the provider will submit an Invoice for the training and on-going support to be provided. The VR counselor will authorize payment of \$2,000.00 to the provider for on-going support, with consultation with the work team as needed. Repeating this payment is at the discretion of the VR Counselor.

Stabilization

Stabilization occurs when the individual's work performance reaches a performance level acceptable to the employer, and the job coaching and related ongoing support services have diminished to the level necessary to maintain the individual in employment. This phase will begin when support from the job coach/Employment Specialist has faded to 20% of the original supports. The case will be moved to status Employed as the client is competitively employed at an integrated setting. The provider, the supported worker/client and the VR counselor have reached this decision together. The provider will then submit an Invoice for stabilization. The VR counselor will authorize payment of \$1,500.00 to the provider, with consultation with the work team as needed. The final determination for achieving Stabilization is at the discretion of the counselor. The development of Extended Services plan begins in this phase. Repeating this phase is at the discretion of the VR Counselor.

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VR Services Completion and Transition to Extended Services

This phase will begin when the client has maintained a minimum of 30 days of stabilization. The counselor, client, employer, and job coach agree client is performing work satisfactorily and the Extended Services plan has been completed; the case is transitioned to Extended Services. The VR Counselor will authorize payment of \$2,825.00 Wage Documentation (2) from the employer should be submitted by the provider. The provider agrees to provide extended services for the duration of the individual's employment. Repeating this payment is at the discretion of the VR counselor.