

**4003.00      EXTENDED EMPLOYMENT TRANSITIONAL SERVICE – Provider Guidelines**  
(CSPM 488.0.00)

**4003.01      Description of Service**

**Extended Employment Transitional Service (EETS) is a structured employment program in a non-integrated setting for persons with significant disabilities.**

**The focus of the program is to enhance the employment skills of the client. Clients receive initial service from Community Rehabilitation Programs (CRP's) with the ultimate goal to transition clients into competitive or supported employment in the community.**

**4003.02      Provider Information**

In order for EETS to be provided, the service must meet the definition of Extended Employment. That is:

- A. It must be work activities in a non-integrated or sheltered setting
- B. It must be provided by a CRP (facility)
- C. The organization must provide reimbursement in accordance with the Fair Labor Standards Act

**4003.03      Provider Qualifications**

EETS providers must meet one of the following qualifications:

- A. A Master's degree in vocational rehabilitation or a counseling-related field that may include, but is not limited to degrees in rehabilitation, education, special education, social work or psychology
- B. A Bachelor's degree in vocational rehabilitation or a counseling-related field that may include, but is not limited to degrees in rehabilitation, education, special education, social work or psychology and one year experience in counseling, linking with community resources, special education or instruction
- C. An Associates degree in a vocationally related field, such as, but not limited to degrees in rehabilitation, education, special education, social work or psychology and two years experience in counseling, linking with community resources, special education or instruction
- D. An individual who works under the direct, on-site supervision of an individual with a Master's or Bachelor's degree as listed above

**Note: Qualifying Documentation - Providers will submit documentation to determine if they meet the standards for potential suppliers.**

**The Provider Relations Specialist is responsible for determining whether providers meet qualifications.**

#### **4003.04 Process for Outsourcing**

It is the VRP staff's responsibility to determine when new EETS clients are to be referred.

#### **4003.05 General and Specific Standards**

##### **A. Timeliness**

The Provider must notify the VRP staff within five (5) business days of receipt of referral regarding whether or not they will accept the referral.

Services are ongoing and the individual is evaluated by the CRP for potential for competitive or supported employment. Monthly reports are required to show progressive development until the client's case is closed. The completed monthly programmatic report and the client's monthly progress report must be received by the VRP staff by the tenth (10<sup>th</sup>) calendar day of the next month.

##### **B. Liability**

The provider must present a certificate of insurance as defined in the contract as required by the Georgia Vocational Rehabilitation Agency.

##### **C. Criminal Record Investigation**

Providers will be required to show evidence that a criminal record investigation has been requested in accordance with DHS/GVRA policy on all staff that provides direct services to VRP clients.

##### **D. General Requirements**

**Mobility** - Consideration should be given to the client's needs in determining an appropriate training location.

**Available Materials** – A list will be submitted by prospective providers of evaluative instruments with which they are competent and capable of administering and interpreting.

**Sample Product** - Providers will submit sample(s) of assessment reports, training reports and action plans to determine if client needs are being met.

E. **Report**

It is the provider's responsibility to ensure that the information in the report is easily discernible to the users and is staffed with the VRP staff prior to meeting with the client. All reports must be signed by the provider.

**Identifying Information**

- Client name
- Date of Birth
- Address
- Telephone Number
- Case Number
- Referring Vocational Rehabilitation Counselor
- Date of Referral, Evaluation, and Report
- Disability(s)

**Interventions** – Based on a person's goals and skills, the employment setting and the supports needed, assistive technology is provided within the context of reasonable accommodation.

**Achievement Level** – Based on the individual's employment objectives the person should receive only those services, which help him/her, achieve the desired outcomes.

F. **Fee**

Compensation for service is billed by units of measure, which are based on a range of days worked by the client during the month. The fees and units of measure are attached to the contract.