

**4004.00 JOB PLACEMENT SERVICES – Provider Guidelines**  
(CSPM 424.0.00)

**4004.01 Description of Service**

Job Placement Services are an array of services that facilitate the orderly transition of a client from training to an entry-level position in competitive employment within an integrated setting for a period of 90 days or more.

**4004.02 Provider Information**

Job Placement Services may include but are not limited to:

- Job site development
- Job placement
- Job retention
- Employer training

**4004.03 Provider Qualifications**

Providers delivering Job Placement services must possess one of the following qualifications:

- A. Providers of this service must meet the standards in 4002.01 (Community Rehabilitation Facility).
- B. The CRP must have current accreditation from its accrediting agency in
  - Community Employment Services: Job Development and Job Site Training under CARF or
  - Vocational Rehabilitation Services that includes job site development and job placement under NAC.

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

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

**4004.04 Process for Outsourcing**

It is the VRP staff's responsibility to determine when Placement Services should be purchased.

The VR Counselor is in charge of the client's case and determines if the client needs the service and which placements would be appropriate for the client.

The Counselor and Provider Staff, via a referral and staffing for placement, must determine which agency will be the lead agency in pursuing placement for the client.

Placement plans will be developed by the VR Employment Specialist; and the Provider plan will align with the VR plan.

All clients considered for job placement must be VR clients who have been referred to the Provider and have been receiving other service(s) from the Provider.

The Provider will provide to the VR Counselor notification of job/position acquired and wage and benefits at placement and at 90 days.

There must be a single point of contact for the employer, either the Provider or a VR staff member.

Job Placement Service is not intended for clients in Supported Employment service, which is a significantly different service.

A referral for Job Placement Services can only be made once within an eighteen-month period.

Clients who do not make 90 days of employment will be placed again at no additional charge. The VR Counselor can discontinue this service at any time, if determined appropriate.

Job Coaching will be available to support Job Placement services, if referred and authorized by the VR Counselor.

#### **4004.05 General and Specific Standards**

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

Supporting documentation must be submitted with the monthly invoice by the 10<sup>th</sup> calendar day of the following month.

##### **B. The facility must have a written policy which incorporates those terms contained in the VRP policy.**

##### **C. Liability**

The provider must present a certificate of insurance as defined in the contract or service agreement as required by the Georgia Vocational Rehabilitation Agency (GVRA).

##### **D. 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.

**E. Report**

A Monthly Placement Progress Report must be submitted to the VR Counselor by the 10<sup>th</sup> calendar day of the following month, or when a significant event has occurred.

**F. General Requirements**

**Mobility - Consideration** should be given to the client's needs in determining an appropriate location for providing job placement

**Training/Service Materials - Providers** will submit a list of training/service materials that will be used in providing this service.

**Sample Product - Providers** will submit sample copies of employment plans, employment reports and retention reports.

**G. 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 client's goals and skills, the training site, and the supports needed, assistive technology is provided within the context of reasonable accommodations.

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

**F. Fee**

The milestone fees are non-negotiable.