



<b>Policy No.</b> 309	<b>Subject:</b> Supported Employment Services
<b>Section:</b> Services	<b>Revised:</b> 11/2018
<b>Signature:</b> Brandy McOmber, Resource Manager	<b>Version:</b> FINAL

**1. DESCRIPTION**

Supported employment services are ongoing support services, including customized employment, and other appropriate services needed to support and maintain a job candidate with a most significant disability (MSD). These services are made available to assist job candidates to achieve competitive integrated employment. Once a job candidate is placed on a job, supported job coaching services are allowable for a period of time not to exceed 24 months, unless the job candidate and the rehabilitation counselor jointly agree to extend the time to achieve the employment outcome identified in the [Individualized Plan for Employment \(IPE\)](#).

**2. SCOPE OF SERVICES**

Development of the IPE for supported employment requires the identification of the extended supports to be provided. Please refer to [Individualized Plan for Employment](#) for further IPE requirements. As the job candidate often has not yet obtained employment at the time of plan development, the plan for natural supports is developed once employment is obtained. Once it is completed, the plan for natural supports should be attached to the IPE-3.

**Provisions for Students in High School:** Students with a MSD that require intensive supports and are still in the career exploration phase of their transition program receive supported short-term paid work experiences from an instructional trainer. This is considered a component of the Individualized Education Program (IEP) and services would therefore be arranged through the school district. IVRS can authorize employer development services during this process. Once a student that requires intensive supports has identified their career goal, supported employment services may begin. These services may be provided as early as necessary and are arranged through IVRS.



Extended supports should be discussed early with the student to assure these services are secured by the student's graduation date.

A student may be stabilized on the job prior to graduation, at which time the extended supports are then provided thereby allowing the case to be considered stabilized and then closed 90 days after graduation. IVRS staff are expected to focus on job stability and the quality of the stability and not rush to stabilization so that the individual can retain the job into his/her adult life. For more information, refer to [Serving Students in Transition](#).

**Supported Job Coaching:** Are services that are needed to support and maintain an MSD job candidate in supported employment. These services must be specified in the IPE and arranged or funded by IVRS from the time of job placement until transition to extended supports. The supported job coaching must consist of:

- a. An assessment of employment stability and provision of specific services or coordination of services at or away from the worksite that are needed to maintain stability;
- b. Any assessment supplementary to the comprehensive assessment of rehabilitation needs;
- c. The provision of skilled job coaches who accompany the individual for intensive job skill training at the work site;
- d. Job development and social skills training;
- e. Regular observation or supervision of the individual at work;
- f. Follow-up services, including regular contact with the employers, team members, and other suitable professional and informed advisors in order to reinforce and stabilize the job placement;
- g. Facilitation of natural supports at the worksite; and
- h. Any other service in the IVRS scope of services or similar service to those described.

These services must be provided in accordance with the requirements listed within the Description section of this policy.



IVRS staff, with help from partners, must obtain a commitment from the funding source to provide, at a minimum, twice-monthly monitoring of these services at the work site to assess employment stability. If it is determined in the IPE that off-site monitoring is most appropriate, then documentation on the appropriate forms must demonstrate that it is occurring. It must, at a minimum, consist of two meetings with the individual and one contact with the employer each month. The IVRS counselor must assure that the plan of natural supports is implemented.

**Developing a Plan for Natural Supports:** A discussion regarding the need for a plan for natural supports should begin at the time of plan development so the job candidate's team recognizes the importance of the natural supports. Once a job is obtained, the development process for the plan for natural supports should begin. This plan must be developed and implemented prior to considering the job candidate stabilized on the job. Developing a plan must be well-documented. Refer to [Natural Supports Plan](#) for items that must be addressed in the plan for natural supports.

**Extended Supports:** Are ongoing follow-along services that are required after at least 90 days of stabilized employment. These services are provided by a state agency, a private nonprofit organization, an employer, or any other appropriate resource, after an individual has made the transition from supported job coaching services from IVRS. The funding source for this service is any organization other than IVRS that makes the commitment. The financial support for the extended supports is paid from funds other than those received from the State and Federal VR program.

**Extended Supports for Youth with Disabilities:** In some circumstances, a youth who requires extended supports after achievement of a supported employment goal in a competitive integrated environment may require IVRS to fund those services when they are on the waiting list for a waiver. After the youth graduates from high school, if the job is stable and consistent with the IPE and the youth is on the waiver waiting list, IVRS can fund the extended supports on a time-limited basis. These services are provided at a rate of up to two hours (8 units) per month and are only provided when the natural supports plan has been implemented and supervisory approval is obtained. In no



circumstance may extended supports be funded for more than four years, or when the job candidate is age 25 or older.

- a. After six months, the case must be reviewed and evaluated to determine if continued funding is necessary and supervisory approval is obtained each time it is evaluated. This process continues every six months until one of the following conditions is met:
  - i. The service is no longer needed;
  - ii. Another funding source is identified;
  - iii. The service has been funded for four years; or
  - iv. The youth's 25<sup>th</sup> birthday.
- b. The IVRS case record may not be closed successfully, even if the employment stabilized, until the extended supports have transitioned to the Medicaid waiver or other public/private funding for 90 days. A plan of natural supports should be implemented simultaneously with the extended supports.
- c. For youth age 24 and younger, and for whom waiver funding had not yet been sought at the time the plan for supported employment was first developed, IVRS staff will discuss the options of extended supports funding:
  - i. Private pay
  - ii. Waiver funding
  - iii. PASS Plan
  - iv. IRWE
  - v. Regional funding
  - vi. Other

IVRS staff will provide the necessary information and referral to the youth and his/her representative so they apply for waiver funding. Assisting the youth to complete the application process is critical in these situations so that by the time the program of supported employment stabilizes, he/she will have the waiver available.

### 3. EXCEPTIONS

- a. Paying for more than 8 units per month of extended supports.



- b. Exceeding the limits established in the Menu of Services Manual or using a non-approved facility.
- c. Using an individual who is not employed by a CRP or does not hold the Employment Specialist Certificate but has the education and training on how to teach and instruct.

#### 4. APPLICABLE FORMS

- a. [CRP Stipend Worksheet](#)
- b. [Customized Employment Services](#)
- c. [Discovery Plan Section II](#)
- d. [Discovery Team Meeting Dialogue Section II](#)
- e. [Employment Analysis Section I](#)
- f. [Employment Analysis Section III](#)
- g. [Job Development Log](#)
- h. [Job Follow-Up Form](#)
- i. [Job Development Monthly Report](#)
- j. [Non-Supported Employment Job Coaching](#)
- k. [Occupational Skills Training Progress Report](#)
- l. [Positive Personal Profile](#)
- m. [Supported Employment Job Coaching Services](#)
- n. [Supported Employment Placement Agreement Section IV](#)
- o. [Request for Exception to Policy](#)