**Subject: Supported Employment (SE) Program Checklist and Case Example** Originator: M. Teng (Simms) /x64825

To: BA’s, SSO From: VRA Date: 7/24/17 Memo No. 1

**SUPPORTED EMPLOYMENT** (SE):

The term “supported employment” means competitive integrated employment in an integrated work setting in which individuals are working on a short-term basis toward competitive integrated employment that is individualized and customized consistent with the strengths, abilities, interests and informed choice of the individuals involved, for individuals with the most significant disabilities.

**ELIGIBILITY CONSIDERATIONS**:

* Must determine and document the consumer meet’s MSD criteria
* Must determine if the consumer requires intensive SE services such as job-coaching and other on the job supports that will eventually fade out so they can achieve CIE

**SE program targets consumers:**

* For whom competitive integrated employment has not historically occurred; or (ii) for whom competitive integrated employment has been interrupted or intermittent as a result of a significant disability; and who, because of the nature and severity of their disability, need intensive supported employment services and extended services to eventually achieve CIE.
* Supported employment must be identified as the appropriate employment outcome based on a comprehensive assessment of rehabilitation needs and an evaluation of rehabilitation, career, and job needs.
* Must ensure “Extended Services” will be available and eventually in place and document those resources for long term/sustainable CIE outcome PRIOR to enrollment into SE

**IPE CONSIDERATIONS:**

* IPE must include all SE/on-the-job support services are included and signed off on the IPE PRIOR to providing any of those SE services
* IPE must identify the Extended Services and sources needed for long-term, on-going, support
* IPE is still the comprehensive plan for ALL VR services so needs to include regular VR services
* General VR funds may also be used to provide supported employment services
* Time limited; VR can provide SE services for a period of time not to exceed 24 months unless under special circumstances the eligible individual and the rehabilitation counselor jointly agree to extend the time to achieve the employment outcome identified in the individualized plan for employment.
* Youth (under the age of 25) with MSD, may receive VR funds to cover extended services for up to 48 months
* or until they turn 25 For SE services to be utilized, they must support the job and occur after job placement

**CLOSURE CONSIDERATIONS:**

When intensive skills training and support are completed and the new employee is stable on the job, the VR counselor, participant, and CRP or VR placement staff should agree on a transition to extended services. Issues to include:

* Has the individual reached a maximum level of work performance in a competitive integrated employment setting?
* Has the agreed-upon hourly work goal been reached?
* Has job coaching and other follow along services decreased to a level necessary to maintain the individual in employment?
* Once the transition to extended services has taken place, the VR case starts moving toward a successful closure (usually after 90 more days of stable employment).
* The person has received up to 24 months\* of VR SE services (usually job placement, training, support), OR
* The person has transitioned to extended support services financed by another funding source\*\*, AND
* The person has achieved stability for at least 90 days after transitioning to extended support services, AND
* The person is in a job that matches their strengths, abilities, interests, and informed choice

\* \*

**SE Case Example:**

“Bob” is a 21 year old man who is referred to VR from a local agency who provided services for individuals with developmental disabilities (DD). This individual has expressed interest in working in a “regular job”.

**VR Orientation:**

Bob participates in VR orientation to learn more about the program and services available. He then decides to apply for services and signs up for an intake.

**Intake:**

Bob meets with a VRC who makes an initial determination that this individual is interested in at least part time work in competitive integrated employment (CIE). The VRC also determines this individual meets the “Most Significant Disability” criteria and appears to be a good client for Supported Employment given the amount of needs, especially job coaching, in order to successfully transition into CIE. Bob has participated in Special Education Vocational Rehabilitation (SEVR) at school but has never been able to secure regular employment. The VRC is able to affirm that due to the severity of Bob’s disability he will need intensive supported employment services and extended services to eventually achieve CIE. This is accomplished based on a comprehensive assessment of rehabilitation needs and an evaluation of rehabilitation, career, and job needs.

The VRC is able to determine that Bob’s DD agency will be able to assist in providing long-term extended supports after VR fades out and no longer provides services. In addition, because Bob is a youth, he will be able to receive extended services from VR for up to 48 months or until he is 25 if needed. The VRC will be meeting with their DD agency provider to work for joint planning purposes so this is addressed in the IPE.

**IPE Development**

The VRC reviews the assessment information and information his partner DD agency is able to provide regarding Bob. The IPE includes the identification of goals associated with the longer-term job and number of hours work. In this case, Bob wanted to work about 20 hours per week and was hoping to be employed at an animal shelter or vet clinic so he could work with animals. There is a progressive series of positons in this field that were identified as potential future advancement for Bob. In this case, regular VR GP funds will be utilized to help pay for some pre-employment skill development for Bob before he begins work in a SE position in this area and prepare him for the first level for those type of positions. A provider is identified and agreed upon who can provide that skill development (again, this could be the DD provider if they are capable/qualified. The VRC consulted directly with Bob, his DD case-worker and family members to identify on-the job services and an appropriate provider who is capable of delivering these services. (Note, it might even be the DD provider….). In working directly with the DD provider, the IPE also includes the longer-term extended services and supports needed to help ensure Bob sustains employment.

The IPE is signed off after it’s reviewed by all parties involved, including Bob, his family and the DD agency and agreed upon.

**Services**

Services were provided as described in the IPE including the pre-employment skill development described in the prior section. Regular monthly reviews occurred monthly with Bob, the provider and DD case-manager to ensure adequate progress and adjustments were addressed as needed. In this case, Bob was having some difficulty on his first supported employment position and needed some additional on-the-job evaluation to help successfully transition to another SE positon which was described in the IPE amendment.

**Closure**

The 4 closure scenarios for “Bob” referenced in your “Extended Service and Case Closure” staff guidance can be blended in here.

**Extended/On-going follow-up type Services**

In the Case Closure scenario (above) where Bob goes to work and VR can close the case:

To ensure adequate services were in place after closure, the VRC met with Bob, his DD agency partner, provider and family members prior to actual case closure to review what the on-going services that are in place. Bob’s employer was also informed that he could contact the VRC regarding any serious issues that came up in case post-employment services might be needed in the future.

BA’s/Supervisors: Distribute and review with staff for clarity and consistency in implementation of procedures.

File in VR Services Supplement Manual – create new tab entitled “Supported Employment Program Checklist and Case Example”.

Supplemental ICFs to SE

SE Definitions and Practice under WIOA

Part 1. SE Eligibility and Planning

Part 2. SE Intensive Skills Training and Support

Part 3. SE Extended Services and Case Closure