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# FY 2015

# Employment Services Webinar Series

Bundled Job Placement Services

**Part 1 of 2**

This is a webinar for both DARS staff and DRS Providers.

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## Slide 1; Introduction

Welcome to the Employment Services Bundled Job Placement Webinar.

This webinar contains information on the Rehabilitation Policy Manual (RPM) and Standards for Providers (SFP) related to Bundled Job Placement Services implemented on December 16, 2014.

This is a webinar for both DARS staff and DARS Providers.

The webinar will provide an overview of the Bundled Job Placement services including

* service definitions,
* deliverables,
* forms,
* case studies, and
* examples.

## Slide 2; Subject Matter Experts

This slide lists the Subject Matter Experts for the webinar material. The Subject Matter Experts include:

Sue-Ellen Woodlief

Program Specialist for Community Rehabilitation Programs (CRP) and Employment Services.

Email address is [sue-ellen.woodlief@dars.state.tx.us](mailto:sue-ellen.woodlief@dars.state.tx.us)

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Jean Genevie

Program Specialist for Customized Employment and Vocational Rehabilitation

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Phone number is 512-424-4502

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## Slide 3; Narrator

This slide lists the narrator assisting in the delivery of the training. His name is Luke Stollings. Please do not contact Luke for policy and procedure questions.

## Slide 4; Requirements Prior to Viewing

Requirements prior to viewing this webinar:

You must watch the Non-Bundled Job Placement Services 2-part webinar prior to watching this webinar.

If you haven’t watched it yet, you can launch it from this link:

[**tiny.cc/esw2nba**](http://tiny.cc/esw2nba)

## Slide 5; Introduction

Getting Credit for Attendance (part 1)

Each DARS staff watching the webinar as a group needs to sign the Unit, Regional or Central Office sign-in sheet for each webinar in the series to gain credit for attendance.

If viewing the webinar individually at your desk, you will need to follow the link found on the last slide to get credit for attendance. Each DARS staff should take the evaluation survey after watching each webinar. The evaluation survey is being administered by DARS center for learning management or CLM. The results of the survey will assist us in identifying additional training needs.

CRP staff can view the trainings free of charge accessing the UNTWISE website. If the CRP Staff want to receive CEU credits they need to register with UNTWISE through on demand trainings, take the course test and pay any required fees.

## Slide 6; Introduction

Question and Answer

Subject Matter Experts will be available to answer questions after the webinar. As a unit or individual, call into one of the “Subject Matter Expert Calls” to discuss questions. If you are watching this webinar after the rollout, contact one of the “Subject Matter Experts” directly by email.

A FAQ (Frequently Asked Questions) handout will be compiled and be available after the webinars. It will be posted in the Counselor Toolbox, on the UNTWISE website and on the DRS Provider Manual and Forms webpage.

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## Slide 7; Introduction

During the webinar there will be questions to answer within each training section.

1. Read the question,
2. Please pause the webinar,
3. Answer the question, and
4. Continue the webinar.

## Slide 8; Introduction

**Webinar Topics**

Overview of Bundled Job Placement Services

* Section 1-Wage Employment Continuum and Diagrams for Bundled Job Placement Services
* Section 2-Overview of Bundled Job Placement Services
* Section 3-Benchmark Deliverables and Fees

## Slide 9; Introduction

This slide lists the Supplemental Handouts that will be referenced in the webinar:

RPM Section

* 9.9 Bundled Job Placement Services

SFP Section

* 8.6 Bundled Job Placement Services

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## Slide 10; Introduction

This slide lists the Supplemental Handouts that will be referenced in the webinar:

**Forms**

* DARS1831- Bundled Job Placement Services—Referral
* DARS1833-Bundled Job Placement Service Plan and Benchmark Status Report
* DARS1835-Bundled Job Placement Services—Support Summary

**Diagrams**

* Wage Employment Continuum
* DARS Staff Diagram for Bundled Job Placement Services

## Slide 11; Wage Employment Continuum

Section 1: Wage Employment Continuum and Diagrams for Bundled Job Placement Services.

## Slide 12; Wage Employment Continuum

When you look at this slide, you will notice a graphic that represents the “Poster” supplement handout titled Continuum of Wage Employment. I recommend you refer to this document in this and future webinars and add notes to it. The handout is to summary of all Employment Services related to a consumer gaining a job, earning a wage, and being paid by an employer. This document does not contain services related to training or to Self Employment.

In the upcoming slides we will review the contents in the “green” and “orange” columns.

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## Slide 13; Bundled Job Placement Services

This slide represents both the green and orange column of the Wage Employment Continuum – Bundled Job Placement Services.

There are no minimum or maximum hours of assistance, training, or support as long as the Job Placement Specialist provides the assistance, instruction and resources and/or tools the consumer requires to complete the deliverables for the following:

* Pre-employment Needs
  + - Data Sheet/Resume
    - Cover/Thank You Letter
    - References
* Job Searching
  + Job Application Completion
    - Pre-Employment Testing
  + Interview Training and Process
    - Salary/Position Negotiation
* Worksite Accommodations
* Preparing for First Day on the Job

If a consumer cannot complete a task, the Job Placement Specialist must complete the task in behalf of the consumer if the consumer.

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## Slide 14; Job Placement Specialist

This slide shows the difference in the efforts by the Job Placement Specialist in Bundled Basic Job Placement Services and Bundled Enhanced Job Placement Services.

**Column One: (The green column) Represents Bundled Basic Job Placement Services**

The Job Placement Specialist provides:

* initial instruction;
* tools and resources necessary to complete task(s);
* assistance and follow-up instruction to learn skills and/or to use resources and tools
* monitoring and guidance to ensure the demonstration of skills.

**Column Two: (The orange column) Bundled Enhanced Job Placement Services**

The Job Placement Specialist provides:

* significant initial hands-on instruction;
* tools and resources necessary to complete task(s);
* extensive and comprehensive on-going training as needed, including individualized assistance, to learn skills and/or to use resources/tools;
* task completion on behalf of the consumer as necessary.

## Slide 15; Wage Employment Continuum

This slide represents both the green and orange column of the Wage Employment Continuum.

**Bundled Job Placement Services Definition includes:**

* Note effort of provider and consumer skills/performance is documented on the DARS1835.
* The job obtained by the consumer must meet all criteria outlined in the consumer’s DARS1833.
* Employment Service Premium can be purchased with Bundled Job Placement Services when appropriate as defined by the Standards for Providers.
* Job coaching/job skills training can be purchased separately based on the consumer’s needs.

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## Slide 16; Diagrams for Bundled Job Placement Services

On this slide is the graphic of the DARS Staff Diagram for Bundled Job Placement Services.

This diagram outlines and summarizes the steps followed in both Basic and Enhanced Bundled Job Placement Services.

* The “orange” box indicates the steps to be followed prior to referring a consumer to Bundled Job Placement Services.
* The “pink” boxes outline tasks that DARS staff completes.
* The “yellow” boxes describe the required deliverables to be achieved.
* The “green” shapes indicate actions related to purchase orders and invoicing.

You will notice that the diagram also includes the fees for Employment Service Premiums and highlights policy that must be followed.

In the handouts you will find both this version of the diagram as well as a screen reader version of the diagram.

I recommend that DARS staff take this diagram out and make notations as needed.

## Slide 17; Diagrams for Bundled Job Placement Services

On this slide is the graphic of the DARS Provider Diagram for Bundled Job Placement Services.

This diagram outlines and summarizes the steps followed in both Bundled Basic and Enhanced Job Placement Services.

* The “pink” boxes outline tasks that DARS staff completes.
* The “yellow” boxes describe the required deliverables to be achieved.
* The “green” shapes indicate actions related to purchase order and invoicing.

You will notice that the diagram also includes the fees for Employment Service Premiums and highlights of the policy that must be followed.

In the handout you will find a both this version of the diagram as well as a screen reader version of the diagram.

I recommend that DARS providers take this document out and make notations as needed while viewing the rest of the webinar.

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## Slide 18; Question

This is a multiple choice question.

While learning the skills necessary to gain a job, a consumer in Bundled Basic Job Placement Services will receive:

1. ●Initial instruction

●assistance and follow-up instruction to learn skills and/or to use resources and tools;

●tools and resources necessary to complete task(s);

●monitoring and guidance to ensure the demonstration of skills;

1. ●Significant initial hands-on instruction;

●tools and resources necessary to complete task(s);

●extensive and comprehensive on-going training as needed, including individualized assistance, to learn skills and/or to use resources/tools;

●task completion on behalf of the consumer as necessary.

1. ●No assistance.

Please pause the webinar and answer the question.

## Slide 19; Answer

The correct answer is A.

A consumer in Bundled Basic Job Placement Services will receive:

⦁initial instruction;

⦁assistance and follow-up instruction to learn skills and/or to use resources and tools;

⦁tools and resources necessary to complete task(s);

⦁monitoring and guidance to ensure the demonstration of skills while learning and completing the tasks necessary to obtain a job.

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## Slide 20; Question

This is a multiple choice question.

While learning the skills necessary to gain a job a consumer in Bundled Enhanced Job Placement Services will receive:

A. ⦁initial instruction;

⦁assistance and follow-up instruction to learn skills and/or to use resources and tools;

⦁tools and resources necessary to complete task(s);

⦁monitoring and guidance to ensure the demonstration of skills.

B. ⦁significant initial hands-on instruction;

⦁tools and resources necessary to complete task(s);

⦁extensive and comprehensive on-going training as needed, including individualized assistance, to learn skills and/or to use resources/tools;

⦁task completion on behalf of the consumer as necessary.

1. ⦁no assistance.

Please pause the webinar and answer the question.

## Slide 21; Answer

The correct Answer is B:

A consumer in Bundled Enhanced Job Placement Services will receive:

⦁ significant initial hands-on instruction;

⦁ tools and resources necessary to complete task(s);

⦁ extensive and comprehensive on-going training as needed, including individualized assistance, to learn skills and/or to use resources/tools;

⦁ task completion on behalf of the consumer as necessary while learning and completing the tasks necessary to obtain a job.

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## Slide 22; Overview of Bundled Job Placement Services

Section 2 Title Slide: Overview of Bundled Job Placement Services

## Slide 23; Overview of Bundled Job Placement Services

Bundled Job Placement Services are purchased from Employment Service Providers when:

* + the consumer is going to need more assistance with placement than the DARS Staff can provide and
  + Non-Bundled Job Placement Services will not meet the consumer’s needs.

Bundled Job Placement Services are provided by Job Placement Specialist who has the UNTWISE Job Placement Credential. As a result of the services rendered by the Job Placement Specialist, the consumer is adequately prepared to participate in the Job Search Process as the consumer’s abilities allow.

## Slide 24; Overview of Bundled Job Placement Services

The Job Placement Specialist assess the consumer’s ability related to each of the following and provides either Basic or Enhanced services addressing all of the following:

* + Employment Data Sheet and/or Resume
    - * Cover/Thank You Letter
      * Professional References
  + Job Searching
  + Job Application Completion
    - * Pre-Employment Testing
  + Interview Training
    - * Salary Negotiation and/or Position Negotiation
  + Worksite Accommodations
  + Preparing for the First Day on the Job

**Note:** Terms defined in the Employment Key Terms in SFP.

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## Slide 25; Overview of Bundled Job Placement Services

The Code of Federal Regulations (CFR) is a piece of legislation that impacts Employment Services that DARS provides to consumers. On this slide you will find 3 bullets that reference the CFR 34 section 363.6(c)(2)(i) requirements that must be achieved in Bundled Job Placement Services.

The Job Placement Specialist helps the consumer to find employment in the competitive labor market in an integrated work setting.

There is a reasonable expectation that the job the consumer gains is

* permanent rather than temporary;
* full-time (or the most hours possible for the consumer).

The consumer must be compensated at or above the minimum wage, but not less than the customary wage paid by the employer for the same or similar work performed by people who do not have disabilities.

## Slide 26; Overview of Bundled Job Placement Services

This slide describes characteristics of consumers for both Basic Job Placement Services and Enhanced Job Placement Services. In the first column to the left describes a consumer and a Basic Job Placement.

* A consumer who can learn concepts that are taught
* May need guidance to use skills learned; and/or
* May need monitoring to ensure the demonstration of skills in a manner that will lead to the obtainment of employment.

In the second column to the column to the right, Enhanced Job Placement Services is for consumers who

* May be able to learn some concepts with hands-on instruction, extensive-comprehensive on-going training and may need assistance in competing tasks or need tasks completed on their behalf;
* Need significant training and supports to compete in the labor market, but will not need Extended Services and supports to maintain employment.

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## Slide 27; Overview of Bundled Job Placement Services

Support Needs Assessment is the new tool developed to assist DARS staff in determining whether a consumer needs Bundled Basic Job Placement Services or Bundled Enhanced Job Placement Services.

Support Needs Assessment

* is found on the DARS1833, Job Placement Services Placement Plan and Benchmark Status Report
* is completed by the DARS Counselor at the Job Placement Planning Meeting
* is used to assist in determining if Basic or Enhanced Job Placement is the best service for the consumer
  + A score of less than 16 indicates that the consumer should be in Basic Job Placement Services
  + A score of 16 or greater indicates the consumer should be in Enhanced Job Placement Services

We will review the details of the Support Needs Assessment and complete an exercise using the Support Needs Assessment in Part 2 of the training.

## Slide 28; Overview of Bundled Job Placement Services

The DARS1833, Job Placement Services Plan and Benchmark Status Report will outline the requirements of the job placement.

The job must be consistent with the consumer’s

* + - unique strengths, interests, abilities, and capabilities;
    - desired employment conditions, and
    - employment goal.

## Slide 29; Overview of Bundled Job Placement Services

DARS1831, Bundled Job Placement Services—Referral is completed by DARS and sent to the provider chosen by the consumer and DARS Counselor to work with the consumer.

We will go over this form later in the webinar.

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## Slide 30; Overview of Bundled Job Placement Services

DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report is completed electronically (typed on computer) at the Job Placement Meeting, by DARS Staff and is updated by the Job Placement Specialist at each Benchmark. The DARS1833 outlines all requirements of the job found for the consumer that must be achieved.

The DARS1833 also includes new sections that must be updated at the achievement of each Benchmark (at placement-5th day of employment, at 45th day of employment and at 90th day of employment) to ensure that the job continues to meet all of the requirements listed in the DARS1833.

We will go over this form later in the webinar.

## Slide 31; Overview of Bundled Job Placement Services

DARS1835, Job Placement Services—Support Summary, is completed by the Job Placement Specialist who documents in descriptive terms the information in the Service Delivery Information Section:

* + - at placement-5th day
    - At 45th day of employment
    - At 90th day of employment

When you viewed the Non-Bundled Job Placement Service webinar we reviewed many sections of this form. If you have not reviewed the Non-Bundled Job Placement webinar it is recommended that you do so. Later in this webinar, we will review sections of this form not already addressed in the Non-Bundled Job Placement.

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## Slide 32; Question

This is a multiple choice question.

Which of the following is not a true statement about Bundled Job Placement Services?

1. The Job Placement Specialist helps the consumer to find employment in the competitive labor market in an integrated work setting.
2. The consumer must have a need for Extended Services sometimes referred to as long-term supports.
3. There is a reasonable expectation that the job the consumer gains is permanent rather than temporary and is full-time (or the most hours possible for the consumer).
4. The consumer must be compensated at or above the minimum wage, but not less than the customary wage paid by the employer for the same or similar work performed by people who do not have disabilities.

Please pause the webinar and answer the question.

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## Slide 33; Answer

The correct Answer is B.

It is not a requirement of Bundled Job Placement Services for the consumer to have a need for Extended Services sometimes referred to as long-term supports.

## Slide 34; Question

This is a True or False Question.

The Job Placement Specialist provides the required amount of assistance, instruction and resources and/or tools to complete the following:

* Pre-employment Needs
  + Data Sheet/Resume
  + Cover/Thank You Letter
  + References
* Job Searching
* Job Application Completion
  + Pre-Employment Testing
* Interview Training and Process
  + Salary/Position Negotiation
* Worksite Accommodations
* Preparing for First Day on the Job

Please pause the webinar and answer the question.

## Slide 35; Answer

The correct Answer is True.

The Job Placement Specialist does provide the required amount of assistance, instruction and resources and/or tools to complete the following:

* Pre-employment Needs
  + Data Sheet/Resume
  + Cover/Thank You Letter
  + References
* Job Searching
* Job Application Completion
  + Pre-Employment Testing
* Interview Training and Process
  + Salary/Position Negotiation
* Worksite Accommodations
* Preparing for First Day on the Job

## Slide 36; Overview of Bundled Job Placement Services

Facts of Bundled Job Placement Services.

* A requirement in Bundled Job Placement Services is that the Job Placement Specialist must verify a consumer’s employment through employer or consumer contact and will document the verification on the appropriate form when invoicing DARS.
* DARS will verify the dates of employment. The final employment verification by DARS must document that the consumer has been employed a total of 90 days without a break in employment greater than eight weeks.
* If DARS verification indicates the Job Placement Provider documented inaccurate information, repayment of funds may be required.

Note: If the employer has classified the employee as an employee during any orientation period, that time is included in the 90 days of employment cumulative calendar day count.

## Slide 37; Overview of Bundled Job Placement Services

Facts of Bundled Job Placement Services continued.

* A consumer’s employment is considered "cumulative" so long as any gaps are not due to the consumer's disability.
  + Examples of job loss due to disability include, but are not limited to: hospitalization and medical condition management (such as seizures).
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## Slide 38; Overview of Bundled Job Placement Services

More Facts of Bundled Job Placement Services.

* If a consumer loses a job before the 90 day benchmark and the job loss is **not** due to the disability, the consumer's progression within the benchmark is “frozen” until he or she becomes employed again, at which time the progression towards completion of the benchmark begins again.
* Any gap in employment greater than eight weeks results in a new employment period without the provider being paid for any of the benchmarks that have already been paid.

## Slide 39; Overview of Bundled Job Placement Services

More Facts of Bundled Job Placement Services.

* Each Bundled Job Placement Benchmark should be purchased only once for a consumer.
* Bundled Job Placement Services cannot be purchased with On the Job Training and Apprenticeships.
* Job Skills Training and Job Coaching can be purchased with Bundled Job Placement Services when determined necessary for the consumer’s success and approved with purchase order.
* Employment Premium Service can be purchased with Bundled Job Placement Services when appropriate as defined in the Standards for Providers.

## Slide 40; Question

This is a True or False question.

Any gap in employment greater than eight weeks results in a new employment period without the provider being paid for any of the benchmarks that have already been paid.

Please pause the webinar and answer the question.

## Slide 41; Answer

The correct Answer is True.

Any gap in employment greater than eight weeks will result in a new employment period without the provider being paid for any of the benchmarks that have already been paid.

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## Slide 42; Overview of Bundled Job Placement Services

How does the Bundled Job Placement Services work?

The counselor completes the [DARS1831, Bundled Job Placement Services—Referral](http://www.dars.state.tx.us/providerforms/DARS1831.doc), and submits to the provider. The Referral Form includes any documentation that will prepare the Job Placement Specialist to better work with the consumer (for example, medical or psychological reports, case notes, vocational testing or employment data collected by DARS). The Referral also establishes the date and time for the Job Placement Meeting.

The counselor, consumer, Job Placement Specialist, and any other individuals the consumer or counselor invites meet to conduct the Job Placement Planning Meeting. The counselor, consumer and Job Placement Specialist are required to participate in the meeting. The meeting can be held in person or through a phone conference, video relay, or any method that allows all parties to actively participate in the discussion. Note that original signatures must be gained by all parties in attendance at the meeting.

A Purchase Order is issued to authorize either Basic or Enhanced Job Placement Service provision by the Employment Service Provider.

## Slide 43; Overview of Bundled Job Placement Services

**Process of Bundled Job Placement Services**

The consumer attains employment that meets the requirements outlined in “Plan Sections” of the [DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report](http://www.dars.state.tx.us/providerforms/DARS1833.doc).

The Job Placement Specialist completes Benchmark documentation for the 5th day of employment, 45th day of employment, and the 90th day of employment using the following forms:

* [DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report](http://www.dars.state.tx.us/providerforms/DARS1833.doc), and
* [DARS1835 Bundled Job Placement Services—Support Summary](http://www.dars.state.tx.us/providerforms/DARS1835.doc)

Note: Invoices are submitted the day after the achievement of the benchmark (6th day, 46th day, and 91st day).

## Slide 44; Overview of Bundled Job Placement Services

After the consumer is placed, Job Placement Specialist will:

* monitor the consumer’s performance as appropriate for the consumer’s individual needs;
* evaluate and identify any new issues or concerns related to the placement;
* notify DARS if additional services may be necessary to support the consumer’s success.

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**Slide 45; Overview of Bundled Job Placement Services**

**Process of Bundled Job Placement Services**

DARS staff reviews the submitted forms and invoice to ensure completeness and accuracy, returning to the provider if incomplete.

Any Employment Premium payments that apply to the services being purchased will be paid after the following have been approved for Benchmark C:

* the consumer achieves 90 days of cumulative calendar days of employment and
* [DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report](http://www.dars.state.tx.us/providerforms/DARS1833.doc); and
* [DARS1835 Bundled Job Placement Services—Support Summary](http://www.dars.state.tx.us/providerforms/DARS1835.doc) have been approved for Benchmark C.

Once the forms and invoice have been approved, the invoice is paid.

## Slide 46; Overview of Bundled Job Placement Services

The following Employment Premium Services can be purchased for consumers in Bundled Job Placement if the Employment Premium Service(s) is indicated on the [DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report](http://www.dars.state.tx.us/providerforms/DARS1833.doc) when the plan was completed and a purchase order has been issued to authorize the service.

* Criminal Background Premium
* Deaf Service Premium
* Wage Premium
* Professional Placement Premium

See the Standards for Providers Section 8.4 Employment Premium Services and the Introduction to DARS Employment Services Webinar for additional details.

## Slide 47; Overview of Bundled Job Placement Services

This screen shows the ReHabWorks specifications for Bundled Basic Job Placement Services. You will see:

Level and Description

Level 1 specification is described as: Community Based Training and Employment Services (Standards Manual).

Level 2 specification is described as: Job Placement Services DRS contract required.

Level 3 specification is described as: Bundled Basic Job Placement Services Contract Required.

Level 4 Specification allows the selection of both Benchmarks (A, B, and C) and any Employment Premium Services such as Criminal background, Deaf Services, Wage or Professional Placement.

## Slide 48; Overview of Bundled Job Placement Services

This slide shows the ReHabWorks specifications for Bundled Enhanced Job Placement Services. You will see:

Level and Description

Level 1 specification is described as: Community Based Training and Employment Services (Standards Manual).

Level 2 specification is described as: Job Placement Services DRS contract required.

Level 3 specification is described as: Bundled Enhanced Job Placement Services Contract Required.

Level 4 Specification allows the selection of both Benchmarks (A, B, and C) and any Employment Premium Services such as Criminal background, Deaf Services, Wage and Professional Placement.

## Slide 49; Question

This is a Multiple Choice Question.

The following Employment Premium Services can be purchased for consumers in Bundled Job Placement

1. Criminal Background Premium
2. Deaf Service Premium
3. Wage Premium
4. Professional Placement Premium
5. All the above

Please pause the webinar and answer the question.

## Slide 50; Answer

The correct Answer is E.

Criminal Background Premium, Deaf Service Premium, Wage Premium, Professional Placement Premium can all be purchased with Bundled Job Placement Services.

## Slide 51; Benchmark Deliverables and Fees

Section 3 Title Slide: Benchmark Deliverables and Fees

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## Slide 52; Benchmark Deliverables and Fees

Benchmark A: Job Placement—After completion of the 5th Day of Paid Employment,

The Job Placement Specialist

* Assesses the consumer’s abilities and
* provides any instruction, guidance, monitoring, teaching, assistance or task completion on behalf of the consumer including providing resources/tools so that the consumer can successfully complete the following:

Pre-employment Needs

Employment Data Sheet and/or Résumé

Cover letter and Thank You Letter

Professional References

Job Searching

Job Application Completion

Pre-Employment Testing

Interview Training

Salary Negotiation and/or Position Negotiation

Worksite Accommodations

Preparing for the First Day on the Job

## Slide 53; Benchmark Deliverables and Fees

Benchmark A: Job Placement—After completion of the 5th Day of Paid Employment,

The [DARS1890, Employment Data Sheet Application and Résumé Builder](http://www.dars.state.tx.us/providerforms/DARS1890.pdf) or equivalent documents such as a complete, accurate résumé or Texas State Application, must be submitted.

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## Slide 54; Benchmark Deliverables and Fees

Benchmark A: Job Placement—After completion of the 5th Day of Paid Employment.

Using the [DARS1835 Bundled Job Placement Services—Support Summary](http://www.dars.state.tx.us/providerforms/DARS1835.doc), the Job Placement Specialist documents in descriptive terms:

* + any instruction, guidance, monitoring, teaching, assistance or task completion on behalf of the consumer including providing resources/tools;
  + the consumer’s ability and willingness to perform the tasks; and
  + how the Job Placement Specialist assisted the consumer in the process of gaining a job;
  + the above information shall be documented related to all areas listed below:
    - Pre-employment Needs:
      * Employment Data Sheet and/or Résumé
      * Cover letter and/or Thank You Letter
      * Professional References
    - Job Searching
    - Job Application Completion
      * Pre-Employment Testing
    - Interview Training
      * Salary Negotiation and/or Position Negotiation
    - Worksite Accommodations
    - Preparing for the First Day on the Job.

## Slide 55; Benchmark Deliverables and Fees

**For Benchmark A, B and C**

Benchmark A: Job Placement—After completion of the 5th Day of Paid Employment

Benchmark B: Job Placement-After completion of 45 days of Employment

Benchmark C: Job Placement-After completion of 90 days of Employment

All of the following must be documented on the [DARS1835, Bundled Job Placement Services—Support Summary](http://www.dars.state.tx.us/providerforms/DARS1835.doc), must also indicate:

* + employment information requested on the form;
  + need or use of accommodations, compensatory techniques, and special training needs identified or established at the worksite.
  + Any visits from the Job Placement Specialist recording the date and summary of the visit

* + hire date that the consumer has been employed for five cumulative calendar days—(
  + That the consumers compensation is at or above the minimum wage but not less than the customary wage paid by the employer for the same or similar work performed by people who do not have disabilities,
  + integrated work setting, and
  + satisfaction with the job.

## Slide 56; Benchmark Deliverables and Fees

**For Benchmark A, B and C**

Benchmark A: Job Placement-After completion of the 5th Day of Paid Employment

Benchmark B: Job Placement-After completion of 45 days of Employment

Benchmark C: Job Placement-After completion of 90 days of Employment

The [DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report](http://www.dars.state.tx.us/providerforms/DARS1833.doc), must be updated. It must indicate the consumer has achieved and maintained the following as identified in the plan on the form:

* + all (100 percent) nonnegotiable employment conditions,
  + at least half (50 percent or more) of the negotiable employment conditions, and
  + is placed in a job that meets the SOC and the Employment goal.

## Slide 57; Benchmark Deliverables and Fees

Benchmark C: Job Placement—After completion of the 90th Day of Paid Employment- Employment Premium Services

If the [DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report](http://www.dars.state.tx.us/providerforms/DARS1833.doc), indicates that the provider is eligible for any Employment Premium Service payments such as Professional Placement, Criminal Background, or Deaf Services go to Section 8.4 Employment Premium Services for additional information.

## Slide 58; Benchmark Deliverables and Fees

Bundled Job Placement Fees

Basic Job Placement

* Benchmark A: Job Placement—5 days of employment, $900.00
* Benchmark B: Job Placement—45 days of employment, $450.00
* Benchmark C: Job Placement—90 days of employment, $900.00
* Professional Placement Premium—$500.00
* Criminal Background Premium—$500.00
* Deaf Services Premium—$1,065.00

Enhanced Job Placement

* Benchmark A: Job Placement—5 days of employment, $1200.00
* Benchmark B: Job Placement—45 days of employment, $600.00
* Benchmark C: Job Placement—90 days of employment, $1,200.00
* Professional Placement Premium—$500.00
* Criminal Background Premium- $500.00
* Deaf Services Premium- $1,420.00

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## Slide 59; Question

This is a True or False Question.

The Job Placement Specialist must assess the consumer’s abilities and provide any instruction, guidance, monitoring, teaching, assistance or task completion on behalf of the consumer including providing resources/tools so that the consumer successfully completes the following:

* Pre-employment Needs:
  + Employment Data Sheet and/or Résumé
  + Cover letter and Thank You Letter
  + Professional References
* Job Searching
* Job Application Completion
  + Pre-Employment Testing
* Interview Training
  + Salary Negotiation and/or Position Negotiation
* Worksite Accommodations
* Preparing for the First Day on the Job

True or False

Please pause the webinar and answer the question.

## Slide 60 Answer

The answer is True.

The Job Placement Specialist must assess the consumer’s abilities and provides any instruction, guidance, monitoring, teaching, assistance or task completion on behalf of the consumer including providing resources/tools so that the consumer successfully completes the following:

* Pre-employment Needs:
  + Employment Data Sheet and/or Résumé
  + Cover letter and Thank You Letter
  + Professional References
* Job Searching
* Job Application Completion
  + Pre-Employment Testing
* Interview Training
  + Salary Negotiation and/or Position Negotiation
* Worksite Accommodations
* Preparing for the First Day on the Job

## Slide 61; Question

This is a True or False Question.

The [DARS1890, Employment Data Sheet Application and Résumé Builder](http://www.dars.state.tx.us/providerforms/DARS1890.pdf) or equivalent document such as a complete, accurate résumé or Texas State Application, must be submitted with the DARS 1833, DARS1831 and invoice.

True or False

Please pause the webinar and answer the question.

## Slide 62; Answer

Answer is True

The [DARS1890, Employment Data Sheet Application and Résumé Builder](http://www.dars.state.tx.us/providerforms/DARS1890.pdf) or equivalent document such as a complete, accurate résumé or Texas State Application, must be submitted with the DARS1833, DARS1831 and invoice.

## Slide 63; Question

True or False Question

For Benchmarks A, B, and C, the [DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report](http://www.dars.state.tx.us/providerforms/DARS1833.doc) must indicate the consumer has achieved and maintains the following as identified in the plan:

* all (100 percent) nonnegotiable employment conditions,
* at least half (50 percent or more) of the negotiable employment conditions, and
* placement in a job that meets the SOC and the Employment goal.

True or False

Please pause the webinar and answer the question.

## Slide 64; Answer

Answer is True

For Benchmarks A, B, and C, the [DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report](http://www.dars.state.tx.us/providerforms/DARS1833.doc) must indicate the consumer has achieved and maintains the following as identified in the plan:

* all (100 percent) nonnegotiable employment conditions,
* at least half (50 percent or more) of the negotiable employment conditions, and
* placement in a job that meets the SOC and the Employment goal.

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## Slide 65; End

This concludes Part 1 overview of Bundled Job Placement Services. To receive credit for Part 1 you must also complete Part 2 of Bundled Job Placement Services called Bundled Job Placement Forms and Exercises.

Thank you for attending Part 1.

## Slide 66; Thank You

**Completing part 1:**

**DARS staff only**: to receive credit for this class, you must complete part two of this course. Here is the link to launch part two:

[tiny.cc/esw3bb](http://darsnet/services/clmonline/MAPS_CLM/asp/esw4Final.asp)

**Note: If you cannot launch part two immediately, save this link for later viewing.**

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