FY 2015 Employment Services Webinar Series

Bundled Job Placement Services Part 2 of 2 Forms and Exercises

This is a webinar for both DARS staff and DRS Providers.
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Welcome to Employment Services - Bundled Job Placement, Part 2 of 2 - Forms and Exercises.

A review of the changes to the Rehabilitation Policy Manual (RPM) and Standards for Providers (SFP) related to Bundled Job Placement, an updated service implemented on December 16, 2014.

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

The webinar will provide an overview of the Bundled Job Placement services including:
- forms,
- case studies, and
- Examples.

Getting Credit for Attendance

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.

You will receive CEUs upon completion of both parts of this course. On the last slide of this course, you will find a link to take the survey and get credit for the course.

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. This should be done after completing both parts of this course.

Webinar Topics

Section 1-DARS1831, Bundled Job Placement Services—Referral
Section 2-DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report
Section 3-Case Study - Ralph
Section 4-Support Needs Assessment
Section 5-Employment Conditions Exercise
Section 6- DARS1835, Job Placement Services—Support Summary
Section 7- Miscellaneous Facts

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Slide 4; RPM and SFP
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

Case Studies
- Ralph

Slide 5; Forms and Additional Handouts
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

Diagram
- Wage Employment Continuum
- DARS Staff Diagram for Bundled Job Placement Services
- DARS Provider Diagram for Bundled Job Placement Services

Slide 6; Diagrams for Bundled Job Placement Services
This slide contains a screen shot of the Bundled Job Placement Services DARS Staff and DARS Provider Diagrams that can be found in the webinar attachments

Slide 7: DARS1831, Bundled Job Placement Services—Referral;
This is the section1 title slide.

Slide 8; DARS1831, Bundled Job Placement Services—Referral
The DARS counselor completes the DARS1831, Bundled Job Placement Service(s) Referral, and submits it to the provider.

The Referral Form includes any documentation that will prepare the provider to better work with the consumer. For example, medical or psychological reports, case notes, vocational testing, or employment data collected by DARS.

The DARS Referral forms must be used by DARS Staff when making a referral to an Employment Service Provider to work with a consumer. An Employment Service Provider will no longer be able to use Referral Forms generated by their business.

The use of the referral forms will assist in the use of a consistent process in communicating needed information about consumer to the Employment Services Provider. Please remember that referral forms that are emailed must be sent via encrypted email because both the referral and attachment will contain personal identifiable information.

In the next slides, we will review the sections of a completed DARS1831 form for Ralph, the case study consumer.

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Slide 9; DARS1831, Section A
Section A of the DARS1831, records all of the Consumer’s Identification Information such as name, address, email and disability.

Slide 10; DARS1831, Section B
Section B of the DARS1831, records Alternate Contact Person Identification Information. This would be a guardian, parent, friend, teacher, casework, or anyone that routinely interacts with the consumer.

Slide 11; DARS1831, Section C
Section C of the DARS1831, records any documentation that will prepare the provider to better work with the consumer. For example, medical or psychological reports, case notes, vocational testing, or employment data collected by DARS.

Slide 12; DARS1831, Section D
Section D of the DARS1831, records the Counselors Contact Information.

Slide 13; DARS1831, Section E
Section E of the DARS1831, records the name and contact information for the provider that the consumer and counselor have chosen.

Slide 14; DARS1831, Section F
Section F of the DARS1831, records the information about the Bundled Job Placement Meeting such as locations, date and time.

Slide 15; DARS1831, Section G
Section G of the DARS1831, Additional Comments allows the DARS Counselor to share any relevant information with the provider that was not included in attachments included with the referral.

Slide 16; DARS 1833, Bundled Job Placement Service Plan and Benchmark Status Report
This is Section 2 title slide.

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Slide 17; DARS1833, Bundled Job Placement Service Plan and Benchmark Status Report

The Job Placement Plan will be completed by DARS staff at the Planning Meeting before any service will be provided. If the employment goal changes or non-negotiable conditions become negotiable or do not match the current Placement Plan on file, a new updated Placement Plan must be completed before the consumer begins employment. DARS staff members and the consumer will make the final decisions related to the employment goal, non-negotiable conditions, and Support Needs Assessments results.

Slide 18; DARS1833, Demographic Information

This section of the DARS1833 contains demographic information related to the consumer, type of services and the time frame for which the form is being completed.

The section of the form, Application Reduction Payments that may apply is outlined with a blue box on the slide. This section will indicate if a reduction payment is necessary when a consumer has previously received Non-Bundled Job Placement Services such as Job Application Training, Employment Data Sheet/Resume and Interviewing Training.

For the section of the form titled, “Form Completed For”, the orange box on the screen indicates the box to check when establishing the original Job Placement Plan. The green box on the screen indicates the Box to check when updating the Job Placement Plan.

If a consumer obtains a job that does not meet the criteria in the original DAR1833, and the DARS counselor and consumer agree the job found is acceptable an updated new DARS1833 MUST be completed prior to the placement Benchmark A being paid. When counting the days the consumer has been employed, the count cannot begin until an accurate DARS1833 with signatures is on file.

Slide 19; DARS1833, Placement Planning Meeting Information- Section 1

This section of the DARS1833 contains information about the Bundled Job Placement Meeting. Information recorded on the form includes:
• Location of the meeting,
• Date, and
• Names of persons attending the meeting.

Slide 20; DARS1833, Placement Planning Meeting Information- Section 2

DARS1833, Placement Planning Meeting Information- Section 2, list the consumer’s skills, abilities, experience, training, education, attributes and barriers related to employment. For example, computer skills, good attention to details, minimal work experience, no high school diploma, or technical school attended.

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Slide 21; DARS1833, Placement Planning Meeting Information section-3
This section asks questions about the consumer’s history of arrest or criminal offenses and currently should not be completed. This section of the form is being revised.

Slide 22; DARS1833, Placement Planning Meeting Information section-4
This section on the DARS1833 records the information about the consumer’s education history. If the Profession Premium is being applied this section must indicate the consumer has a Bachelor’s degree or higher and the type of degree.

Slide 23; Support Needs Assessment
This slide shows the Entire Support Needs Assessment found on the DARS1833. This section of the DARS1833 is issued to determine if a consumer will receive Basic or Enhanced Bundled Job Placement Services.

Slide 24; DARS1833, Support Needs Assessment to Determine Appropriate Service Section
Support Needs Assessment is the new tool developed to assist DARS staff in determining if a consumer needs Bundled Basic Job Placement Services or Bundled Enhanced Job Placement Services.
Support Needs Assessment
• 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 later in the training.

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Slide 25; Support Needs Assessment
On the Support Needs Assessment to Determine the Appropriate Job Placement Services, the first row, outlined in orange, describe at a high level 4 different categories used to describe a consumer abilities. Each category has its own point value assigned, which is circle in aqua on the slide.

**Independent**—Does not need to be addressed is assigned the point value of 0.

**Independent with minimal support**—requires review of skills and/or products produced by the consumer with feedback, and mentoring provided is assigned the point value of 1.

**Hands-on Instruction of skills required**, but consumer can transfer learned skills with guidance, mentoring and monitoring, is assigned the point value of 3.

**Extensive and comprehensive assistance** with continuous on-going supports required to perform skills, or tasks must be completed for the consumer, is assigned the point value of 5.

DARS Staff and consumer identify and record the amount of support assistance the consumer will need with each category. The Aqua arrows on the slide represent the rows on the table that the score is enter for each category.

The Green box on the slide represents the description of the criteria that the DARS Staff is scoring with the point values. The next slide will review the description criteria for each category.

Slide 26; Support Needs Assessment
Categories in the Left Column of the DARS1833.

Cell Header: Follow-up with Disability Support Needs
- Insight about one’s disability
- Realistic identification of barriers
- Uses strategies to overcome barriers
- Self-advocates
- Knowledge of accommodation(s)

Cell Header: Pre-employment Needs:
- Personal Data Sheet and Résumé
- Cover letter and thank you letter
- References
- Contact method (email and/or phone)

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Slide 27; Support Needs Assessment-2
Next,

Cell Header: Job Search Process:
• Job leads provided electronically
• Job leads provided in person and in routine meetings
• Side-by-Side job search

Cell header: Job Application:
• Online applications
• Hiring kiosk applications
• Company website applications
• Paper format applications

Slide 28; Support Needs Assessment-3
Cell Header: Interview Process:
• Interview Preparation (Attire, timeliness, materials, etc.)
• Practice and/or mock interviews
• Follow-up after interview

Cell Header: Additional Support Needs:
• Worksite Accommodation
• Pre-employment Testing
• Salary and position negotiations
• Preparing for first day on job

Slide 29; Support Needs Assessment-4
Next, the DARS staff will total each column and then add the column totals to produce a grand total.

This is represented on the slide with aqua circles. The Grand Total score will identify what service the consumer will receive.

Score less than 16 = Basic Job Placement
Score 16 or greater = Enhanced Job Placement

Slide 30; Section 3- Case Study - Ralph
This is Section 3 title slide.

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**Slide 31; Case Study - Ralph**

Ralph is a middle-aged man with eleven years of experience as a machine and electrical technician. His job at a chemical plant came to an end after 15 years with the onset of major depressive disorder, resulting in a 3-month hospitalization, continued therapy and ongoing medication management which has occurred over a five year period and continues.

During his treatment, Ralph applied for Social Security Disability Benefits. He is a SSDI beneficiary based on his previous earnings. He knows that going back to work will impact his benefits and is unclear how much he can earn and retain his benefits. He is especially concerned about losing medical insurance (he is currently on Medicare). The VRC obtained a SSA benefits query and referred Ralph to a CWIC to obtain more detailed information on his return to work benefits.

Ralph is now expressing an interest and need to go back to work. The community center therapist, Ms. Wonderful, recommended that Ralph apply with DARS to help with his job search.

**Slide 32; Case Study – Ralph-2**

**After DARS Eligibility Determined**

During the Diagnostic Interview and throughout the VR Process the VR counselor completed a review of his records and interviewed Ralph and his MH providers. The VR Counselor identified that Ralph was motivated to get a job, but he has a lot of apprehension due to his disability and the loss of 5-years of work history. He was also aware that the job market has changed and seemed unclear if his job skills would be adequate for current business technology. Ralph had a history of attendance problems, along with difficulties associated with continuous changes in his work environment. He was unable to manage his time effectively and became disorganized when he felt overwhelmed or fell behind in his tasks.

Ralph was able to tolerate VAT and WRAP classes attending as scheduled. Ralph did need hands on instruction to learn new skills and guidance to ensure that tasks were completed accurately. Ralph completed his WRAP plan and states he plans to use it to assist him to return to work.
Slide 33; Case Study – Ralph-3
Ralph, with the assistance of his counselor and other DARS staff, researched the ONET to determine what tasks, skills, knowledge, experience, education, work style and work values are required for the positions of Electronics Engineering Technician and Mechanical Engineering Technician. With the assistance of his counselor and other DARS staff, Ralph researched his disability accommodation needs using the JAN website. Ralph required “hands-on” instruction through peer support and counseling to recognize his personal needs related to his disability, including identification of potential barriers to employment, and strategies to use to manage his disability. Ralph completed the activities provided by his DARS Counselor with “hands on” assistance and guidance to identify if his abilities and values match the requirements of his desired employment goal. The results of the activities indicate that Ralph has the skills, abilities and values required to pursue employment related to the occupations Electronics Engineering Technician and Mechanical Engineering Technician. Ralph demonstrates the ability to verbalize information about his disability and support needs, but will require instruction, including examples, to identify accommodation needs at the new employment site. He also may need monitoring to ensure his accommodation needs are maintained, to ensure successful long-term employment.

Slide 34; Case Study – Ralph-4
When Ralph’s mood is low he requires monitoring to ensure active engagement in activities. Ralph was able to give the Counselor his employment history by listing the employer and years that he worked at each place when provided with questions and examples. Ralph will need hands on instruction and assistance to identify start dates and end dates of employment, as well as to describe his work responsibilities at each employer. He will also need to learn how to address his 5 year break in employment, but should be able to transfer learned skills with guidance. Ralph has never used a computer or the internet and only has a high school education with only basic academic classes. He participated in technical vocational training classes while in high school. While Ralph can learn skills, with hands on instruction, with monitoring and guidance to assist with task completion and to ensure accuracy and timeliness.

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Job searching via the computer will be difficult for Ralph; he will need assistance in locating job leads and the Job Placement Specialist will need to review all applications for accuracy and completeness. Ralph has limited interpersonal skills in new surroundings and stressful environments therefore, Ralph will benefit from mock interviews and information about pre-employment testing and accommodations. Although additional education or technical courses were discussed, Ralph stated his preference for going back to work to begin earning wages as he did in the past. He feels the Social Security has helped, but that he is basically in poverty and wants to work his way back to the standard of living he had previously achieved. His family situation has also changed, he became divorced and he needs to make child support payments for his two minor children.

With guidance and hands on assistance with questions Ralph can identify his abilities, challenges related to his disability, interpersonal skills and workforce readiness.

Ralph has demonstrated Job Readiness and Work Readiness by verbalizing information he learned during his VAT, WRAP, research and exercises he completed preparing himself for employment. These activities have also assisted Ralph in identifying potential employment conditions he needs to consider as he begins the job search process. Ralph verbalized his preference to go back into the electrical and mechanical technician field. Ralph has the full 9 month Trial Work Period (TWP) available to use according to the CWIC who reviewed his Social Security History.

Ralph’s Vocational goal is to gain full-time employment earning ~$30,000 per year. Ralph wants to work as an electrical and mechanical technician with a company that offers opportunity for training and advancement. Ralph was open to where he could work, although his preference was to be more facility based rather than working for a company where he would do house calls. Ralph has identified he works best during afternoon/evening hours between 2 and 10 or 3 to 11, but is willing to work as early as 11 AM if necessary. His preference for the later shifts is that there tend to be fewer co-workers and the assignments are typically more routine and predictable.

Ralph verbalized he does not want to work in a customer-service type job. He does not want to travel more than 45 minutes to/from work and he owns a reliable car. Ralph has a monthly medication management appointment and meets with the therapist twice a month.
Slide 38; Section 4-Support Needs Assessment
This is Section 4 title slide.

Please be sure that you print out the Supported Needs Assessment Exercise so that you can record Ralph’s score.

Slide 39; Follow-up with Disability-Question
Use the information in Ralph’s Case Study to score Ralph on the Support Needs Assessment section, called Follow-up with Disability Support Needs. Be sure to read each scoring criterion on the handout and compare it to the information in Ralph’s Case Study and determine which point value should be scored. Record the appropriate score on the Supported Needs Assessment Exercise handout.

Throughout this section screen reader users should access the DARS1833 form to view the scoring criteria and determine the point value.

Pause the Webinar. Once you have recorded your response, continue the webinar.

Slide 40; Follow-up with Disability Answer
The answer is Hands on Instruction- Point Value 3

Slide 41; Pre-employment Needs Question
Use the information in Ralph’s Case Study to score Ralph on the Support Needs Assessment section, called Pre-employment Needs. Be sure to read each description and compare it to the information in Ralph’s Case Study and determine which point value should be scored. Record the appropriate score on the Supported Needs Assessment Exercise handout.

Pause the Webinar. Once you have recorded your response, continue the webinar.

Slide 42; Pre-employment Needs- Answer
Answer is Hands on Instruction- Point Value 3

Slide 43; Job Search Process Question
Use the information in Ralph’s Case Study to score Ralph on the Support Needs Assessment section, called the Job Search Process. Be sure to read each description and compare it to the information in Ralph’s Case Study and determine which point value should be scored. Record the appropriate score on the Supported Needs Assessment Exercise handout.

Pause the Webinar. Once you have recorded your response, continue the webinar.

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Slide 44; Job Search Process –Answer
Answer is extensive and comprehensive assistance Point Value 5

Slide 45; Job Application-Question
Use the information in Ralph’s Case Study to score Ralph on the Support Needs Assessment section, called Job Application. Be sure to read each description and compare it to the information in Ralph’s Case Study and determine which point value should be scored. Record the appropriate score on the Supported Needs Assessment Exercise handout.

Pause the Webinar. Once you have recorded your response, continue the webinar.

Slide 46; Job Application-Answer
Answer is Hands on Instruction- Point Value 3

Slide 47; Interview Process-Question
Use the information in Ralph’s Case Study to score Ralph on the Support Needs Assessment section, called Interview Process. Be sure to read each description and compare it to the information in Ralph’s Case Study and determine which point value should be scored. Record the appropriate score on the Supported Needs Assessment Exercise handout.

Pause the Webinar. Once you have recorded your response, continue the webinar.

Slide 48; Interview Process-Answer
Answer is Hands on Instruction- Point Value 3

Slide 49; Additional Support Needs-Question
Use the information in Ralph’s Case Study to score Ralph on the Support Needs Assessment section, called Additional Support Needs. Be sure to read each description and compare it to the information in Ralph’s Case Study and determine which point value should be scored. Record the appropriate score on the Supported Needs Assessment Exercise handout.

Pause the Webinar. Once you have recorded your response, continue the webinar.

Slide 50; Additional Support Needs-Answer
Answer is Hands on Instruction- Point Value 3

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**Slide 51; Add Columns**
Now add the number is each column and record the number at the bottom of the appropriate column on the Supported Needs Assessment Exercise handout.

Pause the Webinar. Once you have recorded your response, continue the webinar.

**Slide 52; Totals of Columns**
Answer is:

Independent column is 0.

Independent with minimal support column is 0.

Hands-on Instruction of skills required is 15.

Extensive and comprehensive assistance is 5.

Grand Total is 20, see orange circle.

Since the score is greater 16 the consumer will be served with Enhanced Bundled Job Placement Services.

**Slide 53; Additional Comments- Question**
In the Additional Comment section, add any comments that will clarify what the consumer needs to gain job in Bundled Job Placement Services.

Pause the Webinar. Once you have recorded your response, continue the webinar.

**Slide 54; Additional Comments-Answer**
Example of what could be recorded includes:

Ralph is unable to use a computer. He also “Clams” up in stressful environments. Ralph responds well when tasks are presented in a manner that they can be completed as a routine.

**Slide 55; Employment Conditions Exercise**
This is Section 5 title slide.

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Slide 56; Employment Conditions

The DARS Staff will complete the Orange Boxed Section at the Job Placement Planning Meeting. DARS staff records all Employment Conditions in measurable terms and indicates if the Employment Conditions are either “negotiable” or “nonnegotiable.”

The Employment Conditions will be based on information that DARS Staff and the consumer gained during the Assessing and Planning Process. As the consumer achieves the Job Ready status, prior to being referred to Bundled Job Placement Services, be sure to address support needs and any mandatory commitments that might interfere with the consumer maintaining a long-term Job Placement. Record N/A if an Employment Condition criterion does not apply to the consumer.

All pre-described Employment Condition, such as “minimum and maximum number of hours to work per week”, “workday hours available” MUST be answered.

At the bottom of the section, additional employment conditions can be added.

Job placement specialist will record an “x” in the box under the appropriate benchmark to indicate that the Employment Condition was achieved at the conclusion of each benchmark.

The fifth day column, shown with a Blue Box, represents where the provider records an “x” if the employment condition was achieved at the 5th day on the job - Benchmark A.

The forty-fifth day column, shown with a Yellow Box, represents where the provider records an “x” if the employment condition was achieved at the 45th day on the job - Benchmark B.

The ninety-day column, shown with a Green Box, represents where the provider records an “x” if the employment condition was achieved at the 90th day on the job - Benchmark C.

Remember the Provider is not paid the Benchmark Fee unless the consumer achieved 100% of the non-negotiable Employment Conditions and 50% of the negotiable conditions.

If the Employment Condition was not achieved, the box will not have an “x” recorded.

Slide 57; Employment Conditions-2

Nonnegotiable conditions are those that a consumer has indicated must be, or must not be, present in an employment placement. The Employment Service Provider must always meet these conditions when looking for an employment placement for the consumer.

Negotiable conditions are those that a consumer would like the Employment Service Provider to consider when looking for employment for the consumer. The Employment Service Provider must achieve at least 50% of the negotiable conditions.

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**Slide 58; Employment Conditions Exercise**
Now we are going to complete an exercise to identify all Employment Conditions for Ralph based on information in the Case Study. From the information in the case, identify all employment conditions for Ralph. Indicate if the Employment Conditions is Negotiable or Non-negotiable based on the information in the Case Study.

Press pause, complete the exercise then return to the webinar.

**Slide 59; Employment Conditions Answer-1**

Answer is:

Ralph’s Employment Conditions based on the Case Study are:

Minimum and maximum number of hours to work per week: Minimum 35 and maximum 40. This is a Non-Negotiable Employment Condition.

Minimum and Maximum Hours per shift: Minimum 8 and maximum 12. This is a Non-Negotiable Employment Condition.

Weekday hours available (record the times the consumer is available to work each day): Monday through Friday have the hours of 2-10 PM or 3-11 PM preferred. This is Negotiable Employment Condition.

Weekend hours available (record the times the consumer is available to work each day): Saturday and Sunday has 2-10 PM or 3-11 PM preferred recorded. This is Negotiable Employment Condition.

Advance to the next slide for the remaining employment conditions.

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Slide 60; Employment Conditions- Answer 2

5. Earnings cannot be less than (choose one): $2500/month. This is a Non-Negotiable Employment Condition.

6. Earnings cannot be more than (choose one): $3333/month. This is a Negotiable Employment Condition.

7. Distance and time willing to travel to and from work: 45 min each way. This is a Non-Negotiable Employment Condition

8. Transportation method: own vehicle. This is a Non-Negotiable Employment Condition.

9 A. Mandatory commitment(s) that must be accommodated: Dr Appointments 1x per month This is a Non-Negotiable Employment Condition.

9 B. Mandatory commitment(s) that must be accommodated: Counseling 2x/month in the mornings. This is a Non-Negotiable Employment Condition.

10 A. List job site accommodation(s) and other support needs: Needs work environment that has routine and predictable job duties. This is a Negotiable Employment Condition.

10 B. List job site accommodation(s) and other support needs: No Customer service job task. This is a Non-Negotiable Employment Condition.

10 C. List job site accommodation(s) and other support needs: Work Environment with few employees. This is a Negotiable Employment Condition.

Remember the Provider is not paid the Benchmark Fee unless the consumer achieved 100% of the non-negotiable Employment Conditions, 50% or the negotiable conditions.

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Slide 61; SOC Employment Goal-1
List the SOC (System Occupational Code(s)) that details the position(s) that the consumer and VRC identify and agree to as possible placement options for the employment goal in the column labeled SOC Code and Measurable Employment Goal, shown in an orange box on the slide.

For example: 41-2011 Cashiers—Receives and disburses money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions.

The column labeled 5th day, shown with a Blue Box represents where the provider records an “x” if the employment goal was achieved at the 5th day on the job- Benchmark A.

The column labeled 45th day, shown with a Yellow Box represents where the provider records an “x” if the employment goal was achieved at the 45th day on the job- Benchmark B.

The column labeled 90th day, shown with a Green Box represents where the provider records an “x” if the employment goal was achieved at the 90th day on the job- Benchmark C.

Remember the provider is not paid the benchmark fee unless the consumer placement meets a SOC and measurable goal on the DARS1833, at each benchmark.

Slide 62; SOC Employment Goal- Exercise
Identify the employment goals for Ralph based on information in the Case Study and record on the exercise handout.

Press pause, answer the question and then return to the webinar

Slide 63; SOC Employment Goal-Answers
Answer is:

Ralph’s Case Study identifies Ralph is Vocational Goal to be an Electrical Technician with SOC Code of 49-2094 or a Mechanical Technician with the SOC Code 17-3024.

You will have had to look up the SOC cod for the vocations.

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Slide 64; Eligible Premiums
The DARS Staff will indicate in the first column titled “Eligible For”, shown outlined in orange on the slide what, if any employment Premiums that the consumer’s may be eligible for.

The second column titled “Achieved Requirements of Premium at 90th day of Placement” shown with a green box on the slide indicates where the Job Placement Specialist will indicate at the completion of Benchmark C any Employment Premiums that the case was eligible for were achieved.

The column to the far right, shown as a shaded Gray Box, is where DARS staff verify that the Employment Service Provider achieved the requirements for any Premium Services that the Job Placement Specialist indicated the case was eligible for.

Slide 65; DARS1833 Signatures-1
The section titled, “Signature at Plan” shown with a green box on the slide is completed at the Job Placement Planning Meeting when the DARS1833 is completed.

Slide 66; DARS1833 Signatures-2
The section titled, “Signatures for Benchmark Status Reports” shown with an orange box is for the Benchmark status reports at the 5th, 45th day, and 90th day of employment.

Slide 67; DARS1835, Bundled Job Placement Services Support Summary
This is Section 5 title slide.

Slide 68; DARS1835, Job Placement Services—Support Summary,
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
• at placement-5th day
• At 45th day of placement
• At 90th day of placement

When you viewed the Non-Bundled Job Placement Service webinar, we reviewed many sections of this form. If you have not viewed the Job Placement Services- Resume, Application, Interview Training webinar it is recommended that you do so. We will review only section of the DARS1835 that were not covered in the Job Placement Services- Resume, Application, and Interview Training webinar.

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Slide 69; DARS1835, Demographic Information
This section of the DARS1835 records demographic information including what benchmark the report is being completed for, consumer’s name, case id, and any associated service authorization number, formally call purchase orders.

**Slide 70; DARS1835, Consumer Employment Information**

This section of the DARS1835 Records the consumer’s employment Information such as Employer Information, consumer’s supervisor’s contact information.

**Slide 71; DARS1835, Multiple Placements**

This section of the DARS1835 is completed if a consumer has more than one employer within the 90 days of services. The State Date and End Date of each placement must be recorded so that a 90 day count of employment can be verified. This is how a break of employment greater than 8 weeks would be noted that requires the 90 day count to begin again for the provider to be paid.

**Slide 72; DARS1835, Consumer Employee Information**

This section of the DARS1835 titled “Consumer Employer Information records the consumer’s job title, date of 1st day on the job, average hours worked weekly, earnings and how often the consumer is paid.

**Slide 73; DARS1835, Service Delivery Information at -5th, 45th and 90th day on the job**

This section of the DARS1835 indicated how the Job Placement Specialist Reports how many days on the job the consumer has worked and how the Job Placement Specialist verified the consumer's employment. This information is completed at Benchmark A -5th, Benchmark B-45th and Benchmark C90th reports

**Slide 74; Miscellaneous Information**

This is Section 7 title slide.

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Slide 75; DARS1835, Service Delivery at Placement, 45th day and 90th day of Employment

DARS1835, Service Delivery at Placement, 45th day and 90th day of Employment section of the forms must be completed at the conclusions of Benchmarks (B, C)

In this section of the form, the Job Placement Specialist verifies the number of days the consumer has worked and how the employment was verify by the Job placement Specialist, such as Employer Contact, Consumer Contact, Observing the Consumer at work or Other. If other is indicated a description of how verified must be recorded.

This section of the form also has the Job Placement Specialist describes all accommodations, compensatory tech and special training the consumer established at the worksite.

The Job Placement Specialist is also asked to describe how the consumer has adjusted to the work environment and how any needs were address by the provider, employer or consumer.

A description is also required that describes how the consumer performance is related to the consumer’s essential and nonessential job responsibilities.

The new policy emphasizes routine contact between the consumer and the Job Placement Specialist. Any time the Job Placement Specialist visits with the consumer a summary of the visit needs to be recorded on the DARS1835.

Slide 76; Employment Data Sheet, Application and Resume Builder

Remember the DARS1890, It was reviewed in the previous Non Bundled Job Placement Service webinar–that covered the Employment Data Sheet, Resume Training, Job Application Training. Please make sure you review the DARS1890 in the previous webinar.

Slide 77; Employment Verification

Employment Verification

Job Placement Specialist will verify a consumer’s employment through an employer or consumer contact and will document the verification on the appropriate form when invoicing DARS.

DARS will verify the dates of employment. If DARS verification indicates the Employment Service Provider documented inaccurate information, repayment of funds may be required.

Note: The final employment verification must document that the consumer has been employed a total of 90 days without a break in employment greater than eight weeks.
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.

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Slide 78; Signatures
The Job Placement Specialist is responsible for gaining signature from the consumer as benchmarks are achieved.

The Job Placement Specialist must verify with signatures the consumer’s signature by signing the verification statement on the form.

Slide 79; Job Placement Specialist
Lets review the Job Placement Specialist responsibilities in Bundled Job Placement.

Job Placement Specialist supplies the training, assistance and resources required by the SFP for the consumer to attain employment that matches the criteria outlined in the consumer’s DARS1833, Job Placement services Placement Plan and Benchmark Status Report.

Job Placement Specialist Monitors the consumer job placement advocating for the consumer when additional series are requirement to ensure success.

Job Placement Specialist completes the

- DARS1833, Job Placement Services Placement Plan and Benchmark Status Report, and
- DARS1835 Job Placement Services—Support Summary Benchmark documentation for the
  - 5th day of employment,
  - 45th day of employment, and
  - 90th day of employment.

Slide 80; Sample DARS1831, 1833, 1835
In the handouts of this webinar, you will find a sample case study, completed DARS1831, DARS1833 and DARS1835 for a consumer in Basic Bundled Job Placement Services and Enhanced Job Placement Services.

Please review on your own time and use them as examples of what is expected in the documentation to be submitted by the Employment Service Provider.

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The DARS1833, Job Placement Services Placement Plan and Benchmark Status Report will outline the requirements of the job placement. The job Must be consistent with consumer's
- unique strengths, interests, abilities, and capabilities;
- desired employment conditions, and
- employment goal.

Counselors have some very important roles in the management of cases receiving Bundled Job Placement case.
- Complete the DARS1831, Job Placement and Enhance Job Placement Service—Referral and submits to the provider.
- Schedules Job Placement Meeting
- Electronically complete the DARS1833, Bundled Job Placement Services Plan and Benchmark Status during the Job Placement Planning meeting recording agreed information.
- Making sure that the consumer achieves all criteria outlined in the DARS1833 when placed.
- Make sure all deliverables are achieved as prescribed in the Standards for Providers.

Additional Counselor responsibilities include:
- Keeping the IPE updated;
- Case note documentation recording the consumer’s progress on their Non-Bundled Job Placement Services and support DARS has provided;
- Documenting Work Force Center referrals in the service record; and
- Updating the consumer’s employment information in ReHabWorks.
- Ensuring the consumer is making progress on the job search and, if not, following up to problem solve the next steps to take with the consumer.
- Making sure that the consumer achieves all criteria outlined in the DARS1833 when placed.

DARS Staff Responsibilities include:
- Issue Purchase Order to the provider for both Benchmark A, Benchmark B and Benchmark C;
- Monitoring the Consumer’s case; and
- Reviews the submitted forms and invoice to ensure completeness and accuracy, returning to the provider if incomplete.
Slide 84; For Questions: Talk to a Subject Matter Expert
For questions, talk to a Subject Matter Expert.

Slide 85; Thank you!
Employment Service Providers only: contact UNTWISE to obtain Employment Service Provider credential contact hours for this program.

- Visit http://wise.unt.edu/on-demand for details.

DARS staff only: to receive credit for this class, follow the link below and take the survey.
tiny.cc/esw3

If viewing as a group:
Managers, please scan and email approved sign-in sheet to clm@dars.state.tx.us. The sign-in sheet can be found in the handouts below (paper clip icon).

Managers, please forward the above link to everyone who attended and signed in. They need to click the link from their computer to receive credit and take the survey.

Note: it may take up to two weeks for this training to appear on your CLM training record.