

# **Basic Employment Services**

**SFP Chapter 17**

# Disclaimer

- This training is to provide a **high level overview of the changes** to the Standards for Provider Manual to be in effect 10-01-2017.
- The contractor is **responsible for all content in the manual.**

# Agenda

- Basic Employment Service Overview
- Job Placement Service Overview
- Curriculum Required for both Non-bundled and Bundled Job Placement
- Non-Bundled Job Placement Services
- Bundled Job Placement Services
- Job Skills Training Services

# **Basic Employment Services Chapter Overview**

# Basic Employment Services Overview

- Basic employment services include employment assistance which:
  - trains and prepares a customer for the job search
  - helps a customer gain a position that meets their individual needs
  - assists a customer with job skills training, when needed, to keep a job

- This chapter includes information on the following services:
  - Non-Bundled Job Placement
  - Bundled Job Placement
  - Job Skills Training

**Note:** All services are based on the customer's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

# Premiums

- Premiums may be available for some Employment Assistance services.
- Premiums are paid after all deliverables for the service have been achieved.
- **Criminal Background, Wage and Professional Placement Premiums** available for:
  - Basic Job Placement at benchmark C
  - Enhanced Job Placement at benchmark C

## **Autism and Deaf Premium** available for:

- Non-Bundled Employment Data Sheet, Application and Resume Training
- Non-Bundled Interview Training
- Basic Job Placement at benchmark C
- Enhanced Job Placement at benchmark C
- Job Skills Training

**Note:** The counselor determines if a Premium will be purchased on the referral form.



- Service Authorization for premiums should be issued before services are delivered.
- Premiums are invoiced and paid after all deliverables have been approved by the VR Counselor.

**Note:** For more information about premiums, refer to SFP Chapter 20: Premiums.

# Job Placement Services Overview

# Job Placement Facts

- A customer's job placement must:
  - be consistent with the customer IPE
  - match the customer and employer needs

- **Customer's job placement must be** in a work environment that is:
  - integrated
  - competitive
  - full-time or part-time based on customer choice
  - permanent, not temporary or seasonal

**Note:** If a temp to hire position a statement reflecting this must be gained for the placement to count.

# Job Placement Specialist Qualification

- Job Placement Specialist must:
  - Maintain a current UNTWISE Texas Job Placement Credential
  - Have a high school diploma or GED

**Note:** It is preferred but not required that the individual have a bachelor's degree in rehabilitation, business, marketing, or related human services.

## **Before services are provided to customers:**

- the service provider's director **must approve** the form DARS3455, Provider Staff Information, completed by each Job Placement Specialist
- **submit** the approved form to the provider's assigned contract manager and Q or RPSS prior to the provision of services.

**Note:** If a Job Placement Specialist does not have the required UNTWISE Credential, a DARS3490 must be completed prior to any services being provided.

# Job Placement Services

- Services include:
  - Non-Bundled Job Placement
  - Bundled Job Placement

**Note:** VR Counselor and customer determine the service to be purchased

# Non-Bundled Vs Bundled - 1

## Non-Bundled

- Completion of the DARS1850, Employment Data Sheet or Equivalent
- Résumés
- Job Applications
- Interview Training

## Bundled

- Completion of the DARS1850, Employment Data Sheet or Equivalent
- Résumés
- Job Applications
- Interview Training



# Non-Bundled Vs Bundled - 2

## Non-Bundled

## Bundled

- References and Written Correspondence
- Pre-Employment Testing
- Job Search
- Job Acceptance and Preparing for the First Day on the Job

# Non-Bundled Vs Bundled – 3

## Non-Bundled

- No Placement required

## Bundled

- Placement required

# Process & Procedure – 1

- Receive

- DARS1840, Job Placement Services Referral Form
- Documentation that prepares you to better work with the customer
- Service Authorization

## Job Placement Specialist:

- Implements training activities meeting the customer's needs, including but not limited to, literacy and disability
- Ensures training is individualized in an individual or group setting
- Maintains attendance records and documentation of completed lessons
- Supplies all training materials

**Note:** When the service is provided in a group setting, a ratio of 1:6 must be maintained.

# Curriculum Required for Job Placement

# Employment Data Sheet

Job Placement Specialist teaches customers the knowledge and skills necessary to complete

- a DARS1850, Employment Data Sheet or equivalent
  - career objectives
  - high school and GED information
  - college education history
  - training history
  - occupational license or certification
  - employment history (paid & volunteer)
  - references
  - arrest and conviction history, if any

# When is a Resume Required?

- When the referral, Job Placement Plan, or Service Authorization indicates the customer's employment goal supports the need for a resume
  - The Job Placement Specialist trains the customer on:
    - identification of different types and purpose of resumes
    - collecting resume contents such as education, work experience, credentials, and achievements that are used to apply for jobs
    - completing resumes that are tailored for the customer's employment goals
    - instructing how to update resumes for specific jobs

# Job Applications Training

Job Placement Specialist trains the customer:

- on identification and completion of the job application process for paper, website (online), and kiosk applications
- how to:
  - identify appropriate responses to questions on job applications
  - write clear descriptive responses on job applications
  - avoid spelling and grammatical errors job applications
- identification of strategies to address customer's employment barriers



# Job Reference and Written Correspondence Training

Job Placement Specialist trains the customer on:

- the purpose of professional and personal employment references
- requesting an individual to be a professional and/or personal employment reference
- providing professional and personal employment references to potential employers
- how references will be used

- using effective written correspondence, including:
  - Cover letters and Thank you letters
  - Email correspondence
  - Postal correspondence

# Interview Training Requirements

Job Placement Specialist must evaluate the customer's skills and train the customer in all the following:

- Purpose of the interview process
- Types of interviews
- Researching the business and position before an interview
- Identifying questions to ask the business when interviewing
- Identifying and answering typical and complicated interview questions
- Personal presentation for interviews

- Creation and delivery of a 30–60-second elevator speech
- Completion and critiquing a minimum of two video-recorded mock interviews

**Note:** The VRC may request to review the recorded mock interviews.

# Pre-Employment Testing

Job Placement Specialist trains the customer on understanding:

- Purpose and how employment test are conducted:
  - aptitude
  - skills literacy
  - drug
  - personality
- Purpose of physical ability testing that measures an applicant's ability to perform task and physical function of the job

# Job Search

Job Placement Specialist trains and assists the customer in the following:

- Researching businesses' unmet needs related to employment goal
- Using Job Websites and Employer Job Boards for searching for jobs related to employment goal
- Networking with individuals who may know about an unposted employment opportunity
- Registering and using [WorkinTexas.org](http://WorkinTexas.org) to search for jobs

# Job Acceptance and Preparing for the First Day on the Job

- Job Placement Specialist trains and assist the customer in the following:
  - Wage associated with position(s) as it related to the customer's skills and location of employer and salary negotiation
  - Identifying and requesting accommodation needs that can improve performance in the work setting
  - Securing transportation
  - Securing documents necessary to "on board" when hired
  - Expected behaviors and expectation for the worksite
  - Communication with employer, supervisor and co-workers

The DARS1846 is a great tool to locate all requirements of training curriculum

**Note:**

When a customer **cannot** complete a task after training the Job Placement Specialist will need to complete task for the customer.

Job Applications				
Job Applications Tasks	Proficient	Basic	Marginal	Reliant
Understanding the job application process for paper, website and kiosk applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifying appropriate responses to questions on job applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing clear descriptive responses to questions that are spelling and grammatical error free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification of strategies to address employment barriers demonstrated by the customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completion of job application(s) Type(s) Completed: <input type="checkbox"/> Paper <input type="checkbox"/> Website <input type="checkbox"/> Kiosk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References and Written Correspondence				
References and Written Correspondence Tasks	Proficient	Basic	Marginal	Reliant
Identifying and using professional and personal employment references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding when and how to request a person be a professional and/or personal employment reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding when and how to provide professional and personal employment references to potential employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding how reference will be used for background verifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifying and using effective written correspondence when job searching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating cover letters for applications and résumés	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating thank you letters related to employer correspondence or meetings and interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using and creating email correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using and creating written correspondence sent via the U.S. Postal Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifying and using professional and personal employment references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interview Training				
Interview Tasks	Proficient	Basic	Marginal	Reliant
Understanding the interview process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding the different types of interviews including screening, telephone, panel and/or group, behaviorally based, case, situational and technical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating a 30–60 second “elevator” speech that summarizes why he or she is a good candidate for the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivering his or her “elevator” speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrating how to research businesses and positions prior to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# **Overview Non-Bundled Job Placement Services**

# Non-Bundled Job Placement Services

- Non-Bundled Job Placement Services include:
  - Employment Data Sheet, Application, and Resume Training
  - Interview Training
- Authorized when a customer does not need assistance from a provider to be placed in a job
- Services should not be bought when Bundled Job Placement services or Supported Employment services will be purchased

**Note:** Each Non-Bundled Job Placement service can be **purchased only once** for a customer.

# Non-Bundled Job Placement Services Required Forms

- For Employment Data Sheet Application and Resume Training
  - Submit the DARS1841 and DARS1850 or equivalent
- For Interviewing Training
  - Submit the DARS1842

**Note:** VR Staff members may request to review the customer's:

- Employment Data Sheet
- Resume, when applicable
- Job Applications
- recorded mock interviews

# Fees

- Employment Data Sheet, Application, and Resume Training Service
  - \$375.00
- Interview Training Service
  - \$300.00

**Note:** When Non-Bundled Job Placement is authorized for a customer after Vocational Adjustment Training (VAT)– Preparing for a Job Search Training has been purchased, a **reduction payment** for Non-Bundled Job Placement will apply.

# Overview Bundled Job Placement

# Bundled Job Placement - 1

- Is a benchmark service that
  - assists customers in preparing for and completing the job search process
  - helps customers gain a job as outlined in Job Placement Plan (DARS 1845A)
    - 100% Non-negotiable Employment Conditions
    - At least 50% of the negotiable Employment Conditions
    - A 6-digit SOC define employment goal

**Prior to any job searching** the customer must be trained in all of the following:

- Completion of the 1850, Employment Data Sheet or Equivalent
- Résumés
- Job Applications
- Interview Training References and Written Correspondence
- Pre-Employment Testing
- Job Search
- Job Acceptance and Preparing for the First Day on the Job

**Note: All curriculum topics** must be covered, for all areas

# Job Placement Benchmarks

- A: Job Placement—Required training and placement secure with payment **after completion of the 5th day/shift of paid employment**
- B: Job Placement—Continued support with payment after completion of the **45th day of paid employment**
- C: Job Placement—Continued support with payment after completion of the **90th day of paid employment**

**Note:** Each benchmark is paid only once for each customer.



# Bundled Job Placement Requirements

The customer's job must:

- be full-time or part-time based on customer choice
- be in a competitive, integrated work setting
- be permanent, not temporary

**Note:** When a business hires the position as “**temp to hire**”, for **all employees**, and the **provider gains written proof the job will become permanent** after the temporary probationary period ends it may be acceptable.

**Note:** VR will not accept temporary seasonal employment placements.

# Bundled Job Placement Facts -1

- VR pays for job placement only if the customer is placed in an organization or business that is **not owned, operated, controlled, or governed by the service provider** providing the job placement service.

**Note:** Service providers that are state agencies, state universities, or facilities that are a part of a state university system are exempt from this requirement

- The customer's progression within the benchmark is frozen when the customer
  - loses a job
  - is not working the required weekly hours
  - is not meeting employment conditions, as outlined in the Job Placement Plan (DARS 1845B)

- The customer's progression within the benchmark remains frozen until:
  - the customer becomes employed again
  - the customer begins working the required hours
  - Bundled Job Placement Plan (DARS1845B) is revised

- Bundled Job Placement Services **cannot** be purchased with
  - On-the-Job Training
  - Apprenticeship
  - Supported Employment
- **Job Skills Training can** be purchased with Bundled Job Placement Services when determined appropriate by the VR counselor.

- **A reduction fee will apply** when the following is purchased before Bundled Job Placement:
  - Non-Bundled Job Placement
  - Vocational Adjustment Training Job Skills Training

# Starting Bundled Job Placement Services



# Referral

- The provider will receive the referral form and documents.
- Before a service authorization is issued, the VR counselor, customer, and Job Placement Specialist must attend the job placement meeting.
- The Referral will indicate the time and location of the Job Placement meeting which will need to be attended to gain service authorization.

# Job Placement Meeting-1

- The Support Needs Assessment Bundled Job Placement Services Placement Plan–Part 1 (DARS1845A) is completed.
  - It will determine whether Basic or Enhanced Job Placement Services will be purchased
- Bundled Job Placement Services Benchmark Service Plan–Part 2 (DARS1845B) is completed
  - This will outline the requirements of the Job Placement to be obtained for the customer

Area being Assessed	Record one score for each area addressed			
<b>Disability Management:</b> <ul style="list-style-type: none"> <li>insight about one's disability</li> <li>realistic identification of employment barriers</li> <li>use of strategies to overcome employment barriers</li> <li>self-advocacy skills</li> <li>knowledge of disability etiquette</li> <li>knowledge of accommodations</li> </ul>	Proficient Point value 0	Basic Point value 1	Marginal Point value 3	Reliant Point value 5
Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Data Collection and Correspondence:</b> <ul style="list-style-type: none"> <li>ability to complete own Personal Data Sheet</li> <li>ability to create Résumé and tailor to specific jobs</li> <li>ability to write cover and thank you letters</li> <li>identification of job references</li> </ul>	Proficient Point value 0	Basic Point value 1	Marginal Point value 3	Reliant Point value 5
Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Job Application:</b> <ul style="list-style-type: none"> <li>ability to complete online, kiosk and paper job applications</li> <li>ability to respond appropriately to job application questions</li> <li>ability to write clear, descriptive responses on applications</li> </ul>	Proficient Point value 0	Basic Point value 1	Marginal Point value 3	Reliant Point value 5
Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Interviewing:</b> <ul style="list-style-type: none"> <li>ability to complete tasks related to interview preparation Personal presentation (attire, manners, confidence)</li> <li>ability to create and deliver own "Elevator" speech</li> <li>knowledge of interview types: screening, phone, group, situational, technical and behavioral</li> <li>ability to answer questions related to protected class and disclosure</li> <li>ability to ask and respond to interview questions related to job goal</li> <li>ability to respond to questions addressing employment barriers such as gaps in work history, criminal background history, limited work experience, and accommodation needs</li> <li>ability to identify appropriate questions to ask the business during the interview</li> </ul>	Proficient Point value 0	Basic Point value 1	Marginal Point value 3	Reliant Point value 5
Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Job Searching:</b> <ul style="list-style-type: none"> <li>ability to research businesses who are hiring</li> <li>ability to network</li> <li>ability to search and use job boards and websites to find jobs related to job goal</li> <li>ability to pursue job leads</li> <li>knowledge of the purpose of pre-employment testing</li> </ul>	Proficient Point value 0	Basic Point value 1	Marginal Point value 3	Reliant Point value 5
Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Job Acceptance:</b> <ul style="list-style-type: none"> <li>ability to identify job responsibilities and performance requirements</li> <li>ability to negotiate salary and position responsibilities and how to accept a job offer</li> <li>ability to secure documents necessary for the first day on the job</li> <li>ability to establish supports necessary to maintain employment</li> </ul>	Proficient Point value 0	Basic Point value 1	Marginal Point value 3	Reliant Point value 5
Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Score for each column:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand Total:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Basic Job Placement
  Enhanced Job Placement

# Screenshot of the Support Needs Assessment

# Support Needs Assessment Results

- Score of a total of 15 or less indicates Basic Bundled Job Placement
- Score of a total of 16 or greater indicates Enhanced Bundled Job Placement

**Note:** VR Counselor and the customer make the final decisions related to support needs assessments results

# Basic Versus Enhanced

## Basic

- instruction
- assistance to learn skills
- monitoring to ensure that the customer is demonstrating necessary skills
- resources to assist the customer in the completion of tasks

## Enhanced

- repeated or hands-on instruction
- extensive and comprehensive ongoing assistance to learn skills
- tasks completed partially or fully by the Job Placement Specialist, as needed

# DARS1845B- Bundled Job Placement Services Benchmark Service Plan–Part B

- Is created with the customer, provider, VR counselor and anyone else customer wants to attend the meeting

- **DARS1845B Determines:**

- negotiable and nonnegotiable employment conditions
- skills, abilities, experience, training, and education that relates to the training and job to be obtained by the customer
- one of the six-digit SOCs listed for each the employment goals
- any Premium services that the Employment Services provider may be eligible to receive on completion of Benchmark C

**Note: VR staff members and the customer will make the final decisions** related to the employment goal and employment conditions.

- VR staff
  - **completes each form electronically**
  - prints the forms to obtain required signatures from the Job Placement Specialist and customer
  - **provides a signed copy** of the job placement plan to the provider
  - **emails the completed electronically fillable Word** form to be completed by the Job Placement Specialist to update status required for invoicing
  - sends the service authorization



**Placement Plan-Employment Conditions**

Employment Conditions	Negotiable	Non-negotiable	Achieved at:		
			5th day	45th day	90th day
1. Minimum and maximum number of hours to work per week: Minimum [ ] and maximum [ ]	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Minimum and maximum hours per shift: Minimum [ ] and maximum [ ]	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Weekday hours available (Record the times the customer is available to work each day.): Monday: [ ] Tuesday: [ ] Wednesday: [ ] Thursday: [ ] Friday: [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Weekend hours available (Record the times the customer is available to work each day.): Saturday: [ ] Sunday: [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Earnings cannot be less than (choose one): [ ]/month, or [ ]/week, or [ ]/hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Distance and time willing to travel to and from work: [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Transportation method(s): [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Mandatory commitment(s) that must be accommodated: (for example, child and/or elder care, religious observances, entitlements, waivers, criminal charges or convictions, and parole): [ ]					
[ ]	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[ ]	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[ ]	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. List job site accommodation(s) and other support needs. (for example, physical restrictions, supervision, training needs, or adaptive equipment): [ ]					
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Other: [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Other: [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** A new updated Bundled Job Placement Plan must be completed if there are any changes to the DARS1875B

**Note:** If VR Staff does not provide you the above forms, contact your Q or RPSS

# Bundled Job Placement Benchmark A - 1

Job Placement Specialist must train and assist the customer in all of the following areas prior to securing placement:

- Personal Employment Data Sheet Training
- Resume Training, when applicable
- Job Applications Training
- Job Reference and Written Correspondence Training
- Interviews Training
- Pre-Employment Testing Training
- Job searching
- Job acceptance and preparing for the first day of On-the-Job Training

**Note:** If customer gains employment prior to completion of training, to be paid for the placement, all required training must be provided.

- After the training is complete, the Job Placement Specialist will:
  - conduct job development
  - conduct job search activities
  - secure a job placement for the customer that matches the job placement plan (DARS 1845B)

# Placement Secured Must Meet

- 100 percent of nonnegotiable employment conditions
- at least half (50 percent) or more of the negotiable employment conditions
- Must match all six digits of the SOC code

**Note:** The placement count does not begin until the criteria on the plan matches the placement and the updated plan is signed by all parties.

# Finding the Job

- Job Placement Specialist:

- networks with businesses to identify employment opportunities
- provides potential job leads to the customer
- assists the customer in pursuing job leads

**Note:** When necessary the Job Placement Specialist may have to secure a job, participate in interviews and complete tasks with and for the customer.

# Outcomes required for payment-1

- The customer must have:
  - completed all training mentioned above
  - obtained a job that matches the
    - identified 6-digit SOC code on DARS1845B
    - 50% of more of negotiable and
    - 100% non-negotiable conditions listed on the DARS1845B
  - worked five days/shifts at the job (not necessarily cumulative calendar days)

- The provider must complete and submit the:
  - DARS1845B
  - DARS1846
  - DARS1850
  - Resume if applicable
  - Interview videos if requested
  - written copy of the elevator speech
  - Invoice

# BENCHMARK B and C



# Benchmark B and C - 1

## Benchmark B

- customer has worked for at least **45 cumulative calendar days**
- Job Placement continues to meet the DARS1845B:
  - 100 percent of non-negotiables
  - at least 50 percent of negotiables
  - 6-digit SOC Code

## Benchmark C

- customer has worked for at least **90 cumulative calendar days**
- Job Placement continues to meet the DARS1845B:
  - 100 percent of non-negotiables
  - at least 50 percent of negotiables
  - 6-digit SOC Code

# Benchmark B and C - 2

## Benchmark B

- Job Placement Specialist:
  - makes at least **2 contacts** with the customer between the **5th day/shift of employment and the 45th day of employment**
  - verifies that the customer continues to be satisfied with the job
  - completes and submit DARS1845B and completed invoice

## Benchmark C

- Job Placement Specialist:
  - makes at least **2 contacts** with the customer between the **45th day of employment and the 90th day of employment**
  - verifies that the customer continues to be satisfied with the job
  - completes and submit DARS1845B and completed invoice

# Form and Fees

- DARS1845B, Bundled Job Placement Services Benchmark Service Plan—Part B, and the Benchmark Status Report.

- **Basic Job Placement**

- Benchmark A: Job Placement—5 days \$900.00
- Benchmark B: Job Placement—45 days \$450.00
- Benchmark C: Job Placement—90 days \$900.00

- **Enhanced Job Placement**

- Benchmark A: Job Placement—5 days \$1200.00
- Benchmark B: Job Placement—45 days \$600.00
- Benchmark C: Job Placement—90 days \$1200.00

# Transition of Job Placement Services from Old-to-New Standards – 1

- Formerly blind services customers placed in a job before 10/1/17 may continue Job Placement as defined in the BSD-Standards for Providers.
  - If a customer loses employment on or after 10/1/17, the new VR-SFP forms, standards, and fees must be followed.
- Formerly blind services customers not placed in a job before 10/1/17 must be re-referred for VR-SFP Job Placement Services.

# Transition of Job Placement Services from Old-to-New Standards – 2

- Formerly General VR customers placed in a job before 10/1/17 may choose one of the following options:

1. Continue to follow the old standards and use the old forms and fees until 12/31/17.
2. Submit the DARS1845B-Bundled Job Placement Services Plan-Part B and Status report with the DARS1833 for benchmarks.

Use the DARS1833 for benchmark status reports.

Complete the following sections of the DARS1845B: Job Placement Information, Employer Information, Customer Employment Information, Service Delivery Information at Placement, Benchmark B, Benchmark C, Visits with Customer, Signatures.

**NOTE:** If a customer loses employment, the new VR-SFP forms, standards, and fees must be followed.

# Transition of Job Placement Services from Old-to-New Standards – 3

- If the DARS1833 was written prior to 10/1/17 and the customer is placed between 10/1/17 and 12/31/17:
  - Submit the DARS1845B-Bundled Job Placement Services Plan-Part B and Status report with the DARS1833 for benchmarks.
  - Use the DARS1833 for benchmark status reports.
  - Complete the following sections of the DARS1845B: Job Placement Information, Employer Information, Customer Employment Information, Service Delivery Information at Placement, Benchmark B, Benchmark C, Visits with Customer, Signatures.

# Transition of Job Placement Services from Old-to-New Standards – 4

- Customers who have not been placed in a job, must meet with the VR counselor and job placement specialist to update the plan (DARS1845A, DARS1845B) prior to January 1, 2017.

**Do not wait until the last minute to transition to the DARS1845A and B.**

# Transition of Job Placement Services from Old-to-New Standards – 5

- If you have questions or concerns about the transition of Job Placement services, please email [vr.standards@twc.state.tx.us](mailto:vr.standards@twc.state.tx.us)



# **Job Skills Training**

# Job Skills Training

## Job Skills Training:

- teaches skills
- reinforces skills
- develops or sets up accommodations and/or compensatory techniques to increase the customer's independence and ability to meet the employer's expectations

**Note:** limited to 200 hours per customer for the life of the VR case

## Job Skills Trainer:

- uses structured, most effective, least intrusive techniques to help the customer:
  - learn the essential soft and hard skills
  - learn the skills necessary to arrange and use transportation to get to and from the works with the customer, employer, and VR staff to establish supports and accommodations necessary to ensure successful employment
- observes the customer to identify and solve potential problems

- monitors the customer's performance
- gradually reduces the time spent with the customer at the jobsite, as the customer becomes better adjusted and more independent

## **Job Skills Training:**

- is purchased when a customer needs more training and support than provided by the employer
- can be provided individually or in groups
  - groups may not exceed 4 individuals;
- is goal focused

**Note:** The business, customer, Job Skills Trainer, and VR counselor are involved in the training plan and monitor the customer's performance.

**Note:** VR pays for job skills training only if the customer is placed in an organization or business that is **not owned, operated, controlled, or governed** by the service provider providing the Job Skills Training service.

# Job Skills Trainer Qualifications

Job Skills Trainer must:

- Maintain a current UNTWISE Texas Job Skills Training credential
- Have at least a high school diploma or GED

**Note:** It is preferred but not required that the individual have:

- a varied and successful work history
- experience working with individuals with disabilities

# Process & Procedure

- **VR staff** will initiate the service by sending the following to the provider:
  - DARS3314 Job Skills Training Referral
  - Service Authorization
- **Job Skills Trainer:**
  - provides training as delineated in the goals DARS3314 (Referral)
  - completes and submits the DARS3315 Job Skills Training Progress Report and invoice

**Note:** Services cannot begin until the provider receives the Service Authorization from TWS-VRS.

# DARS3314, Job Skills Training Referral

Prescribes the areas to address with customer and employer:

- training goals
- focus areas



# DARS3315, Job Skills Training Progress Report

- Includes the goals and focus areas prescribed on the referral
- Report of each training session that includes:
  - date the service was provided
  - start time of session
  - end time of session
  - number of goals addressed in the training session
  - a descriptive narrative of the services provided and customer's performance

**Note:** Record session time using quarter-hour .25 increments  
(Use 0 for non-billable notation)



# Job Skills Training Fees

- Individual: Negotiated up to \$37.50 per hour
- Group: Negotiated up to \$19.00 per hour, per individual

**Autism and Deaf Premium** available for Job Skills Training

**Note:** The VR counselor determines if a Premium will be purchased on the referral form.

# Transition of Job Skills Training Services from Old-to-New Standards – 1

- Customers with visual impairments who are employed and currently receiving job coaching prior to October 1, 2017 can continue with these services as authorized under the existing Blind Services Standards for Providers, so that services are not interrupted.
  - VR staff will need to work with a Regional Program Support Specialist when it is necessary to issue any SA's for job coaching using the BSD-SFP model.
- If job coaching services have not started before October 1, 2017, SA's must be replaced, and the customer must receive Job Skills Training services found in VR-SFP Chapter 17.5.

# Transition of Job Skills Training Services from Old-to-New Standards – 2

- Providers of general rehabilitation customers receiving Job Skills Training prior to 10/1/17 should switch to using the DARS3315 as soon as they have completed data entry on the DARS3312 currently in use.
  - You should have received a new service authorization for any Job Skills Training needed on or after 10/1/17.
- If you had a service authorization for Job Skills Training issued prior to 10/1/17 and have not provided any Job Skills Training, you should have received a new service authorization, a new DARS3314 Referral, and should document any services using the DARS3315 Job Skills Training Progress Report.

# Transition of Job Skills Training Services from Old-to-New Standards – 3

- If you have questions or concerns about the transition of Job Skills Training services, please email [vr.standards@twc.state.tx.us](mailto:vr.standards@twc.state.tx.us)

# Future Questions

Contact your assigned

- Quality Assurance Specialist or
- Regional Program Support Specialist

Or

Send email to the Standards for Providers mailbox at [VR.Standards@twc.state.tx.us](mailto:VR.Standards@twc.state.tx.us)

# Quality Assurance Specialist

- Region 1 Mike Lawson [Mike.Lawson@twc.state.tx.us](mailto:Mike.Lawson@twc.state.tx.us)
- Region 2 Jesus Quiroga [Jesus.Quiroga@twc.state.tx.us](mailto:Jesus.Quiroga@twc.state.tx.us)
- Region 3 and 4 Elizabeth Kapeller [Elizabeth.Kapeller@twc.state.tx.us](mailto:Elizabeth.Kapeller@twc.state.tx.us)
- Region 5 Stephanie Jenkins [Stephanie.Jenkins@twc.state.tx.us](mailto:Stephanie.Jenkins@twc.state.tx.us)
- Region 6 Andrew Ramirez [andrew.ramirez@twc.state.tx.us](mailto:andrew.ramirez@twc.state.tx.us)

# Regional Program Support Specialist

- Region 1 and 2 Dennis Bilbrey [Dennis.Bilbrey@twc.state.tx.us](mailto:Dennis.Bilbrey@twc.state.tx.us)
- Region 3 and 4 Lisa Powell [Lisa.Powell@twc.state.tx.us](mailto:Lisa.Powell@twc.state.tx.us)
- Region 5 Sandy Box- [sandra.box@twc.state.tx.us](mailto:sandra.box@twc.state.tx.us)
- Region 6 Gary Benner [Gary.Benner@twc.state.tx.us](mailto:Gary.Benner@twc.state.tx.us)



**End**