

# 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.

**Note:** The Standards for Providers for Supported Employment changed on 7-17-17 with little to no changes starting 10-01-2017.

# Supported Employment Overview

- Vocational Rehabilitation Services (VRS) Supported Employment is a comprehensive service package for both blind and visually impaired and for general vocational rehabilitation customers.

# Supported Employment Overview – 1

## Supported Employment:

- enables customers with the most significant disabilities to enter competitive integrated employment by:
  - providing individualized assistance to find an appropriate job match
  - providing ongoing support services
  - establishing Extended Services and Long-Term Supports and Services

# Supported Employment Overview – 2

- Supported Employment Outcome-Based System (SE):
  - “place then train” customers in order to support them in obtaining and maintaining long-term competitive integrated employment
  - matches the customer to a job
  - the customer develops job readiness skills while on the job
  - provides ongoing supports and training
- **NOTE:** The employer trains the VR customer the same as other employees with help and support from the VR counselor and the Supported Employment Specialist.

# Supported Employment Overview – 3

- Customized Employment Approach:
  - is used to develop the best job match for the customer through the use of flexible strategies to meet the needs of both the individual and the unmet business needs of the employer
  - addresses the unique skills, interests, abilities, capabilities, and support needs of an individual with a significant disability

# Supported Employment Forms

- DARS1610: Supported Employment Service & Supported Self-Employment Referral
- DARS1612: Supported Employment Assessment
- DARS1613A: Supported Employment Service Plan 1, Demographics
- DARS1613B: Supported Employment Service Plan 1, Plan & Benchmark Report

# Supported Employment Forms - 2

- DARS1613C: Supported Employment Service Plan, Extended Supports
- DARS1613D: Supported Employment Services, Hours Worked Time Log
- DARS1614A: Supported Employment Services Plan 2, Placement
- DARS1614B: Supported Employment Services Plan 2, Job Analysis & Training Plan

# Supported Employment Forms - 3

- DARS1615: Supported Employment Support Summary
- DARS1616A: Supported Employment Job Stability Justification Summary
- DARS1616B: Supported Employment Service Closure Summary



# Role of the Supported Employment Specialist

– 1

## Supported Employment Specialist

- identifies and develops the best possible job match and provides short-term supports to address the customer's barriers
- arranges for paid supports from resources other than VRS and natural supports
- ensures the Job Skills Trainer provides adequate and regular support to the customer and/or provides job skills training

# Role of the Supported Employment Specialist – 2

## Supported Employment Specialist

- works in coordination with the VR counselor throughout the Supported Employment process to ensure the best possible employment outcome
- observation of customer performance
- setting up accommodations at the worksite

# Qualifications for the Supported Employment Specialist

## Supported Employment Specialist

- A current UNTWISE Supported Employment Specialist Credential
- A high school diploma or GED

# Role of the Job Skills Trainer -1

## Job Skills Trainer

- uses structured intervention techniques to help the customer learn the essential soft and hard skills of the job
- helps the customer learn skills necessary to arrange and use transportation
- establishes support services, accommodations, compensatory techniques, and training necessary to remove barriers in the workplace

# Role of the Job Skills Trainer -2

## Job Skills Trainer

- observes the customer to identify and solve potential problems related to the customer's employment success before the problem becomes an issue
- monitors the customer's performance to ensure improvement
- gradually reduces the time spent with the customer at the job site

# Qualifications for the Job Skills Trainer

## Job Skills Trainer

- A current UNTWISE Job Skills Training credential
- A high school diploma or GED

# Supported Employment Overview – 4

## Ongoing Support Services must:

- Be provided at least twice each month to monitor the customer at the work site and/or off-site

## **NOTE:**

- Under certain circumstances, especially at the request of the customer and with approval from the counselor, the twice-monthly monitoring meetings with the customer may be held off-site.
- If off-site monitoring is determined to be appropriate, at least one contact with the employer each month is required.

# Extended Services

The VRC and Supported Employment Specialist coordinate Extended Services with the following programs or agencies:

- Department of Aging and Disability Services
- Department of State Health Services
- Managed Care Organizations
- Community Living Assistance Support Services
- Home and Community-Based Services
- Texas Home Living waivers
- Local Intellectual and Developmental Disability Authority
- Local Mental Health Authority
- Community First Choice
- Employment Network (EN)
- Centers for Independent Living

**NOTE:** VRS providers coordinate with and train all Extended Service providers before a case achieves Job Stability.



# Supported Employment Overview – 5

- Supported Employment includes the following benchmarks:
  - Benchmark 1A: Supported Employment Assessment (SEA) and SEA meeting
  - Benchmark 1B: Supported Employment Service Plan
  - Benchmark 2: Job Placement and Supported Employment Service Plan 2 (completion of 5 days/shifts worked)
  - Benchmark 3: 28 days (four weeks) Job Maintenance
  - Benchmark 4: 56 days (eight weeks) Job Maintenance
  - Benchmark 5: Job Stability
  - Benchmark 6: Service Closure

# Services Not Purchased with Supported Employment

- Job Placement Services (Bundled or Non-Bundled)
- Job Skills Training
- On-the-job training (OJT)
- Personal Social Adjustment Training (PSAT)
- Situational Assessments & Work Samples
- Vocational Adjustment Training (VAT)
- Vocational Assessment
- Work Adjustment Training (WAT)
- Work Experience (WE)

# Referral

- Counselor completes the DARS1610 and submits it to the provider.
- The provider receives:
  - DARS1610
  - Supplementary diagnostics, medical records, etc.
  - SA with active service dates for the benchmark

**NOTE:** Each benchmark is authorized only one time per customer.

# Supported Employment Facts

- If the customer:
  - does not work for **7 or more days within a work week** because of illness, injury, vacation, or short-term disability, the customer's progress within the benchmark is frozen until the customer returns to work and works the required hours outlined in the SESP–1 for at least one day in a seven-day work week.
  - wants to change the targeted job tasks, negotiable employment conditions, or nonnegotiable employment conditions, a SESP–1 meeting must be held to update the DARS1613B.
  - obtains a new position with the current employer or begins a new job with another employer, the customer must complete a minimum of 30 cumulative days of employment in the new job before Benchmark 5: Job Stability, is established or re-established.

# Supported Employment Facts - 2

**NOTE:** The 7 days are what we consider the employer's defined work week. For example, if the employer defines the work week as Sunday-Saturday, they must work at least one day during that week as well as meet the conditions on the SESP1.

# Placement Requirements

## Benchmarks 2 – 6

- The job must be consistent with the DARS1613B, matching:
  - 100 percent of the nonnegotiable conditions
  - at least 50 percent or more of the negotiable conditions
  - at least one job task
  - works the required days for the benchmark (5, 28, 56, etc.)

# July 2017 Example (5 days/shifts)

Day Count is in Red

## JULY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 NOT EMPLOYED
2	3 4 Hours-1	4	5 4 Hours-2	6 4 Hours-3	7	8 MET
9 FROZEN	10 FROZEN	11 FROZEN	12 FROZEN	13 4 Hours FROZEN	14 4 Hours FROZEN	15 NOT MET
16	17 4 Hours-4	18 4 Hours-5	19 4 Hours-6	20 4 Hours-7	21 8	22 9 MET
23	24 4 Hours-	25 4 Hours-	26 4 Hours-	27 4 Hours-	28	29 MET
30	31 4 Hours-	4 Hours-	4 Hours-	4 Hours-		MET

SESP-1 Nonnegotiable Employment Condition: **12-18 Hours/Week**  
 Employer's work week: **Sunday-Saturday**

# How are the days counted for July 2017 after the 5 days for Benchmark 2 and Continuing?

## JULY 2017

Day Count is in Red

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 NOT EMPLOYED
2	3 4 Hours-1	4 2	5 4 Hours-3	6 4 Hours-4	7 5	8 6 MET
9 FROZEN	10 FROZEN	11 FROZEN	12 FROZEN	13 4 Hours FROZEN	14 4 Hours FROZEN	15 NOT MET
16 7	17 4 Hours-8	18 4 Hours-9	19 4 Hours-10	20 4 Hours-11	21 12	22 13 MET
23 14	24 4 Hours-15	25 4 Hours-16	26 4 Hours-17	27 4 Hours-18	28 19	29 20 MET
30 21	31 4 Hours-22	4 Hours-23	4 Hours-24	4 Hours-25	26	27 MET

SESP-1 Nonnegotiable Employment Condition: **12-18 Hours/Week**  
 Employer's work week: **Sunday-Saturday**



# How are the days counted for August 2017?

Day Count is in Red

## AUGUST 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 4 Hours- <b>23</b>	2 4 Hours- <b>24</b>	3 4 Hours- <b>25</b>	4 <b>26</b>	5 <b>27 MET</b>
6 <b>28</b>	7 4 Hours- <b>29</b>	8 4 Hours- <b>30</b>	9 4 Hours- <b>31</b>	10 4 Hours- <b>32</b>	11 <b>33</b>	12 <b>34 MET</b>
13 <b>35</b>	14 <b>36</b>	15 4 Hours- <b>37</b>	16 4 Hours- <b>38</b>	17 4 Hours- <b>39</b>	18 4 Hours- <b>40</b>	19 <b>41 MET</b>
20 <b>FROZEN</b>	21 4 Hours <b>FROZEN</b>	22 <b>FROZEN</b>	23 4 Hours <b>FROZEN</b>	24 2 Hours <b>FROZEN</b>	25 <b>FROZEN</b>	26 <b>FROZEN NOT MET</b>
27 <b>FROZEN</b>	28 4 Hours <b>FROZEN</b>	29 <b>FROZEN</b>	30 <b>FROZEN</b>	31 <b>FROZEN</b>	<b>FROZEN</b>	<b>FROZEN NOT MET</b>

SESP-1 Nonnegotiable Employment Condition: **12-18 Hours/Week**  
 Employer's work week: **Sunday-Saturday**

# How are the days counted for September 2017?

Day Count is in Red

## SEPTEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					FROZEN <sup>1</sup>	FROZEN <sup>2</sup> NOT MET
42 <sup>3</sup>	4 Hours-43 <sup>4</sup>	4 Hours-44 <sup>5</sup>	4 Hours-45 <sup>6</sup>	4 Hours-46 <sup>7</sup>	47 <sup>8</sup>	48 <sup>9</sup> MET
FROZEN <sup>10</sup>	FROZEN <sup>11</sup>	FROZEN <sup>12</sup>	FROZEN <sup>13</sup>	FROZEN <sup>14</sup>	FROZEN <sup>15</sup>	FROZEN <sup>16</sup> NOT MET
49 <sup>17</sup>	6 Hours-50 <sup>18</sup>	6 Hours-51 <sup>19</sup>	52 <sup>20</sup>	53 <sup>21</sup>	54 <sup>22</sup>	55 <sup>23</sup> MET
56 <sup>24</sup>	57 <sup>25</sup>	58 <sup>26</sup>	59 <sup>27</sup>	4 Hours-60 <sup>28</sup>	4 Hours-61 <sup>29</sup>	4 Hours-62 <sup>30</sup> MET

SESP-1 Nonnegotiable Employment Condition: **12-18 Hours/Week**  
Employer's work week: **Sunday-Saturday**

# Sample DARS1613D Time Log



SESP-1 Nonnegotiable  
Employment Condition:  
12-18 Hours/Week  
Customer's work week:  
Sunday-Saturday

Week	Date (Mon-Sun)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours Worked for Week	Hours Count	Eligible Cumulative Day Count
1.	7/3/17	4	0	4	4	0	0	0	12	12	6 MET
2.	7/10/17	0	0	0	4	4	0	0	0	12	6 NOT MET
3.	7/17/17	4	4	4	4	0	0	0	16	28	13 MET
4.	7/24/17	4	4	4	4	0	0	0	16	44	20 MET
5.	7/31/17	4	4	4	4	0	0	0	16	60	27 MET
6.	8/7/17	4	4	4	4	0	0	0	16	76	34 MET
7.	8/14/17	0	4	4	4	4	0	0	16	90	41 MET
8.	8/21/17	4	0	4	2	0	0	0	0	90	41 NOT MET
9.	8/28/17	4	0	0	0	0	0	0	0	90	41 NOT MET
10.	9/4/17	4	4	4	4	0	0	0	16	106	48 MET
11.	9/11/17	0	0	0	0	0	0	0	0	106	48 NOT MET
12.	9/18/17	6	6	0	0	0	0	0	12	118	55 MET
13.	9/25/17	0	0	0	4	4	4	0	12	130	62 MET

# September 2017 Example (7 days/week)

## SEPTEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					FROZEN <sup>1</sup>	FROZEN <sup>2</sup> NOT MET
42 <sup>3</sup>	4 Hours-43 <sup>4</sup>	4 Hours-44 <sup>5</sup>	4 Hours-45 <sup>6</sup>	4 Hours-46 <sup>7</sup>	47 <sup>8</sup>	48 <sup>9</sup> MET
FROZEN <sup>10</sup>	FROZEN <sup>11</sup>	FROZEN <sup>12</sup>	FROZEN <sup>13</sup>	FROZEN <sup>14</sup>	FROZEN <sup>15</sup>	FROZEN <sup>16</sup> NOT MET
49 <sup>17</sup>	6 Hours-50 <sup>18</sup>	6 Hours-51 <sup>19</sup>	52 <sup>20</sup>	53 <sup>21</sup>	54 <sup>22</sup>	55 <sup>23</sup> MET
56 <sup>24</sup>	57 <sup>25</sup>	58 <sup>26</sup>	59 <sup>27</sup>	4 Hours-60 <sup>28</sup>	4 Hours-61 <sup>29</sup>	4 Hours-62 <sup>30</sup> MET

59-51=8 Days  
Met for both  
weeks -  
not frozen



SESP-1 Nonnegotiable Employment Condition: **12-18 Hours/Week**  
Employer's work week: **Sunday-Saturday**

# Supported Employment Assessment

# Supported Employment Assessment (SEA)

- Completed by the Supported Employment Specialist.
- The Discovery Process helps the provider collect the information needed to answer the questions on the [DARS1612, Supported Employment Assessment \(SEA\)](#).
- The SEA report must describe the customer and the customer's employment goals clearly.
- VRS requires the person-centered planning process be used when collecting information for the SEA.

**NOTE:** For customers who have a complete Environmental Work Assessment (EWA), Section D will not be completed.

# Discovery Process – 1

The Supported Employment Specialist explores, gathers, and documents:

- an interview with the customer
- development of the person-centered plan
- interviews with the customer's Circle of Support and Extended Services providers
- work skills, life skills, and behaviors at home and in the community
- vocational interests, preferences, and themes
- personal, school, and employer reference information
- current or potential work environments with the customer
- learning styles and needs for adaptive technology, accommodations, and on-site supports

# Discovery Process – 2

- employment conditions related to the customer's preferences, resources and support needs
- need for Extended Services and supports at or away from the job site
- informational interviews and work-skills observations
- strengths, challenges, and transferable skills including:

interests capabilities preferences motivations	learning styles challenges ongoing support needs resources
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- an assessment summary

**NOTE:** Best practice indicates the Discovery Process should take between 20 to 30 hours for each customer.



# DARS1612 – 1

- The [DARS1612, Supported Employment Assessment](#), must include the following information:
  - Findings of the Discovery Interview
  - Findings of the Circle of Support Interviews
  - Residential History and Domestic Information
  - Customer's Community Resources and Supports
  - Medical and Psychological History

# DARS1612 – 2

- Customer's Volunteer and Work History
- Customer's Education History
- Discovery of customer's interests
- Customer's vocational themes and interest
- Findings of the Informational Interview and Work Skill Observations
- Summary of the customer's Present Level of Functioning Observed by the Provider

**Note:** An Informational Interview is not an interview with the customer and the provider. An Informational Interview is a conversation between a job seeker and an employer seeking information

# DARS1612 – 3

The DARS1612 also captures:

- Supports that family, friends, and professionals provide to help the customer maintain a high-quality life at home and in the community
  - financial assistance, assistive technology, room and board, supervision for safety, and transportation
- Extended Services and supports that may be necessary for a successful employment outcome

**NOTE:** If an Environment Work Assessment (EWA) is purchased, the SEA must be prorated. In these cases, the Informational Interview or Work Skills Observations section of the SEA are not completed.

# SEA Review Meeting – 1

The SEA review meeting is held after the Discovery Process and the [DARS1612](#) has been completed:

- to determine whether an employment outcome can be achieved or
- if no employment outcome will be pursued, and
- to identify the next steps.

The SEA review meeting must include the:

- VR counselor, Supported Employment Specialist, Customer, Customer representatives and the customer's Circle of Support, as appropriate

**NOTE:** The SEA is submitted to the VR counselor at least one week before the SEA review meeting.

# SEA Review Meeting – 2

- The SEA Review meeting must:
  - be led by the VR counselor and the Supported Employment Specialist
  - review the SEA for accuracy and completeness
  - occur before the SESP–1 meeting (Benchmark 1B)
  - help determine whether to complete the DARS1613A, DARS1613B, and DARS1613C
- **NOTE:** The SESP–1 meeting can be held immediately following the SEA review meeting as long as the customer and, as appropriate, the customer's representative are present.

# SEA Payment

- Payment for Benchmark 1A is made:
  - after the Supported Employment Assessment Review Meeting
  - after the VR counselor receives and approves a complete, accurate, and signed [DARS1612, Supported Employment Assessment](#), and an invoice

# Supported Employment Services Plan – 1

# Supported Employment Services Plan – 1 (SESP–1)

Used to identify:

- interests, preferences, skills
- job tasks, employment conditions
- Extended Services (long-term supports)
- potential employers
- the long-term placement goal for the customer

SEA information and recommendations are used to develop the

- DARS1613A, SESP–1 Demographics
- DARS1613B, SESP–1 Plan and Benchmark Report
- DARS1613C, SESP–1 Extended Supports



# SESP-1 Process & Procedure – 1

- Benchmark 1B is achieved by:
  - attending the SESP–1 meeting
  - completing, printing, and signing the DARS1613A
  - initialing the DARS1613B and
  - initialing the DARS1613C
- The VR counselor, Supported Employment Specialist, customer, customer's Circle of Support, and identified Extended Support providers meet to complete the DARS1613A, DARS1613B, and DARS1613C.

# SESP-1 Process & Procedure – 2

- The VR counselor or designated VR staff assists with completing the DARS1613A, DARS1613B, and DARS1613C during the meeting to ensure all information is captured correctly.
- The customer leads the meeting with assistance from the team. To complete the SESP–1, all attendees sign the DARS1613A and initial the DARS1613B and DARS1613C at the end of the meeting, indicating their agreement with the plan.
- VR Staff emails encrypted electronic copies of the completed 1613A, B, & C.
- VR Staff provides signed and initialed paper copies of the 1613A, B, & C.

**NOTE:** The provider must not bring a completed DARS1613A, B, and C to the meeting or complete the DARS1613A, B, and C after the meeting.

# DARS1613A: Demographics

- DARS1613A, Supported Employment Service Plan 1, Demographics
  - identifies the members of the SESP team
  - customer's preferences and interests
  - customer's assets and abilities
  - customer's background and educational history

# DARS1613B: Plan & Benchmark Report

- DARS1613B, Supported Employment Service Plan 1, Plan and Benchmark Report
  - identifies negotiable and non-negotiable employment conditions
  - lists targeted job tasks the customer can perform or potentially could perform
  - identifies potential employers and business types
  - indicates VRC-approved premium services

# DARS1613C: Extended Supports – 1

- Identifies the Extended Services (Long-Term Support Services) and support needs of the customer to ensure the customer is able to maintain long-term competitive employment.
- Must identify:
  - Extended Services needed
  - Anticipated frequency of the extended service
  - Source of funding

# DARS1613C: Extended Supports – 2

- Examples of Extended Supports:
  - other state agency programs
    - CLASS, HCS or general funds or
  - alternate funding resources
    - grants, social security waivers or non-profit programs
  - natural supports and employer accommodations

# Premiums

- The DARS1613B, SESP–1 Plan and Benchmark Report indicates whether the provider is eligible for Employment Premium Services payments as determined by the VRC.
- The Autism and Deaf Service Premium, as approved and agreed to by the VR counselor, apply to the SEA and SESP–1 and are paid after the achievement of Benchmark 1B.
- These premiums also may be paid after the achievement of Benchmark 6.

# **Supported Employment Service Plan – Part 2**



# Supported Employment Service Plan 2 (SESP-2)

Benchmark 2 is achieved when the Supported Employment Specialist has:

- contacted employers from target lists and developed customer jobs
- gone with customer to interviews and business visits, when necessary
- performed a job analysis
- helped the employer and customer with tasks related to job carving, job matching, task analysis, job restructuring, or job creation to establish job responsibilities and/or a job description for the customer
- ensured current supports, training, transportation, and accommodations are arranged and implemented to ensure successful employment at placement
- collected information in order to establish the customer's training and support plan
- identified potential Extended Services and supports

# Requirements for the SESP-2

- The Supported Employment Specialist must:
  - collect all information needed to complete an accurate training plan through interviews and observations with the customer, the employer, supervisor and co-workers
  - complete at least two contacts with the customer after placement
  - make at least one contact with the employer after placement
  - submit the completed DARS1613B, DARS1613C, DARS1614A and DARS1614B

# Outcomes Required for Payment – SESP-2

- Payment for Benchmark 2 is made when the VR counselor approves a complete, accurate, and signed:
  - DARS1613B
  - DARS1613C
  - DARS1613D
  - DARS1614A
  - DARS1614B
- The customer must have worked 5 days/shifts consistent with the requirements documented in the DARS1613B
- Invoice

# **Benchmark 3: Four-Week Job Maintenance**

# Benchmark 3: Four-Week Job Maintenance – Service Description – 1

- Benchmark 3 is achieved when:
  - the customer is employed by the employer listed on the most recent DARS1614A and DARS1614B, and:
    - has achieved 28 cumulative days of employment
    - has worked at least one day for each work week in the reporting period
    - the job is consistent with the requirements in the DARS1613B
- **NOTE:** Cumulative employment means working at least one day in each week (seven days) without a seven-day or greater break within a work week that is consistent with the requirements documented on the DARS1613B.

# Benchmark 3: Process & Procedure

Complete the DARS1615, which must describe the customer's job placement, training supports, and accommodations, including:

- essential and episodic job duties
- challenges in meeting the employer's expectations
- specific training, strategies, support needs, and accommodations identified in the DARS1614B that were addressed during the benchmark's reporting period
- plans to address any pending training needs, supports, and accommodations before job stability
- the Supported Employment Specialist's and the Job Skills Trainer's roles in the delivery of services provided, monitored, or set up to assist the customer in meeting the employer's expectations
- the customer's and, if applicable, the customer's legal representative's satisfaction level with the job and the work environment

# Outcomes Required for Payment

- Payment for Benchmark 3 is made when the VR counselor approves a complete, accurate, and signed:
  - DARS1613B, DARS1613C, and DARS1613D for the 28th cumulative day of employment
  - DARS1615
  - invoice
- The customer must maintain employment for 28 cumulative days without a seven-day or greater break within a work week that is consistent with the requirements documented in the DARS1613B.

**Benchmark 4:  
Eight-Week Job Maintenance**



# Benchmark 4: Eight-Week Job Maintenance

- Benchmark 4 is achieved when the customer:
  - is employed by the employer listed on the most recent DARS1614A and DARS1614B
  - has achieved 56 cumulative days of employment
  - has worked at least one day for each work week in the reporting period
  - the job is consistent with the requirements in the DARS1613B

# Outcomes Required for Payment

- Payment for Benchmark 4 is made when the VR counselor approves a complete, accurate, and signed:
  - DARS1613B, DARS1613C, and DARS1613D for the 56th cumulative day of employment
  - DARS1615
  - invoice
- The customer must maintain employment for 56 cumulative days without a seven-day or greater break within a work week that is consistent with the requirements documented in the DARS1613B.

# **Benchmark 5: Job Stability**

# Benchmark 5: Job Stability

Benchmark 5 is achieved when the customer:

- is employed by the employer listed on the most recent DARS1614A and DARS1614B
- maintains employment for 56 days or more
- meets or exceeds the employer's performance expectations
- has a job consistent with the requirements in the DARS1613B
- attends a Job Stability meeting with the customer's representative, if any, Supported Employment Specialist, and VR counselor, and all agree the customer has achieved job stability

**NOTE:** If the customer obtains a new position or new job, or requires additional supports from the Supported Employment Specialist or Job Skills Trainer, a minimum of 30 cumulative days of employment must elapse before job stability is re-established.

# Benchmark 5: Job Stability – Extended Supports

- has received all Extended Services and Supports identified on the DARS1613C, DARS1614B, and/or services and supports, such as:
  - the customer's Long-Term Supports and Services (LTSS)
  - alternate funding, agencies, or people that have been established to provide all Extended Services for the customer

## **Note:**

- Extended Service providers are invited and encouraged to attend the Job Stability meeting.
- Extended Services (long-term supports) identified on the DARS1613C must be in place before the VR counselor can determine whether the customer is stable in the job.

# Benchmark 5: Process & Procedure – 1

Before job stability can be achieved, the Supported Employment Specialist must:

- provide on- and off-site job supports until extended services and long-term supports are implemented by the employer, other supports, or Extended Service providers;
- monitor the Extended Services and Supports as outlined in the DARS1613C;
- verify the supports are effective to ensure the customer can maintain successful long-term competitive integrated employment.

# Benchmark 5: Process & Procedure – 2

- The VR counselor makes the final decision in determining the job stability status. A case is considered "job stable" once the job stability date is established through a Job Stability meeting.
- If the customer does not work for seven or more days after the achievement of Benchmark 5: Job Stability, a new job stability date must be established through a job stability meeting.
- Neither the Supported Employment Specialist nor the Job Skills Trainer may provide the long-term support needs, training needs, and/or accommodations unless funding from a source other than VRS is secured.

# Benchmark 5: Outcomes Required for Payment

- VR counselor approves a complete, accurate, and signed:
  - DARS1613B, DARS1613C, DARS1613D
  - DARS1616A: is completed indicating:
    - a Job Stability meeting has occurred
    - the VR counselor, the customer, the customer's representative (if any), and the Supported Employment Specialist agree the customer is job stable
  - Invoice

**Note:** A minimum of 30 cumulative days of employment is required if the customer gets a new position or a new job before the customer eligible to be determined "job stable."



# **Benchmark 6: Service Closure**

# Benchmark 6: Service Closure – 1

Benchmark 6 is achieved when the customer:

- is employed in a job for at least 146 days
- demonstrates 90 cumulative days from the final job stability date
- performs at least one job task on the DARS1613B
- meets all of the non-negotiable employment conditions on the DARS1613B
- meets at least 50 percent or more of the negotiable employment conditions on the DARS1613B
- meets or exceeds the employer's expectations
- has all extended services and supports that are identified on the DARS1613C; DARS1614B; or that were identified after the forms were completed
- with the customer's representative, if any, is satisfied with the job placement and the establishment of Extended Services and Supports

## Benchmark 6: Service Closure – 2

- After the stability date has been set, neither the Supported Employment Specialist nor the Job Skills Trainer may provide the long-term support needs, training needs, and/or accommodations unless funding from a source other than VRS is secured.
- During Job Stability, the Extended Service providers, employer, and other supports must be in place and be providing the intended supports.

# Benchmark 6: Process and Procedures - 1

- The Supported Employment Specialist must:
  - monitor the Extended Services and Supports
  - verify the supports are effective to ensure successful long-term competitive integrated employment
  - not provide any direct services to the customer during the 90-cumulative-day period between job stability and service closure
- The VR counselor makes the final determination of 90 days job stability date.

# Benchmark 6: Process and Procedures - 2

A new job stability date must be established and a new 90-day period begins when:

- The customer does not work as a result of illness, injury, vacation, or short-term disability for seven days or more days of the work week after Job Stability.
- It becomes necessary to provide direct services to the customer; to train or consult with the Extended Service provider, employer, or "natural support", or to address issues related to the customer's performance or employment situation or transportation issue.
- If the customer is hired for a new position or new job, or requires additional supports from the Supported Employment Specialist or Job Skills Trainer, a minimum of 30 cumulative days of employment must occur before job stability is re-established.

# Benchmark 6: Outcomes Required for Payment

## – 1

- VR counselor approves a complete, accurate, and signed:
  - DARS1613B: listing the achievements of employment conditions and the targeted job tasks
  - DARS1613C: Extended Services
  - DARS1613D: hours worked by the customer
  - DARS1616B
  - invoice

# Benchmark 6: Outcomes Required for Payment – 2

- The Supported Employment Specialist must:
  - have a minimum of two contacts per month with the customer during the job stability period
  - have a minimum of two contacts per month with the employer
  - have at least two contacts per month with the Extended Service provider, and/or natural supports
  - monitor Extended Service providers to ensure the customer maintains the competitive integrated employment with the supports, training, and accommodations listed in the DARS1613C and DARS1614B

# Benchmarks 2 – 6 Premiums

- If the DARS1613B indicates the provider is eligible for any Employment Premium Service(s) and VRS staff has verified that the required outcomes have been achieved, payment will be made at the achievement of Benchmark 6.
  - The counselor determines if a Premium(s) will be purchased.
  - All premiums must be identified at the original plan (1613B) or amended plan prior to placement.
  - No premiums can be added after placement.
  - Service Authorization premiums should be issued with Benchmark 2.
  - Premiums are invoiced and paid after approval by VRC and completion of Benchmark 6.



# Fees

- Benchmark 1A: Supported Employment Assessment (SEA) \$975.00
- Benchmark 1A: Supported Employment Assessment (SEA) is prorated when the Environmental Work Assessment has been completed \$525.00
- Benchmark 1B: Supported Employment Services Plan—Part 1 (SESP—1) \$150.00
- Benchmark 2: Job Placement and SESP—2 \$1,500.00

- Benchmark 3: Four-Week Job Maintenance \$1,500.00
- Benchmark 4: Eight-Week Job Maintenance \$750.00
- Benchmark 5: Job Stability \$750.00
- Benchmark 6: VR Closure \$3,000.00
- Professional Placement Premium \$500.00
- Criminal Background Premium \$500.00
- Wage Premium \$500.00
- Deaf Service Premium at completion Benchmark 1b \$533.00
- Deaf Service Premium at completion of Benchmark 6 \$3,550.00

- Autism Premium at completion Benchmark 1b \$225.00
- Autism Premium at completion Benchmark 1b  
prorated when Environmental Work Assessment  
Completed \$135.00
- Autism Premium at completion Benchmark 6 \$1,500.00

# 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

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# Regional Program Support Specialist

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# End

Thank you all for attending this training, but most of all, thank you for assisting our customers to participate in their communities, be employed, and improve their lives.