

# FY 2015

# Employment Services Webinar Series

Non-Bundled Job Placement Overview  
Part 1 of 2

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

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## Slide 1; Introduction

Welcome to Employment Services-Non-Bundled Job Placement Overview Webinar Part 1 of 2 - Overview.

A review of the changes to the Rehabilitation Policy Manual (RPM) and Standards for Providers (SFP) related to Non-Bundled Job Placement, a new service that will be implemented on December 16, 2014. This service is designed to be used for consumers who are participating in Counselor Directed Placement. These services should not be used for consumers who will be receiving Bundled Job Placement or Supported Employment.

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

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

* service definition
* deliverables.

## Slide 2; Subject Matter Experts

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

Sue-Ellen Woodlief

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Phone number is 512-424-4502

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## Slide 3; Narrator

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

## Slide 4; Getting Credit for Attendance

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 launch part two.

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.

## Slide 5; Question and Answer

Question and Answer

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

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

## Slide 6; Question and Answer

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

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

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## Slide 7; Webinar Topics

Webinar Topics

* Section 1-Non-Bundled vs Bundled Job Placement
* Section 2-Overview of Non-Bundled Job Placement Services

## Slide 8; RPM & SFP

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

RPM Section

* 9.6 Non-Bundled Job Placement Services

SFP Section

* 8.5 Non-Bundled Job Placement Service

## Slide 9; Forms and Additional Handouts

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

Forms

* DARS1870, Non-Bundled Job Placement Services Referral
* DARS1890, Employment Data Sheet Application and Resume Builder
* DARS1871,Summary of Non-Bundled Job Placement Service Report

Diagram

* Wage Employment Continuum

## Slide 10; Non-Bundled vs Bundled Job Placement

Section 1 Slide Non-Bundled Job Placement Services vs Bundled Job Placement Services

## Slide 11; Wage Employment Continuum Chart

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

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## Slide 12; Wage Employment Continuum

I am going to read this slide to review the summary of the Wage Employment Continuum Non-Bundled Job Placement Services Overview.

**Non-Bundled Job Placement Service Definition:**

The Job Placement Specialist provides initial instruction, assistance, monitoring and any needed resources and/or tools to assist the consumer with completion of the following:

* + - Job Application Training and Completion
    - Employment Data Sheet/Resume
    - Interview Training

Employment Premium Services can be purchased with Non-Bundled services when appropriate as defined by the Standards for Provider (SFP).

Job Coaching/Job Skills Training can be purchased based on the consumer’s needs after the job is obtained.

## Slide 13; Wage Employment Continuum

**VRC Roles:**

* Mentor the consumer and monitor his/her progress

**Tools and Resources:**

* [workintexas.jobs/](http://workintexas.jobs/)with instruction
* [Texasworkprep.com](http://www.texasworkprep.com/)
* DARS 1890, Employment Data Sheet

## Slide 14; Non-Bundled Job Placement Table

The slide shows the differences in the efforts by the Job Placement Specialist in Non-Bundled Job Placement, Bundled Basic Job Placement and Bundled Enhanced Job Placement.

Column One: Non Bundled Job Placement Services

* initial instruction, assistance, monitoring;
* tools and resources necessary to complete task(s);
* as appropriate by Service Description , tasks are completed on behalf of the consumer

Column Two: Bundled Basic Job Placement Services

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

Column Three: Bundled Enhanced Job Placement Services

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

## Slide 15; Non-Bundled vs Bundled

Non-Bundled Job Placement Services allows for the purchase of individual services that are purchased as a package in Bundled Job Placement Services.

Bundled Job Placement includes all the services that can be purchased separately in Non-Bundled Job Placement plus assisting the consumer in obtaining the job. For example, application training, employment data sheet / resume development and interview training.

## Slide 16; Non-Bundled vs Bundled

When a Bundled Employment Service (Basic Job Placement or Enhanced Job Placement) needs to be purchased for a consumer after the purchase of Non-Bundled Job Placement Service(s) a reduction in the fee for the Bundled Job Placement Service will occur.

There will be specs in ReHabWorks that will list the different reduction payment options.

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## Slide 17; Question and Answer

Question and Answer

This is a multiple choice question.

Which of the following are differences between Non-Bundled Job Placement Services and Bundled Job Placement Services are:

* 1. The Non-Bundled Job Placement services can be purchased separately by the counselor based on the services the consumer needs to be ready for their job search.
  2. Bundled Job Placement services are designed for consumers who need assistance in all areas of job search preparedness from the Job Placement Specialist.
  3. Non-Bundled Job Placement Services are designed to support the counselor in readying consumers on specific job search skills when DARS resources are not available to provide the service.
  4. The Job Placement Specialist is not responsible for the actual Job Placement when Non-Bundled Job Placement Services are purchased.
  5. All of the above

Please pause the webinar and answer the question.

## Slide 18; Answer

The difference between Bundled Job Placement Services and Non-Bundled Job Placement is “E” all of the above.

## Slide 19; Overview of Non-Bundled Job Placement Services

Section 2 Title Slide: Overview of Non-Bundled Job Placement Services

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## Slide 20; Non-Bundled Job Placement Services

Non-Bundled Job Placement Services are purchased from contracted providers when the consumer is going to need more assistance than the Counselor or DARS staff can provide related to a specific skill(s) or task(s) that needs to be completed for the consumer to gain employment.

Non-Bundled Job Placement Services include

* Employment Data Sheet and Resume development,
* Application Training and Completion,
* Interview Training.

Each of these services can be purchased separately. DARS should only purchase the services needed by the consumer which DARS cannot provide by DARS staff, DARS Job Clubs, or resources that are offered within the consumer’s community as a comparable benefit.

Non-Bundled Job Placement Services are not bought with Bundled Employment Services such as Basic Job Placement, Enhanced Job Placement or Supported Employment Services. Non-Bundled Job Placement Services are provided by DARS Contracted Providers for Job Placement Services. The staff of the Employment Service Provider providing Non-Bundled Job Placement Services must be credentialed by UNTWISE for Job Placement Services.

## Slide 21; Non-Bundled Job Placement Services

In Non-Bundled Job Placement Service, the Job Placement Specialist supplies initial instruction, assistance, monitoring and any resources and tools necessary to assist the consumer in accomplishing the Non-Bundled Services.

When necessary, the Job Placement Specialist completes tasks for the consumer.

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## Slide 22; Non-Bundled Job Placement Services

Each Non-Bundled Job Placement Service should be purchased **only** once for a consumer.

On the rare occasion that a Non-Bundled Job Placement Service may need to be purchased more than once to ensure the consumer gains the training and support necessary to be successful, a DARS 3472, Contract Service Modification, must be completed. The DARS 3472 must be reviewed by the Area Manager and approved by the Regional Director per RPM 7.5.8 before the service is re-purchased. Please note the DARS 3472 is considered to be an exception to the Employment Service Providers contracts.

The DARS 3472 must be submitted with the invoice and kept in the DARS and CRP’s consumer file.

Non-Bundled Job Placement Services can be purchased with On the Job Training, Apprenticeship, and Job Skills Training and Job Coaching when appropriate.

## Slide 23; Non-Bundled Job Placement Services

Non-Bundled Job Placement Services include

* Job Application Training and Completion;
* Employment Data Sheet/Resume- Completion for Consumer;
* Employment Data Sheet/Resume- Consumer Instruction with Employment Data Sheet or Resume submitted and
* Interview Training.

We will review each of the services in the slides that follow.

## Slide 24; Non-Bundled Services Facts

Each Non-Bundled Job Placement Service should be purchased only once for a consumer.

If any Non-Bundled Job Placement Service is invoiced prior to the consumer being referred to Bundled Job Placement a reduction payment for the Non-Bundled Job Placement Service must be applied to the Bundled Job Placement cost.

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## Slide 25; Deaf Employment Premium Service

If Deaf Employment Premium Service was authorized by purchase order, the Job Placement Specialist is qualified to provide the service, the invoice will be paid after the DARS1871, Summary of Non-Bundled Employment Service(s) Report, is approved.

The Job Placement Specialist must prove proficiency in sign language by evidence of either holding a

* + Board of Evaluation for Interpreters for the Deaf (BEI) certification,
  + a Registry of Interpreters for the Deaf (RID) certification, or
  + a SLPI rating of intermediate plus.

When the invoice is submitted, proof of the certification is required, such as a copy of the staff person credentials.

In order to provide sufficient time for our contracted Employment Service Providers to meet the required qualifications and to ensure continuity of services for our consumers who are deaf, we are implementing a transition period which will be effective through August 31st, 2015.

For any provider already approved to provide services to deaf consumers who have a staff member who does not have evidence of ASL proficiency as stated above, the CRP Director must complete the DARS3490 (DEAF) Temporary Wavier for CRP Credentials. If the providers has a question please contact your contract manager.

## Slide 26; Non-Bundled Job Placement Service Fees

On this screen are the fees DRS will pay for Non-Bundled Job Placement Services Employment Data Sheet and Resume Completion.

* The fee for both the Employment Data Sheet and Resume Completion for the Consumer or Employment Data Sheet and Resume Consumer Instruction with Data Sheet and Resume Submitted is $225.00 each.
* If the Deaf Service Premium fee is also authorized, the fee is $225 + $106.50 for a total of $331.50 each.

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## Slide 27; Non-Bundled Job Placement Service Fees

On this screen are the fees DRS will pay for Non-Bundled Job Placement Services Application Training and Interview Training.

* Job Application Training and Completion fee is $150.00.
* If the Deaf Service Premium fee is also authorized, the fee is $150 + $71 for a total of $221.
* Interview Training fee is $300.00.
* If the Deaf Service Premium fee is also authorized, the fee is $300 + $142 for a total of $442.

## Slide 28; RehabWorks Non-Bundled Job Placement Services

**Level Description**

Level 1 spec is describe as: Community Based Training and Employment Services (Standards Manual)

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

Level 3 spec is described as: Non Bundled Job Placement Services Contract Required

There are four level four specs.

First Level 4 spec is described as:

Job Application Training and Completion - The Job Placement Specialist supplies initial instruction, assistance, monitoring, and any resources and tools necessary to assist the consumer in completion of job applications and pre-employment screening questionnaires and/or testing. See the SFP Chapter 8.5 for required training elements. The DARS1871, Summary of Non-Bundled Job Placement Service(s) Report completed by the Job Placement Specialist must include a clear, descriptive summary of the assistance, training, supports provided and a clear descriptive summary of the consumer’s skills at the conclusion of the training. Job Application Training and Completion can only be purchased once for a consumer. This service is not bought with Bundled Employment Services such as Basic Job Placement, Enhanced Job Placement, or Supported Employment services. As appropriate, describe any training needs or criteria necessary to individualize the services for the consumer in the “Comment” section of the Purchase Order. Can only be purchased once for a consumer.

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Second Level 4 spec is described as:

Employment Data Sheet and Resume with instruction - The Job Placement Specialist supplies initial instruction, assistance, and monitoring as well as any resources and tools necessary to help the consumer in the completion of the DARS1890, Employment Data Sheet Application and Résumé Builder, or equivalent, and a résumé containing the relevant information that is on the DARS1890. The DARS1871, Summary of Non-Bundled Job Placement Service(s) Report completed by the Job Placement Specialist must include a clear, descriptive summary of the assistance, training, supports provided and a clear descriptive summary of the consumer’s skills at the conclusion of the training. Employment Data Sheet and Résumé with instruction can only be purchased once for a consumer. This service is not bought with Bundled Employment Services such as Basic Job Placement, Enhanced Job Placement, or Supported Employment services. As appropriate, describe any training needs or criteria necessary to individualize the services for the consumer in the “Comment” section of the Purchase Order.

Third Level 4 spec is described as:

Employment Data Sheet and résumé completed by the Job Placement Specialist - The Job Placement Specialist gathers all needed information from the consumer and other resources to complete the DARS1890, Employment Data Sheet Application and Résumé Builder or equivalent and a résumé containing the relevant information that is on the DARS1890. The DARS1871, Summary of Non-Bundled Job Placement Service(s) Report completed by the Job Placement Specialist must include a clear, descriptive summary of the supports provided. Employment Data Sheet and résumé completed by the Job Placement Specialist can only be purchased once for a consumer. This service is not bought with Bundled Employment Services such as Basic Job Placement, Enhanced Job Placement, or Supported Employment services. As appropriate, describe any training needs or criteria necessary to individualize the services for the consumer in the “Comment” section of the Purchase Order.

Fourth Level 4 spec is described as:

Interview Training - The Job Placement Specialist supplies initial instruction, assistance, monitoring, and any resources and tools necessary to assist the consumer in gaining the skills necessary to interview effectively with businesses that relate to the consumer’s employment goal(s). See SFP Chapter 8.5.3 for the required training elements. The DARS1871, Summary of Non-Bundled Job Placement Service(s) Report completed by the Job Placement Specialist must include a clear, descriptive summary of the assistance, training, supports provided and a clear descriptive summary of the consumer’s skills at the conclusion of the training. Interview Training can only be purchased once for a consumer. This service is not bought with Bundled Employment Services such as Basic Job Placement, Enhanced Job Placement, or Supported Employment services. As appropriate, describe any training needs or criteria necessary to individualize the services for the consumer in the “Comment” section of the Purchase Order.

## Slide 29; DARS1870, Non-Bundled Job Placement Services

The DARS counselor completes the DARS1870, Non-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 Referral Form will indicate what Non-Bundled Job Placement service(s) will be purchased for the consumer and any special directions related to the delivery of the service(s).

If the Deaf Employment Premium Service is necessary, it will be included on the Referral form and Purchase Order issued for the service.

## Slide 30; DARS1871, Non-Bundled Job Placement Services

The Job Placement Specialist completes and submits the DARS1871, Summary of Non-Bundled Job Placement Service(s) Report, documenting the assistance, training, or support provided by Job Placement Specialist in clear, descriptive terms.

DARS staff members will review the submitted form and the invoice to ensure completeness, accuracy, and that the required outcomes for payment have been achieved.

Form(s) and invoice will be returned to the provider if incomplete. DARS will provide notification of issues related to the incomplete form(s) and/or invoice. The Employment Service Provider must resubmit forms and invoice correcting issues to gain payment of the invoice.

If the Deaf Employment Premium Service was authorized, the invoice will be paid after the DARS1871, Summary of Non-Bundled Job Placement Service(s) Report, is approved. See Employment Premium Service section in the RPM and Standards for additional information.

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

Later in the training you will see an example of a completed DARS 1871.

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## Slide 31; DARS1890, Employment Data Sheet Application and Resume Builder

DARS1890, Employment Data Sheet-Application and Resume Builder is a tool to assist in the gathering of information that is required to complete an accurate job application and resume.

Job Placement Specialist either assists the consumer in completion of DARS1890 or completes DARS1890 for the consumer.

## Slide 32; Question and Answer

Question and Answer

This is a True or False question.

After purchasing one of the Non-Bundled Services and, after discussion with the provider and consumer, the counselor determined that the consumer needed Bundled Job Placement Services. The counselor should issue a PO to the provider subtracting the fee paid for the Non-Bundled Services.

## Slide 33; Answer

The answer is True.

You must issue a PO with a specs that subtracts any non-bundled services provided when purchasing Bundled Job Placement Services.

## Slide 34; Counselor Responsibilities

Counselors have some very important roles in the management of cases receiving Counselor Directed Placement.

The Counselor responsibility includes:

* 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;
* Updating the consumer’s employment information in ReHabWorks; and
* 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.

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## Slide 35; Counselor Directed Placement

The DRS Counselor and DRS staff guided by the Counselor MUST assist the consumer in gaining a job matching the consumer’s IPE when Non-Bundled Job Placement Services are purchased. Non-Bundled Job Placement Services do not contain deliverables for the Employment Service Provider to assist a consumer with obtaining a job.

## Slide 36; End

For questions, contact the Subject Matter Experts.

## Slide 37; Thank You

**Completing part 1:**

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

[tiny.cc/esw2nbb](http://darsnet/services/clmonline/MAPS_CLM/asp/esw3Final.asp)

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

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