

Customized Employment Steps for Success

Eligibility Referral

- Referral Sources: VR, DD, or CRP
- VRC determines eligibility for VR and CE and completes Referral for Employment Services (SFN 1092)
- Services cannot begin without an authorization from VR.

VRC issues authorization Phases 1-3

- Phase 1: Pre Discovery and Discovery Planning Meetings
- Phase 2: Discovery
- Phase 3: Customized Employment Planning

PHASE 1: Pre Discovery Meetings

- CRP and VRC collaborate to schedule the Discovery Planning Meeting
- Pre-Meeting 1-(30 minutes) Discuss Discovery Process; identify a theme; shows samples of the big pages used; and begin to identify invitees for the Discovery Planning Meeting
- Pre-Meeting 2-(45 min) Finalize invitee list and meeting location, discuss refreshments, make invitations, and complete a Job Seeker history
- **Activities:** CRP-Begin Discovery Profile (SFN 1081)

Discovery Planning Meeting

- Facilitated by the CRP
- **Activities:** Develop an Initial Discovery Action Plan and continue to update the Discovery Profile
- **Deliverables:** Monthly Progress Notes (SFN 1101) and Discovery Profile Draft and pictures from the Discovery Planning Meeting

\$300

PHASE 2: Discovery

- **Activities:** CRP-observations of typical life activities, informational interviews, conduct assessments as needed, participation in familiar activities outside the home, engagement in novel community-based experiences, task and environmental analysis
- CRP and VRC collaborate to identify vocational themes
- **Deliverables:** Monthly Progress Notes (SFN 1101)

PHASE 3: Customized Employment Planning

- CRP and VRC collaborate to schedule the CE Planning Meeting-review what was learned through Discovery and to connect the Job Seeker's skills to potential community businesses to carve jobs
- **Activities:** CRP-Community Mapping
- **Deliverables:** Monthly Progress Notes (SFN 1101) CE Job Development Plan (10-20 local businesses for each vocational theme and tasks/assignments for team members) and completed Discovery Profile

\$1800



Individual Plan for Employment (IPE)

VRC issues authorization Phases 4-5

PHASE 4: CE Job Development & Negotiation

- VRC will complete IPE within 90 days from date of eligibility
- Phase 4: CE Job Development and Negotiation
- Phase 5: CE Employment Job Supports

- **Activities:** CRP-video resume, if applicable; develop a CE job proposal; continue to connect with employers to match their needs with the job seeker's skills; develop an accommodation plan; analyze naturally occurring supports; and begin to come up with a plan for fading
- **Deliverables:** Monthly Progress Notes (SFN 1101) including CRP activities and a Customized Job Proposal and/or Job Description

\$45/hour
\$500 Job placement

PHASE 5: CE Job Supports

- **Activities:** CRP-provide on-site supports including coaching and systemic instruction; regularly scheduled meetings with employer and employee; implement plan for fading
- **Deliverables:** Monthly Progress Notes (SFN 1101) and Final Progress Report

\$45/hour

Transition to Extended Services (ES)/ Individual Employment Supports (IES)

- Stabilization occurs
- VRC and ES/IES Funder identify a transfer date and notify CRP and Job Seeker
- Prior to transitioning to extended services the VRC schedules a team meeting
- The case remains open for a minimum of 90 days after the agreed upon transfer date to ES/IES

VR Case Closure

- Job Seeker achieved stability in ES/IES for 90 days
- Job meets definition of Competitive Integrated Employment (CIE)
- VRC received and reviewed the CRP final progress report and invoice
- VRC issues final payment for Successful CIE Outcome ONLY

\$1071

Note: For reimbursement the CRP must provide the VRC with the deliverables, CRP invoice, and VR authorization