



### **Q and A on Employment Plan – Videoconference of 6/19/18**

The following questions were posed during a videoconference with VR staff in attendance. The videoconference discussed I/DD SE providers' development of an Employment Plan while DD funding is authorized and VR's role/involvement in the process:

Q1.) Can we be involved in an "Informational meeting," with the SE provider as part of the referral process? I see us as a part of the team and that we would be at the table throughout the process.

A1.) VR staff can provide Information and Referral for a person on the waiting list. WINTAC has provided technical assistance to VR, indicating that, under I & R, VR 'can discuss [the referral to a DD SE provider], make a call to the referral source with the person there, or help them make a call, and may even attend a first meeting to discuss the alternative support services.'

Q2.) What involvement will VR have in the development of the Employment Plan?

A2.) VR staff will not be involved in the Employment Plan development or in implementation of the plan. While the person is on the waiting list, VR cannot provide planning services even casually or incidentally, and attending a meeting to discuss the plan could be viewed as a planning service. While DDD funding is in effect, the plan and implementation of any services for employment will be the responsibility of the person's Individual Support Plan (ISP) team – which includes the person, their guardian, service coordinator, service providers and others who may be identified, but cannot include VR staff.

Q3.) Would VR still receive 30-day reports during the job search period?

A3.) No, since VR is not paying for job search the agency would not receive or expect updates from providers on activities related to job search.

Q4.) Are service providers and service coordinators aware of this—the Employment Plan and DDD funding for those on the VR WL?

A4.) The DDD Director sent a message on 5/10 to DD Providers. This memo was included with Lindy's follow-up to VR staff explaining the activities VR staff could still be involved in. The communication with service coordinators was not shared with VR. There will be a WebEx training for DD providers and service coordinators coming up in the next couple of weeks. If it's determined that VR staff can log in to one of these trainings, we will send information on how to connect.

Q5.) What will happen when a person can be served from the VR waiting list? Will VR have the provider bring the Employment Plan to the first meeting and the VR will develop an IPE to go forward?

A5.) All of the details have not yet been worked out on how the process will look when VR can resume funding for I/DD SE. The Employment Plan was developed with the aim of collecting the minimum information needed for VR to resume milestones, if applicable. Where a person is in the process will determine, in part, the activities VR must complete at the time the agency begins to serve a person under milestones. For example, someone who is still in Job Search and not making any progress may need to have a meeting to discuss plan amendments. On the other hand, a person who meets criteria for closure may require other discussion to identify retention plans. There will likely be other questions as you think through scenarios involving people who return to milestones when VR opens priority 1 category, and we will want to work through these.

OTHER QUESTIONS related to process:

Q6.) Questions have been raised about the time it is taking to get WL letters to Service Coordinators when requested. How long should it take?

A6.) Eligibility and Priority timeframes are outlined in the VR P & P, and 60 days is allowed to determine eligibility/priority. If eligibility and priority determination can be expedited that is always a goal. Once the determination is made a WL/priority letter can be sent, DDD can determine whether to authorize funding. A shorter timeframe for determination and notification is beneficial to the person, and that may be why there is pressure to get a letter as quickly as possible. For those who are already on the VR waiting list the letters are mailed to the offices and can be scanned and e-mailed or faxed to the service coordinator as soon as the VR office is in receipt of the letter.