

BACKGROUND AND INSTRUCTIONS FOR COMPLETION OF EMPLOYMENT PLAN (I/DD)

BACKGROUND: At present, due to the closing of all priority groups under Order of Selection (OOS), Nebraska VR is unable to fund supported employment milestones for those on its waiting list. Department of Health and Human Services, Division of Developmental Disabilities (DHHS-DDD) and VR have developed a plan to continue Nebraska's supported employment (SE) efforts for those with Intellectual/Developmental Disabilities until such time that VR is able to serve people from its waiting list. Potential interim funding methods have been identified by DDD for those who are on the VR waiting list.

In anticipation of conversion back to VR Supported Employment should funding be available, an interim Employment Plan is needed for each participant on VR's waiting list who will be served with alternative funding from DDD for employment activities. A template has been developed and is being provided to all I/DD providers for their use. The aim in using this format is to document the plan, and then track the employment activities and supports provided. With this documentation it will be possible to determine where the participant is in the employment process should VR be able to begin serving people from its waiting list.

Employment Plan: The provider will be responsible for implementation of the IPE and tracking progress until the participant transitions back to VR. The provider will be responsible for providing VR and DD Service Coordination a copy of the plan.

INSTRUCTIONS:

- Complete the identifying information.
- Verify the participant is on the VR waiting list. This template/process is used only for those who are on the waiting list in Priority Group 1. The Employment Plan will be completed by the SE provider (in collaboration with the participant's ISP team.) within 90 days of receiving DD waiver service. Throughout the process of job search, placement, stabilization, and job retention planning, activities in each step will be documented on the template under 'Other documentation required.' Should VR funding come available, the Employment Plan will be provided to VR in order to determine the participant's progress in Milestones and at which milestone VR funding can resume. Because it is not known for certain when this may occur, it is important the other documentation is kept up-to-date so that it is available upon request by VR.
- Verify VR waiting list placement and attach a copy of the letter received by the participant from VR. The participant can obtain a copy from the VR office where their eligibility and priority were determined if they do not have their letter. If the participant is not on the VR waiting list, VR will assist them in having their eligibility and priority group determined.

INSTRUCTIONS FOR EMPLOYMENT PLAN DISCUSSION:

- State the participant's Employment Goal, by position-type, i.e., Computer Programmer, Child Care worker, etc., the number of hours per week they want to work, and the expected/desired pay per hour.
- Discuss the level and type of support the participant will need on the job, including the percentage of time the staff will be present while the participant is working. Detail the teaching method(s) that will be used to assist the participant in learning the job tasks and developing the ability to complete tasks as independently as possible, which may include habilitation programming. Discuss natural support development, relationship-building, and other skills the staff will teach/for which support will be provided.
- Discuss the supports the participant will need off-site, and who will provide them, including supports that may be provided by family, friends or other staff, such as those providing residential supports. Identify the person(s) responsible, the type of support to be provided, and the frequency of provision of the support
- Discuss planned fading of supports. Include expected development of natural supports on the job, how fading will occur, and the methods and frequency of communication needed to ensure that any concerns arising during fading can be addressed efficiently and effectively.
 - It is noted that competitive, integrated employment is not intended to be supported by staff at 100%, so the team will need to plan for instances where the participant begins with 100% support in order to identify methods and timeframes for reduction of staff support, based on the participant's specific, individualized needs and circumstances.
- Discuss the expected level of support at stabilization (include the percentage of time staff will provide support on the job.) Stabilization is the time when the participant can perform the job with the minimal amount of staff support possible on an on-going basis. Consider the participant's skills they are bringing to the job, any environmental or natural supports that can be put in place to replace those provided by the job coach and determine at what level (percentage of support on the job) the participant can be expected to have stabilized on the job.
- Discuss other supports that may be needed, including the plan for transportation to and from work, assistance with planning and scheduling hours and time off, coordinating with other activities (medical appointments, etc.), communication and advocacy, assistive technology, and problem-solving, etc.
- Provide DDD Service Coordinators name of the participant.

INSTRUCTIONS:

- During the interim, if a VR Profile has been completed, identify the staff who completed it and date of when it was completed. Attach the VR Profile to the IPE when submitting the Employment Plan.
 - The VR Profile is a discovery tool used to get to know the participant where person-centered planning and informed choices are used to direct for job searching. This profile is provided by VR and is completed by the agency or independent Vocational Service Provider by either a pdf fillable form or it can be printed. Once completed, a copy is offered to the participant and provided to the Service Coordinator.
 - The purpose of the VR Profile is to develop VR's IPE and is used to create a reasonable job goal, plan for job search and support strategies, and in making projections for intervention and immediate plans for job coach fading.
- Obtain signatures / Titles of those who participated in development of the Employment Plan.

Other Documentation Required for Tracking of Supports Provided:

When VR is able to begin serving participants from the waiting list, it will be necessary to identify where participants are in the employment process, e.g., in which milestone they are being supported. Making such a determination will require documentation appended to the Employment Plan. ***Throughout the process***, the provider will track the dates of each type of Supported Employment activity on the template: Job Search, Job Placement, Job Stabilization, and Job Retention Plan implementation.

- For **Job Search**: identify the types of jobs applied for, the outcome of those applications and/or interviews, and any barriers that must be overcome to gain a better outcome with the next application and/or interview
- For **Job Placement**: identify the date of placement, position title, number of hours to be worked each week and rate of pay per hour. Record the level of support planned both on the job and off-site in number of hours per week, as well as the type of support required
- For **Job Stabilization**: The participant may be considered stabilized when the following criteria are met:
 - He/she has been on the job for at least 30 days
 - He/she has worked the planned number of days and hours throughout those 30 days
 - He/she has been provided the level of support outlined in the Job Placement section
He/she has expressed satisfaction with the job/number of hours, working conditions, etc.
 - The employer has been contacted and has expressed satisfaction with the participant's performance and work habits

- For **Job Retention**: The participant may be considered ready for job retention/long term support when the following criteria are met:
 - He/she has been on the job at least 90 days
 - He/she has worked the planned number of days and hours throughout those 90 days
 - He/she has expressed continued satisfaction with the job/number of hours, working conditions, etc.
 - The employer has been contacted and has expressed continued satisfaction with the participant's performance and work habits
 - The long-term support plan for job retention is developed and implemented



EMPLOYMENT PLAN -- I/DD

PARTICIPANT'S NAME:

DATE:

SUPPORTED EMPLOYMENT PROVIDER:

SE PROVIDER STAFF CONTACT NAME:

Is the participant on the VR Waiting list? Yes No If no, see instructions. If yes, obtain and attach copy of the VR Eligibility/Priority Group letter.

Employment Goal:

Number of work hours per week desired:

Pay desired/estimated pay per hour:

Discussion of level and type of support needed initially on the job, and who will provide (include the percentage of time on-the-job support will be provided):

Discussion of supports the participant will need off-site, and who will provide:

Discussion of planned fading of supports:

Discussion of expected level of support at stabilization (include the percentage of time staff will provide support on the job):

Discussion of other supports needed, including transportation, scheduling, advocacy, etc.:

DDD Service Coordinator Name:

Participant's Name:

VR Profile. Date completed:

Name of SE provider staff completing this document:

Signature:

Date:

Phone:

Email address:

Those participating in the development of this plan:

Signature

Title

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other documentation required

JOB SEARCH

Date job search activities began:

Summary of activities in job search:

JOB PLACEMENT

Job Placement--Date the participant started working:

Employer:

Position / Title:

Average number of hours working per week:

Pay per hour:

STABILIZATION

Date of stabilization on the job:

Supports being provided at stabilization:

Participant's Name:

Number of hours of support provided on the job:
Types of supports the participant continues to require:

Number of hours of support off-site to support the job goal:
Types of support required:

Number of hours the participant worked per week:
Documentation of satisfaction of the participant supported:

Documentation of satisfaction of employer with employee's work performance:

JOB RETENTION PLAN

Date job retention plan began:
Documentation of satisfaction of the participant supported:
Documentation of satisfaction of employer with employee's work performance:

Supports to be provided on a long-term basis/job retention plan: