

Supported Employment Payment Schedule -- Behavioral Health Employment Program

Milestone	Description/Activities	Payment	Date Examples
Milestone 1: Referral/Initiate SE Services	VR staff develops Individualized Plan for Employment (IPE) and refers client to SE Program, providing all pertinent re-releasable records with referral. SE program staff completes program intake, notifies VR SE liaison of client's acceptance to program, submits Job Search Agreement with invoice for Milestone 1.	\$1,000 VR Payment upon invoice for Milestone 1	Start Date and End Date are the same date of the referral to SE provider
Milestone 2 Job Search and Placement	SE Program staff implements Job Search Agreement activities, develops resume, assists with applications matching client to job(s) consistent with IPE goal, contacts employer, teaches job seeking skills, provides employer education and places client on job (as applicable). SE Program staff meets with VR liaison <u>monthly</u> to review progress and ensures that VR has been notified of the job start date and employment details <u>prior to employment start date</u> . Submits Milestone 2 Report form to BH and sends VR a copy of report.	Determined by Behavioral Health	Start Date: day after date of initiate services. End Date: day client starts job
Milestone 3: Job Coaching and Stabilization	SE Program staff and client jointly develop job-specific strategies and accommodations. SE Program staff provides on/off-site job coaching and supports to stabilize client on the job and maintains regular contact with employer. Client, Employer, VR liaison and SE Program staff agree to the job stabilization based on criteria on milestone form. IPE is amended if needed. Team agreement on stabilization will trigger authorization of Milestone 4 and, with such agreement SE Program staff completes and submits Milestone 3 Job Stabilization Report with invoice for Milestone 3.	\$1,500 VR Payment upon invoice for Milestone 3	Start Date: day client starts job End date: day client stabilizes (minimum 30 days)
Milestone 4: Transition to Extended Services	SE Provider staff maintains regular contact with client and employer, building long-term natural supports for job retention. The client, the SE provider, and the VR Specialist meet and agree on the extended services plan and the date of transition, which may occur no sooner than 60 days after the stabilization date. VR keeps the case remains open for 90 days after the date the transition plan begins to ensure transition is complete and no additional VR services are needed. SE Provider staff submits Milestone 4 VR Transition to Extended Services form along with invoice for Milestone 4.	\$1,500 VR Payment upon invoice for Milestone 4	Start Date: day after client stabilizes End Date: date client transitions to extended services (minimum 60 days)
Milestone 5: Extended Services Provision	VR continues follow-up with client for 90 days. If no additional VR services are required during the 90-day period, VR Specialist discusses closure with client and SE provider and successful outcome date is determined. If, during the transition period, additional VR services are needed, the 90-day period begins again. Closure is discussed when the client has not required VR services during the 90-day transition period.	Determined by Behavioral Health	Start Date: date client begins transition to extended services
		VR total \$4000 for milestones; see DBH for MS 2 and Extended Services payment amounts.	