

Independent Provider Information

Overview of Nebraska VR's Supported Employment Services

Definition

The concept of “place and train” is central to supported employment. The person is placed in competitive employment and provided training and other supports and services needed to develop job performance skills. Successful closure is achieved after the client, employer, and VR Specialist agree the employment goal is met and job performance is satisfactory, the client has stabilized, and transition to extended services has resulted in no need for additional VR services for at least 90 days.

The person must be compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by persons who are not disabled, at the time of transition to extended services.

Customized Employment is a type of Supported Employment that requires:

- The use of Discovery Information to generate vocational themes
- Individualized determination of the client's strengths, needs and interests to match these to the business needs of the employer, resulting in a job that is developed for the person
- Negotiation of an Employment Proposal with the employer
- Development of a customized job description, work schedule, worksite location and specifics about supervision provision

Services To Be Provided

Each service or milestone requires prior-authorization by VR. The Milestones forms describe the activities to be completed during each milestone period. The Independent Provider reports the supports provided, hours of service provision, and other details about the person's performance on the forms and submits them to the VR Specialist. Forms are: VR Profile, Milestone-1 (M1)-Intake and Job Search, 30-day reports (completed every thirty days during the Job Search period), M2-Job Placement, M3-Job Coaching and Stabilization, M4-Transition to Extended Services, and M5A and 5B-Employment Report.

Discovery

When a client's abilities and interests are unknown or cannot be determined from existing records Discovery may be authorized. This service involves assessment of the person's talents, interests, and work preferences using the VR Profile for Supported or Customized Employment.

Initiate Services – Milestone 1

This milestone includes provider intake activities, and provision of supports needed to initiate and conduct job search activities. Such activities are guided by the Employment Goal stated in the Individualized Plan for Employment (IPE) with regard to type of work, number of hours, work schedule, and wages and benefits desired.

Job placement – Milestone 2

Job placement services include those activities directly related to obtaining a suitable job for the person such as:

- Submitting 30 day reports on job search activities and progress on placement
- Job development of a customized position

- Identification of demand job openings
- Accompanying the person to job interviews
- Assistance with completing application forms
- Accompanying the person to employer-required medical exams, drug screening tests, or other activities required for hire by the employer

Job Coaching & Stabilization – Milestone 3

Job Coaching services lead to stable job performance by teaching needed job skills and developing appropriate work behaviors to help the person be successful on the job. A person is considered to be stable on the job when:

- Their performance meets employer's expectations
- The number of job coaching hours has been the same for 4 or more weeks
- Number of job coaching hours provided is sufficient to support the person to maintain the job
- The person is satisfied with the job, hours, wage, etc.
- The employer reports the person's work performance is acceptable
- The person has worked their regularly scheduled hours for a minimum of 30 days
- VR Specialist agrees that stabilization has occurred

Other supports at or away from the work site

These are supports that help the person do their best on the job. They may be provided at the worksite, at the person's home, or in another community location. Such support may include training or reminders to maintain grooming and hygiene, using transportation to get to and from work, or other supports that enable the person to maintain their job.

Transition to extended services – Milestone 4

A person may transition to extended services no sooner than 60 days after Milestone 3 has ended, though it may take longer for the person to be ready to move to extended services at a level available to support job retention. During this milestone, efforts are made to fade supports to the level needed to maintain the job and natural supports are identified and replace paid supports as much as possible. The person is considered to be fully transitioned from VR supports when extended services, alone, have been sufficient to support job retention (no VR services have been authorized) for a period of 90 days. VR Specialists will maintain contact during this period of time. If VR authorizes any additional services or supports at this time, the 90 day period will begin anew.

Until full implementation of future Supported Employment program changes (on 1/1/23), intellectual and developmental supported employment cases will remain open for up to 12 months following transition to extended services so that Milestone 5A and 5B may be honored.

Employment Report – Milestone 5 A/B

This milestone includes the provision of needed supports so the client may retain his or her job. An Employment report is submitted at two intervals:

- 1) Milestone 5A: 6 months from the date of transition to extended services (end date of milestone 4) if the person has remained at the same job held at the time of transition to extended services, and
- 2) Milestone 5B: 12 months from the date of transition to extended services (end date of milestone 4) if the person has remained at the same job held at the time of the transition to extended services.

Independent Provider

Supported/Customized Employment Service – Definition of Terms

Nebraska VR

Also referred to as Vocational Rehabilitation, Voc Rehab, or VR (official branded name is Nebraska VR and is the preferred name to use) helps people who have a disability get and keep a job. The disability may be a physical, mental, behavioral health, or an emotional or learning disability.

Supported Employment

A continuum of services provided to an individual with a most significant disability to identify a job goal, complete job search activities, achieve job placement and maintain employment. These services are provided until the person has stabilized and transition to extended services is complete.

Competitive, Integrated Employment

- Paid at or above minimum wage & have access to benefits other employees have
- Person is afforded opportunities for advancement
- Person holds their own position and job description
- Works alongside co-workers without disabilities
- In an integrated location that is typically found in the community

Customized Employment

A type of supported employment that results in competitive integrated employment for an individual with a most significant disability. It includes:

- customizing a job description based on current employer needs or on previously unidentified and unmet employer needs
- developing a set of job duties, a work schedule and job arrangement, and specifics of supervision (including performance evaluation and review), and determining a job location
- providing services and supports at the job location and off-site, as needed.

Client

A person with a disability who works with VR is sometimes referred to as 'client.'

Independent Provider

An individual enrolled with Medicaid to provide Developmental Disabilities home and community-based waiver services. When determined to be qualified, such a provider may sign a service agreement and be paid by Nebraska VR to provide Supported Employment for people with intellectual or other developmental disabilities.

Hours of intervention

This is a term used by the Health and Human Services Division of Developmental Disabilities (DDD or DD) to describe the number of hours of services a person receives from that agency. (This is not a VR term, but is included here as it is often used in discussing funding available when the person transitions to extended services paid by DD.)

Fading

As the employee gains skills to independently complete job and work duties, the support provided is lessened, or faded. Supports might range from remaining on-site, working side-by-side with the person, to observing the employee's work from a distance, providing quality checks of work completed, or actually leaving the site but remaining available nearby or by virtual means in the event support is needed. The Independent Provider checks-in with the site supervisor and/or co-workers to obtain reports of performance during their absence. As independence increases supports are reduced or faded.

Stabilization

This occurs when the client is working as independently as possible. For example, the client works 25 hours per week, and for the past 4 weeks the provider has only provided support for 3 hours each week. It is believed the client will require the 3 hours of support each week for the foreseeable future. Stabilization cannot be considered until the person

- is consistently working regularly-scheduled hours on the job
- has been working at least 30 days,
- reports satisfaction with the job duties and hours they will work, and
- the employer reports satisfaction with person's performance

Natural Supports

Natural supports are unpaid assistance provided by a co-worker, supervisor, or other named person, on an occasional or regular basis, to assist the client with job duties or to meet work-related expectations. Examples include:

- a client who needs a reminder to switch from one activity to another receives a prompt from a co-worker with whom he or she naturally interacts. The co-worker agrees to provide this prompt, or reminder about switching to another activity or task.
- a family member supports a person in maintaining proper grooming for the job each morning

Extended Services

Extended Services are provided on an on-going basis when the person transitions from VR support to support provided by another entity or person. These supports are available for as long as the person has the job and are provided as needed to ensure job retention. In the case of people who receive supported employment services from an Independent Provider, funding for Extended Services is identified in the IPE and is provided under an agreement between VR and the DDD.

On-site Supports

These are the services and supports provided at the job site.

Off-site Supports

These are the services and supports provided away from the job site. They include work-related supports, such as addressing grooming needs, transportation, work scheduling, and work preparation skills.

Links to the Supporting Documents for Independent Providers

Milestone Payment Charts:

Supported Employment Milestone Payment for Intellectual/Developmental (I/DD)

https://webforms.nebraska.gov/vr_forms/468/to_form

Customized Employment Milestone Payment for Intellectual/Developmental (I/DD)

https://webforms.nebraska.gov/vr_forms/467/to_form

Milestones:

Supported Employment Milestone-1 ID, SE Initiate Job Search Services

https://webforms.nebraska.gov/vr_forms/206/to_form

Supported Employment Milestone-2 ID, SE Placement Report

https://webforms.nebraska.gov/vr_forms/207/to_form

Supported Employment-2 ID Customized Employment Placement Report

https://webforms.nebraska.gov/vr_forms/300/to_form

Supported Employment Milestone-3 ID, SE Job Stabilization Report

https://webforms.nebraska.gov/vr_forms/208/to_form

Supported Employment Milestone 4 - Transition To Extended Services

https://webforms.nebraska.gov/vr_forms/472/to_form

Supported Employment Milestone 5A&B I/DD, ABI/Autism Employment Report

https://webforms.nebraska.gov/vr_forms/210/to_form

SE 30 Day Reports:

I/DD Supported Employment 30 Day Report

https://webforms.nebraska.gov/vr_forms/299/to_form

I/DD Customized Employment 30 Day Report

https://webforms.nebraska.gov/vr_forms/354/to_form

SUPPORTED EMPLOYMENT SERVICES BILLING DOCUMENT

Services Provided By (Agency or Independent Provider name): _____

Address: _____

CLIENT:

BILLING DATE:

MILESTONE	Start Date	End Date	Amount	TOTAL
Discovery Milestone			\$500	
Milestone 1 -Initiate Services			\$1000	
Milestone 2 -Supported Employment Placement			\$1500	
Milestone 2 -Customized Employment Placement			\$2500	
Milestone 3 -Job Coaching & Stabilization			\$1500	
Milestone 4 -Transition to Extended Services			\$2000	
Milestone 5A -SE Report 6 months *			\$500	
Milestone 5B -SE Report 12months *			\$500	

*5A may be billed if job at transition to extended services is maintained for 6 months; 5B may be billed if job at transition to extended services is maintained for 12 months.

TOTAL

Independent Provider / Agency Rep. Signature: _____

Date: _____

Nebraska VR Specialist Signature: _____

Date: _____