

# Community Rehabilitation Program Manual

Per the [Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act \(WIOA\)](#), a Community Rehabilitation Program (CRP) "...means an agency, organization, or institution or unit of agency, organization, or institution, that provides directly or facilitates the provision of vocational rehabilitation services as one of its major functions."

In accordance with [CFR 361.5 \(17\)](#), the CRP may only include programs that are public or non-profit community rehabilitation programs. Both types of entities can provide services within the agency's CRP fee schedule, however, a sole proprietorship is not allowed.

## Application

Any agency, organization, or institution or unit of agency, organization, or institution shall complete or provide the following:

1. OVR Vendor Manual Application
2. OVR CRP Acknowledgement Form
3. Proof of Business ID or LLC/Corporation paperwork
4. Articles of Incorporation (if applicable)
5. Agency Policy and Procedures
6. Agency Bylaws
7. Organizational Structure
8. Liability Insurance/Certificate of Insurance
9. List of Board of Directors (if applicable)
10. Proof of Workers Compensation
11. CARF Survey Report (if applicable)
12. Agency hiring procedures
13. Education requirements
14. Samples of Agency Documentation (i.e., Referral Form, Invoice, Evaluations, Curriculums, Notes).

## Denied Applicant

If an applicant does not meet all aspects of the CRP definition, OVR will provide a denial in writing.

## Approved Applicant

Any agency, organization, or institution or unit of agency, organization, or institution that has been approved by OVR to provide services as a CRP shall:

1. Ensure they are a registered vendor
  - a. If need to register, contact [OVRVendor@ky.gov](mailto:OVRVendor@ky.gov)
2. Sign a Memorandum of Agreement

## Assessment

### Comprehensive Vocational Evaluation

The Comprehensive Vocational Evaluation (CVE) is a tool to assist in determining eligibility and/or researching vocational potential in order to plan a program for rehabilitation services that shall maximize a positive employment outcome.

A CVE shall be utilized for an individual who does not have enough existing information to determine eligibility for OVR services or someone who has yet to determine an appropriate vocational goal. The CVE provides insight into the individual's vocational interests and capacities, as well as provides suggestions for vocational goals.

### **Responsibility of OVR**

OVR shall provide the CRP with any existing pertinent medical and/or other information, in compliance with HIPPA standards, at the time of the referral with written consent of the consumer.

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

**NOTE:** If information is still needed, the CRP must retrieve from the consumer.

OVR shall inform the CRP CVE evaluator of any specific questions that need to be addressed in the evaluation. These results shall be discussed with the consumer and utilized in the preparation of the Individualized Plan for Employment (IPE).

OVR shall pay for the CVE at the rate of \$650.00.  
The expenditure code for this is 10H.

### **Responsibility of CRP**

The CRP CVE Evaluator shall, at a minimum, have a bachelor's degree and 50 hours of experience in conducting CVEs. If the CRP CVE Evaluator does not have the required experience, the evaluations must be submitted to the CRP Branch at OVR for review and approval prior to receiving payment.

The CVE shall be:

1. Not conducted until prior authorization is received from OVR
2. Individualized
3. Conducted timely after prior authorization received.

The CVE shall contain the ability to assess and obtain the following information, as it pertains to the consumer:

1. Physical and psychomotor capacities
2. Intellectual capacities
3. Work-related behavior
4. Interests, attitudes, and knowledge of occupational information
5. Personal, social, and work history
6. Aptitudes
7. Educational and vocational achievements
8. Work skills, transferable work skills, and work tolerance
9. Job seeking skills
10. Identification of work and non-work related needs
11. Environmental work conditions
  - a. Heights, extreme temperatures, smells, sounds
12. Accommodations or adaptive equipment/tool needs
13. Learning style

- a. The ability to understand, recall, and respond to various types of instruction

The CVE data shall be supplemented by personal interviews and behavioral observations. As well as the CRP CVE Evaluator should assess the consumer for job fit based on interests and capabilities, opportunities in geographical labor market, and information obtained by OVR. The CVE shall include:

1. A written report
2. Interpretation of results of any assessment data obtained
3. How information relates to vocational goal of consumer.

The CRP CVE Evaluator shall review results with counselor and consumer, allowing the consumer the opportunity to ask questions or receive clarification.

OVR will pay the CRP \$650.00, once provided with accurate and detailed written report and invoice.

**NOTE:** Standardized assessment tools utilized by the CRP CVE Evaluator must be provided in accessible formats, if requested.

### **Vocational Assessment Services**

The Vocational Assessment is an individualized process that reflects the consumer's mental and emotional needs. This is typically a tool utilized for consumers who do not receive a comprehensive assessment.

### **Responsibility of OVR**

OVR shall provide the CRP with any existing pertinent medical and/or other information, in compliance with HIPPA standards, at the time of the referral with written consent of the consumer.

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

**NOTE:** If information is still needed, the CRP must retrieve from the consumer.

OVR shall inform the evaluator of any specific questions that need to be addressed in the assessment. These results shall be discussed with the consumer and utilized in the preparation of the Individualized Plan for Employment (IPE).

If the CRP is required to travel in excess of 25 miles to conduct the assessment, then the mobile assessment fee may be utilized. The mobile assessment shall be determined by the consumer, counselor, and CRP and authorized in advance.

OVR shall pay for the following services at the following rates:

- Vocational Assessment: \$225.00
- Academic Assessment: \$110.00
- Aptitude Assessment: \$110.00
- Interest Assessment: \$110.00
- Mobile Assessment Fee: \$50.00

The expenditure code for these is 10P.

## **Responsibility of CRP**

The Vocational Assessment shall include:

1. A Vocational Interest Assessment- the administration of an interest inventory, and/or compilation of behavioral observations of consumer.
2. An Individual Vocational Interview- which includes, but is not limited to, questions regarding past work experience, educational history, physical capacities, vocational interest areas, and perception of abilities.
3. An Academic Assessment- which includes, but is not limited to, testing in both reading and arithmetic.
4. An Aptitudes Assessment- which provides the ability to obtain a profile of aptitudes, as designed by the [Dictionary of Occupational Titles \(DOT\)](#).

The CRP shall provide a written report, including test results, a summary as it relates to consumer's vocational potential, any requested information from OVR, and invoice to OVR.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

Vocational Assessment: \$225.00

Academic Assessment: \$110.00

Aptitude Assessment: \$110.00

Interest Assessment: \$110.00

Mobile Assessment Fee: \$50.00

## **Supported Employment Services**

The Kentucky Office of Vocational Rehabilitation (OVR) continues to establish and implement supported employment services in the Commonwealth. Through collaboration with agencies, organizations, and funding services for persons with severe disabilities, OVR can assist many individuals in achieving job retention.

CRP's providing supported employment (SE) services must adhere to the [Association for Persons Supporting Employment First \(APSE\)](#) ethical standards.

Any employee at a CRP who retains a Certification in Rehabilitation Counseling (CRC) must adhere to the [CRC Code of Professional Ethics](#).

A vendor may provide supported employment (SE) services for individuals with the most significant disabilities who are considered eligible, based on their need for ongoing support services in order to maintain employment. These services shall include person-centered job selection, job development, and individualized placement services (no enclaves, work crews, or other group placements), on- and off-job site training and support, and all services necessary to assist the consumer in maintaining employment.

### **Required Training**

All staff delivering SE services shall participate in the Supported Employment Training Project (SETP) offered through the [University of Kentucky Human Development Institute](#). This training is conducted through online activities, having participants take quizzes. Participants must pass quizzes to successfully complete the required training. This training **must** be completed within six (6) months of hire date.

Any Employment Specialist not holding a certification (i.e., CRC, CESP, ACRE, Marc Gold & Associates) shall be required to acquire fifteen (15) hours of continuing education units (CEUs) annually. Documentation shall be maintained by provider and supplied to OVR.

**NOTE:** At least four (4) hours must be specific to serving individuals who are deaf, blind or deaf/bind.

### **Responsibility of CRP**

The vendor shall serve individuals with the most significant disabilities (eligibility determined by OVR).

The vendor shall provide services within an authorized timeframe. If an extension is needed, a written request shall be submitted to the counselor. The request shall explain the need for extension and the timeframe of when service will be completed.

The vendor is responsible for submitting the signed authorization with invoice, with detailed description of service, completion date, along with any pertinent case notes or appropriate documentation.

Case progress notes describing in detail each service provided to consumer shall be submitted to OVR by the fifth (5<sup>th</sup>) of each month.

Under normal circumstances, a minimum of five (5) new VR consumers shall be accepted and served annually by each vendor. Consumers deemed as “served” is not contingent on services leading to outcomes. If a vendor is unable to reach this number of consumers served, the CRP shall communicate with OVR for a resolution.

The CRP shall ensure that acceptable employment outcomes meet the federal definition of “[Competitive Integrated Employment](#)” as in 34 CFR 361.5(9)(i)(A-D)(ii)(A-B)(iii). The following must be met to qualify:

1. Employment must be found in typical community settings
2. Wages earned must be competitive
3. Advancement opportunities must be available to the same degree as individuals without disabilities working in the same or similar positions

Wage rates for individuals enrolled in SE programs shall be at least minimum wage in accordance with the [Fair Labor Standards Act](#).

Long term support plans shall be developed for each consumer. It is required that each SE provider has a minimum of two (2) contacts per month with each consumer throughout the consumer’s term of employment, with at least one (1) contact being face-to-face. After one (1) year of stable employment, the SE provider, when appropriate, may institute a “step down support” plan.

The vendor shall provide individualized extended services for each consumer using the following sources of funds: state general funds, agency resources, Medicaid Waiver funds based on eligibility, PASS/IRWE, and/or other individually determined resources. The consumer, guardian, or family shall not be held responsible for payment of supported employment services.

### **Responsibility of OVR**

All consumers served shall have an IPE developed by OVR.

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

Employment goals shall be determined, and the IPE signed by mutual agreement between the counselor and consumer. The counselor shall issue an authorization for services necessary to support goals and the vendor shall provide services within authorized time frame.

Review claim vouchers and supporting documentation, prior to processing for payment, to ensure completeness of data, ensuring invoice is accurate and reflect services initially authorized for each student and matches service sessions listed.

Review in detail a sampling of total service sessions entered each month to ensure sessions are being recorded accurately and are attributed to the appropriate pre-ETS activity.

### **Traditional Supported Employment**

Traditional Supported Employment is for a consumer who has the most significant impact of disability and requires initial and extended support services throughout their term of employment.

### **Required Training**

All staff delivering SE services shall participate in the Supported Employment Training Project (SETP) offered through the [University of Kentucky Human Development Institute](#). This training is conducted through online activities, having participants take quizzes. Participants must pass quizzes to successfully complete the required training. This training **must** be completed within six (6) months of hire date.

Any Employment Specialist not holding a certification (i.e., CRC, CESP, ACRE, Marc Gold & Associates) shall be required to acquire fifteen (15) hours of continuing education units (CEUs) annually. Documentation shall be maintained by provider and supplied to OVR.

### **Responsibility of OVR**

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR shall:

- a. Pre-authorize for services
- b. Complete an IPE
- c. Review claim vouchers and supporting documentation, prior to processing for payment, to ensure completeness of data, ensuring invoice is accurate and reflect services initially authorized for each student and matches service sessions listed.
- d. Assure that the consumer is functioning well at job and is satisfied with employment.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

Person Centered Job Selection: \$1,000.00 (Exp. Code: 10Q)

Job Development: \$1,000.00 (Exp. Code 35E)

Stable Employment Outcome 30-Days: \$1,000.00 (Exp. Code 35S)

Stable Employment Outcome 60-Days: \$2,000.00 (Exp. Code 35T)

Stable Employment Outcome 90-Days: \$2,000.00 (Exp. Code 35U)

Stable Employment Outcome 120-Days: \$0.00

Stable Employment Outcome 150-Days: \$0.00

Stable Employment Outcome 180-Days: \$0.00

Additional SE Services (approved by branch): \$50.00/hour (Exp. Code 35G)

## **Responsibility of CRP**

The CRP shall:

- a. Ensure employees complete continuing education requirements annually at the rate of 15 hours of CEU's annually, four (4) of which pertain to serving individuals who are deaf, blind, or deaf/blind- when providing traditional supported employment services.
- b. Develop Person Centered Activities and Employment Plan (PCEP).
- c. Complete PCEP by day 75 from authorization date.
- d. Submit activity notes by the 5<sup>th</sup> of each month.
- e. Assure that all job development activities are based on the PCEP.
- f. Submit "Job Development" activity notes to the OVR counselor by the 5<sup>th</sup> of each month.
- g. Submit monthly documentation at appropriate times. (i.e., 30, 60, 90, 120, 150, 180)
- h. Submit a long-term support plan on day 90 of consumer's stable work.
- i. Providing extended services throughout the consumer's term of employment utilizing funds other than OVR dollars to cover these costs.

CRPs approved to provide traditional SE services must provide specific documentation. The list of required documents can be found under "[Traditional Required Documents](#)".

## **Program and Documentation Flow**

1. Referral and Authorization
2. Person Centered Employment Plan Activity Note
3. Person Centered Employment Plan
4. Job Development Note
5. Work Summary
6. Stable Employment Activity Note
7. 30-Day Stable Employment Summary, with invoice
8. 60-Day Stable Employment Summary, with invoice
9. 90-Day Stable Employment Summary (long term support plan), with invoice
10. 120-Day Stable Employment Summary
11. 150-Day Stable Employment Summary
12. 180-Day Stable Employment Summary

## Individual Placement and Support

Individual Placement and Support (IPS) helps individuals with serious mental illness and substance abuse work competitive integrated employment settings of their choosing. The consumer must meet eligibility of OVR standards with a diagnosis of serious mental illness or substance abuse diagnosis and requires long-term support services throughout their term of employment. The IPS program is faster than traditional SE.

IPS is an evidence-based practice of supported employment for individuals with serious mental illness and/or substance abuse conditions. IPS supported employment assists individuals in obtaining and maintaining competitive integrated employment consistent with their personal preferences. The IPS model adheres to eight (8) primary principles:

1. Competitive Employment
  - a. Jobs anyone can apply for, pay at least minimum wage/same pay as coworkers with similar duties, and have no artificial time limits imposed by the social service agency.
2. Systematic Job Development
  - a. Employment specialists systematically visit employers, who are selected based on the job seeker's preferences, to learn about their business needs and hiring preferences.
3. Rapid Job Search
  - a. IPS programs use a rapid job search approach to help job seekers obtain jobs rather than assessments, training, & counseling. The first face to face contact with the employer occurs within 30 days.
4. Integrated Services
  - a. IPS programs are integrated with mental health treatment teams. Employment specialists attach to 1 or 2 mental health treatment teams, which discuss their caseload.
5. Benefits Planning
  - a. Employment specialists help people obtain personalized, understandable, and accurate information about their Social Security, Medicaid, and other government entitlements.
6. Zero Exclusion
  - a. People are not excluded on the basis of readiness, diagnoses, symptoms, substance use history, psychiatric hospitalizations, homelessness, level of disability, or legal system involvement.
7. Time-Unlimited Supports
  - a. Job supports are individualized and continue for as long as each worker wants and needs the support. Employment Specialist have face to face contact at least monthly.
8. Work Preferences
  - a. IPS program services are based on each job seeker's preferences and choices rather than the employment specialist's and supervisor's judgments.

**NOTE:** Referrals for IPS services may originate from CRP to OVR OR OVR to CRP. If a referral is from CRP to OVR, that does not guarantee approval for IPS services.

**NOTE:** OVR counselor shall expedite application process by meeting with consumer and completing application within ten (10) business days from referral.

### **Responsibility of OVR**

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR shall:

- a. Pre-authorize for services
- b. Complete an IPE within ten (10) business days from completion of Career Profile and Job Search Plan, or OVR eligibility determination, whichever is the latter.
- c. Explore consumer's need for long-term supports.
- d. Authorize for Job Development upon completion of the IPE.
- e. Review claim vouchers and supporting documentation, prior to processing for payment, to ensure completeness of data, ensuring invoice is accurate and reflect services initially authorized for each student and matches service sessions listed.
- f. Assure that the consumer is functioning well at job and is satisfied with employment.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

Career Profile: \$750.00 (Exp. Code: 11D)

Person Centered Job Selection (approved by branch): \$1,000.00 (Exp. Code: 11C)

Job Development: \$1,000.00 (Exp. Code 39A)

Stable Employment Outcome 30-Days: \$1,000.00 (Exp. Code 39B)

Stable Employment Outcome 60-Days: \$2,000.00 (Exp. Code 39C)

Stable Employment Outcome 90-Days: \$2,000.00 (Exp. Code 39D)

Stable Employment Outcome 120-Days: \$0.00

Stable Employment Outcome 150-Days: \$0.00

Stable Employment Outcome 180-Days: \$0.00

Additional SE Services (approved by branch): \$50.00/hour (Exp. Code 39E)

CRPs approved to provide IPS services must provide specific documentation. The list of required documents can be found under "[Individual Placement and Support \(IPS\) Required Documents](#)".

### **Responsibility of CRP**

The CRP shall:

- a. Complete a Career Profile as the initial assessment (used for all individuals receiving IPS services). This shall be completed within fifteen (15) business days of the authorization.  
**NOTE:** The Career Profile takes place of the Person Center Employment Plan for individuals receiving IPS services.
- b. Provide Job Development Notes to OVR by the fifth (5th) of each month.

- c. Provide a work summary once competitive integrated job is obtained and deemed consistent with vocational goal identified on IPE.

### **Program and Documentation Flow**

1. Referral and Authorization
2. Career Profile
3. Job Search Plan
4. Job Development Note
5. Job Start Plan
6. Work Summary
7. Stable Employment Activity Note
8. 30-Day Stable Employment Summary, with invoice
9. 60-Day Stable Employment Summary, with invoice
10. 90-Day Stable Employment Summary (long term support plan), with invoice
11. 120-Day Stable Employment Summary
12. 150-Day Stable Employment Summary
13. 180-Day Stable Employment Summary

### **Customized Supported Employment**

Customized Supported Employment (CSE) is defined as competitive integrated employment for an individual with a significant disability based on strengths, needs, and interests, designed to meet the specific abilities, and the business needs of the employer, and carried out through flexible strategies.

CSE will include representation by a professional to facilitate placement and provide services and support on the job location. CSE offers more intensive services than SE.

Individuals with severe disabilities who are in need of more supports than traditional SE shall be referred for CSE. Supports are to be more intensive and structured to result in employment that is not of the normal work site jobs.

For CSE, successful completion of service means that the individual has been employed at least 60 calendar days and is stable in a customized job that was identified in the expanded person-centered employment plan or vocational profile; is satisfied with the job, and has a satisfactory number of hours of work scheduled each week; and has the extended services support in place to continue on after the case file is closed.

### **Responsibility of OVR**

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR shall:

- a. Pre-authorize for services
- b. Complete an IPE.
- c. Review claim vouchers and supporting documentation, prior to processing for payment, to ensure completeness of data, ensuring invoice is accurate and reflect services initially authorized for each student and matches service sessions listed.
- d. Assure that the consumer is functioning well at job and is satisfied with employment.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

Customized Person-Centered Job Selection: \$1,750.00 (Exp. Code: 11E)

Visual Resume: \$200.00 (Exp. Code: 39O)

Planning Meeting: \$200.00 (Exp. Code 11F)

Needs Analysis: \$300.00 (Exp. Code 39M)

Job Development: \$1,900.00 (Exp. Code 39H)

Job Analysis: \$500.00 (Exp. Code 39N)

Stable Employment Outcome 30-Days: \$1,500.00 (Exp. Code 39I)

Stable Employment Outcome 60-Days: \$2,000.00 (Exp. Code 39J)

Stable Employment Outcome 90-Days: \$2,500.00 (Exp. Code 39K)

Stable Employment Outcome 120-Days: \$0.00

Stable Employment Outcome 150-Days: \$0.00

Stable Employment Outcome 180-Days: \$0.00

Additional SE Services (approved by branch): \$50.00/hour (Exp. Code 39L)

CRPs approved to provide CSE services must provide specific documentation. The list of required documents can be found under "[Customized Required Documents](#)".

### **Responsibility of CRP**

The CRP shall:

- a. Be certified to do CSE through Marc Gold and Associates.
- b. Complete the Expanded Person-Centered Employment Plan (Vocational Profile) within the given time frames.
- c. Plan and attend planning meetings to accomplish goals (i.e., identifying unique job features to consumer).
- d. Make employer contacts, develop jobs, and place individual on worksite within six (6) months of initial authorization.
- e. Support individual, as needed, for successfully maintaining employment.
- f. Work with individual a minimum of 25 individualized hours.
- g. Be responsible for provision of all ongoing support services necessary to help the individual remain employed. The vendor must use funds other than OVR dollars to cover the cost of these services.

### **Program and Documentation Flow**

1. Referral and Authorization
2. Person Centered Employment Plan Activity Note
3. Vocational Profile
4. Visual Resume
5. Planning Meeting

6. Needs Analysis
7. Job Development Note
8. Job Analysis
9. Work Summary
10. Stable Employment Activity Note
11. 30-Day Stable Employment Summary, with invoice
12. 60-Day Stable Employment Summary, with invoice
13. 90-Day Stable Employment Summary (long term support plan), with invoice
14. 120-Day Stable Employment Summary
15. 150-Day Stable Employment Summary
16. 180-Day Stable Employment Summary

## **Adjustment Services**

Adjustment Services are for consumers who need to address employment related issues. Consumers may or may not require job placement or employment follow-up services provided by the CRP. Adjustment Services shall not exceed 90 days.

## **Responsibility of OVR**

OVR shall provide the CRP with any existing pertinent medical and/or other information, in compliance with HIPPA standards, at the time of the referral with written consent of the consumer.

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

**NOTE:** If information is still needed, the CRP must retrieve from the consumer.

Adjustment Services shall be authorized at time of referral with an ending date no later than six (6) months after the authorization date.

OVR will pay the CRP once a written report, summary, and invoice is received at the rate of \$1,500.00.

The expenditure code for these is 36B.

## **Responsibility of CRP**

The adjustment service includes:

1. A written plan of services consistent with the purpose for which the consumer was referred.
2. A monthly written progress report.
3. A final summary report when service is completed.

A copy of the plan shall be sent to the OVR counselor within two (2) weeks of start date.

**NOTE:** CRP agencies approved to provide SE or E&R services are deemed qualified to provide adjustment services. Requests for implementation of these services must be clearly indicated to OVR on the vendor application and approved by the CRP branch. Agencies seeking to provide adjustment services only, must provide documentation indicating the respective staff have at least one (1) year of experience in serving individuals with disabilities specific to employment related areas.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

Adjustment Services: \$1,500.00, 36B

## **Transportation Services**

Transportation Services are appropriate for consumers who are receiving authorized VR services from a CRP and need transportation in order to receive said services.

Also, transportation to- and from- a job may be provided. However, this should be in short duration and limited to the first 30 days of employment.

OVR sets the expectation that the CRP will seek to acquire transportation assistance during the beginning stages of service delivery and initial efforts to obtain transportation long after the delivery of services will be viewed as non-compliant and would not meet the standard identified in this section.

Should the CRP determine an exception to these rules, a written request shall be provided to the CRP branch. The CRP branch shall make a final decision.

## **Responsibility of OVR**

OVR shall plan for transportation to- and from- the CRP in conjunction with other CRP authorized services. An authorization for transportation services must be furnished to the CRP prior to beginning services and must only be for travel necessary for the consumer to participate in said authorized services.

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

**Counselor budgets** shall be used when providing transportation services, not the CRP budget.

## **Responsibility of CRP**

The CRP may provide transportation services directly or through another qualified transportation vendor.

The transportation provider must meet all applicable state and local regulations, keep accurate records, and charge only for preauthorized transportation services necessary for consumer participation.

## **Skills Training**

Some CRPs provide specialized skill(s) training programs. The fee and terms of payment for these courses shall be negotiated with each CRP. For additional information, please contact the CRP branch.

Existing, non-skill(s) training service fee memorandums (SFM) may also be utilized to access skill(s) training services. For example: The Work Based Learning Experience portion of the Pre-Employment Transition Services SFM may be able to be utilized for some skill(s) training programs.

## Pre-Employment Transition Services

“Pre-Employment Transition Services” (Pre-ETS) means services available to students who are “eligible” or “potentially eligible” during their 9<sup>th</sup> and 10<sup>th</sup> grade year unless an exception is approved in advance by OVR. Services will focus on:

1. Exposure to local labor market opportunities
2. A variety of community settings; and,
3. Allow the student to explore and experience possible careers of interests.

“Pre-ETS activities” means:

1. Job Exploration Counseling
  - a. I.e., interest inventories, career pathways, exploring in-demand occupations, and interview skills.
2. Work-Based Learning Experiences
  - a. I.e., job shadowing, touring companies, job training, internships, apprenticeships, short-term employment, on-the-job training, and learning about jobs.
3. Post-Secondary Counseling
  - a. I.e., providing information on course offerings, career options, types of trainings available, advising on academic curricula, application, and admission process, completing the FAFSA and disability support services.
4. Workplace Readiness Training
  - a. I.e., soft skills training, communication and interpersonal skills, financial literacy, travel training, job seeking skills, and employer expectations.
5. Self-Advocacy Instruction
  - a. I.e., rights and responsibilities, request accommodations/services/supports, communicate needs, and informational interviews.

### Responsibility of OVR

OVR shall review request for CRP to provide Pre-ETS. If approved, OVR may refer students to CRP staff and authorize for services.

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

Review referral and service session information to ensure accuracy, as well as eligibility status of students.

Verify that each individual referred for Pre-ETS meets the definition of “student with a disability” and that each individual is in need of identified services, prior to service provision.

Determine appropriateness of recommended Pre-ETS for each student, prior to the state of service sessions.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

\$35.00 per hour, per student

Not to exceed \$2,100.00 per student, within two (2) programmatic quarters.

Not to exceed \$4,200.00 per student, within twelve (12) months.

Not to exceed group sizes of fifteen (15).

### **Responsibility of CRP**

The CPR shall:

1. Limit group sizes to a maximum of fifteen (15) students based on the average number of students with a disability in a classroom. Groups of students with disabilities should be kept small to ensure students have the support they need in order to participate in services. However, there may be occasions where it is appropriate groups larger than fifteen (15) to participate in a Pre-ETS.
2. Seek written approval from OVR prior to conducting group activities with more than fifteen (15) students. All such proposals must ensure that all grant costs are necessary reasonable, allocable, and allowable under state and federal law.
3. Provide required, and completed, pre-ETS referral form to designated OVR staff.
4. Provide service session documentation to include:
  - a. Date that service occurred.
  - b. Amount of time spent in direct service to the student.
  - c. Which of the 5 required Pre-ETS were performed (job exploration counseling, work-based learning experiences, workplace readiness, instruction in self-advocacy, counseling on opportunities for enrollment in postsecondary education)
  - d. A progress note and specify the activity performed within the required pre-employment transition service.
5. Submit monthly reports by the 5<sup>th</sup> of each month that:
  - a. Describe the successes you experienced during the report period.
  - b. Describe the challenges you experienced during the reporting period.
  - c. Discuss collaboration efforts.
  - d. Discuss progress on achieving goals.
  - e. Report at least one testimony or notes from satisfied student/parent who have received services from the program. (Note that the testimonies will be utilized in state and federal reports so please redact any identifying information.)
6. Provide required, and completed, student participation sheet with service session information and corresponding invoice to designated OVR staff by the 5<sup>th</sup> of each month.

7. Collaborate with OVR to develop corrective action plans to address any applicable issues that arise during the monitoring review.
8. Ensure the Pre-ETS Referral Form is completed. Parental/guardian consent must be obtained for any students under the age of majority. KCTCS must submit the completed form to OVR staff for approval and an authorization. OVR will notify KCTCS with approval and student case number. OVR staff will also inform KCTCS of any students deemed ineligible for services. Once electronic software is implemented, web portal will replace paper documents, but information must be entered into the portal by the same deadlines.

## **Community Work Transition Program**

“Community Work Transition Program” (CWTP) means the vocational rehabilitation program designed to assist OVR “eligible” and “potentially eligible” students who have identified work as a possible desired post-school outcome and have demonstrated a need for assistance to transition from high school to post-school activities, including employment. Students who may be considering work-sheltered facilities earning a sub-minimum wage post high school may also participate in CWTP for experiential work opportunities. The goal of this program and all services provided is community work exploration and competitive, integrated employment.

CWTP utilizes the unique services of a qualified employment specialist (ES) to provide:

1. Pre-ETS for students in their 9<sup>th</sup> and 10<sup>th</sup> grade year, in individual and/or group services (i.e., job exploration and counseling, work-based learning experiences, post-secondary counseling, workplace readiness training in the areas of social skills and independent living, and self-advocacy instruction) and,
2. Transition services, individually only (i.e., transition planning, career assessment, job development, job coaching, community job placement, and post-school follow-up services).

## **CWTP in conjunction with SE**

Students participating in CWTP must require specialized training, support, and follow-up that only CWTP can provide (i.e., systematic, individualized community based vocational evaluation, career exploration, job placement, on-the-job training, follow-up services). OVR must document the specific functional limitations that support the need for CWTP. When a student is in CWTP and needs supported employment services to maintain employment after graduation, the following guidelines apply:

1. The SE provider may become involved with the student during the last semester.
2. The Lead Job Developer will continue to be the CWTP staff person.
3. The SE provider may act as a consultant to work with CWTP.
4. The consultation fee may be authorized to cover such activities as planning meetings with the student, OVR, CWTP staff and others; record reviews; consultation regarding VR goal selection and job development; IEP/ITP meetings and other individualized services.
5. The SE provider and the CWTP staff shall work together to plan for a smooth transition for the student.

### **If a student leaves school with a job**

The CWTP shall be eligible to receive the 60-day follow-up fee according to CWTP guidelines. During these 60 days, CWTP staff shall work with the SE provider to ensure a smooth transition to long term supports. The SE provider is **not** eligible to receive the \$1,000.00 SE Job Development Fee, but will be eligible to receive fees pertaining to the 30, 60, and 90-day outcome milestones.

### **If a student leaves school without a job**

The SE provider is eligible to receive the \$1,000.00 SE Job Development Fee, followed by the SE Outcome Fee, according to guidelines. Decisions for supplemental information, such as a Person-Centered Employment Plan or Career Profile, may be necessary and will be determined on an individualized basis.

### **If a student is still in school**

When planning for SE services for a student still in school, all decisions should be individually determined. Exceptions to the above guidelines should be discussed and approved the SE Branch Manager.

### **Responsibility of OVR**

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

Supported Employment Consultation in conjunction with Community Work Transition Programs:  
\$300.00 (Exp. Code: 35N)

## **Employment and Retention**

The Employment and Retention (E&R) program is designed for individuals needing assistance to enter the workforce. These individuals:

1. Generally, do not require long-term supports to maintain employment.
2. Have a vocational goal of competitive employment.
3. Need services available from the CRP

For E&R, successful employment means a consumer has been placed in gainful employment consistent with IPE, satisfied with employment, have the expectation that employment will continue without further CRP services and has been working in the job for at least 90 consecutive days. The employment must be consistent with the consumer's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Employment must be in an integrated setting, as defined in the Rehabilitation Act as: "a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals other than non-disabled who are providing services to those applicants or eligible individuals, to the same extent that non-disabled individuals in comparable positions interact with other persons".

Optimally, employment should be full-time and should include fringe benefits (i.e., employer-related health insurance). However, employment can be part-time if the consumer and OVR have determined that part-time employment is more appropriate.

## Responsibility of OVR

OVR shall communicate to the CRP the reason for the referral and the expected result of services provided by the CRP.

OVR shall:

1. Discuss all viable service options with consumer.
2. Maintain contact with consumer to provide necessary counseling and support for the total rehabilitation program.
3. Review claim vouchers and supporting documentation, prior to processing for payment, to ensure completeness of data, ensuring invoice is accurate and reflect services initially authorized for each student and matches service sessions listed.
4. Assure that the consumer is functioning well at job and is satisfied with employment.

OVR will pay the CRP once a written report, summary, and invoice is received. These rates are as follows:

Priority 3 or 4- Employment and Retention

Completed Day 1 (one time only): \$500.00 (Exp. Code: 71A)

Completed 45 Days (one time only): \$1,000.00 (Exp. Code: 71B)

Completed 90 Days (one time only): \$2,500.00 (Exp. Code: 35L)

Priority 1 or 2- Employment and Retention

Completed Day 1 (one time only): \$500.00 (Exp. Code: 71A)

Completed 45 Days (one time only): \$1,000.00 (Exp. Code: 71B)

Completed 90 Days (one time only): \$3,000.00 (Exp. Code: 35L)

## Responsibility of CRP

The CRP shall:

1. Provide needed services, in accordance with the IPE, leading to a placement in an appropriate job.
2. Provided needed services after placement in order for consumer to retain employment.
3. Provide written monthly reports to OVR.

CRPs approved to provide CSE services must provide specific documentation. The list of required documents can be found under "[Employment & Retention Required Documents](#)".

## Bonus Payments

CRPs can earn two (2) bonus payments from OVR. These fees were developed to increase the quality of employment outcomes for individuals receiving competitive employment outcomes **OR** supported employment outcomes and to improve the agency's performance related to quality employment outcomes.

To qualify for the \$1,000.00 bonus payment, the following must be met:

- Consumer meeting a specific targeted wage.
- The target wage is set at the beginning of each fiscal year and issued after October 1 via service fee memorandum.
  - This can be found on OVR's website under "[Service Fee Memorandums](#)".
- Must work a minimum of 20 hours per week.

To qualify for the \$500.00 bonus payment, the following must be met:

- Employer paid comprehensive health insurance (i.e., employer is paying 51% or above coverage premium).

**NOTE:** Supplemental insurance does not meet the requirement for bonus payment.

CRPs shall submit adequate documentation that criteria have been met to bill for bonus payment(s). For Employment and Retention, requests, and supplemental documentation shall be provided within two (2) weeks of 90 days of stable employment.

For Supported Employment, requests, and supplemental documentation should be provided as soon as criteria have been met between the 90<sup>th</sup> day and 180<sup>th</sup> day of stable employment. If requests are received outside of the timeframes mentioned, then bonus payments will not be paid.

If an employer offers health insurance and the consumer denies coverage, the bonus payment should still be paid to the CRP.

### **Program and Documentation Flow**

1. Referral and Authorization
2. Job Development
3. Placement
4. Case Closure

## **Community Rehabilitation Program Branch**

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