



**State of Rhode Island and Providence Plantations**  
**Department of Human Services**  
**Office of Rehabilitation Services**

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***Supported Employment***  
***Job Development, Placement and Employee Review***  
***Fact Sheet***

**PURPOSE:** To provide SE clients assistance with Job Development and Job Placement (as well as SE Retention services, when needed) that are consistent with their specific job goal. This goal should be consistent with their strengths, abilities, preferences, and service needs.

The ORS Counselor works with clients who are job-ready and in need of SE Job Development services. These services are to be provided by CRPs **only** when ORS counselors have issued an authorization for development and placement services.

**STEPS TO IMPLEMENTATION:**

**SE Job Development Services (\$1,000)** is for individual job development services. Goal must be consistent with ORS Individualized Plan for Employment (IPE). The placement can either be full-time or part time with a **minimum of 10 hours per week and must be a permanent position.**

Bill requires accompanying Resume and Job Development Agreement.

**SE Job Placement Services (\$2,000) Bill ORS for \$2,000 in two installments:**

**1. Job Placement**

**Payment 1: \$1000 after 15 days employment.**

Vendor submits a Job Placement Report at the time of placement. Job is expected to be in a competitive integrated employment setting with compensation by employer at/above minimum wage for at least 10 hours a week.

During the first four weeks of placement, the vendor is expected to conduct a **Monthly Performance Review**. The SE Monthly Performance Review is an evaluation of the client's work performance at the work site and includes recommendations for supports.

## **2. SE Monthly Performance Review**

**Payment 2: \$1000 after 30 days employment.**

**Required document:** Monthly Performance Review. (If client does not complete 30 days of employment, a final Monthly Performance Review is still required showing outcome and a one-time payment of \$1,000 can be issued at the completion of Monthly Performance Review. Placement can only be authorized twice; after that, retention is the only service option.

After placement, a meeting should be coordinated with BHDDH, client, counselor, and agency(ies) to discuss long-term supports.

### **SE Job Retention Supports:**

JR&S services can be authorized for up to 20 weeks **at VR Counselor discretion**, to be authorized in **four-week increments with justification required for additional weeks at the end of each four-week period**. The vendor must provide rationale for additional retention. This should focus on the needs of the client as they progress towards hourly work goals and fading of supports whether supports take place on or off the job site. Services should lead to successful retention of the job. Monthly Performance Review reports are required. These are submitted with the SE Performance Review Service Grid, a copy of the client's paystub, and a bill.

### **Job Coaching Hourly Extension**

**\$30 per hour**

This is used only in specific situations to **address critical issues**, with agreed upon rationale of need. This support can help with employment stabilization as well at ORS Counselor discretion. This authorization represents hourly, face-to-face time with individual.

**Long-Term Support** is a key component of supported employment and is determined at the initiation of SE services. Funding for long-term supports is often provided through BHDDH. Natural long-term supports may also be arranged.