



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 Retention Fact Sheet

PURPOSE: To provide SE individuals with assistance with Job Development and Job Placement (as well as SE Retention services, when needed) that are consistent with the individual's specific job goal, which is consistent with the individual's strengths, abilities, preferences, and service needs.

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

STEPS TO IMPLEMENTATION:

SE Job Development Services (\$1,000) is for individual job development plan and job development agreement with goal consistent with ORS Individualized Plan for Employment (IPE.) The occupation can either be full-time or part time.

Bill ORS for \$1,000 (required documents): Job Development Plan, Resume, and Job Development Agreement with goal consistent with ORS IPE.

Upon receipt of the signed Job Development Agreement (ORS151), job development plan, and resume/work history, the Rehabilitation Counselor will authorize SE Job Placement \$2,000.

SE Job Placement Services (\$2,000) is for 1. Job Placement and 2. On Site Work Evaluation (OSWE). Vendor submits a "Job Placement" Report at the time of placement, and job is expected to be consistent with goal in IPE in a competitive integrated employment setting with compensation by employer at/above minimum wage.

The OSWE is based on 4 weeks of employment and includes a discrepancy analysis related to the job and the individual's needs.

Bill ORS for \$2,000 in two installments:

Payment 1: \$1000 after 15 days.

Payment 2: \$1000 after 30 days. (required document): On-Site Work Evaluation Report. Meeting with BHDDH, individual, counselor, and agency to discuss long term supports.

During the first 4 weeks of placement, the vendor is expected to conduct an On-site Work Evaluation (Form ORS-152SE). The SE On-Site Work Evaluation is an evaluation at the work site of the job that the individual will retain. The report will provide information about the need and type of ongoing supports to be added to the Employment Plan (requires agreement by individual, vendor, and ORS counselor). Duration of this service is typically four weeks, but can be extended with an appropriate rationale. A report on the placement and the SE On-Site Work Evaluation needs to be submitted with a bill for \$1,000.

SE Job Retention Supports:

Authorization for up to twenty weeks at VR Counselor discretion, with an initial request for twelve weeks and additional supports available if needed. Vendor has to provide rationale for Employment-Related Training Support that focuses on the needs of the individual as they progress on the job towards hourly work goals, towards fading supports and on work support requirements on and off the job site. Training should lead to stabilization in the chosen job. Monthly reports to update individual's progress are required, along with a summary narrative regarding individual needs SE Retention Supports (ORS-1103SE), will be submitted with 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 with ORS counselor, individual, and vendor. This support can help with employment stabilization as well, at VR Counselor discretion. This authorization represents hourly, face-to-face time with individual.

Transportation is utilized if not otherwise funded by another agency.

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.