

Supported Employment - Behavioral Health, Acquired Brain Injury, Autism, Intellectual Disabilities

Date: 2014-10-27

Checklist

Supported Employment - Behavioral Health, ABI, Autism, Intellectual Disabilities

- Follow the same VR processes as with a non-Supported Employment case from referral through outcome/termination.
- Refer a client who receives Social Security Benefits for a Benefits Orientation.
- Confirm
 - Client has an appropriate diagnosis for the Supported Employment Program that will be providing SE services.
 - Client meets requirements for Supported Employment.
 - QE2 case is in Priority I.
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- Develop the IPE – Supported Employment. The plan mutually developed by the client and VR specialist should include other needed VR services. Refer as needed for other services such as Assistive Technology, Benefits Analysis, etc.
- Enter IPE in QE2.
- Provide a copy of IPE-SE and any re-releasable medical information, vocational assessment information, benefits summary, copy of notebook/or work history.

- Authorize the total amount for the Supported Employment Service.
 - Behavioral Health (including Transitional Employment) - \$4000
 - ABI & Autism - \$7,000
 - Intellectual Disabilities (DD) - Service Agreement SE Fee Schedule (Based on projected total hours of employment)
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- Provider submits Standard Reporting Forms for payment for each milestone.
 - Supported Employment Milestone Payment Schedule – Behavioral Health Employment
 - Intellectual Disabilities Supported Employment Fee Schedule
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- Move client to “Services Initiated: Employment Services” in QE 2.
- Use appropriate Milestone Payment Standards as a guide to process payments and QE 2 services.
- VR liaison meets with Supported Employer Provider monthly for client progress reports. Enter client progress QE 2 task notes.
- VR liaison meets with client face to face/telephone a minimum of every 90 days to verify progress and satisfaction with services.
- VR liaison agrees with Provider to every milestone payment and to successful outcome or discharge from the Supported Employment Program.
- VR Specialist must have contact with client prior to closure to ensure job satisfaction and the move to long-term supports.
 - Successful Closure: Follow the VR Program Manual: Closing the Case-Successful Outcome. (Link to chapter)

Termination: VR Specialist must agree to any discharge from the SE program. Follow VR Program Manual: Closing the Case-Termination.

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Process

- Follow the same VR processes as with non-Supported Employment cases.
 - Referral
 - Employment Discussion & Application
 - Eligibility
 - Benefits Orientation
 - Career Exploration
 - Individualized Plan for Employment
 - Must be a Priority 1 with a diagnosis that is appropriate to the planned Supported Employment Program.
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- Complete the provider referral form.
- Send copy of IPE, any pertinent re-releasable records, benefits summary, vocational assessment information, copy of notebook &/or a copy of the work history and Nebraska VR ABI Screen form if one was completed.
- Authorize the total amount for the specific Supported

Employment Service

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- Move the case into the appropriate milestone and activity in QE2 as the case progresses through the SE Milestones.
 - Consult the appropriate Supported Employment Milestone Payment Schedule for the appropriate QE2 Milestone and Activity.
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- Meet with the Supported Employment Provider a minimum of monthly to review client progress.
 - Enter a monthly progress task note in QE 2.
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- Meet with the client face to face/telephone a minimum of every 90 days to verify his/her progress and satisfaction.
 - Enter a meeting summary task note in QE 2.
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- Approve payments of provider invoices only if accompanied by the specified reporting forms/or written report (ID) for each milestone payment.
 - Consult the appropriate Supported Employment Payment Schedule for reporting requirements.
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- Contact the client prior to successful outcome or termination closure.
 - Follow the process for inactivating a successful outcome or termination.
Program Manual: Closing the Case-[Successful](#)

[Outcome](#) or [Termination](#).

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Policy

Individuals served in the Supported Employment must be in Priority Group 1.

Compensation must be 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 non-disabled individuals, at the time of transition to long-term support services.

Any limitations in work hours or level of pay must result directly from the client's disability-related impediments that cannot be overcome by services.

Benefits include worker's compensation, paid holidays, paid vacations, paid sick time, health insurance, etc. The client must receive the same benefits available to any other employee of the company or service provider (when the service provider is the employer).

Job placement must be in an integrated setting means a setting typically found in community competitive employment in which individuals with disabilities interact with non-disabled individuals (other than those who are providing services to them) to the same extent that non-disabled individuals in comparable positions interact with other individuals.

Background & Training Information

Supported employment services are intended for those individuals for whom, because the severity of his/her disabilities, competitive employment has not been achieved, or has been intermittent or interrupted, and who will need continuing support to maintain integrated competitive employment.

The concept of “place and train” is central to supported employment. The individual is placed into an integrated competitive employment setting, and then provided with the necessary training and other supports and services needed to acquire job performance skills.

The primary role of vocational rehabilitation in supported employment is to fund the initial training and other supports and services needed to achieve stable job performance. Other agencies, organizations, and individuals (including natural supports at the workplace or in the community) have the primary role of providing the long-term support services needed to maintain the employment and stable job performance.