## EMPLOYMENT SERVICES WORKFLOW

**Process Steps to Coordinate DSPD and VR Employment Services**

<table>
<thead>
<tr>
<th>Step</th>
<th>Support Coordinator Responsibilities:</th>
<th>VR Responsibilities:</th>
<th>Person’s Responsibilities:</th>
</tr>
</thead>
</table>
| 1    | **Support the Person in making contact with the local Vocational Rehabilitation (VR) office**  
- Assist the Person in making contact with their local VR office in person or through teleservices  
- Assist the Person to schedule an orientation | **Collaborate with the Support Coordinator and Person to attend an orientation presentation** | **Make contact with the VR office**  
**Schedule an orientation appointment** |
| 2    | **Complete VR application**  
- Support Person to complete and submit their VR application | **Provide access to a VR application** | **Complete the VR application** |
| 3    | **Complete VR orientation and meet with a Counselor**  
- Assist the Person to attend orientation in person, online, or through teleservices  
- Conduct orientation  
- Meet with the Person to help them understand the eligibility process and to understand the Person and their needs. | | **Complete the orientation. (online video or in person) [https://www.youtube.com/watch?v=9eXcpUm9HaU](https://www.youtube.com/watch?v=9eXcpUm9HaU)**  
**Provide documentation of a disability as requested by the VR Counselor** |
| 4    | **Wait for VR eligibility determination**  
- Assist the Person to schedule a meeting with a VR Counselor after they have received their eligibility letter | **Prepare and send eligibility determination to the Person** | **Look for the eligibility letter in the mail**  
**Upon arrival, call support team to schedule a meeting with a VR Counselor** |
| 5    | **Attend a Meeting with VR Counselor**  
- Attend meeting in person or via teleservices  
- Complete and return Department of Workforce Services Utah State Office of Rehabilitation (DWS USOR) Form 58a if requested | **Start the conversation about employment, and develop a plan based on employment goal within 90 days of the meeting**  
**For People on the Supported Employment (SE) track, VR initiates DWS USOR Form 58a when an Individual Plan for Employment (IPE) is established**  
**Coordinate Individual’s decisions with the Support Team** | **Communicate employment goals to Support Team**  
**Help the team determine what your employment needs are**  
**Choose a Community Rehabilitation Provider (CRP)**  
**Attend meeting in person or via teleservices** |
## STEP 6: Participate in VR services
- Be an active and participating member of the support team
- Adjust any DSPD services as needed
- Attend meetings as much as possible

## STEP 7: Prepare for DSPD to fund extended employment services

### Prepare for DSPD to fund extended employment services

- Begin this process at least 60 days prior to “Anticipated Date Extended Services”
- Attend job stability meeting
- Collect and upload DWS USOR forms 58b and DWS USOR Forms 93 and 95 into USTEPS from VR Counselor
- Complete a Request for Services (RFS) if needed
- A RFS requires: Work Strategy Assessment (WSA), DWS USOR Form 93 documentation (Three months of job coaching documentation), and DWS USOR Form 58b attached to the RFS in USTEPS

### VR Responsibilities:
- Authorize employment supports
- Document and communicate progress
- Be an active and participating member of the support team

### Person’s Responsibilities:
- Communicate with your job coach and your support team regularly
- Be an active member of your support team
- Attend and participate in all scheduled meetings
- Be a valuable employee

### RFS Team Role:
- Provide an impartial assessment of all the requested services after VR services are fully utilized
- Review all documentation and justification to ensure the person’s health and safety needs have been met
- Deliver individual decision based on consensus of committee members
**STEP** | **Support Coordinator Responsibilities:** | **VR Responsibilities:** | **Person’s Responsibilities:** | **DSPD Provider Responsibilities:**
---|---|---|---|---
**DSPD funds extended employment services** | • Coordinate ongoing supports and transfer services  
• Coordinate any wraparound services impacting success on-the-job as needed  
• Ensure extended employment service strategies promoting on-the-job independence  
• Build natural supports on-the-job, within the family, and in the community to maintain position long-term  
• Coordinate and develop a plan to fade paid employment services as much as possible | • Once DWS USOR form 58b, 93, and 95 are completed and sent to the Support Coordinator, the VR case will remain in Employed status for 90 days | • Continue to learn, improve and progress in your job  
• Communicate desires, support needs, and any changes you want on-the-job with your staff, support coordinator, and natural supports | • Deliver any potential wraparound services impacting success on-the-job as needed  
• Implement extended employment service strategies promoting on-the-job independence  
• Build natural supports on-the-job, within the family, and in the community to maintain position long-term  
• Develop and follow through with a plan to fade paid employment services as much as possible

Note: If the Person quits or loses employment, it may be appropriate to repeat steps 1 through 8. Use your best professional judgment and follow all current DSPD and VR guidance.