

# EMPLOYMENT SERVICES WORKFLOW

## Process Steps to Coordinate DSPD and VR Employment Services

1	STEP	Support Coordinator Responsibilities:	VR Responsibilities:	Person's Responsibilities:
1	<b>Support the Person in making contact with the local Vocational Rehabilitation (VR) office</b>	<ul style="list-style-type: none"> <li>Assist the Person in making contact with their local VR office in person or through teleservices</li> <li>Assist the Person to schedule an orientation</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with the Support Coordinator and Person to attend an orientation presentation</li> </ul>	<ul style="list-style-type: none"> <li>Make contact with the VR office</li> <li>Schedule an orientation appointment</li> </ul>
2	<b>Complete VR application</b>	<ul style="list-style-type: none"> <li>Support Person to complete and submit their VR application</li> </ul>	<ul style="list-style-type: none"> <li>Provide access to a VR application</li> </ul>	<ul style="list-style-type: none"> <li>Complete the VR application</li> </ul>
3	<b>Complete VR orientation and meet with a Counselor</b>	<ul style="list-style-type: none"> <li>Assist the Person to attend orientation in person, online, or through teleservices</li> </ul>	<ul style="list-style-type: none"> <li>Conduct orientation</li> <li>Meet with the Person to help them understand the eligibility process and to understand the Person and their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Complete the orientation. (online video or in person) <a href="https://www.youtube.com/watch?v=9eXcpUm9HaU">https://www.youtube.com/watch?v=9eXcpUm9HaU</a></li> <li>Provide documentation of a disability as requested by the VR Counselor</li> </ul>
4	<b>Wait for VR eligibility determination</b>	<ul style="list-style-type: none"> <li>Assist the Person to schedule a meeting with a VR Counselor after they have received their eligibility letter</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and send eligibility determination to the Person</li> </ul>	<ul style="list-style-type: none"> <li>Look for the eligibility letter in the mail</li> <li>Upon arrival, call support team to schedule a meeting with a VR Counselor</li> </ul>
5	<b>Attend a Meeting with VR Counselor</b>	<ul style="list-style-type: none"> <li>Attend meeting in person or via teleservices</li> <li>Complete and return Department of Workforce Services Utah State Office of Rehabilitation (DWS USOR) Form 58a if requested</li> </ul>	<ul style="list-style-type: none"> <li>Start the conversation about employment, and develop a plan based on employment goal within 90 days of the meeting</li> <li>For People on the Supported Employment (SE) track, VR initiates DWS USOR Form 58a when an Individual Plan for Employment (IPE) is established</li> <li>Coordinate Individual's decisions with the Support Team</li> </ul>	<ul style="list-style-type: none"> <li>Communicate employment goals to Support Team</li> <li>Help the team determine what your employment needs are</li> <li>Choose a Community Rehabilitation Provider (CRP)</li> <li>Attend meeting in person or via teleservices</li> </ul>

6	STEP	Support Coordinator Responsibilities:	VR Responsibilities:	Person's Responsibilities:	Expectations of CRP:
	<b>Participate in VR services</b>	<ul style="list-style-type: none"> <li>Be an active and participating member of the support team</li> <li>Adjust any DSPD services as needed</li> <li>Attend meetings as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>Authorize employment supports</li> <li>Document and communicate progress</li> <li>Be an active and participating member of the support team</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with your job coach and your support team regularly</li> <li>Be an active member of your support team</li> <li>Attend and participate in all scheduled meetings</li> <li>Be a valuable employee</li> </ul>	<ul style="list-style-type: none"> <li>Job coaching and job development activities</li> <li>Meet frequently with the support team</li> <li>Meet with the Person for activities as necessary</li> <li>Be an active and participating member of the support team</li> </ul>

7	STEP	Support Coordinator Responsibilities:	VR Responsibilities:	Person's Responsibilities:	RFS Team Role:
	<b>Prepare for DSPD to fund extended employment services</b> Begin this process at least 60 days prior to "Anticipated Date Extended Services"	<ul style="list-style-type: none"> <li>Attend job stability meeting</li> <li>Collect and upload DWS USOR forms 58b and DWS USOR Forms 93 and 95 into USTEPS from VR Counselor</li> <li>Complete a Request for Services (RFS) if needed</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Conduct job stability meeting</li> <li>Complete DWS USOR forms 58b, 93 and 95 covering three months of job coaching support and send to the Support Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Continue at your chosen job</li> <li>Communicate if you need any changes in supports</li> </ul>	<ul style="list-style-type: none"> <li>Provide an impartial assessment of all the requested services after VR services are fully utilized</li> <li>Review all documentation and justification to ensure the persons's health and safety needs have been met</li> <li>Deliver individual decision based on consensus of committee members</li> </ul>

STEP	Support Coordinator Responsibilities:	VR Responsibilities:	Person's Responsibilities:	DSPD Provider Responsibilities:
<b>DSPD funds extended employment services</b>	<ul style="list-style-type: none"> <li>• Coordinate ongoing supports and transfer services</li> <li>• Coordinate any wraparound services impacting success on-the-job as needed</li> <li>• Ensure extended employment service strategies promoting on-the-job independence</li> <li>• Build natural supports on-the-job, within the family, and in the community to maintain position long-term</li> <li>• Coordinate and develop a plan to fade paid employment services as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to learn, improve and progress in your job</li> <li>• Communicate desires, support needs, and any changes you want on-the-job with your staff, support coordinator, and natural supports</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver any potential wraparound services impacting success on-the-job as needed</li> <li>• Implement extended employment service strategies promoting on-the-job independence</li> <li>• Build natural supports on-the-job, within the family, and in the community to maintain position long-term</li> <li>• Develop and follow through with a plan to fade paid employment services as much as possible</li> </ul>

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.