

# USTEPS

## Employment data remodel demo

What's changed,  
what's new, what's  
expected



**Department of Health  
& Human Services**

Services for People  
with Disabilities

# Agenda

- The “why” and the “what”
- Employment Pathway Tool enhancements
- Person Centered Support Plan enhancements
- New job codes and milestone payments
- Request for Services (RFS) instructions
- Questions and answers

## Why these changes are necessary

- Collect accurate employment data
- Meet reporting requirements
- Integrate employment data into the Employment Pathway Tool (EPT)
- Integrate the EPT into the PCSP
- New employment codes
- Timesheet-based billing for specific codes

# What is changing?

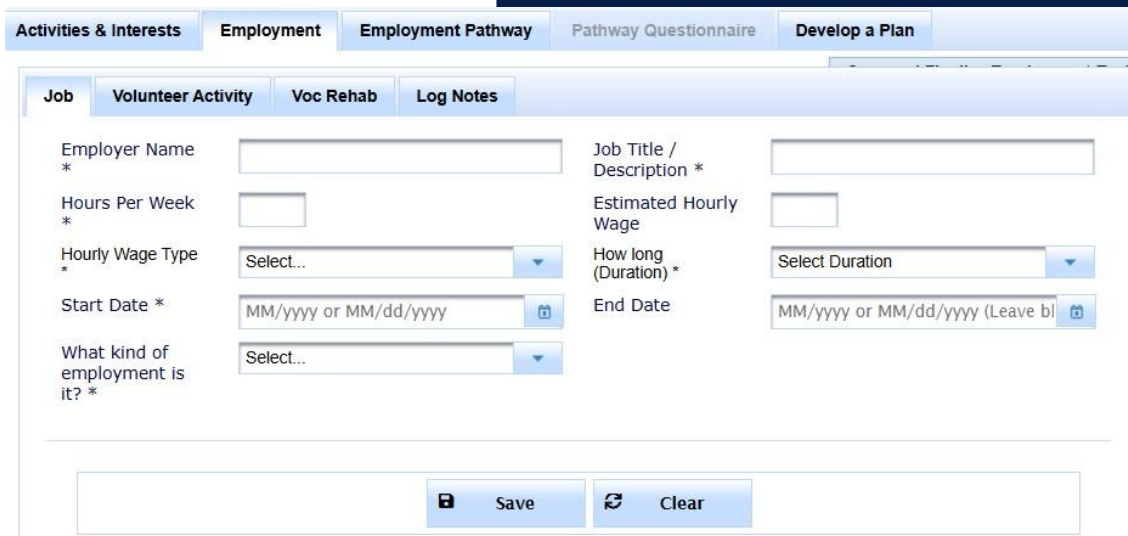
- Employment Pathway Tool (EPT) enhancements
- Person Centered Support Plan (PCSP) enhancements
- Enhancements to UPI
- Providers will report monthly on support strategies
- Support coordinators will review monthly summaries
- RFS criteria for employment service codes
- Timesheet-based billing for employment service codes

## Employment Pathway Tool (EPT) enhancements

- Employment data previously captured in Social History will be documented in the EPT
- “Important TO” items entered into the EPT will migrate to the “Daily Life Employment” domain in the PCSP
- EPT employment data will be editable through the plan year

# Employment data in EPT

Employment data will be integrated into the EPT to capture information about previous employment.



The screenshot displays the 'Employment' tab within a software interface. The top navigation bar includes 'Activities & Interests', 'Employment', 'Employment Pathway', 'Pathway Questionnaire', and 'Develop a Plan'. Below this, a sub-tab bar shows 'Job', 'Volunteer Activity', 'Voc Rehab', and 'Log Notes'. The 'Job' tab is active, showing a form with the following fields:

- Employer Name \***: Text input field.
- Hours Per Week \***: Text input field.
- Hourly Wage Type \***: Dropdown menu with 'Select...' option.
- Start Date \***: Text input field with a date picker icon, labeled 'MM/yyyy or MM/dd/yyyy'.
- What kind of employment is it? \***: Dropdown menu with 'Select...' option.
- Job Title / Description \***: Text input field.
- Estimated Hourly Wage**: Text input field.
- How long (Duration) \***: Dropdown menu with 'Select Duration' option.
- End Date**: Text input field with a date picker icon, labeled 'MM/yyyy or MM/dd/yyyy (Leave blank)'.

At the bottom right of the form are two buttons: 'Save' and 'Clear'.

# Employment data screen

## Employment Pathway Tool

Activities & Interests

Employment

Employment Pathway

Pathway Questionnaire

Develop a Plan

Save and Finalize Employment T

Job

Volunteer Activity

Voc Rehab

Log Notes

Employer Name \*

Smiths Market Place

Job Title / Description \*

Produce dept. works Tue, Thur from 12-2

Hours Per Week \*

4.00

Estimated Hourly Wage

15.80

Hourly Wage Type \*

Select...

How long (Duration) \*

Two years or more

Start Date \*

04/17/2014

End Date

MM/yyyy or MM/dd/yyyy (Leave blank if ongoing)

What kind of employment is it? \*

Competitive Integrated Employment

Save

Clear

| 1                   |                                         |                |             |                  |            |          |                                   |
|---------------------|-----------------------------------------|----------------|-------------|------------------|------------|----------|-----------------------------------|
| Employer Name       | Job Title / Description                 | Hours Per Week | Hourly Wage | Hourly Wage Type | Start Date | End Date | Employment Type                   |
| Smiths Market Place | Produce dept. works Tue, Thur from 12-2 | 4.0            | \$15.80     |                  | 04/17/2014 |          | Competitive Integrated Employment |

# Develop section - “Important To” in EPT

Add “Important To” items

Options are based on Pathway selected.

**Employment Pathway Tool**  
Pathway B - The person is unemployed and expresses they do not want to work right now.

Activities & Interests   Employment   Employment Pathway   Pathway Questionnaire   Develop a Plan   Save and Finalize Employment Tool

Activities & Interests Details

Compose Employment Important TO

"Important To" Items

Label:

Notes:

| Label                                  | Notes | Delete |
|----------------------------------------|-------|--------|
| No saved Important To items added yet. |       |        |

Save   Clear

Prompts for Writing Employment Important TO Items

Aging

Adulthood

Transition

Person-Centered Planning

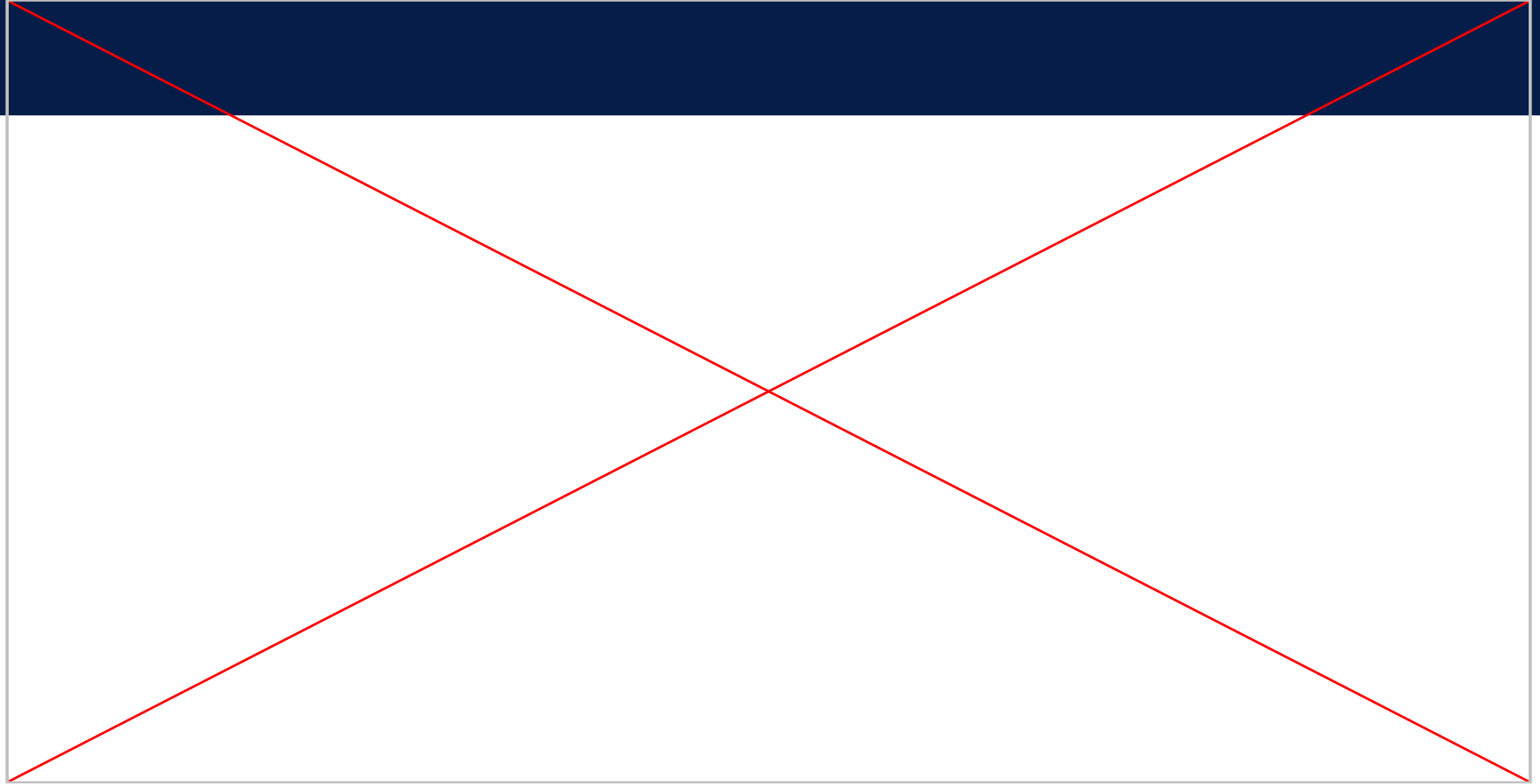
Transition Age (14-24): Person-Centered Planning

Vocational Rehabilitation (VR)

Transition Age (14-24): VR



# DEMO - Enhancements to EPT



## PCSP and Action Plan enhancements

- Pre-planning Checklist will show current pathway
- New options for documenting discontinued goals
- Important TO items imported from EPT
- Employment goal requirement for Pathways A, C, and D.
- Support option labels which drive support strategies

# PCSP enhancements

Pre-planning checklist will show the Pathway and allow an EPT to be attached to a plan.

[Show Validation](#) Plan -- Modification, Pending Plan Cycle [02/01/2026 - 01/31/2027]

Plan Backup

Plan Type: On-going Plan Status: Modification, Pending

Plan Checklist

| Item                    | Value                    | Due Date   | Completed  | Notes                                                                                                           |
|-------------------------|--------------------------|------------|------------|-----------------------------------------------------------------------------------------------------------------|
| Level Of Care           | SM                       | 01/31/2027 | 01/06/2026 |                                                                                                                 |
| Financial Eligibility   |                          |            |            |                                                                                                                 |
| Eligibility Decision    |                          | 01/31/2027 | 01/06/2026 |                                                                                                                 |
| Person Centered Profile |                          |            | 02/01/2022 |                                                                                                                 |
| Medicaid Eligibility    | HCB Medicaid             |            |            |                                                                                                                 |
| Program Type            | ID/RC Community Supports |            |            |                                                                                                                 |
| Office                  | NSD - Clearfield 2       |            |            |                                                                                                                 |
| UCANS                   |                          | 01/31/2027 | 01/01/2026 |                                                                                                                 |
| Employment Pathway Tool | Pathway_A                |            | 08/03/2026 | <a href="#">Click here to Import the Most Recent Employment Pathway Tool (Pathway_A) Completed (08/03/2026)</a> |

Restricted Services

Pro Forma Budget - One-Time Money

## PCSP and Action Plan enhancements

“Important TO” item(s) will be  
imported from the EPT to the Action  
Plan “Daily Life Employment domain”  
(See next slide for example)

# Life domain - Important TO info in EPT

Domains/Add Goal\* ✕

+ New Goal

✕ Daily Life Employment

Goals

No Goals found

▶ ✕ Community Living

▶ ✕ Safety & Security

▶ ✕ Healthy Living

▶ ✕ Social & Spirituality

▶ ✕ Citizenship & Advocacy

Add Natural Supports

Add Other Supports

Add Paid Services\* ✕

Goals And Supports ✕

Non Goal Supports ✓

Selected Plan Attachments

Add Domain Information (Important TO Item)

Label

Note

Add Clear

✕ Daily Life Employment Domain Information (Important TO Items)

|   | Label                                                                           | Note                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Category                                | From |  |
|---|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------|--|
|   | Can I find a job or volunteer opportunity that matches my passion or interests? | Sally has resigned from McDonalds but is interested in working in fashion. She mentioned she likes thrift stores and Kohls. Sally will need to apply for VR services as she is not sure of the job duties involved in a clothing store. While she waits for VR she will begin job development. Sally needs experiences that involve visiting clothing stores, reviewing employment options and job tasks that would be involved if she were to apply. | <input type="text" value="Applicable"/> | EPT  |  |
|   | Would I prefer to have a full time job, part time job, volunteer?               | "I am enjoying bowling, shopping and cooking with my friends. I think I need to work part time."                                                                                                                                                                                                                                                                                                                                                      | <input type="text" value="Applicable"/> | EPT  |  |
| ✕ | What will I do during the day now that I am an adult?                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="text" value="Select.."/>   | PLAN |  |

Hide Not Applicable

# PCSP Action Plan enhancements

Noting a goal as “employment related” by checking a box for persons in Pathways A, C, and D.



Attachments Plan Backup\* ✓

|                |                                            |
|----------------|--------------------------------------------|
| Goal           | Sally wants to get a job at clothing store |
| Goal Domain    | Daily Life Employment                      |
| Current Status |                                            |
| Strengths      |                                            |
| Barriers       |                                            |
| Employment     | <input checked="" type="checkbox"/>        |

Success Criteria

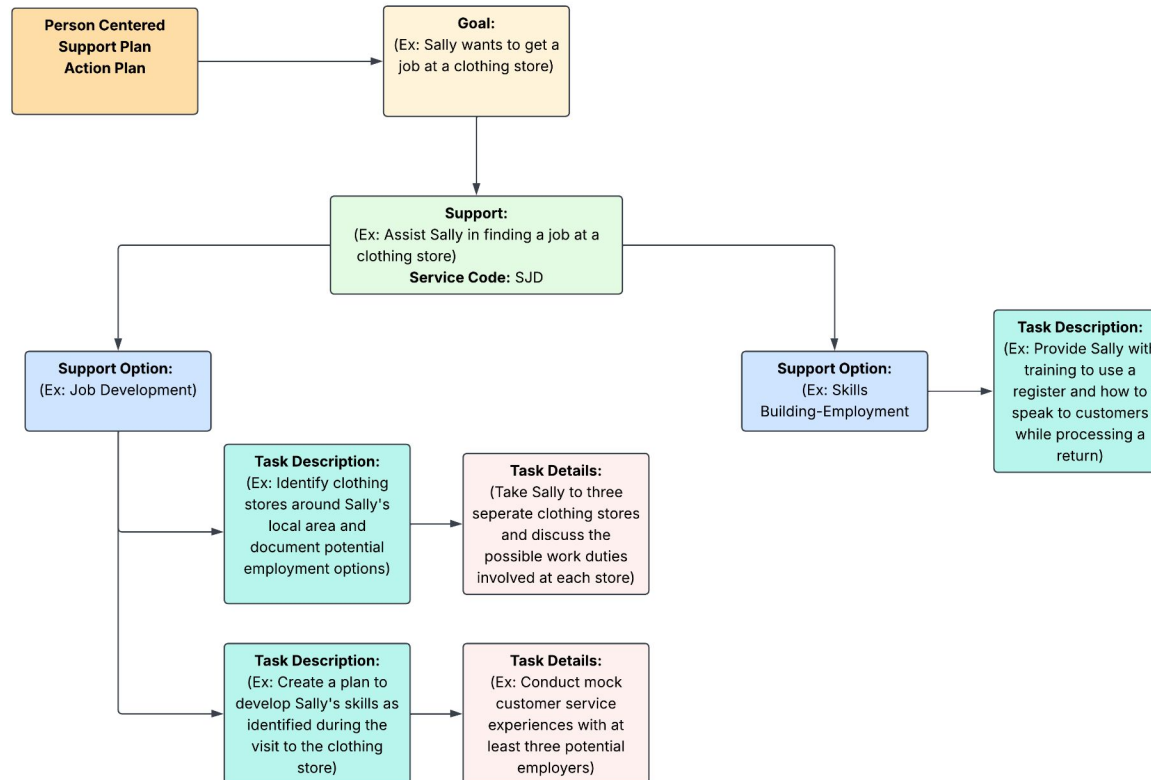
✗ What Goal Success looks like to Je?

If Success looks different to the team, what does success look like?

# DEMO - pre-planning checklist, Important TO and creating an employment goal

The screenshot displays the USTEPS web application interface. The header includes the USTEPS logo, the text "Utah Department of Health & Human Services", and a navigation menu with links: Home, Log, Consumer, Contact, Sign Out, UPI, Help, Admin, SC Admin, Search, Report, and CAPS. A user profile bar shows "Ri Braql0 ( R) 080319210 Male ID In Service Er Morgre". Below the header, a "Plan" dropdown menu is open, showing options: Pre-Planning\*, Plan Meeting\* (checked), Action Plan\* (checked), Budget\* (checked), Attachments, and Plan Backup\* (checked). A "Show Validation" button is visible. The main content area shows a list of items under the "Pre-Planning\*" tab: Plan Checklist\*, Plan Meeting Prep\*, Review of Last Year's Goals, Supports and Services, and Planning Tools. A mouse cursor is pointing at the bottom center of the screen.

# Support Options visualization





## PCSP and Action Plan enhancements

Support Option labels will be added to a goal with an employment service code attached.

The labels are based on the service code(s) connected to it.

# Support Options screen

Plans — Mozilla Firefox

http://localhost:8082/usteps/faces/xhtml/plan/Plan.xhtml#

➤ Add Other Supports

➤ Add Paid Services\* ✕

▼ Goals And Supports ✕

+ New Support

✕ Sally wants to get a job at clothing store

✕ Assist Sally in finding a job at a clothing store

➤ Non Goal Supports ✓

➤ Selected Plan Attachments

Start Date 10/01/2025

End Date 09/30/2026

✕ Support Details

WHO Provides Support

Add/Update Support Providers

|               |        |     |
|---------------|--------|-----|
| Paid Provider | CHOVPR | EPR |
|               | CHOVPR | SEI |

Support FOR Items

Add/Update FORs To Support

| For Item                        | Note |
|---------------------------------|------|
| No FORs associated with Support |      |

Support Options

Provider Service SEI-CHOVPR

Service Code SEI

Provider CHOVPR

Support Option Employment Support

Support Option Description

Provide on-the-job coaching to learn new tasks and complete their job responsibilities in order to retain Competitive Integrated Employment. This may include personal assistance, transportation, supervision, accommodations, and informed choice conversations and experiences.

Add Clear

| Service | Provider | Support Option      | Support Option Description                                                 |
|---------|----------|---------------------|----------------------------------------------------------------------------|
| EPR     | CHOVPR   | Employment Planning | Provide experiences and conversations to create a plan of how to get a job |

# Support Options menu

**Support Options**

Provider Service  
SEI-CHOVPR

Service Code  
SEI

Provider  
CHOVPR

Support Option  
Select...

Support Option Description  
Support Option Description

Select...  
Skills Building - Employment  
Employment Support  
Services and Benefits Coordination

|  | Service | Provider | Support Option               | Support Option Description                                                                                                                                                                                                                                                                                                | Status | Delete |
|--|---------|----------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
|  | SEI     | CHOVPR   | Skills Building - Employment | Assess job-related interests and goals and provide necessary training to individuals, employers, or co-workers to support habilitative skills in competitive integrated employment. This may include personal assistance, transportation, supervision, accommodations, and informed choice conversations and experiences. | Active |        |

# DEMO - Provider service, support options label and description

U

STEPS

Utah Department of  
Health & Human Services  
Services for People with Disabilities

[Home](#) [Log](#) [Consumer](#) [Contact](#) [Sign Out](#) [UFI](#) [Help](#) [Admin](#) [SC Admin](#) [Search](#) [Report](#) [CAPS](#)

Ch Eppref 020060335 Male ABI In Service Ch Dehree

Plan ▼ Reports ▼

Show Validation Plan – Modification, Pending Plan Cycle [09/01/2025 - 08/31/2026]

Pre-Planning\* Plan Meeting\* ☒ Action Plan\* ☒ Budget\* ☒ Attachments Plan Backup\* ☒

Delete Goal Delete Support

Domains/Add Goal\* ☒

Add Natural Supports

Add Other Supports

Add Paid Services\* ☒

Goals And Supports ☒

+ New Support

Chris desires to be productive each and everyday.

Chris wants to maintain employment opportunities.

Chris wants to be safe and maintain his current life style.

Chris want to learn and understand his budget.

Non Goal Supports ☒

Selected Plan Attachments

Goal

Chris desires to be productive each and everyday.

Goal Domain

Community Living

Current Status

Chris is doing well with being productive each day. He does take days to relax, but this is important for Chris to ensure he has a better view of his work week.

Strengths

Chris is a very hard worker and is very motivated by cash and his current situation. Chris is easy to visit with and get along with.

Barriers

Chris has been exploited by peers and also has drug seeking behaviors. Chris also has trouble finding friends that are not engaging Chris in uplifting events. Chris has found most of his friendships in work environments but they have been a horrible examples for him. Chris likes to discuss and engage in topics that are crude, vulgar and inappropriate for professional and community settings.

Employment

Success Criteria

What Goal Success looks like to Ch?

Chris is using less supports to function in the community on his own.

If Success looks different to the team, what does success look like?

# Changes in a new plan



**Department of Health  
& Human Services**

# New plan - PCSP enhancements

If the Employment Pathway Tool was completed within **60 days** of the **new plan** start date, it will **automatically be imported** into the plan.

## Plan Checklist

|   | Item                    | Value                    | Due Date   | Completed  | Errors | Notes                                                                                                           |
|---|-------------------------|--------------------------|------------|------------|--------|-----------------------------------------------------------------------------------------------------------------|
| ✓ | Level Of Care           |                          | 01/31/2027 | 01/06/2026 |        |                                                                                                                 |
| ✓ | Financial Eligibility   | SM                       |            |            |        |                                                                                                                 |
| ✓ | Eligibility Decision    |                          | 01/31/2027 | 01/06/2026 |        |                                                                                                                 |
| ✓ | Person Centered Profile |                          |            | 02/01/2022 |        |                                                                                                                 |
| ✓ | Medicaid Eligibility    | HCB Medicaid             |            |            |        |                                                                                                                 |
| ✓ | Program Type            | ID/RC Community Supports |            |            |        |                                                                                                                 |
| ✓ | Office                  | NSD - Clearfield 2       |            |            |        |                                                                                                                 |
| ✓ | UCANS                   |                          | 08/31/2027 | 08/05/2026 |        |                                                                                                                 |
| ✓ | Employment Pathway Tool | Pathway_A                |            | 08/05/2026 |        | <a href="#">Click here to Import the Most Recent Employment Pathway Tool (Pathway_A) Completed (08/05/2026)</a> |

## Restricted Services

## Pro Forma Budget - One-Time Money

# New - Pre-planning - Review of goal changes

If a goal is “not ongoing for the new plan,” explain why:

- Completed - the person completed 100% of the goal.
- Partially completed - the person completed some of the goal but will not continue it.
- Discontinued - the goal is no longer relevant to the person.

# Goal review

**Annual Review For Goal**

**Goal**      **wants to maintain his current job in the community and work on working independently.**

**Review Goal**

✗ Is this an Ongoing Goal for the New Plan?

☐ Yes ☒ No

✗ Goal Status

Select...

Goal Domain(Best Guess)

Select...

✗ Review Goal(Please include 'Ongoing' response)

Completed

Partially Completed

Discontinued



# New PCSP - Action Plan must do's

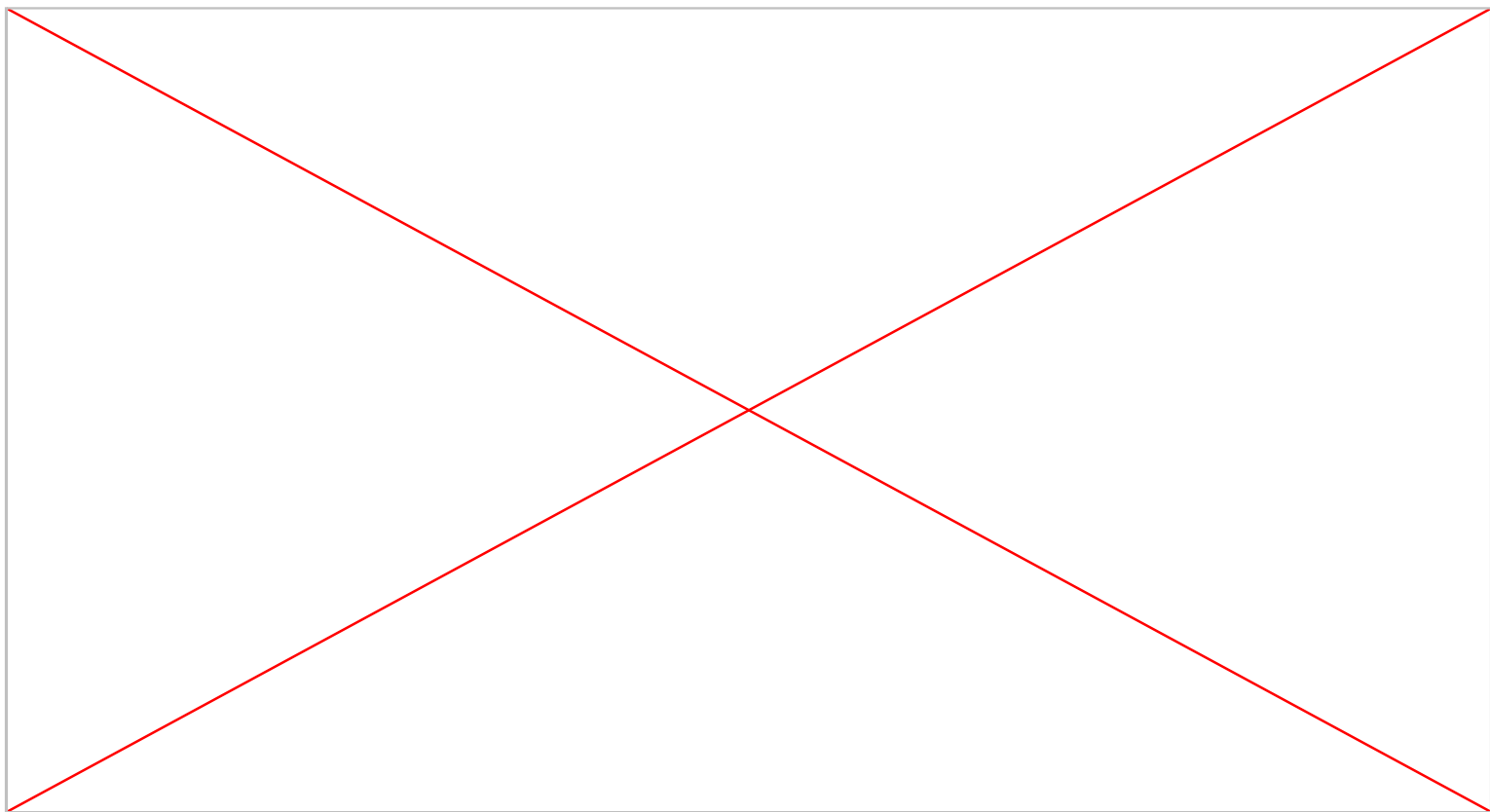
- Life Domains
  - Note the additions of “Important To” items from the EPT
  - Create goal based on “Important To” if applicable
- Goals and Supports
  - Pathway A, C, and D need an employment goal
  - Check the box on the Goal screen (before “Success Criteria”)

# New PCSP - Action Plan must do's cont.

To add a Support Option Label:

- Support for Employment Goal
  - Complete “Add Paid Services” tab - Must have a provider, service code, and “Important FORs” added
  - Must have a budget line attached
- Once completed, add Support Options.

# New PCSP demo



# Support strategy screen

The screenshot displays the STEPS (Utah Department of Health & Human Services) website interface. The header includes the STEPS logo and the text "Utah Department of Health & Human Services Services for People with Disabilities". The navigation bar contains links: Home, Log, Consumer, Contact, Sign Out, UPI, Help, Admin, SC Admin, Search, Report, CAPS, and a search box. A user profile dropdown shows "Male ID In Service Er Mo".

The main content area is organized into several sections, each with a list of links:

- Pre-Plan**
  - [Main Consumer Screen](#)
  - [Snapshots](#)
- Assessment**
  - [Supports Intensity Scale](#)
  - [Assessments and Evals](#)
  - [Functional Limitations](#)
  - [Needs Assessment Questionnaire](#)
  - [Planning Tools](#)
  - [Employment Pathway Tool](#)
  - [UCANS](#)
- Electronic Documents**
  - [View Documents](#)
  - [Upload Documents](#)
- Financial**
  - [Assistance](#)
  - [Expenses](#)
  - [Income](#)
  - [Insurance](#)
- NAA**
  - [NAA](#)
  - [Appeal](#)
- Demographics**
  - [Personal Information](#)
  - [Childhood](#)
  - [Education](#)
  - [Family Tragedies](#)
  - [Height/Weight](#)
  - [Employment](#)
  - [Volunteer Activities](#)
  - [Voc Rehab](#)
  - [Relationships](#)
- In Service**
  - [Cohort](#)
  - [Request For Services](#)
  - [Request For Emergency Services](#)
  - [Request For Approval](#)
  - [Service Code Restrictor](#)
  - [Request For Closed Plan](#)
  - [Budget Utilization](#)
- PCSP**
  - [Pro Forma Budget](#)
  - [Plans](#)
  - [Person Centered Profile](#)
  - [Plan Cycle Expenditure](#)
  - [Fiscal Year Cycle Expenditure](#)
  - [WorkSheets](#)
  - [Support Strategy](#)
- Eligibility**
  - [Social History Status](#)
  - [Eligibility Decision](#)
  - [Eligibility Committee Agenda](#)
  - [Level of Care Determination](#)
  - [Medicaid Eligibility](#)
  - [Financial Eligibility](#)
  - [Program Tracking](#)
- Legal**
  - [Agencies](#)
  - [Court Order](#)
- Waiting List Placement**
  - [Waiting List Information](#)
  - [Waiting List Survey Entry](#)
  - [Program Grant Tracking](#)
- Medical**
  - [Diagnosis](#)
  - [Allergies](#)
  - [Immunizations](#)
  - [Long Term Care Facility](#)
  - [Substance Abuse](#)
  - [Areas of Concern](#)
  - [Health Treatment](#)
  - [Medication Utilization](#)
  - [Medications](#)
  - [Family Med History](#)
  - [Durable Medical Equipment](#)
  - [Appetite](#)
- General**
  - [Consumer Search](#)
  - [Work With CD/PID](#)

A large black arrow points to the [Support Strategy](#) link in the PCSP section.

# PROVIDER - add support strategies

Support Strategy

Plan 

Modification, Pending

| Plan Cycle                | Status                | Activation Date | Lock Date  | Plan Report          |
|---------------------------|-----------------------|-----------------|------------|----------------------|
| [11/01/2025 - 10/31/2026] | Modification, Pending | 12/26/2025      | 11/30/2026 | <a href="#">View</a> |

Details

Support Strategy

Support 

Assit Sally in finding a job at a clothing store

Support Option 

Skills building-Employment

Support Start 11/01/2025 Support End 10/31/2026

Service Code EPR Provider CHOVR

Budget

| Approval | Provider | Service Code | Start Date | End Date   |
|----------|----------|--------------|------------|------------|
| 174333   | CHOVR    | EPR          | 07/01/2026 | 10/31/2026 |

Valid Task Date range based on Budget [07/01/2026 - 10/31/2026]

Task

Task Summary

Task Start Date

Task End Date

Status

Status Date

Task Description

Task Details

Save

Clear

Task List

| Start Date | End Date | Status | Status Date | Description |
|------------|----------|--------|-------------|-------------|
|------------|----------|--------|-------------|-------------|

29

# PROVIDER- add support strategies

[11/01/2025 - 10/31/2026]

Modification, Pending

12/26/2025

11/30/2026

View

Details

Support Strategy

Support

Assit Sally in finding a job at a clothing store

Support Start

11/01/2025

Support End

10/31/2026

Support Option

Skills building-Employment

Service Code

EPR

Provider

CHOVPR

Budget

| Approval | Provider | Service Code | Start Date | End Date   |
|----------|----------|--------------|------------|------------|
| 174333   | CHOVPR   | EPR          | 07/01/2026 | 10/31/2026 |

Valid Task Date range based on Budget - [07/01/2026 - 10/31/2026]

Task

Task Summary

Task Start Date

07/01/2026

Task End Date

08/31/2026

Status

Status Date

Task Description

Provide Sally with training to use a register.

Task Details

Provide Sally with training to use a register and how to speak to customers while processing a return

Save

Clear

Task List

| Start Date                              | End Date | Status | Status Date | Description |
|-----------------------------------------|----------|--------|-------------|-------------|
| No Tasks associated with Support Option |          |        |             |             |

# Provider - add support strategies

[11/01/2025 - 10/31/2026]

Modification, Pending

12/26/2025

11/30/2026

View

Details

Support Strategy

Support

Assit Sally in finding a job at a clothing store

Support Start

11/01/2025

Support End

10/31/2026

Support Option

Skills building-Employment

Service Code

EPR

Provider

CHOVPR

Budget

| Approval | Provider | Service Code | Start Date | End Date   |
|----------|----------|--------------|------------|------------|
| 174333   | CHOVPR   | EPR          | 07/01/2026 | 10/31/2026 |

Valid Task Date range based on Budget - [07/01/2026 - 10/31/2026]

Task Summary

Task Start Date

Task End Date

Status

Status Date

Task Description

Task Details

Save

Clear

Task List

| Start Date | End Date   | Status | Status Date | Description                                    |
|------------|------------|--------|-------------|------------------------------------------------|
| 07/01/2026 | 08/31/2026 | Active | 07/23/2026  | Provide Sally with training to use a register. |

# New Employment Service Codes & RFS Criteria



Department of Health  
& Human Services



# Supported Job Development (SJD)

## Support to achieve CIE

- Provider- based
- Pay \$17.31 QH
- Vocational Assessment
- Job development and connection activities
- Job strategies that support their employment goals
- Employment related skill building and assistance
- Transportation to SJD related sites
- 30-days of job retention support after placement

# Supported Job Development (SJD)

In addition to the General Limitations section of this contract, the Contractor shall NOT:

bill DSPD for SJD for more than 80 hours per Person unless the Contractor receives prior authorization from the Request for Services Committee for up to 120 hours (all exemptions to the 80-hour limit will be reviewed by the employment planning and inclusion team and recommendations will be forwarded to the Request for Services Committee).

# Supported Employment milestone payments

- Supported Job Placement (SJP):  
Obtain and retain CIE for 30 days
- Supported Job Retention (SJR):  
Retain CIE for 120 days
- Each \$620
- Each available every 12 months

# SAS- Supported Employment

**\*\*\*Coming Soon\*\*\***

- Supported Employment (SE1)
- Support to obtain, maintain or advance the Person's Competitive Integrated Employment

# When DSPD starts services

**Order of Selection:** If a Person is placed on the waiting list due to being placed in a closed category

**30 days:** If a Person's waiting period is more than 30 days with USOR

- (D) any services available (within 30 days) by, or being provided and currently funded by, the Utah State Office of Rehabilitation (“**USOR**”) under the Rehabilitation Act of 1973, or the Individuals with Disabilities Education Act (if needed by the Person, Staff can provide support while meeting with the Utah Office of Vocational Rehabilitation counselors);

# Request for Services criteria - SJD

Criteria 1: Person has a need for professional employment assistance to achieve competitive integrated employment

*Required documentation: Log note*

Explanation example: The person is interested in getting a job as outlined in their Employment Pathway Tool. The person needs individualized assistance (*ex: networking, understanding different jobs, job site visits, job shadowing, mock interviews, filling out applications, technology skills, self-advocacy, setting employment goals*) in order to find and maintain competitive employment in a community setting.

# Request for Services criteria- SJP & SJR

Criteria 1: Person has received Supported Job Development services and successfully obtained and retained their job placement in competitive integrated employment for 30 (SJP) 120 (SJR) consecutive days.

*Required documentation: Log note or this  
[form](#)*

# Competitive Integrated Employment Request Form

Form describing the following:

- The person's start date of employment, pay and hourly wage and a summary including:
- (A) how the Person's employment meets the Person's employment goals;
- (B) the Person's satisfaction with their employment
- (C) informed choice with job placement
- (D) the Contractor was the primary source in assisting the person to obtain CIE.
- SJR only: hours of employment and if hours have decreased and explanation of why



# Request for Services criteria- SJP & SJR

Criteria 3: A SJP/SJR payment has not been paid by DSPD in the last 12 months.

*Required documentation: Log Note*

Explanation example: Per the Plan Cycle Expenditures, a SJP/SJR payment has not been paid by DSPD in the last 12 months.

# Request for Services criteria- SEI

Criteria 1: Person has a need for one-to-one support to assist in their efforts to maintain and advance in competitive integrated employment or self-employment

*Required documentation: Log note*

Explanation example: The person needs individualized assistance (on-site monitoring, personal assistance, supervision, direct job support, communication, transportation), in order to maintain competitive integrated employment in a community setting. Ex: the person needs support to learn new job skills, they are interested in advancement, or without supports they are in jeopardy of losing their position.

# Request for Services criteria- Existing

Criteria 1: Person is projected to use all available service units and needs more units before the end of the plan cycle of professional employment assistance to maintain competitive integrated employment

*Required documentation: Log note*

*SJD: 80 units have to be used before requesting 120*

Explanation example: The person is projected to use all their allocated services units before the end of the plan cycle and needs more to maintain integrated competitive employment. They have made progress and need some additional time to work on skills to maintain the job that is based upon their strengths and interests.

# Request for Services criteria- Does not duplicate

Criteria 2: Service does not duplicate any services available (**within 30 days**) by, or being provided and currently funded by USOR or IDEA

*Required documentation: Log Note*

*Recommended documentation: USOR Eligibility Letter*

Explanation example: Supported employment requested through DSPD does not duplicate or replace a similar support that should be provided through IDEA or USOR. The attached log note details the **status of and date of USOR support**. Ex: Person is on the USOR waiting list, Person applied and will be waiting over 30 days for support to start, Person was found ineligible.

## Questions?

- USTEPS [usteps@utah.gov](mailto:usteps@utah.gov)
- PCSP, EPT or other questions
- [communityinclusionteam@utah.gov](mailto:communityinclusionteam@utah.gov)
- Office hours available:
  - Tuesday, August 18 at 2:00 p.m.
  - Wednesday, August 26 at 11:00 a.m.
  - Tuesday, September 1 at 1:00 p.m.
  - Tuesday, September 8 at 10:00 a.m.
  - Thursday, September 17 at 1:00 p.m.

# Thanks!



**Department of Health  
& Human Services**