

# VR FEE SCHEDULE SERVICE RATES & DESCRIPTIONS

Appendix A to Ohio Administrative Code Rule 3304-2-52

## VR ADDENDUM OR MISCELLANEOUS TRAINING ADDENDUM SERVICES

In order for a provider to deliver services not defined in the VR Fee Schedule through an Addendum and/or Miscellaneous Training Addendum, the provider shall obtain Opportunities for Ohioans with Disabilities (OOD) approval. Services shall be provided on an individual basis or at a ratio of one-to-one (i.e., one provider staff person to one participant), unless the provider specifically has requested, and OOD has approved, a group rate. Approved services on their approved Addendum and/or Miscellaneous Training Addendum are posted in the Provider Management Program (PMP).

Addendum and/or Miscellaneous Training Addendum services may be considered to be provided remotely at OOD's discretion. Providers are required to email OOD their proposal in order to receive approval.

Providers shall refer to the "VR Authorizations" section of this appendix.

Providers shall create their own invoice and report but must follow instructions as detailed in this appendix under the "Invoice Report" with the exception of having an OOD-created invoice report and the "Submission of Invoice Reports" for timelines and electronic submission.

## SERVICES DEFINED IN THE VR FEE SCHEDULE

Providers shall follow all requirements in this appendix as well as in the OOD VR Provider Manual.

## Fiscal Requirements

### FLAT FEES

The duration of Flat Fees shall be defined as a specific amount of time, or a specific outcome as identified in the service description under each applicable service of the VR Fee Schedule. Flat Fees include services authorized on a daily, weekly, or specific milestone/outcome basis. Flat Fees are inclusive of all contacts required to provide and document the service (e.g., telephone calls to set appointments, other communications via phone or texting, a case staffing).

## **INDIVIDUAL AND GROUP RATES**

When Opportunities for Ohioans with Disabilities (OOD) authorizes for Vocational Rehabilitation (VR) on an individual basis, providers shall deliver services at a ratio of one-to-one (i.e., one provider staff person to one participant). This ratio shall be maintained for the entire duration of the service, except for Community Work Experience (CWE). CWEs shall not exceed a ratio of one-to-two (i.e., one provider staff person to two participants) and OOD or VR Contractor must provide approval of two participants prior to the start of the CWE. When approved, this service would be authorized, for each participant, at the full individual fee schedule rate.

When OOD authorizes for VR services at a group rate, providers may deliver services in a group setting. Groups are defined as one provider staff person dividing their time amongst multiple participants regardless of funding source. Groups shall have a maximum staffing ratio of one-to-four (i.e., one provider staff person to four participants). Individualized services provided in a group setting shall not be considered one-to-one and shall be paid at the group rate. When group services are authorized, the provider shall invoice for the service based upon the actual provider staff to participant ratio when the service was provided.

Example: Provider is serving three participants, one funded through OOD and two through the Department of Developmental Disabilities (DODD) waiver. This shall be billed at the group rate, at a one-to-three ratio (i.e., one provider staff person to three participants), even though the provider is only providing services to one OOD participant.

## **SERVICE DELIVERY CYCLE**

VR Original Authorization/Billing (OOD-0020), hereafter referred to as “VR Authorization”, for services that are purchased as a Unit of Service (UOS) (i.e., six-minute increments) or a daily (Flat Fee) rate shall be issued for one calendar month with an allowable variance of seven days into the previous or following month (e.g., February twenty-second to March thirty-first or March first to April seventh). VR authorizations for UOS or flat fees (e.g., daily rate, weekly rate) shall not exceed a total of five weeks.

Service dates of VR authorizations for other Flat Fee services (e.g., daily, weekly, outcome) shall be authorized no later than the end of the current Federal Fiscal Year (FFY). Providers shall complete the entire service prior to submitting the invoice report, with the exception of Summer Youth Work Experience (SYWE), which may be billed up to twice during the service. Providers may not invoice for partial or incomplete services during the service delivery cycle, unless otherwise noted under the service description or an exception is approved by OOD.

## **UNITS OF SERVICE (UOS)**

Units of Service (UOS) shall equal six-minute increments. UOS shall be invoiced in accordance with the chart below. Providers may invoice for UOS when, on behalf of a participant, they: provide direct services to participants; have made direct contact with potential employers; and have made direct contact with OOD or VR Contractors. Services can be invoiced for activities performed either in-person, via telephone, email, other electronic media (e.g., completing an online electronic job application), or via video electronic communication applications (e.g., Microsoft Teams, Zoom).

Texting cannot be invoiced in most cases, unless specifically for an approved disability-related accommodation (e.g., for a Deaf or hard of hearing participant), or if noted specifically in the service description as an allowable mode of service delivery (e.g., specific and limited allowances of interactive texting as part of Job Coaching, the retention component of Job Search Assistance Part 3). Providers shall not invoice for travel time between appointments. Provider staff shall be physically present and/or actively performing a service for the time to be billable. Remote services, as noted in the “Remote Services” section, are also allowable. Providers shall not invoice for time providing indirect services which include: reading email; listening to messages; internal communications between provider staff members; reading collateral documentation; conducting case/file reviews; and for the purpose of managing authorizations, invoices, and/or payments.

<b>MINUTES</b>	<b>UOS</b>
UP TO 6	1
7 – 12	2
13 – 18	3
19 – 24	4
25 – 30	5
31 – 36	6
37 – 42	7
43 – 48	8
49 – 54	9
55 – 60	10

## **VR AUTHORIZATIONS**

VR authorizations act as the agreement to purchase a maximum amount of a specific service within a specific range of dates at the rate listed in this fee schedule. Providers should not deliver services without a VR authorization as payment may not be made. If there is a need to increase the amount of service or extend the dates of service from what has been originally authorized, the provider is responsible for contacting the assigned VR Staff or VR Contractor to obtain approval of the increase or change of dates prior to delivering services. Providers will receive an amended VR authorization with the increase in the amount of service or extension of dates of service.

## **INVOICE REPORT**

An appropriate OOD-created invoice report template is required to be submitted for all VR Fee Schedule services defined in this appendix and in the VR Provider Manual. The invoice report shall provide all requirements listed below, attachments (if applicable), and address additional requirements listed under each service definition (if applicable), even if previously submitted to OOD (e.g., resume, placement report). The invoice report is to invoice for payment of services, to document services provided, and if applicable, to respond to OOD’s referral form questions and information to be obtained.

The OOD-created invoice report template shall include the following:

- full provider name (payee);
- authorization number;
- provider invoice number;
- participant's first name, last initial;
- full name of provider staff who delivered the service;
- full name of the individual completing the report;
- OOD staff or VR Contractor name;
- invoice date;
- service start and end date;
- service description(s);
- dates of contacts made with the participant and if applicable, their parent or legal guardian;
- response to questions and information to be obtained as indicated on the OOD referral form; and
- if applicable, dates of contacts made with businesses and other organizations (e.g. Social Security).

The following additional requirements may be listed under service descriptions including, but not limited to:

- initial/final assessment of the participant's functioning at the beginning and end of the service to demonstrate participant's progress;
- interventions used by provider staff, including instructional techniques, to facilitate learning progress, including the effectiveness of the strategies in achieving desired results, and/or employer training, and accommodations requested and granted;
- participant behavior observed and, if applicable, their performance for each date of service.
- participant input on their self-assessment and progress during service including potential concerns; and
- if applicable, employer input (e.g., their observations of the participants' hard skills, soft skills, performance).

### **Invoice Report Submission**

Invoice reports shall be submitted electronically, via the AWARE Vendor Portal (AVP), within twenty-one calendar days of the date of last service (i.e., last direct contact with the participant and/or employer) or the VR authorization end date whichever comes first.

OOD will not issue subsequent VR authorizations if the invoice report is not received within the twenty-one-day timeframe.

If the invoice report is not considered a *proper* invoice report OOD shall return the invoice report to the provider. If returned, providers shall have twenty-one calendar days, from the date that the invoice report was returned to the provider, to make corrections and re-submit for payment.

Final invoice reports, including corrections, must be submitted to OOD no later than ninety

calendar days of the date of last service for payment. Providers shall have the twenty-one calendar days mentioned above to submit corrections, as long as the original invoice report was submitted within the ninety calendar days. Submission of the invoice report after ninety days, or after the twenty-one-day period to correct and resubmit, may be denied.

Example: Invoice report was submitted on February twenty-seventh, day eighty-ninth, but it was returned to the provider for corrections on March third. Provider has until March twenty-fourth to submit the correction.

### **Receipts**

If a receipt is required, it must be an original purchase receipt from a vendor (e.g., bookstore, gas station, clothing store, assistive technology) and not secondary documentation of purchase. The receipt shall include the name and address of the vendor (i.e., payee) providing the goods or services, the date the goods or services were purchased and received, itemization of the goods or services and pricing, the final amount due, and evidence that payment was made (e.g., merchant receipt, credit card authorization).

### **Release of Invoice Reports and Payments**

Invoice reports for the VR Fee Schedule services purchased by OOD are the property of OOD and may not be disseminated in draft form without the express written consent of OOD. Draft invoice reports may not be shared with participants and neither draft nor final reports shall be shared with any third party. Providers may share final, OOD approved invoice reports directly with the participant.

Once a proper invoice report is received and processed, payment will be released.

## **SERVICE INTERRUPTIONS, DELAYS, CANCELLATIONS, AND NO-SHOWS**

Providers shall notify the VR Staff or VR Contractor when a service cannot be completed within two months of the referral and also when a participant misses two days of service, no matter the length of the service authorized.

Payment will not be made for cancellations or “no-shows”.

## **REMOTE SERVICES**

VR Fee Schedule services are generally provided in person as direct services from local providers. When appropriate and consistent with the needs and preferences of the participant, most VR services may be provided remotely, including but not limited to Intakes, Job Search Assistance, Job Coaching, Work Incentive Planning, Career Exploration, Vocational Evaluations,

Assistive Technology, Pre-Employment Transition Services (Pre-ETS), and Job Search Preparation. Orientation & Mobility providers may complete as much of the assessments as possible remotely to start making plans for training and to provide a limited scope of instruction, including items such as concept development or instruction through family members (e.g., sighted guide techniques) as the provider finds appropriate.

Community Work Experiences (i.e., Assessments, Adjustments, and Internships) cannot be provided remotely. These services are required to be provided in person at an employer worksite as part of the service definition. Life Skills Training (LST) services may be provided remotely for services that do not require on-site assistance (e.g., budgeting). LST services that are traditionally provided in person (e.g., cooking, ironing), cannot be provided remotely. Services outside of those mentioned here, may be considered to be provided remotely with OOD approval. Services shall be participant focused.

Providers shall specifically discuss the opportunity for remote service delivery with participants and if applicable, their parents or legal guardian including their preferences for services (e.g., in-person versus remote), taking into consideration the participant's abilities and the appropriateness for remote services. When remote services are not deemed appropriate (or successful) by either the participant or VR staff or VR Contractor (e.g., counselor, coordinator, PCMU), services shall return to in-person delivery.

Remote services must be direct services to participants through phone, Microsoft Teams, Skype, Facetime, Zoom, or other electronic communication. Texting (with the exception of disability-related accommodations) is not an approved delivery method for remote services. Remote services shall not include any "assigned" tasks for the participant (e.g., online training). Services must involve a provider staff person in direct communication with the participant.

Remote services shall only be offered by providers in-state. OOD may approve an out-of-state provider in situations when an in-state provider is not possible (e.g., participant lives in Ohio close to a state border and there is not a local provider available for the service in Ohio) or when OOD determines necessary. Providers shall be able to meet in person if determined necessary by the participant, and if applicable, their parents or legal guardian, or the VR Staff or VR Contractor, at any time during services. All provider staff shall be at a regular work location that is in a professional and confidential environment free from distractions, including background noises, during service delivery (refer to "Protecting Confidentiality / and Environmental Considerations" section) and shall be available for in person contact as needed and appropriate.

## **Participant Signatures And Acknowledgement Of Agreement**

Providers shall make every effort to obtain signatures, wet or electronically, on any documents requiring participant signatures. When a wet or electronic signature is not able to be obtained, OOD may allow alternate documentation of participant agreement. The provider must detail on the document how the agreement occurred (e.g., verbally, text, email). Providers should ask the

participant to email their agreement or ask for permission to document the participant's verbal consent.

Examples of acceptable documented participant agreement:

- Jane Doe provided approval via email on 03/23/2024 (attach form to email);
- Jane Doe provided approval via text on 03/24/2024 (attach a screenshot of text including contact number of participant);
- verbal consent was obtained by Jane Doe via phone on 03/23/2024;
- reviewed all elements of form with Mason on 09/15/2024 via phone and he agreed and consented verbally;
- verbal approval via phone on 09/15/2024;
- approval via Microsoft Teams on 09/15/2024; or
- by any mechanism of agreement built into an OOD-created invoice report (e.g., dropdown option).

The following are unacceptable ways of documenting participant agreement:

- the phrase "signature waived";
- the phrase "verbal signature";
- the phrase "accepted virtually"; or
- participant's typed signature using a cursive font.

It is required that providers document when remote services are utilized in the invoice reports. Providers shall obtain and document the participant's agreement to participate in services remotely, the technology utilized and the location of the participant receiving the service (e.g., the participant agreed to remote services and joined via Skype from their home).

## **PROTECING CONFIDENTIALITY / ENVIRONMENTAL CONSIDERATIONS**

During the provision of services remotely or in a public space, providers shall protect the confidentiality of participants by ensuring that no identifying information (e.g., home address) is visible to others, that no other people (e.g., family members, business patrons) are within distance to overhear the service session or within view of the camera, and ensure the focus remains on the services being delivered (e.g., not working on other cases). Providers must emphasize the importance of a private and quiet environment to the best of the participant's and provider's ability.

During the provision of remote services, providers shall notify participants that third-party applications (e.g., Skype, Facetime, Zoom) potentially introduce privacy risks. Providers should enable all available encryption and privacy modes when using such applications. Both parties (participant and provider) should mutually agree not to film/record conversations or photo/screenshot services in order to protect the confidentiality of their sessions. Providers should discuss the environment they are participating in, and all parties must disclose if additional parties (e.g., family members) are present.

## VOCATIONAL SERVICES

SERVICE DESCRIPTION	RATE	RATE TYPE
BILINGUAL SUPPLEMENT	SERVICE RATE + 10%	VARIABLE
CRITICAL NEED RATE	\$105.50	FLAT FEE
EXTRA TRAVEL ALLOWANCE – LEVEL I (UP TO 35 MILES ONE WAY)	\$ 42.00	FLAT FEE
EXTRA TRAVEL ALLOWANCE – LEVEL II (36 – 50 MILES ONE WAY)	\$ 60.27	FLAT FEE
EXTRA TRAVEL ALLOWANCE LEVEL III (51-70 MILES ONE WAY)	\$ 83.90	FLAT FEE
EXTRA TRAVEL ALLOWANCE – LEVEL IV (71-90 MILES ONE WAY)	\$107.52	FLAT FEE
EXTRA TRAVEL ALLOWANCE – LEVEL V (OVER 90 MILES ONE WAY)	\$131.15	FLAT FEE

### **BILINGUAL SUPPLEMENT (BS)**

Providers with bilingual staff who have the ability to communicate with participants in their preferred mode of communication, either in international language or sign language, may charge an additional ten per cent supplement when utilizing those skills to provide VR services. The bilingual supplement is applied to the specific service base rate as defined in the VR Fee Schedule. The bilingual supplement shall apply to all billing increments provided on behalf of the participant by the bilingual staff including contacts with VR Staff or VR Contractors and businesses. The supplement shall not be paid for missed appointments, cancellations, or transportation.

### **CRITICAL NEED RATE (CNR)**

The Critical Need Rate (CNR) may be authorized in conjunction with VR Fee Schedule services to support service provision within Ohio where there are no service providers available (e.g., Orientation & Mobility, Assistive Technology, Life Skills Training in rural counties). OOD shall create and maintain the list of underserved counties without local or nearby service providers and determine which counties and services qualify for the CNR to ensure adequate statewide service coverage. The CNR shall be authorized in addition to an Extra Travel Allowance (ETA) rate. The CNR may be charged once per participant per day by the provider. OOD shall authorize for the CNR prior to service delivery. CNR shall be authorized for in-person services only.

### **EXTRA TRAVEL ALLOWANCE (ETA)**

OOD may authorize the Extra Travel Allowance (ETA) in situations where OOD specifically



requests a provider to serve a participant outside of their designated service area as declared in the Provider Management Program (PMP) and displayed on the Provider Search tool. The ETA rate shall only apply to services defined in the VR Fee Schedule.

The ETA rate shall be determined based upon the one-way distance from the closest county border of the provider staff's point-of-origin (i.e., closet border to provider's office, or staff's home) to the destination of service delivery (e.g., participant's residence, local library). The ETA rate may only be charged once per day by the provider staff member. When serving more than one participant in a given day, the ETA rate shall be determined based upon the mileage of the participant with the furthest residence from the provider staff's point-of-origin county border. OOD shall establish the ETA rate utilizing an electronic mapping tool (e.g., navigation software, Google Maps). OOD shall authorize the ETA rate prior to service delivery.

The ETA rate shall not be allowed when providing remote services. This rate may be authorized in conjunction with the Critical Need Rate (CNR) and may not be invoiced for cancelled or "no-show" meetings.

## Auxiliary Services

These services are designed to complement the delivery of other services to ensure that participants may fully engage in diagnostic services or VR services identified on their Individualized Plan for Employment (IPE).

SERVICE DESCRIPTION	RATE	RATE TYPE
BRIDGE SUPPORT SERVICES (BSS)	\$6.96	6 MINUTES
INTAKE (I)	\$129.66	FLAT FEE
SITE COORDINATION (SC)	\$151.29	FLAT FEE
SITE DEVELOPMENT (SD)	\$7.60	6 MINUTES
TRANSPORTATION	\$5.91	6 MINUTES
VOCATIONAL TRAINING STIPEND (VTS)	OHIO MINIMUM WAGE + 15%	6 MINUTES

### **BRIDGE SUPPORT SERVICES (BSS)**

Bridge Support Services (BSS) are intended to enhance participant engagement and to focus directly on employment supports through short-term support to overcome significant barriers to employment. These services are not intended as ongoing services, or to mimic, duplicate, or supplant case management services that may be available from other sources (e.g., mental health and local county board of developmental disabilities services). However, the VR Staff or VR Contractor may consider if those services are available from other sources in a timely manner and, if not available timely, may authorize for BSS. BSS may be authorized for an initial four hours (forty UOS) in any category, with additional UOS authorized on an individual basis by the VR Staff

or VR Contractor. Participants' own completion and comparable benefits should be considered ahead of authorizing these services. Use of online resources are allowable and encouraged for BSS. These services may not be invoiced as a "pass through" fee (e.g. for clothing purchases, a fuel card), and the participant must be directly receiving the services.

### **BSS: Identification (ID) Obtainment/Replacement**

This subcategory service may be utilized to help a participant obtain an ID (e.g., driver's license, State ID) needed for training, a paid work experience, employment, or other activities directly related to supporting the participants' IPE. Consider using website services in conjunction with any needed visits to any government offices such as the Ohio Bureau of Motor Vehicles (<https://www.bmv.ohio.gov>). This service may also be utilized to help a participant obtain a replacement ID or documents necessary for paid work experience or employment (e.g., driver's license, I-9 documents). This service may not be used to fund the reinstatement fees for replacing IDs due to warrant blocks.

### **BSS: Work Clothing Assistance**

This subcategory service includes helping a participant choose and purchase appropriate interview, training, or work clothing; and/or tools needed for work or an apprenticeship program (e.g. stethoscope for nursing training, black non-slip boots and a tool belt needed for an apprenticeship). This subcategory includes direct service with the participant including transportation with the participant in the vehicle, time at any stores, and time transporting the participant back home.

### **BSS: Community Connections**

This subcategory service includes connecting participants with resources in the community to address significant barriers (e.g., accessing childcare, addressing homelessness, justice-involvement). This subcategory includes, but is not limited to: assistance setting up mental health case management or other ongoing supports; childcare services; setting up a bank account; housing; interview clothing; or applying for services with other community agencies (e.g., Supplemental Nutrition Assistance Program (SNAP), Women, Infants & Children Program (WIC); Medicaid). This subcategory may also be used to address transportation barriers and may be used to research available options such as public transit, ride share services (e.g., Uber, Lyft) or other viable local options. Travel Training shall be utilized to help a participant learn to utilize any travel system. This service may not be used by a provider to self-refer back to its own agency or subcontractors or to apply for Social Security benefits.

### **BSS: Training Support**

This subcategory service is to assist participants with applying for post-secondary training and completing any required application documentation and/or FAFSA documentation as needed, or required, when other assistance (e.g., school guidance counselor, financial aid office, parent, case manager, independent completion) is not available or feasible.

This service may also be used to research academic post-secondary programs, complete college entrance applications, assist with college visits, assist with the initial class registration, visit student

disability services offices, etc. when other assistance (e.g., school guidance counselor, parent, admissions office, independent completion) is not available or feasible.

An [invoice report](#) is required for all of these services.

## **INTAKE (I)**

An intake (I) is the initial provider and participant meeting when providing VR services. During this meeting the provider shall review referral information and discuss the participant's disability, strengths, and any limitations and/or required accommodations to ensure that the VR services are individualized to meet the specific needs of the participant. The provider shall provide an overview of items such as confidentiality, ethics, and dispute resolution. This meeting allows for required information and conversations as part of any accreditation requirements. OOD allows all providers to invoice for an Intake, excluding Pre-ETS, Transportation, Addendum services, and Miscellaneous Training Addendum services at a maximum of once every twelve months since the last date of service provided to the participant. Subsequent Intakes require an invoice report with updated information.

Providers shall notify VR Staff or VR Contractor of any updates and/or discrepancies to the referral information.

An [invoice report](#) is required for this service. In addition, the following shall be addressed with the participant and noted in the report:

- participant's rights and responsibilities;
- confidentiality, including limitations of confidentiality;
- who the participant would like involved in their case and the need for any consent/releases;
- participant's preferred mode of communication (e.g., phone, video, request services provided remotely);
- address any history of behavioral or safety concerns; and
- review of the referral information with the participant.

## **SITE COORDINATION (SC)**

Site Coordination (SC) may be used by providers to facilitate a Community Work Experience (CWE) (Assessment or Adjustment) at a business with which a provider has an existing relationship. SC shall include all contacts with the participant, potential business, VR Staff or VR Contractor. SC may include an interview, site tour with the potential business, and/or staffing to discuss the potential site and job duties. SC shall be issued at the same time as the Intake authorization (if needed). SC ends once the site has been confirmed and the dates and times of the CWE are determined. SC and Site Development (SD) shall not be authorized together for the same service.

An [invoice report](#) is required for this service.

## **SITE DEVELOPMENT (SD)**

Site Development services (SD) are utilized to secure a potential employment setting that may be used to help either assess or address a participant's vocational barriers. SD may be authorized

to secure a new business location for a Community Work Experience (Assessment or Adjustment) or in cases where a participant needs an individualized site for Summer Youth Work Experience

SD shall be issued at the same time as the Intake authorization (if needed). SD ends once the site has been secured and the dates and times of the CWE (Assessment or Adjustment) are determined. SC and SD shall not be authorized together for the same service.

An [invoice report](#) is required for this service.

## **TRANSPORTATION**

Transportation services are utilized when providers transport participants to and from appointments or worksites for the following services: Community Work Experience (Assessment and Adjustment), Job Coaching, Summer Youth Work Experience, Summer Youth Job Exploration Counseling, and for other services not included within the VR Fee Schedule (e.g., transportation to a psychological evaluation, medical appointment to determine eligibility). Providers may begin billing Transportation once the participant has been picked up and should end billing once the participant has been dropped off. Providers shall not bill wait time associated with Transportation. The Transportation service ends when the participant gets to the service location, (e.g., Community Work Experience worksite).

Providers shall divide the total amount of time for transportation (i.e., the point when the first participant is picked up until the last participant is dropped off) amongst the total number of participants receiving transportation for the trip regardless of funding sources.

The Bilingual Supplement shall not apply to Transportation. Intake shall not be authorized with or as part of Transportation Services. Transportation for Summer Youth participants shall not exceed an hour of travel time or ten UOS at the start and end of the service.

An [invoice report](#) is required for this service.

## **VOCATIONAL TRAINING STIPEND (VTS)**

Providers shall compensate participants for vocationally related work experiences (e.g., Community Work Experience (Assessment and Adjustment), Summer Youth Work Experience, and non- school-based Community Work Experience Internships services) at a rate equivalent to the current State of Ohio Minimum Wage. OOD shall reimburse providers at a rate equivalent to the State of Ohio Minimum Wage plus an additional fifteen per cent to include additional costs such as Worker's Compensation, Federal Insurance Contributions (FICA), Medicare, and administrative costs. Providers shall, at a minimum, provide Worker's Compensation for participants during work experiences.

Providers shall provide participants at least one fifteen-minute break for every four hours of any scheduled work experience service. Providers shall provide an unpaid thirty-minute lunch period after six hours of scheduled work experience service. The unpaid meal periods are not a VR fee schedule service and are not counted as part of billable service delivery time. If a participant needs additional breaks, providers should provide it as a reasonable accommodation, but the time shall not be paid.

Participants are not intended to substitute for employees of a host business.

Participants may request to waive the VTS. VR Staff or VR Contractor will make the final decision whether or not to authorize for the VTS.

Providers shall keep records for minors to document the name of businesses, business addresses, occupations, number of hours worked by each minor on each day of the week, the hours of beginning and ending work, the hours of beginning and ending meal periods, and the amount of wages paid each pay period to each minor. Records shall be kept for two years (**Source R.C. 4109.11**).

Providers are responsible to know and ensure compliance with the Ohio Minor Labor laws ([Source R.C. Chapter 4109](#)). OOD does not provide technical guidance and/or enforcement of minor labor laws.

Information on this service must be included on the corresponding service’s invoice report.

## Diagnostic & Assessment Services

These services provided and activities performed are to determine a participant’s eligibility for VR services, assignment of the participant to an Order of Selection (OOS) priority, and/or to determine the nature and scope of services to be included in the Individualized Plan for Employment (IPE). Services may also include assistance to a participant who is interested in becoming employed but is uncertain of the impact work income will have on their benefits and/or is not aware of benefits (e.g., access to healthcare) that might be available to support any work efforts.

SERVICE DESCRIPTION	RATE	RATE TYPE
WORK INCENTIVES PLANNING (WIP)	\$496.91	FLAT FEE
WORK INCENTIVES COORDINATION (WIC)	\$8.12	6 MINUTES
COMMUNITY WORK EXPERIENCE (CWE) (ASSESSMENT) (HALF DAY: FOUR OR LESS HOURS)	\$276.52	FLAT FEE
COMMUNITY WORK EXPERIENCE (ASSESSMENT) (FULL DAY: OVER FOUR HOURS)	\$483.93	FLAT FEE
CWE – RAPID ENGAGEMENT	\$432.02	FLAT FEE
CWE– PLACEMENT PREMIUM	\$1,351.14	FLAT FEE
VOCATIONAL EVALUATION	\$1,169.68	FLAT FEE
VOCATIONAL CONSULTATION	\$7.60	6 MINUTES

CAREER EXPLORATION	\$7.81	6 MINUTES
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## **WORK INCENTIVES PLANNING (WIP)**

Work Incentives Planning (WIP) services are utilized to provide information on how participating in VR services and returning to work can positively impact the participant's earning potential. The Flat Fee shall include the time interviewing the participant, verifying benefits, analyzing data, and a review of the written reports with the participant and if applicable, their parent or legal guardian, and/or representative payee. WIP takes into consideration current Federal, State, and Local benefits such as Title II (Social Security Disability Insurance (SSDI), Disabled Adult Child (DAC), Survivor Benefits, etc.); Title XVI (Supplemental Security Income (SSI)); Health Benefits (Medicaid, Medicare, other Private or Public health benefits); Veteran's benefits; and housing, food, and other public assistance programs. WIP services also provide participants information on work incentives including, but not limited to: Ticket to Work; Impairment Related Work Expenses (IRWE); Trial Work Periods (TWP); Student Earned Income Exclusions (SEIE); and Plan for Achieving Self-Sufficiency (PASS) plans. The outcome of the service is to provide a participant a comprehensive overview of how working affects benefits and how work incentives can be utilized to maximize earnings.

Provider staff delivering this service shall be currently certified as a Community Work Incentives Coordinator (CWIC) through Virginia Commonwealth University or Work Incentive Practitioner through Cornell University and must complete follow up trainings as required to maintain their certification.

Provider shall review the invoice report and Benefits Planning Query (BPQY), in a manner that is understandable, with the participant and if applicable, their parent or legal guardian, and/or representative payee, any other person(s) the participant identifies, and the VR Staff or VR Contractor (if available).

VR Staff or VR Contractor may request to be present during the review of the invoice report.

Provider shall provide the participant and if applicable, their parent or legal guardian, and/or representative payee with a written copy of the invoice report and BPQY.

An [invoice report](#) is required for this service. Additional requirements include:

- the acquisition of information from the source organization (e.g., Social Security, Jobs & Family Services) and verification of the amount and type of benefits received (e.g., SSI/SSDI, medical, housing, cash assistance) by participant;
- demonstration of how returning to work may positively impact the participant's overall income, including illustrations of how working can potentially increase earnings (e.g., SSI calculation sheets comparing current situation to at least two comparison points with different earnings);
- identification of any benefit issues that require a resolution; and

- information about specific work incentives that apply to the participant's specific benefits and may be eligible to utilize, including a brief explanation of how the participant would request and document the work incentive.

## **WORK INCENTIVES COORDINATION (WIC)**

Work Incentives Coordination (WIC) services are utilized when a WIP has been completed or is available to assist the participants in coordinating and/or resolving benefit issues which include, but are not limited to: reporting income; applying for and documenting work incentives; applying for Medicaid Buy-In for People with Disabilities; and resolving over-payments. WIC may also be utilized to assist participants with developing and implementing a Plan for Achieving Self-Sufficiency (PASS). WIC UOS shall not be utilized to assist a participant in applying for Social Security benefits or completing a Continuing Disability Review (CDR). Intake shall not be authorized with or as part of WIC.

Information shall be provided to the participant and if applicable, their parent or legal guardian, and/or representative payee in an understandable format (i.e., preferred mode of communication).

An [invoice report](#) is required for this service. Additional requirements include:

- dates of contacts with Social Security Administration, Department of Jobs & Family Services, or other organizations; and
- results of the coordination and/or resolving of benefit issues.

## **COMMUNITY WORK EXPERIENCE (CWE) (ASSESSMENT)**

Community Work Experiences (CWEs) authorized as assessments are utilized to assess a participant and provide information on a participant's aptitudes, abilities, behaviors, accommodation needs, and preferences to determine if a specific employment opportunity would be an appropriate match as well as what supports they may need in the workplace. CWEs shall be authorized either as a half day (i.e., four hours or less), or a full day (i.e., over four hours). The Flat Fee includes provider staff time to assess the participant, any staffing that may be needed, and the invoice report preparation. CWEs authorized as an assessment are not intended to teach specific work skills, provide work experience or adjustment services; though the provider may address behavior, skills deficits, and concerns during this service as needed. CWEs should not be standard practice for onboarding participants or used as a hiring incentive in conjunction with or in lieu of Job Search Assistance services. CWEs shall be conducted in CIE settings, except for limited circumstances when the VR Staff or VR Contractor determines that the participant's needs cannot be met in the CIE setting. CWEs provided in a non-CIE setting shall be transitioned to a CIE setting as soon as possible based upon the readiness of the participant.

One provider staff may assess up to a maximum of two participants at the same time as part of the service with approval from each participant's VR Staff and/or VR Contractor. When approved, this service would be authorized for each participant, at the full individual VR fee schedule rate.

Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business shall not be used in lieu of provider staff

to train or supervise participants at the worksite.

Providers shall immediately notify the VR Staff or VR Contractor when sufficient information has been obtained to answer the referral questions. VR Staff or VR Contractors will then determine if services should continue.

The Vocational Training Stipend (VTS) shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during the CWE. VTS shall not be paid for breaks that last thirty minutes or longer.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, participant behavior, employer input, and participant input. Additional requirements include:

- information about the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards.

### **CWE RAPID ENGAGEMENT PREMIUM (CRE)**

Providers who complete the CWE (Assessment or Adjustment) and submit the invoice report within thirty calendar days from the issue date of the SC or SD authorization shall be entitled to charge a CWE - Rapid Engagement Premium (CRE). The CRE shall be calculated based on the date that the SC or SD authorization was issued to the date that the invoice report for the CWE is received by OOD. If the invoice report is denied and/or returned to the provider, the provider will need to make corrections and re-submit the amended invoice report within the original thirty-day period in order to maintain eligibility for the premium. The authorization for the premium shall be issued by the VR Staff or VR Contractor once the requirements have been fulfilled.

### **CWE PLACEMENT PREMIUM (CPP)**

CWEs (Assessments and Adjustments) shall not be marketed to participants or businesses as an incentive to hire a participant. There are circumstances, however, where an employer may be interested in hiring a participant following this service. If a participant is hired at the business that hosted the CWE (Assessment or Adjustment only) within four weeks from the date of finishing the CWE, the provider may charge the CPP. Four weeks shall be defined as twenty-eight calendar days. This service is for the coordination and facilitation of the participant being hired by the employer following this service. Job Search Assistance shall not be authorized to facilitate the hiring of a participant at the CWE site. CPP shall not be paid if Job Search services have been authorized, as providers may invoice according to those service definitions. If the participant needs additional support after the CWE, Job Coaching (JC) may be authorized once the participant has started the first paid day of work, as needed, to assist the participant in continuing to learn job tasks, adjust to the work environment, and/or maintain employment. The VR authorization for the premium shall be issued by the VR Staff or VR Contractor once the requirements have been fulfilled. The service is billable following the participant's second completed day of employment.

### **VOCATIONAL EVALUATION (VE)**



Vocational Evaluations (VE) are utilized to identify and evaluate a participant's current and projected vocational functioning. The Flat Fee shall include: the time associated with scheduling; collecting information; administering and analyzing test results and current local labor market analysis based on OhioMeansJobs and other labor market resources; the preparation of the invoice report, and a staffing at the request of VR Staff or VR Contractor. Providers shall, at a minimum, perform standardized test batteries and/or work samples to document a participant's abilities, interests, capabilities, aptitudes, and level of academic functioning. VE may include interviewing participants, family members, and others involved service personnel (e.g., teachers, case managers). The outcome of the service is to identify and provide supporting data and documentation of viable employment options that the participant and VR Staff or VR Contractor may discuss as part of the vocational counseling and guidance process.

VR Staff or VR Contractor may request specific test batteries to be included in the VE service. Providers shall use the most current industry recognized version of test batteries that are supported by publishers and accepted by the appropriate professional community.

An invoice report is required for this service. Additional requirements include:

- questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program;
- summary of the participant's abilities, interests, capabilities, aptitudes, and level of academic functioning;
- identification of realistic and viable employment options;
- justification and explanation of why the identified employment options would be a suitable match based on the testing results as well as the participant's unique strengths, resources, capabilities, interests, aptitudes, and informed choice;
- current local labor market analysis based on OhioMeansJobs and other labor market resources; and
- identification of potential strengths and barriers, including recommendations for possible accommodations that may mitigate barriers.

## **VOCATIONAL CONSULTATION (VC)**

Vocational Consultations (VC) are utilized when the participant has identified a potential employment outcome but VR Staff or VR Contractor needs additional information to determine the feasibility and appropriateness of the potential employment outcome. Providers may charge for the time associated with administering and analyzing test results and current local labor market information. VC may be utilized in the following situations:

- to administer specific test instruments (e.g., academics, interests);
- to complete a current local labor market analysis or transferable skills analysis based on OhioMeansJobs and other labor market resources;
- to assess a participant's computer skills and knowledge of software applications (e.g., Microsoft Word, Excel,); or
- to review and update a previous vocational evaluation.

An [invoice report](#) is required for this service. Additional requirements include:

- identification of potential strengths and barriers, including recommendations for possible accommodations that may mitigate barriers;
- computer skills and knowledge of software application assessments shall not exceed forty UOS; and
- VR Staff or VR Contractor may request specific test batteries to be included as part of the service.

Providers shall use the most current version of testing batteries that are currently supported by publishers and accepted by the professional community.

## **CAREER EXPLORATION (CX)**

Career Exploration (CX) is utilized to assist a participant in exploring a specific employment outcome(s). CX involves the participant conducting informational interviews with individuals or employers who are actually performing the duties or hiring for the duties of the identified occupation (not academic/college programs) to ask questions about the job tasks, training required, and salaries. The participant may also have the opportunity to job shadow and observe employees performing the job tasks associated with the identified occupation. If possible, the participant should be given an opportunity to attempt actual job tasks as well. Work samples may not last longer than one hour for specific career clusters (e.g., retail, health, food service) and providers may not complete more than two work samples per business for a total of twenty UOS per business.

The use of videos as a method of providing CX is not permitted without prior approval of VR Staff or VR Contractor on a case-by-case basis.

Travel to and from businesses for certain purposes (e.g., informational interviews, job shadows) may be billed as the actual service of CX for the time that the participant is in the vehicle.

Providers should maximize the amount of time of the service and ensure that travel is kept to a minimum.

CX may not be used to research academic programs (e.g., complete college entrance applications, college visits, register for classes). These activities are part of Pre-ETS, the vocational planning process, or BSS, and the VR Staff or VR Contractor should assist participants with these activities.

CX is also utilized for extended support planning and discovery activities in preparation for Supported Employment. Discovery activities may include, but not be limited to: interviewing participants, family members, other involved service personnel (e.g., teachers, case managers); observing participants in the community; and exploring a participant's interests and identification of potential areas of vocational interest. Providers, at the request of VR Staff or VR Contractor, may participate in meetings to: provide input on the development of the Individualized Plan for Employment (IPE); determine supported employment services; and determine benchmarks to transition services to the long term supported employment provider. Providers may be compensated up to a maximum of three hours for these planning and discovery meetings.

The outcome of the service is to identify and provide supporting data and documentation of viable employment options that the provider and participant may discuss as part of the vocational counseling and guidance process.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, participant behavior, employer input, participant input. Additional requirements include:

- identification of a realistic and viable employment outcome(s) based on the participant’s geographic location and local labor market analysis;
- justification and explanation of why the identified employment outcome(s) would be a suitable match for the participant based on their unique strengths, resources, capabilities, interests, and aptitudes; and
- identification of potential strengths and barriers and suggested accommodations that may mitigate barriers.

## Disability & Augmentative Skills Training

Services provided to assist participants with utilizing or enhancing their current functioning levels to be able to fully participate in VR services, secure and maintain employment, and/or enhance independence.

SERVICE DESCRIPTION	RATE	RATE TYPE
LIFE SKILLS TRAINING (LST) (NON-CREDENTIAL)	\$11.29	6 MINUTES
LIFE SKILLS TRAINING (LST) (CREDENTIAL)	\$12.34	6 MINUTES
ORIENTATION & MOBILITY (OM) TRAINING	\$13.82	6 MINUTES
ORIENTATION & MOBILITY (OM) SITE DEVELOPMENT	\$189.06	FLAT FEE
TRAVEL TRAINING (TT)	\$6.96	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			RATE TYPE
	2 (54%)	3 (41%)	4 (33%)	
TRAVEL TRAINING (TT)	\$3.76	\$2.86	\$2.30	6 MINUTES

### LIFE SKILLS TRAINING (LST)

Life Skills Training (LST), sometimes referred to as Rehabilitation Teaching, is utilized to teach participants with visual impairments and other disabilities (e.g., an intellectual disability, traumatic

brain injury, deafness or those with language deprivation) to learn Life Skills to enhance safety, independence, and employability. Provider will assess the needs of the participant, make recommendations to VR Staff or VR Contractor and identify which areas the participant may have strengths as well as barriers. Provider will develop a plan outlining benchmarks, specific goals, instructional techniques, and estimated timeframes to achieve learning objectives. Provider staff can provide training on topics such as: selecting and organizing clothing; preparing meals; budgeting and managing money; and maintaining hygiene. Instructional techniques can include one-on-one demonstration, repetition, and development of natural supports and cues. The expected outcome of the service is that the participant will develop the life skills and confidence needed to live independently. The service may include the research and development of appropriate tools/equipment needed to achieve specific goals.

Credentialed services provided to participants with vision loss must have specific accreditation or certification. These providers shall be compensated at the certified rate. These accreditations or certifications shall include:

- Association for the Education and Rehabilitation of the Blind and Visually Impaired (AER), formerly the National Accrediting Council (NAC);
- Commission on Accreditation of Rehabilitation Facilities (CARF) Accreditation in Vision Rehabilitation Services;
- Academy for the Certification of Vision Rehabilitation and Education Professionals (ACVREP);
- Occupational Therapists with additional post graduate low vision certification (e.g., Low Vision Rehabilitation, Specialty Certification in Low Vision); or
- Teacher for the Visually Impaired (TVI), as licensed by the Ohio Department of Education.

Providers shall send OOD a current copy of their credential and, if ACVREP certified, their liability insurance, prior to being approved for the credentialed rate. Providers shall submit a copy of their liability insurance to OOD upon annual renewal.

Credentialed and Non-credentialed services shall only be authorized at a ratio of one-to-one. There shall not be a group rate for this service.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, and participant input. Additional requirements include:

- identification of specific goal benchmarks to address identified barriers and the estimated timeframes to achieve these benchmarks; and
- itemized list of equipment recommendations including specific features necessary to meet the identified needs.

## **ORIENTATION & MOBILITY (OM)**

Orientation & Mobility is utilized to assist participants with visual impairments to familiarize themselves with their environment and to learn to navigate independently. Provider will assess the needs of the participant, make recommendations to VR Staff or VR Contractor, and identify in

which areas the participant may have barriers as well as strengths. Provider will develop a plan outlining benchmarks, specific goals, instructional techniques, and estimated timeframes to achieve learning objectives. Providers may use instructional techniques, such as sighted-guide, long cane, or use of service animals. The service may be provided in different settings (e.g., the workplace, home, educational setting, the community). The outcome of the service is that the participant develops the skills and confidence to navigate independently.

This service shall only be authorized on an individual basis or a ratio of one-to-one. There shall not be a group rate for this service.

Providers shall send OOD a current copy of their credential and, if ACVREP certified, their liability insurance, prior to being approved for the credentialed rate. Providers shall submit a copy of their liability insurance to OOD upon annual renewal.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, and participant input. Additional requirements include:

- identification of specific goal benchmarks to address identified barriers and the estimated timeframes to achieve these benchmarks.

## **ORIENTATION & MOBILITY SITE DEVELOPMENT (OMSD)**

Orientation & Mobility Site Development is a Flat Fee service to allow the provider to conduct an environmental assessment for the purpose of safety and route planning in order to identify appropriate training environments, as requested by VR Staff or VR Contractor. The Site Development fee shall be included on the first month's invoice report for OM.

## **TRAVEL TRAINING (TT)**

Travel Training (TT) is utilized to teach participants how to travel independently on public transportation or in the community in their own private vehicle. The provider shall assess the needs of the participant and make recommendations to VR Staff or VR Contractor regarding which areas the participant may have barriers and strengths as well as the service needs of the participant.

Instruction should include topics such as: learning how to schedule transportation requests with transportation providers; reading bus schedules; purchasing tokens/bus passes, training on the public transportation rules; and contingency planning in the event of an unexpected issue (e.g., a missed bus, getting off at the wrong stop, or using GPS to navigate). Provider staff may provide instruction by demonstrating how to ride public transportation with the participant until the participant is independent. The outcome of the service is that the participant will be confident and independent in their ability to work and travel in the community.

An [Invoice report](#) is required for this service, including initial/final assessment, interventions used, and participant input.

## **Job Readiness Services**

Services provided to prepare a participant for the world of work (e.g., appropriate work behaviors,

getting to work on time, appropriate dress and grooming, increasing productivity).

SERVICE DESCRIPTION	RATE	RATE TYPE
SUMMER YOUTH WORK EXPERIENCE	\$1,392.60	FLAT FEE (WEEK)
COMMUNITY WORK EXPERIENCE (CWE) (ADJUSTMENT) (HALF DAY: 4 OR LESS HOURS)	\$276.52	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (ADJUSTMENT)(FULL DAY: OVER 4 HOURS)	\$483.93	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (INTERNSHIPS) (SCHOOL BASED)(HALF DAY: 2.5 OR LESS HOURS)	\$63.72	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (INTERNSHIPS) (SCHOOL BASED)(FULL DAY: OVER 2.5 HOURS)	\$101.60	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (INTERNSHIPS) (NON-SCHOOL BASED)(HALF DAY: 4 OR LESS HOURS)	\$101.60	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (INTERNSHIPS)(NON-SCHOOL BASED) (FULL DAY: OVER 4 HOURS)	\$176.08	FLAT FEE (DAY)

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			RATE TYPE
	2 (54%)	3 (41%)	4 (33%)	
SUMMER YOUTH (WORK EXPERIENCE)	\$752.00	\$570.97	\$459.56	FLAT FEE (WEEK)
COMMUNITY WORK EXPERIENCE (CWE) (ADJUSTMENT) (HALF DAY: 4 OR LESS HOURS)	\$149.32	\$113.37	\$91.25	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (ADJUSTMENT) (FULL DAY: OVER 4 HOURS)	\$261.32	\$198.41	\$159.70	FLAT FEE (DAY)

**COMMUNITY WORK EXPERIENCE (CWE) (INTERNSHIPS)**

**Community Work Experience** (CWE) offered in Internship settings are group-based services and a collaboration in which OOD, the provider, and the host business (work site), and if applicable, an education partner (for school-based services), have an established relationship which includes an OOD approved training curriculum to address vocational barriers while at the same time learning transferable work skills. CWE Internships should include several short-term rotations or internships, within the business to allow participants to learn various job tasks. Providers shall conduct an assessment at the start of the service to identify training goals, develop benchmarks, and to establish a timeline for successful completion of the service. The primary emphasis of a CWE Internship is to help participants obtain and improve work skills (e.g., appropriate work behaviors; communication and interpersonal skills; build stamina and endurance; address attendance and timeliness issues). The outcome of the service is to prepare participants to be job ready and to secure permanent CIE.

CWE services must include a soft skills educational component approved by OOD (e.g., “Skills to Pay the Bills”) to teach various skills (e.g., budgeting, time management, development of vocational interests, job search assistance). The soft skills training may be provided and/or funded through sources other than OOD (e.g., high schools, developmental disability (DD) boards). When a source other than provider staff is delivering these components (e.g., a high school teacher), this component of the program may not be invoiced as part of this service. The educational component may take place onsite at the host business or at an offsite location. Non-School Based CWE Internship programs should include a staffing every two weeks to discuss progress, updated goals, and to establish new goals. Non-School Based CWEs should not be developed for a specific duration but should be based on the participant’s progress. CWE Internships include the provider facilitating a potential job placement within the host business once the participant approaches job readiness as part of the service. VR Staff or VR Contractors may refer the participant for Job Search Assistance services for a position outside the CWE Internship host site if the participant is not going to be hired by the CWE Internship business partner. Provider staff must remain on site and provide direct instruction and observation with participants during the full duration of the service for any time they are invoicing.

Prior to establishing a new CWE Internship site, OOD shall determine if there is a need for an additional site and if sufficient referrals are available to support the site. OOD and the business partner for the internship site shall also meet to discuss job tasks and the business partner’s expectations. OOD must finalize and approve any new CWE Internship sites before services may begin or authorizations may be issued.

### **Requirements For School Based CWE Internships**

- School Based CWE Internships are defined as work experience services provided in conjunction with a secondary (i.e., high school) educational track.
- School based CWE Internships shall be authorized either as a half day, two and one-half hours or less, or a full day, over two and one-half hours. VR Staff or VR Contractors may request a modified schedule to accommodate disability-related needs. VR Staff or VR Contractors must specifically communicate this to the provider at the time of the authorization.
- School based programs may occur for up to nine months in the academic year during

the participant's last year of high school. Services are expected to be scheduled two and one-half hours or less for half-day services and over two and one-half hours for full-day services. Classroom time and unpaid meal periods do not count as service time for the calculation of the duration. Service time is intended to cover the job tasks typically associated as part of Job Coaching (JC).

- Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business shall not be used in lieu of provider staff to train or supervise students with disabilities (herein referred to as "student") at the worksite.

Direct services with students during the (up to two-week) orientation period may be authorized at the beginning of this service to allow for activities necessary for a participant to engage in the service. Activities include, but are not limited to: host site tours with students, assisting the student with completing a health screening/immunizations, obtaining badges/IDs with students, internship or rotation interviews with students, internship or rotation assessments with students, reviewing work tasks with students, assessing for job accommodations with students, and assisting students to complete first aid/CPR/ServSafe or other required training with students prior to starting internships or rotations.

Additionally, up to twice per school year, direct services with students during the 'transition week' between internships or rotations may be authored for activities including: helping students interview for their next internship or rotation, helping students developing skill needed to start the next internship or rotation, helping students learn to navigate to a different part of the host business and learn the necessary routines to start a new internship or rotation such as safety protocols, and revisiting orientation activities with the student.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, student behavior, employer input, and student input. Additional requirements include:

- information on the work environment and job tasks (job task analysis) including employer or industry accepted performance (quantity and quality) standards.

### **Requirements For Non-School Based CWE Internships**

- Non-school based CWE Internships shall be authorized in cases where participants are not involved with an educational track either as a half day, four hours or less, or a full day, over four hours. VR Staff or VR Contractor may request a modified schedule to accommodate a participant's disability related needs. VR Staff or VR Contractor must specifically communicate this to the provider at the time of the authorization.
- Provider staff shall be physically present and/or actively performing a service for the time to be billable. Employees of the host site business shall not be used in lieu of provider staff to train or supervise youth at the worksite.
- The duration of non-school based programs should be confirmed prior to the participant's first rotation and may last as long as the participant is making progress



towards achieving the specific goals as identified in their participant service plans. There is not a standard duration for non-school based programs. Participants should progress to other VR services (e.g., Job Search Assistance) as they approach completing their individualized plan goal and approach job readiness.

- Prior to establishing a new CWE (Internships) site, OOD shall determine the need for an additional site and if sufficient referrals are available to support the site. OOD and the business partner shall also meet to discuss job tasks and the business partner's expectations.
- OOD will direct the business partner to review available providers or share a list of potentially available providers through some other mechanism (e.g., verbal discussion, list). OOD will ask the business what factors are most important to them in making a provider selection (i.e., specific industry experience, experience working with a specific target population, experience with similar CWE (Internships) models).
- OOD will direct the business partner to information available on the Provider SEARCH website, the Provider Scorecard, and other relevant information based on the needs identified by the team. If the business desires, OOD will facilitate the coordination of provider interviews and the final selection. OOD will notify the provider of their selection and develop next steps based on the needs and nature of the partnership.
- Unpaid meal periods and classroom activities do not count as service time for the calculation of the duration.

An [invoice report](#) is required for this service, including referral response, initial/final assessment, interventions used, participant behavior, employer input, and participant input. Additional requirements include:

- information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards.

The VTS shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during Non-School Based CWE Internships. VTS shall not be paid for breaks that last thirty minutes or longer.

## **SUMMER YOUTH WORK EXPERIENCE (SYWE)**

Summer Youth Work Experiences are intended to be group-based services utilized to teach students and youth with disabilities vocational skills and appropriate work behaviors. SYWE services may be provided on an individual basis or a ratio of one-to-one to accommodate disability related needs or based on a specific employment outcome as identified by the VR Staff or VR Contractor. Group sites are defined as locations that host more than one SYWE participant during the summer. SYWE shall be conducted in CIE settings, except for limited circumstances when the VR Staff or VR Contractor determines that the participant's needs cannot be met in the community.

Participants scheduled over the entirety of 11:00 A.M. – 1:30 P.M. or 4:30 P.M. – 6:30 P.M. during SY services shall be given a thirty-minute unpaid meal period. Unpaid meal periods are not

counted as work or as part of a vocational rehabilitation service.

Transportation for SYWE services shall be limited to one hour to get participants from their homes to the worksite or starting location in the community and one hour in the afternoon back home from the worksite or ending location in the community. Youth shall not be in the vehicle for more than two hours per day.

SYWE can be authorized at two levels as noted below based on participant need. The Flat Fee reflects the full twenty hours; services less than twenty hours will be prorated.

- Level 1: ten to twelve hours per week, may be structured between two to five weeks
- Level 2: eighteen to twenty hours per week, shall be five weeks

SYWE Level 1 shall not have any site changes at any point in the service. SYWE Level 2 may have participants scheduled up to a maximum of two work sites during the five-week period. Site changes shall only occur at the end of the scheduled week.

The first day of the SYWE will be a day of orientation (i.e., onboarding) which replicates the first day of CIE and should include employee responsibilities, worksite safety guidelines, work tasks, key contacts, call-off procedures, and other essential information necessary for the duration of the work experience. Participants shall be paid for the orientation day. During this day of onboarding, provider may utilize the “Skills to Pay the Bills” curriculum or other OOD approved curriculum to address soft skills. The onboarding can occur at the employment site if space allows, or another location in the community (e.g., provider’s office, library).

The outcome of SYWE is that participants should be able to identify several vocational areas of interest; possess a general understanding of the job seeking process; the ability to meet employer’s expectations as far as quality and quantity of work, work behaviors, etc.; build upon communication and interpersonal skills; and/or address other potential vocational barriers.

Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business should not be used to train or supervise youth at the worksite.

Providers shall immediately notify the VR Staff or VR Contractor when sufficient information has been obtained to answer the referral questions. VR Staff or VR Contractor will then determine if services should continue.

The VTS shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during Summer Youth Work Experiences. VTS shall not be paid for breaks that last thirty minutes or longer.

Community Work Experience

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, participant behavior, employer input, and participant input. Additional requirements include:

- information on the work environment and job tasks (job task analysis) including employer or industry accepted performance (quantity and quality) standards.

## **CWE (ADJUSTMENT)**

Authorized CWE (Adjustments) must meet all of the standard Community Work Experience (Assessment) criteria, with the focus of the service being to assist participants in preparing for employment by improving their job readiness. During this service, interventions, and adjustments behaviors are a focus. CWE (Adjustment) is successfully completed once specific barriers/behaviors are addressed, and ongoing supports and accommodations have been identified/recommended. At that time, the service should end and the participant should progress into other vocational services (e.g., Job Search Assistance.)

Providers shall assess the participant at the beginning of the service and create a service plan with goals, , benchmarks and training techniques that outlines what steps, supports, and accommodations are required to be able to transition the participant into a CIE setting.

The service plan shall be submitted to VR Staff or VR Contractor within two weeks of the start of service. VR Staff and VR Contractor may not authorize additional time until the service plan has been received and reviewed. Providers should amend the service plan as needed with specific goals, modified instructional techniques, expected outcomes, and updated timeframes. Providers shall submit copies of updated plans to VR Staff and VR Contractor whenever they are updated. CWE (Adjustment) should not be used to teach position specific occupational or employer skills in order to get the participant hired or to develop a work history. The outcome of the service is to prepare the participant for permanent CIE.

CWE (Adjustment) shall be authorized either as a half day: four hours or less, or a full day: over four hours. VR Staff or VR Contractor may request a modified schedule to accommodate a participant's disability related needs. VR Staff or VR Contractor must specifically communicate this to the provider at the time of the authorization.

Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business shall not be used in lieu of provider staff to train or supervise participants at the worksite.

The VTS shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during the WA. VTS shall not be paid for breaks that last thirty minutes or longer.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, participant behavior, employer input, and participant input. Additional requirements include:

- information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards;
- input from the participant on their vocational preferences; and
- Providers shall attach a participation log signed by the participant outlining dates, time started and ended, and any breaks, if applicable.

## Job Related Services

Job Related Services support and assist a participant in searching for and securing an appropriate employment outcome. Job Related Services also include services provided to a participant who has been placed in employment in order to stabilize the placement and enhance job retention. Service activities may include, but are not limited to: resume preparation; identifying appropriate job opportunities; developing interview skills; making contacts with companies on behalf of participants; and Job Coaching.

SERVICE DESCRIPTION	RATE	RATE TYPE
JOB SEARCH PREPARATION (JSP)	\$6.96	6 MINUTES
JOB SEARCH ASSISTANCE(JSA)	\$7.60	6 MINUTES
JOB SEARCH ASSISTANCE PART 1	\$1,800.46	FLAT FEE
JOB SEARCH ASSISTANCE PART 2	\$1,351.14	FLAT FEE
JOB SEARCH ASSISTANCE PART 3 – 30, 60, AND 90 DAYS	\$450.38 (30 days) \$450.38 (60 days) \$450.38 (90 days)	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (NON-CREDENTIAL) PART 1	\$2,000.46	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (NON-CREDENTIAL) PART 2	\$1,501.14	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (NON-CREDENTIAL) PART 3 – 30, 60, AND 90 DAYS	\$ 500.38 (30 days) \$ 500.38 (60 days) \$ 500.38 (90 days)	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (CREDENTIAL) PART 1	\$2,250.74	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (CREDENTIAL) PART 2	\$1,688.11	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (CREDENTIAL) PART 3 – 30, 60, AND 90 DAYS	\$ 562.74 (30 days) \$ 562.74 (60 days) \$ 562.74 (90 days)	FLAT FEE
PLACEMENT PREMIUM A: RAPID PLACEMENT	\$432.02	FLAT FEE
PLACEMENT PREMIUM B: SGA EARNINGS PLACEMENT	\$432.02	FLAT FEE
PLACEMENT PREMIUM C: JUSTICE-INVOLVED PLACEMENT	\$432.02	FLAT FEE
JOB COACHING	\$6.96	6 MINUTES
JOB COACHING (SHIFT DIFFERENTIAL)	\$7.16	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			RATE TYPE
	2 (54%)	3 (41%)	4 (33%)	
JOB SEARCH PREPARATION (JSP)	\$3.76	\$2.86	\$2.30	6 MINUTES
JOB COACHING (JC)	\$3.76	\$2.86	\$2.30	6 MINUTES

## **JOB SEARCH PREPARATION (JSP)**

Job Search Preparation (JSP) is utilized to assist a participant to successfully identify and respond to potential job opportunities. JSP is a component of Job Search Assistance; however, JSP may be provided outside of Job Search Assistance for participants who are preparing to conduct their own independent job search (i.e., not receiving Job Search Assistance). The service may include: how to locate job opportunities through the newspaper, online, job boards, and 'cold calling' techniques (e.g., telephone script); how to develop a resume and cover letter; how to follow up with employers after completing an application or interview; how to address potential barriers such as breaks in employment history, justice involvement, and the need for reasonable accommodations; how to handle difficult interview questions and mock interviews; and to teach participants the importance of and how to manage their online/social media. The outcome of the service should be that the participant has the skills and resources to maximize their independence in conducting their own job search.

Providers shall submit an editable electronic copy (e.g., Microsoft Word) of the participant's resume with the first invoice report which must be approved by the VR Staff or VR Contractor prior to being used for Job Search Assistance. The resume shall follow OOD's Resume Standards which includes:

- being professional in appearance;
- accurately reflecting participant's information, work and educational histories; and
- being free of spelling and grammatical errors.

VR Staff or VR Contractor may request a sample mock application in addition to the resume. Providers shall assist the participant to register with OhioMeansJobs (OMJ), if they are not already registered.

## **JSP Units of Service (UOS)**

UOS may be authorized, as approved by OOD, in some situations and/or on a case-by-case basis as approved by OOD. Additional UOS for JSP may not be authorized in conjunction with the JSA package.

An [invoice report](#) is required for this service. Additional requirements include:

- documentation of the topics and techniques used to teach the participant how to prepare for their independent job search; and
- input from the participant on their self-evaluation of their interviewing skills.

## **JOB SEARCH ASSISTANCE (JSA)**

Job Search Assistance (JSA) is a package of services utilized to prepare and assist participants to contact businesses, apply and interview with employers, and to secure CIE which matches their employment outcome. JSA should include, but may not be limited to: instruction and guidance about how to locate potential job opportunities (e.g., networking, use of OMJ and other electronic job boards, newspapers, online, and “cold” calling); development of a resume, mock application template and cover letter; how to answer interview questions or issues including, but not limited to: gaps in employment histories; requesting reasonable accommodations; addressing justice involvement; and managing online profiles/social media.

JSA instruction and guidance should maximize the independence of the participant to conduct their own job search. Based upon the needs of the participant, JSA may also include the following: the job developer creating or updating the participant’s resume and a mock application; sending out cover letters and resumes to potential employers; providing job leads to the participant to follow up on; review of the participant’s interview skills; follow up contact with employers when applications have been submitted or when a participant has an interview; discussion of hiring incentives and tax credits with the business; and providing support in requesting and implementing reasonable accommodations.

The preferred fee structure for JSA is the performance-based structure and shall be inclusive of all job search activities including, but not limited to, activities involving contacting businesses; preparing for interviews and attending interviews with participants.

An invoice report is required for all JSA services, including participant input.. Additional requirements may be listed under service descriptions.

### **JSA Part 1 - Job Search Preparation & Planning**

Part 1 is considered complete when the following are finalized: 1) Job Search Preparation (JSP); 2) approval of the resume; 3) approval of the mock application, if requested; 4) registration of the participant with OhioMeansJobs (OMJ); 5) completion of the Job Search Assistance Plan; and 6) the “kick off” meeting. Note: none of these deliverables may be waived by the VR Staff or VR Contractor.

Providers shall submit an editable electronic copy (e.g., Microsoft Word) of the participant’s resume with the first invoice report of Part 1 which must be approved by the VR Staff or VR Contractor prior to being used for Job Search. The resume shall follow OOD’s Resume Standards which includes:

- being professional in appearance;
- accurately reflecting participant’s information, work and educational histories; and
- being free of spelling and grammatical errors.

Providers and participants shall develop a Job Search Plan that: includes responsibilities for both the job developer and participant; identifies specific positions and employers that the participant would like to pursue; and establishes the frequency and method of contact between the job developer and participant. The Job Search Plan must be submitted with

the Part 1 invoice report. The Job Search Plan shall be reviewed each month and new goals and lists of potential positions/employers shall be updated and documented on the monthly invoice report.

**JSA Part 2 - Job Search Assistance**

Part 2 shall be considered complete upon: the VR Staff or VR Contractor’s approval of a job that meets the participant’s agreed upon employment outcome and wage and hour goals, as identified in the IPE; a review of the position description; and successful completion of the second day of work. Verification of the job start acknowledgement by the participant and, if applicable, their parent or legal guardian, is submitted on the invoice report.

JSA Part 2 may be authorized more than once, as needed, for subsequent job placements when the participant loses the previous position that they were placed in but must be authorized prior to the last date of service of JSA Part 3. The subsequent placement shall be requested and/or approved by the VR Staff or VR Contractor prior to a new job search.

**JSA Part 3 - Retention**

Payments shall be made in separate thirty-day increments after job stabilization. Job stabilization, as determined by the VR Staff or VR Contractor, begins when the participant is able to independently perform job tasks without the assistance of a Job Coach and has adjusted to the demands of the work environment. The deliverables for each monthly period shall include interactive contact with the participant and/or business if the participant consents to contact with the business. Interactive contact may include speaking directly by telephone or virtually, a site visit, or reciprocal text messages. The interactive contact for each monthly period shall be at least once every two weeks for first thirty calendar days, days thirty-one through sixty, and days sixty-one through ninety.

Note: VR Staff or VR Contractor may require more frequent contacts dependent on the needs of the participant. The final contact shall take place between the eighty-third to nintieth day, post job stabilization.

The outcome of the service is for the participant to receive necessary supports to successfully obtain \_\_\_\_\_ and \_\_\_\_\_ maintain \_\_\_\_\_ permanent \_\_\_\_\_ CIE.

JSA Parts 1, 2, and 3 are the standard package for assisting participants in obtaining CIE. In addition, the following variations, with corresponding requirements, also exist.

- Provider staff shall deliver services at a frequency and intensity as agreed upon in the Job Search Plan and with sufficient attention to ensure the continued progress of the participant. Job developers will be required to have a minimum of weekly contact with the participant. The expectation is that the job developer and the participant are together regularly and actively job hunting together in the community. Minimal amount of time should be spent doing online job searches.

- Providers shall assist participants in registering with OhioMeansJobs (OMJ) if they are not already registered.
- Prior to OOD approving the placement, providers shall submit the name of the employer, the number of hours worked, the amount of wages, and a position description and/or summary of job duties to the VR Staff or VR Contractor.

**Guidance for Processing Invoice Reports for JSA Parts 1, 2 and 3**

In addition to the “Fiscal Requirements” at the beginning of this Appendix, the following is provided:

Service	When to Authorize	When Approved for Payment
Part 1	With referral to initiate Job Search	VR Staff or VR Contractor cannot waive these deliverables: <ul style="list-style-type: none"> <li>• completion of interview skills;</li> <li>• completion of the Job Search Plan;</li> <li>• completion and approval of resume (and mock application, if requested;)</li> <li>• registration with OhioMeansJobs; or</li> <li>• completion of “kick off” meeting.</li> </ul>
Part 2	Provider sends VR Staff or VR Contractor the position description and details about the job (e.g., wages, hours, benefits). (Can use page 1 of the Job Placement and Part 3 form)	<ul style="list-style-type: none"> <li>• Second completed day of paid employment</li> <li>• Job Placement and Part 3 form completed and signed by the participant and if applicable, their parent or legal guardian</li> </ul>
Part 3	Each service (30, 60, 90 days, including 90-day premiums) will be issued one at a time as a single authorization.	<ul style="list-style-type: none"> <li>• Job Placement and Part 3 form               <ol style="list-style-type: none"> <li>a) Provider must document contact with the participant and/or employer every 14 calendar days (2 weeks) for standard and non-permanent JSA.</li> <li>b) Invoice is submitted every 30 days (30, 60, 90)</li> </ol> </li> </ul>

An [invoice report](#) is required for this service, including participant input.

**JSA – NON-PERMANENT**

This service has the same parts and requirements as JSA noted in Parts 1, 2 and 3 above and is for temporary (non-permanent) job searches, including those for students seeking summer work, students seeking temporary work during the school year, and adults requiring temporary work as part of their long-term job search strategy. This may also be authorized for paid or unpaid internship support if the participant is enrolled in a postsecondary training program that the participant will receive credit at the training institute when working the unpaid internship.



A JSA Non-permanent service may not be invoiced on a JSA authorization referred for a permanent position. JSA Non-permanent services are not eligible for placement premiums.

## **JSA – SUPPORTED EMPLOYMENT**

These services have the same parts and requirements as JSA noted in Parts 1, 2 and 3 above, with additional requirements.

### **JSA – SUPPORTED EMPLOYMENT (NON-CREDENTIALLED)**

This intensive service may be authorized based on all of the following requirements being met:

- participant has been determined to have a Most Significant Disability (MSD) at the time of the referral for this service and requires long term supports in order to maintain CIE;
- participant has a documented developmental disability which would qualify them for services from a county board of developmental disabilities, a mental health and/or substance use disorder diagnosis, a diagnosed traumatic brain injury (TBI), and/or is Deaf or deafblind; and
- participant has secured ongoing supports available after OOD case closure (e.g., through a TBI network, local DD county board, behavioral healthcare provider, Community Center for the Deaf (CCD), or other official funding source as approved by OOD).

In addition to all of the JSA service requirements noted in Parts 1, 2 and 3 above, for this intensive service model providers must meet with participants at a minimum of two times per week during Parts 1 and 2. Providers, participants, and their person-centered planning team should meet as a team at a minimum of every sixty calendar days to review the supported employment/job search plan.

Documentation of an appropriate Hand-off discussion during JSA Part 3 is required, noting that the participant's access to ongoing supports after OOD case closure has been communicated to the participant, and they have a written copy of this information. OOD may consider and approve other non-credentialed supported employment providers that meet the model's requirements and have funded ongoing supports following OOD case closure.

### **JSA –SUPPORTED EMPLOYMENT (CREDENTIALLED)**

This intensive service model has the same requirements of the JSA - Supported Employment (Non-credentialed) and requires that the provider and their staff maintain appropriate credentials. In order to offer the credentialed rate, providers must adhere to the following: for Individual Placement Supports (IPS) Supported Employment, a provider must pass a fidelity review administered by the Ohio Department of Mental Health & Addiction Services (ODMHAS); and for Supported Employment for Developmental Disabilities (DD), the provider shall be certified by the Ohio Department of Developmental Disabilities (DODD) in the areas of Career Planning and Individual Employment Supports and their staff must also be Certified Employment Support

Professionals (CESP) through the Association for People Supporting Employment First (APSE) or be a Certified Rehabilitation Counselor (CRC) through the Commission on Rehabilitation Counselor Certification (CRCC),

If all service requirements cannot be met for any of the JSA supported employment levels (e.g., provider staff or provider organization requirements), the subsequent invoiced service will move to the appropriate service level meeting the requirements (e.g., JSA-SE(Non-credentialed)).

### **JOB SEARCH ASSISTANCE (JSA) PREMIUM RATES FOR PART 3 - RETENTION**

In addition to the JSA Part 3 ninety-day flat fee, premium rates for assisting participants in meeting specific job retention benchmarks may be paid based on the nature of the outcome achieved. Providers may potentially qualify for multiple premiums associated with the same ninety-day outcome.

#### **Premium A - Rapid Placement**

- Participant is placed in a CIE in accordance with the requirements of JSA Part 2, that matches their desired wages, hours, and employment outcome as identified on their IPE within ninety calendar days of the start of job search activities, defined as the first contact reported on the JSA Part 1 invoice report.
- Participant maintains a position with the same employer that they were placed through the first JSA Part 2 authorization and throughout the entire JSA Part 3 .

#### **Premium B - Substantial Gainful Activity (SGA) Earnings Placement**

- Participant is placed in an employment setting, in accordance with the requirements of JSA Part 2, that pays earnings above the current Substantial Gainful Activity (SGA) rate established by the Social Security Administration (SSA), from the time of hire throughout the entire JSA Part 3; Participant need not be eligible for SSDI/SSI benefits for provider to be eligible for the SGA premium.
- Providers shall submit one of the following forms of verification at the time of the JSA Part 3 – ninety-day invoice report: letter from the business documenting wage and hours of employment (preferred); copy of the participant's earnings statement (i.e., pay stub); or a final verification of employment signed and dated by the participant between days eighty-three and ninety attesting to the wages and hours.

#### **Premium C Justice - Involved Placement**

- Participant with a felony conviction, as verified by VR Staff or VR Contractor through a background check and/or court records and indicated on the JSA Part 1 referral to the provider, is placed in an employment setting, in accordance with requirements of JSA Part

2, that matches their desired wages, hours, and employment outcome as identified on their IPE.

- Participant maintains a position with the same employer that they were placed through the first JSA Part 2 authorization and throughout the entire Part 3 - Retention.

### **JSA Units of Service (UOS)**

JSA UOS may be authorized, as approved by OOD, in some situations (e.g., allowing a provider to pursue a specific employment lead for participants who may be receiving JSA services from another provider) and/or on a case-by-case basis as approved by OOD. Additional UOS for JSA may not be authorized in conjunction with the JSA package.

### **JOB COACHING (JC)**

Job Coaching (JC) is utilized to provide assistance such as: instruction to learn job tasks; to assess, request, and implement any accommodations; to utilize interventions; to develop natural and peer supports; and to assist a participant in being successful in the work environment. JC may occur on-site or off-site. An example of off-site JC is to contact the participant before or after work to problem-solve possible concerns that may impact employment. Providers shall perform a job task analysis for newly hired participants and develop a support plan that identifies intervention strategies and specific qualitative and quantitative performance standards based on the job tasks, employer's expectations, and industry standards. The plan should project a systematic decrease (e.g., fading) of the intensity of supports as the participant learns job tasks and adjusts to the work environment. JC is also utilized to provide continued support to the participant and/or employer after the participant has learned the job tasks and reached their expected level of independence, to ensure stability of the placement, and enhance retention.

Providers shall submit a copy of the support plan to the VR Staff or VR Contractor within the first five workdays of JC.

During the first month after job stabilization, at a minimum, the provider shall contact the participant and employer once per week; during the second month the contacts may decrease to bi-weekly; and during the third month, as needed. Providers must contact the participant within one week of the ninetieth day after the job has been stabilized. Interactive communication via text messaging in situations where the employer did not allow in-person JC, the participant did not want in-person JC, or when JC has started to fade may be invoiced at a rate of five text messages sent by the provider staff per one UOS. The outcome of the service is that the participant will be able to perform job tasks within the employer's accepted quality and quantity standards and that the participant will have successfully learned the job tasks and adjusted to the work environment.

Providers shall submit a written request for additional JC for the following month by the twentieth day of the current month. The request shall provide a brief explanation of what tasks need to be trained on and any adjustment issues. OOD shall not authorize for additional JC without a request.

Providers shall notify VR Staff or VR Contractor as soon as possible, but no more than two

business days, of any potential issues or areas of concern raised by the participant or employer.

**Job Coaching Shift Differential (JC-SD)**

Providers may charge an additional \$2.00 to the base service rate for JC that is scheduled to start after 6:00 P.M. or before 6:00 A.M or any time during a federal holiday (the actual holiday, not the observed date). Eligibility for the shift differential will be established by the service start time regardless of when the service ends. The shift differential shall apply to the entire time of the service from start time to end time for the shift.

Example 1: Service starts at 10:00 P.M. and ends at 7:30 A.M., since the start time is after 6:00 P.M. the shift differential applies.

Example 2: Service starts at 5:30 P.M. and ends at 2:00 A.M., since the start time is before 6:00 P.M. the shift differential does not apply.

Example 3: Service starts at 5:00 A.M. and ends at 12:00 P.M., since the start time is before 6:00 A.M. the shift differential does apply.

Example 4: Service starts at 6:30 A.M. and ends at 12:00 P.M., since the start time is after 6:00 A.M. the shift differential does not apply.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, participant behavior, employer input, and participant input. Additional requirements include:

- information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards; and
- input that includes a plan for fading supports provided during the JC.

**Assistive Technology (AT)**

Assistive Technology (AT) is a systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, participants with disabilities in areas that include education, rehabilitation, employment, transportation, and independent living. It also includes the assessment, recommendation, and training on the appropriate selection and utilization of low vision equipment, assistive technologies, or lighting to address the functional impairments associated with vision loss. AT includes both assessment and services.

SERVICE DESCRIPTION	RATE	RATE TYPE
ASSISTIVE TECHNOLOGY (NON-CREDENTIAL)	\$12.45	6 MINUTES
ASSISTIVE TECHNOLOGY (CREDENTIAL)	\$13.72	6 MINUTES
SETUP FOR TECHNOLOGY ACCESS READINESS TRAINING	\$6.96	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			RATE TYPE
	2 (54%)	3 (41%)	4 (33%)	
ASSISTIVE TECHNOLOGY (NON-CREDENTIAL)	\$6.72	\$5.10	\$4.11	6 MINUTES
ASSISTIVE TECHNOLOGY (CREDENTIAL)	\$7.41	\$5.63	\$4.53	6 MINUTES

This service should include home and/or employment site visits; measurements of the physical environment or equipment; developing technical drawings (e.g., for home modifications/physical accessibility modifications); researching potential modifications or technology solutions; fabrication and installation of modifications; and computer training to provide for accessibility (excluding JAWS scripting), research and design of a customized assistive technology solutions to address the participant’s specific needs. This service may also include training on utilization, proper care of, and maintenance of accommodations. Provider shall develop a plan outlining benchmarks, specific goals, instructional techniques, and estimated timeframes to achieve learning objectives. The outcome of the service should be modifications to the physical environment or equipment that will enhance the participant’s independence and employment options, or to provide assistive technology devices and services to promote employability and independence. In instances when the participant is in agreement with group services, it would not delay their progress, and the group service environment would meet their needs, this service may be authorized at group rates.

Services provided to participants with vision loss must have specific accreditation or certification and shall be compensated at the credentialed rate. These accreditations or certifications shall include:

- Association for the Education and Rehabilitation of the Blind and Visually Impaired (AER), formerly the National Accrediting Council (NAC);
- Commission on Accreditation of Rehabilitation Facilities (CARF) Accreditation in Vision Rehabilitation Services;
- Academy for the Certification of Vision Rehabilitation and Education Professionals (ACVREP);
- occupational therapists with additional post graduate low vision certification (e.g., Low Vision Rehabilitation, Specialty Certification in Low Vision; Teacher for the Visually Impaired (TVI), as licensed by the Ohio Department of Education);
- providers who are licensed by the State of Ohio as a Doctor of Optometry (OD) or Optician may also charge the credentialed rate for participants with vision loss, however they must submit a copy of their license prior to being approved for the credentialed rate; and
- providers who have been certified by Freedom Scientific, on the most current version of JAWS, may provide Assistive Technology – Computer Access at the credentialed rate to participants with vision loss. Providers must update their certification whenever an updated version of JAWS is released and/or the certification

examination has been updated. Providers must submit a copy of their certification prior to being approved for the credentialed rate.

Providers who obtained and maintain a current certification or licensure that demonstrates competence in analyzing the needs of individuals with disabilities shall be compensated at the credentialed rate. These accreditations or certifications shall include:

- Rehabilitation Engineering and Assistive Technology Society of North America (RESNA);
- Assistive Technology Professional (ATP);
- Licensed Professional Engineer;
- Board of Certification in Professional Ergonomics (CPE, CHFP, AEP, AFHP); or
- Certified Industrial Ergonomist (Oxford Research Institute).

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, and participant input. Additional requirements include:

- drawings and plans that clearly identify the current situation and proposed modifications. Drawings, including measurements and dimensions, shall be required for all proposed home modifications;
- an itemized list of equipment recommendations with specific features necessary to meet the identified needs; and
- identification of specific goal benchmarks to address identified barriers and the estimated timeframes to achieve these benchmarks.

## **SETUP FOR TECHNOLOGY ACCESS READINESS TRAINING (START UP)**

The purpose of this service is to teach participants to use technology (e.g., iPads, laptops, computers) to be able to effectively participate remotely in services defined in OOD's VR Fee Schedule and other services approved and authorized by OOD. The service may consist of hardware (e.g., iPad, laptop) setup, registration of devices, and the installation and use of applications and/or programs required for remote services (e.g., Zoom, Microsoft Teams, Google Classrooms.). After the initial setup, some participants may need additional assistance learning how to use the technology or with setting up additional devices and/or programs. START UP may be used for ongoing support beyond the initial setup. The service is not intended to take the place of Assistive Technology – Computer Access, which focuses on the usage of adaptive software (e.g., Jaws, ZoomText). The service shall not be used to assess or train participants on computer software (e.g., Microsoft Word). The service shall only be authorized after comparable benefits (e.g., Apple Support, family support) have been explored and used.

Provider shall follow up at least seven calendar days after the initial setup/training to ensure that the participants are able to successfully participate in a remote service/meeting. Initial setup and training should generally be in person. It may be provided remotely with VR Staff or VR Contractor approval. Follow-up contact should generally be provided remotely to verify the participant's ability to meet remotely but may be provided in person with the permission of the VR Staff or VR Contractor. VR Staff or VR Contractor may authorize for additional time for ongoing support as

determined necessary.

Service shall be authorized for up to twenty UOS initially, which shall include the initial setup/training and follow up. Provider may request an additional twenty UOS in writing by outlining what still needs to be addressed, planned interventions, and potential issues/barriers. VR Staff or VR Contractor shall review and approve the request for additional time, as appropriate. Intake shall not be authorized for this service alone, but an Intake may be authorized in conjunction with a qualifying service that the START UP service is supporting (e.g., Career Exploration).

Providers who currently offer core services (e.g., Job Search Assistance), Pre-Employment Transition Services, or Assistive Technology (credentialed) may apply to provide START UP services. The START UP service is typically authorized in conjunction with a service (e.g., Pre-ETS) that is being delivered remotely.

START UP shall focus on the following objectives:

- to teach participants how to use device(s) and access applications/programs required for remote services (e.g., how to login to a Zoom, TEAMS, or Google meeting);
- to assist in setting up a user account (e.g., Apple ID) and/or a professional email address, if necessary;
- how to connect to wireless options (e.g., Wi-Fi, mobile hotspot, mobile data, or home internet);
- how to participate in a remote meetings including camera usage (e.g., using background pictures/views), using the mute/unmute function, turning on/off closed captioning (CC), and using appropriate remote etiquette (e.g., appropriate clothing, language, and behavior); and
- to discuss online safety (e.g., not sharing personal information, pictures, Social Security Numbers).

An [invoice report](#) is required for this service. Additional requirements include:

- list of objectives covered during the session(s), any potential barriers/challenges, and interventions used to mitigate barriers/challenges.

## **Pre-Employment Transition Services (Pre-ETS)**

Pre-Employment Transition Services (Pre-ETS) are provided to students with disabilities (herein referred to as “students) who have been determined eligible or are potentially eligible (PE) for VR services. They are designed to help students identify career interests and improve the transition of students from school to postsecondary education and/or employment outcomes. An intake may not be authorized for the Pre-ETS subcategories. Pre-ETS can be provided on an individual basis or in groups (at a maximum ratio of one-to-four) and include the following five subcategories:

- 1) Counseling on Postsecondary Opportunities;
- 2) Instruction in Self-Advocacy;
- 3) Job Exploration Counseling;

- 4) Work-Based Learning; and
- 5) Workplace Readiness Training.

SERVICE DESCRIPTION	RATE	RATE TYPE
PRE-EMPLOYMENT TRANSITION SERVICES - PART 1	\$150.00	FLAT FEE
PRE-EMPLOYMENT TRANSITION SERVICES - PART 2	\$250.00*	FLAT FEE
PRE-EMPLOYMENT TRANSITION SERVICES - PART 3	\$100.00	FLAT FEE
PRE-EMPLOYMENT TRANSITION SERVICES - UOS	\$6.96	6 MINUTES
SUMMER YOUTH- JOB EXPLORATION COUNSELING	\$1,044.45	FLAT FEE (WEEKLY)

\*Amount may be prorated based on benchmarks completed.

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			RATE TYPE
	2 (54 %)	3 (41 %)	4 (33 %)	
SUMMER YOUTH - JOB EXPLORATION COUNSELING	\$564.00	\$428.22	\$344.67	FLAT FEE (WEEK)

### **PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS) SUBCATEGORIES**

For each Pre-ETS subcategory, the duration of services will typically be between six to eight hours, but may vary based on student need. The flat fee service model for each subcategory is the preferred method for delivering Pre-ETS and shall be inclusive of all Pre-ETS activities including coordination activities (e.g., contacting the student, school, businesses, and completing all activities in each Pre-ETS subcategory). The flat fee service model shall be paid upon the deliverables described in each service definition below. Pre-ETS UOS may be utilized, although not preferred, in situations outside of the standard Pre-ETS subcategory services, where an individual need exists. The use of UOS must be approved by OOD prior to the service being delivered and may only be provided individually.

### **STANDARD REQUIREMENTS FOR ALL PRE-ETS SUBCATEGORIES**

#### **Pre-ETS Parts 1 (Coordination + Pre-Assessment)**

All subcategory Parts 1 will include all coordination activities (e.g., all contacts with the student,



student's family or guardian, VR Staff or VR Contractor, school staff, potential businesses, other community partners) and a pre-assessment to document the student's baseline knowledge for the Pre-ETS subcategory to which they are referred. During this service, the provider shall conduct an initial meeting with the student, including activities such as reviewing referral information, gathering pertinent disability related information, determining the appropriateness of remote services (if applicable), and identifying any needed accommodations for participation in the specific Pre-ETS subcategory to which they are being referred. The provider shall review the Pre-ETS subcategory the student has been referred for, explain what is involved with the service, and review whether the service is expected to be provided individually or in a group. The provider shall also discuss the student's preferred mode of communication (e.g., Braille, email, in-person, phone, text, virtual) for coordination and arrangement of services. This service shall also include coordination with whom services will occur. This may include the activities such as planning meetings, interviews, site tours with potential businesses, postsecondary institutions, and service arrangements (e.g., following school protocols to reserve meeting space, schedule services, orchestrate remote services) with school staff, VR Staff or VR Contractor, and other community partners.

An [invoice report](#) is required for each Pre-ETS subcategory being invoiced. Additional requirements include:

- a pre-assessment documenting the student's baseline knowledge for the referred Pre-ETS subcategory.

### **Pre-ETS Parts 2 (Activities To Achieve Benchmarks)**

All subcategory Parts 2 will include the activities to achieve the completion of the referred Pre-ETS subcategory benchmarks.

While the expectation is that each student completes all benchmarks of the referred Pre-ETS subcategory, in instances where the student is unable to complete all benchmarks identified in Part 2 of each Pre-ETS subcategory, OOD may prorate Part 2 for less than four benchmarks achieved. If the service must be prorated, each completed benchmark can be billed at twenty-five percent of the Part 2 fee or \$62.50 per benchmark. VR Staff or VR Contractor must be notified of any change in the expectation of a student completing all benchmarks.

An [invoice report](#) is required for each Pre-ETS subcategory being invoiced, including participant behaviors and participant Input. Additional requirements include:

- activities that were completed to support the required benchmarks; and
- documents completed during the service.

### **Pre-ETS Parts 3 (Post-Assessment + Recommendations)**

All subcategory Parts 3 will include the completion of the post-assessment to evaluate a student's progress from the beginning of the service and recommend any additional needs they may have.

An [invoice report](#) is required for each Pre-ETS subcategory being invoiced. Additional requirements include:

- student’s post-assessment information; and
- comprehensive summary of all benchmarks reached, student reaction and input to service delivery, and provider’s recommendation for future services and potential areas of concern.

## **PRE-ETS JOB EXPLORATION COUNSELING**

Job Exploration Counseling includes information regarding in-demand industry sectors and occupations, as well as non-traditional employment, labor market composition, administration of vocational interest inventories, review of the Ohio Means Jobs “Student Learning Kit,” and identification of career pathways of interest to the students.

### **Job Exploration Counseling - Part 1**

Part 1 includes the [standard requirements for Part 1](#). The pre-assessment shall include baseline knowledge of items (e.g., career exploration of various careers, labor market information, student interest in career pathways, in-demand industries).

### **Job Exploration Counseling - Part 2**

Part 2 includes expected benchmarks for Job Exploration Counseling as follows:

- explored why employment matters to the student;
- explored how personal preferences impact employment such as public benefits, full/part time, time of day;
- gained knowledge of career paths and job opportunities including the necessary skills and qualifications to be successful; and
- determined potential areas of vocational interest.

Providers shall ensure that the [standard requirements for Part 2](#) are met. Additional requirements include:

- completed interest inventories; and
- date of registration on OMJ “Student Learning Kit.”

### **Job Exploration Counseling - Part 3**

Part 3 includes the [standard requirements for Part 3](#). At the end of service, the provider will evaluate the student’s progress from the beginning of service and recommend any additional needs they may have.

## **PRE-ETS COUNSELING ON POSTSECONDARY OPPORTUNITIES**

Counseling on Postsecondary Opportunities includes the exploration of training options available after graduation. Activities may include education on enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education (e.g., course offerings, career options, types of academic and occupational training needed to succeed in the workplace, post-secondary opportunities associated with industry recognized credentials, career fields or pathways). Services may include advising students and parents or representatives on academic curricula, college application and admissions processes, completing the Free Application for

Federal Student Aid (FAFSA), and resources that may be used to support an individual student's success in education and training, which may include disability support services.

### **Counseling On Postsecondary Opportunities - Part 1**

Part 1 includes the [standard requirements for Part 1](#). The pre-assessment shall include baseline knowledge of postsecondary opportunities, in addition to the disability and financial aid resources available.

### **Counseling On Postsecondary Opportunities - Part 2**

Part 2 includes expected benchmarks for Counseling on Postsecondary Opportunities as follows:

- explore postsecondary opportunities, including college/university and other occupational training programs that lead to industry recognized credentials (e.g.: certification, license);
- acquire information about admissions processes, expanded financial literacy, and the Free Application for Federal Student Aid (FAFSA) application process and scholarship resources provided;
- explore differences between secondary and postsecondary support; and
- discover resources available in a postsecondary environment, including how to access disability services or accommodations needed for success.

Providers shall ensure that the [standard requirements for Part 2](#) are met. Additional requirements include:

- a completed self-evaluation to identify potential needs for training options available after graduation.

### **Counseling On Postsecondary Opportunities - Part 3**

Part 3 includes the [standard requirements for Part 3](#). At the end of service, the provider will evaluate the student's progress from the beginning of service and recommend any additional needs they may have.

## **PRE-ETS INSTRUCTION IN SELF-ADVOCACY**

Instruction in Self-Advocacy is utilized to assist students to learn skills needed for greater independence. Services may include generalized classroom lessons in which students learn about their rights, responsibilities, and how to request accommodations or services and supports needed during the transition from secondary to post-secondary education and/or employment. During these lessons, students may share their thoughts, concerns, and needs, in order to prepare them for peer mentoring opportunities with individuals working in the area(s) of their interest. Opportunities may be arranged for students to conduct informational interviews or mentor with educational staff such as principals, nurses, teachers, or office staff; or they may mentor with individuals employed by or volunteering for employers, board associations, or organizations in integrated community settings. Students may also participate in youth leadership activities offered in educational or community settings.

### **Instruction In Self-Advocacy - Part 1**

Part 1 includes the [standard requirements for Part 1](#). The pre-assessment shall include baseline knowledge of disability awareness of their rights and responsibilities, how to request accommodations and learn about their rights, and how to disclose disability.

### **Instruction In Self-Advocacy - Part 2**

Part 2 includes expected benchmarks for Instruction in Self-Advocacy Part 2 are:

- explore rights and responsibilities as it relates to the student's disability.
- introduce leadership skills to support success in the workplace.
- increase awareness of opportunities in the community to build leadership skills, expand community networks, and increase advocacy skills (e.g., at work, Individualized Education Program (IEP) and IPE meetings, requesting accommodations); and.
- identify personal self-advocacy interests and activities to build independence and self-advocacy skills including any network activities locally such as the name of peer mentoring groups or community networks.

Providers shall ensure that the [standard requirements for Part 2](#) are met. Additional requirements include:

- a completed self-evaluation of personal self-advocacy interests and activities to build independence and self-advocacy skills.

### **Instruction In Self-Advocacy - Part 3**

Part 3 includes the [standard requirements for Part 3](#). At the end of service, the provider will evaluate student's progress from the beginning of service and recommend any additional needs they may have.

## **PRE-ETS WORK BASED LEARNING**

Work-Based Learning is utilized for a students to experience and gain knowledge about the workplace. These services are those that would be most beneficial to a participant in the early stages of employment exploration during the transition process from school to postschool activities, including employment. Work-Based Learning experiences may include coordinating school-based job training, informational interviews to research employers, work-site tours to learn about necessary job skills, job shadowing, and/or mentoring opportunities in the community. Services may include work experiences to explore the student's area of interest through paid and unpaid internships, apprenticeships, short-term employment, fellowships, or on-the-job training in the community.

### **Work Based Learning - Part 1**

Part 1 includes the [standard requirements for Part 1](#). The pre-assessment shall include baseline knowledge of appropriate work site behaviors, understanding of the field they're interested in, and connections and contacts for their field.

## **Work Based Learning - Part 2**

Part 2 includes expected benchmarks as follows:

- participate in work site tours, job shadowing, and informational interviews experiences at community businesses;
- practice and improved workplace competencies in competitive integrated work settings;
- obtain first-hand knowledge of work settings and employer expectations; and
- learn the importance of networking and identifying resources within their networks.

Providers shall ensure that the [standard requirements for Part 2](#) are met. Additional requirements include:

- names of community business that students completed work site tours, job shadowing, informational interviewing and/or field trip experiences at community businesses; and
- names and roles of guest speakers or name of businesses performing presentations.

## **Work Based Learning - Part 3**

Part 3 includes the [standard requirements for Part 3](#). At the end of service, the provider will evaluate student's progress from the beginning of service and determine any additional needs they may have.

## **PRE-ETS WORKPLACE READINESS TRAINING**

Workplace Readiness Training is utilized to improve social and independent living skills. Workplace readiness training may include programming to develop social skills and independent living, such as communication and interpersonal skills, financial literacy, orientation and mobility skills, job-seeking skills, understanding employer expectations for punctuality and performance, as well as other "soft skills" necessary for employment. Service shall include discussion of the following areas:

- Professional Skills: workplace communication (written and verbal, with peers/supervisors), work ethics, teamwork, networking, health/safety, basic customer service, business organization/hierarchy, job seeking skills and understanding employer expectations;
- Personal Skills: social and inter-personal skills development, enthusiasm/attitude, integrity, personal responsibility, time management, self-management, and life-long learning;
- Internet: safety and self-representation online, social media and potential impact on job searches, how to conduct online job searches, filling out online applications, and telephone etiquette; and
- Independent Living: financial literacy and management, budgeting, hygiene/dress, community access, transportation, household management, Orientation & Mobility

## **Workplace Readiness Training – Part 1**

Workplace Readiness Training Part 1 includes the [standard requirements for Part 1](#). The pre-assessment shall include baseline knowledge of professional behavior and communication skills, personal work ethic and attitude management, and independent living skills.

## **Workplace Readiness Training – Part 2**

The expected benchmarks for Workplace Readiness Training Part 2 are:

- explore personal skills necessary to improve appropriate work behaviors;
- acquire knowledge of professional skills to meet employer expectations;
- expand skills needed to live independently; and
- develop communication skills needed to succeed in a professional environment.

Providers shall ensure that the [standard requirements for Part 2](#) are met. Additional requirements include:

- Summary of and feedback from any mock interviews and/or observations from job fairs attended; and
- Completion of mock applications and resumes.

## **Workplace Readiness Training – Part 3**

Workplace Readiness Training Part 3 includes the [standard requirements for Part 3](#). At the end of service, the provider will evaluate student's progress from the beginning of service and determine any additional needs they may have.

## **PRE-ETS SUMMER YOUTH - JOB EXPLORATION COUNSELING (SY-JEC)**

Summer Youth - Job Exploration Counseling is a more intensive type of Pre-ETS delivered when school is not in session and is intended to be a group-based service. Group sites are defined as locations that host more than one student during the service. Summer Youth Job Exploration Counseling may be authorized for ten to fifteen hours per week for up to three weeks. The flat fee for this service reflects the full fifteen hours; services less than fifteen hours will be prorated. SY-JEC is intended for students who would benefit from exposure to employment options available in the community. SY-JEC shall consist of tours of businesses in CIE settings which may include brief work samples, job shadows, informational interviews, and discussion and presentations from employers, all of which are in support of CIE. Students shall be scheduled to visit a minimum of three employers per week that demonstrate different types of occupations. Work samples may not last longer than one hour for specific career clusters (e.g. hospitality, retail, healthcare, manufacturing) and providers may not complete more than two work samples per business. As the intent of this service is to get students out into the community, the use of videos as a method of providing site visits is not permitted. Employers presenting to students at a provider's office or headquarters is permitted. Site visits and employer visits should be planned and organized in advance to ensure well organized services. The outcome of SY-JEC is the student can express their desire to work; recognize different employment options; and gain awareness of their own preferences in different areas of vocational interest. Transportation that occurs during the service, such as transporting a student from the starting location in the community to another site, is part of the service and not separately billable.

Students scheduled over the entirety of 11:00 A.M. – 1:30 P.M. or 4:30 P.M. – 6:30 P.M. during SY-JEC services shall be given a thirty-minute meal period. Meal periods are not counted as part of the service.

Transportation for VR-eligible students to access SY-JEC service shall be limited to one hour to get students from their homes to the worksite or starting location in the community and one hour in the afternoon to get students back home from the worksite or ending location in the community. Students shall not be in the vehicle for more than two hours per day.

An [Invoice Report](#) is required for this service, including and student input. Additional requirements include:

- identifying names of community businesses where students completed work site tours, job shadowing, informational interviewing and/or field trip experiences at community businesses;
- identifying names and roles of guest speakers or name of businesses performing presentations; and
- providing information regarding student’s understanding and acknowledgement of appropriate work site behaviors.

## Self-Employment Services

Self-Employment services are designed to encourage and enable participants identified as appropriate for self-employment to create their own jobs by starting their own businesses. Services will enable participants to further develop their business concept, to see if their concept is feasible, to plan for their business and to then implement the business plan.

SERVICE DESCRIPTION	RATE	RATE TYPE
SELF-EMPLOYMENT BUSINESS CONCEPT (ASSESSMENT OR EVALUATION)	\$263.75	FLAT FEE
SELF-EMPLOYMENT FEASIBILITY STUDY (ASSESSMENT OR EVALUATION)	\$1,582.50	FLAT FEE
SELF-EMPLOYMENT BUSINESS PLAN WRITING (ASSESSMENT OR EVALUATION)	\$2,321.00	FLAT FEE
SELF-EMPLOYMENT BUSINESS PLAN ANALYSIS (ASSESSMENT OR EVALUATION)	\$527.50	FLAT FEE
SELF-EMPLOYMENT TECHNICAL ASSISTANCE	\$8.23	6 MINUTES

### SELF-EMPLOYMENT BUSINESS CONCEPT

Self-Employment Business Concept can be authorized when a participant has identified an interest in becoming self-employed, the VR Staff or VR Contractor has preliminarily determined

the participant is appropriate for self-employment, and the participant has a business concept ready to be evaluated. The Flat Fee includes meetings with the participant, a review of records, a written report with recommendations, and a staffing with the participant, business partner (if applicable), and VR Staff or VR Contractor. The outcome of this service is to identify if the participant is ready and has the capacity to pursue self-employment, if the business idea is ready or if it needs more development, and to provide the referring VR Staff or VR Contractor information and a recommendation to determine if the case should move to the next step: Feasibility Study.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

This service is not required and would only be authorized prior to the Feasibility Study . The service is recommended if the VR Staff or VR Contractor determines that the participant may be appropriate for self-employment, but the participant does not have a clear direction or needs assistance with fully structuring their business concept.

An [invoice report](#) is required for this service. Additional requirements include:

- the provider's accurate recommendation including any potential challenges, contraindications, or other considerations relating to the potential success of self-employment and appropriateness for the participant (e.g., financial, skills set).

## **SELF-EMPLOYMENT FEASIBILITY STUDY**

A Feasibility Study is an analysis that considers five elements: Business Description; Operational Analysis; Market Analysis; Financial Analysis; and Summary and Recommendations. These elements are to assist the VR Staff or VR Contractor to examine the specific function of the business and how likely it will be to succeed. The study must reflect recommendations consistent with OOD practices and allowances with the resulting recommendation supported by research. The study must clearly identify what support is being requested of OOD in order to launch the business venture and what supports will be available to the participant once OOD supports are no longer available. The Flat Fee includes a staffing with the participant, business partner (if applicable) and VR Staff or VR Contractor in order to review the study and recommendations, and to make any requested revisions to the study. The outcome of this service will be a clear answer to the question "Is this business idea feasible?" with supporting evidence including consideration and documentation of any risk factors or contraindications.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

If factors outside of the Business Consultant's control result in an incomplete Feasibility Study and it is determined jointly by the Business Consultant and VR Staff or VR Contractor that the service cannot continue in a timely manner, the Business Consultant shall submit all work



product available and the incomplete study. The Feasibility Study is divided into four clearly identified steps or sections. If the invoice must be prorated, each completed section can be billed at twenty-five per cent of the report fee or \$375 per step or section.

An [invoice report](#) is required for this service.

## **SELF-EMPLOYMENT BUSINESS PLAN WRITING**

A Business Plan is a document that defines the core business activities, objectives, goals, and how the business will achieve its goals. It will define the actions needed to make the business a reality. The Business Plan shall include the following elements: Executive Summary; Business Description; Marketing Plan; Operations Plan; and Financial Plan. The Business Consultant shall assist the participant with developing the Business Plan within sixty calendar days of receiving the referral for services. The Flat Fee includes a staffing with the participant, business partner (if applicable) and VR Staff or VR Contractor in order to review and discuss the Business Plan, and up to two requested revisions to the business plan.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

If factors outside of the Business Consultant's control result in an incomplete Business Plan and it is determined, jointly by the Business Consultant and VR Staff or VR Contractor that the service cannot continue in a timely manner, the Business Consultant shall submit all work product available and the incomplete Business Plan. A Business Plan has five clearly identified sections. If the invoice must be prorated, each completed section can be billed at twenty per cent of the report fee or \$440 per section.

An [invoice report](#) is required for this service.

## **SELF-EMPLOYMENT BUSINESS PLAN ANALYSIS**

Business Plan Analysis will be authorized when a participant already has a Business Plan developed by either themselves or another entity and VR Staff or VR Contractor requires a professional or second opinion as to the completeness or quality of the plan. The Flat Fee includes meetings with the participant, any research to verify information or to provide additional information to add to the Business Plan, a written comprehensive evaluation of the Business Plan with recommendations, and a staffing with the participant, business partner (if applicable), and VR Staff or VR Contractor. This service shall not be authorized in conjunction with Self-Employment Business Plan Writing or to the same Business Consultant as who provided the initial Business Plan.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities; and strong written and verbal communication skills.

An [invoice report](#) is required for this service.

## **SELF-EMPLOYMENT TECHNICAL ASSISTANCE**

Technical assistance can be authorized when the participant needs one-on-one assistance with issues central to running a business that may include but is not limited to: reviewing agreements or contracts; marketing; merchandising; inventory procurement or management; accounting; and strategic planning. Technical assistance can be used to assist the participant with implementing the Business Plan and developing processes for day-to-day operations. If the Business Consultant is not qualified to, or does not have the capacity to, advise the participant in specific business areas (e.g., reviewing legal agreements, establishing a bookkeeping process) the Business Consultant shall use this service to research and provide at least three recommendations to other local qualified entities.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

An [invoice report](#) is required for this service.