DHS Vocational Rehabilitation Proposed Job Placement (JP) Process
Drafted by VR Job Placement Work Group
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**Step 1:** VRC utilizes Comprehensive Vocational Assessment outcomes and other necessary services to determine if participant requires Job Placement service, and which track, to obtain successful employment.

**Decision Point**
Is Job Placement needed for participant and what track is required for success?
- **Yes:** Referral to Job Placement services specifying which track is needed.
- **No:** Other services are utilized or case is closed.

**Step 2:** Job Placement Referral
- VRC and participant will review list of available vendors and discuss the best option to meet participants need.
- VRC will complete VR Job Placement Referral Form to include relevant information about participant, vocational goal, and amount of work hours per week desired by participant, disability barriers, pre-determined JP track and required services available through the JP contract. Track 3 referrals must be staffed and signed by Branch Manager.
  - VRC will send the Referral Form and AFP to the chosen vendor via email, fax or USPS. At the request of the Participant, VRC or vendor, the vendor will meet with VRC and participant to discuss the referral and share information such as, assessment results, disability information, vocational goals and interests, family support availability, transportation concerns and any other pertinent information that will assist the vendor to complete the services. There will be no additional payment for this meeting.
  - **If participant self-places into a job within the first 45 days after Referral acceptance, then the Job Placement Strategy Report shall be completed and Job Placement services will end. No further payments will be made after the JP Strategy report payment.**

**Decision Point**
Vendor accepts or rejects referral.
- **Rejects:** Vendor sends invoice and reason for rejection in writing to VRC within 105 business days of receipt of Referral Form or within 105 business days after the completion of the referral meeting. VRC refers to another vendor or comes up with alternate plan.
- **Accepts:** Vendor signs the referral form and returns to VRC, along with an invoice, within 105 business days of receipt of Referral form or within 105 business days of referral meeting. VRC pays invoice.
Step 3: Job Placement Strategies

During this step, vendor will be expected to conduct activities to complete a comprehensive and individualized Job Placement Strategies Report outlining strategies and methods used to achieve successful Job Placement. Vendor will be expected to utilize all information provided by the VRC and the Referral Form, as well as conduct meetings with the participant to discuss in further detail strengths, resources, priorities, concerns, abilities, legal issues, transportation needs, and interests as related to the IPE goal listed on the Referral form, as well as, functional limitations and how these impact return to work. Additional activities necessary to complete the JP Strategies Report may include, but are not limited to, field trips and job shadows with the participant in the community to understand and observe behaviors and motivations, and job seeking abilities.

Job Placement Strategies Deliverables: These services will be completed as follows for all tracks:

- **Job Placement Strategy Report (JP Strategy Report):** This report is due within 45 days of vendor’s acceptance of the Referral Form. The JP Strategy Report will be completed on a standardized form supplied by VR, be individualized, comprehensive and include information such as, method that will be used for employer contact and engagement, how disabilities on the job will be addressed, how participant will be presented to employers, transportation plan, long term support plan and details of conditions necessary for success on the job. JP Strategy Report will be submitted to the VRC prior to JP Strategy Meeting.
  - If participant’s vocational goal changes during the course of job development activities and the VRC and Participant agree that new vocational goal is acceptable—the vendor will be responsible for updating the JP Strategy Report to reflect the goal change and new or additional strategies that will be used to obtain and retain a successful placement.
  - If participant self-places into a job after the first 45 days of Referral acceptance, then Job Placement services will continue with a focus on Retention and milestone payments paid.

- **Job Placement Strategy Meeting:** VRC, vendor and participant will meet to review the JP Strategy Report and discuss the specific strategies outlined, determine if the report information matches what was requested in the Referral Form and the required outcomes of the service.
**Decision Point**
Is JP Strategy Report accepted?

- **Accepted Report**: JP Strategy Report is accepted when VRC, vendor and participant agree on outlined strategies and services and report has been signed by all parties. Vendor may submit invoice upon acceptance of report.

- **Rejected Report**: VRC will reject the JP Strategy Report when outlined strategies do not match Referral criteria and are deemed insufficient to meet the unique needs of the participant. If JP Strategy Report is rejected then VRC may give the vendor an opportunity to revise the report to meet the acceptance criteria of the VRC. Vendor may not invoice until report has been accepted.

- **Participant Portfolio**: Will only be utilized at the request of the VRC through the Referral Form and may not be necessary for all tracks or participants. The Portfolio may be submitted along with the JP Strategy Report, or along with the 30 day Review Report. The Portfolio will be due within the first 30 days of job placement efforts, be individualized for each participant and will include elements as requested by VRC in the Referral Form and during the JP Strategy Meeting. Examples of elements that may be requested include an excellent resume, master on-line application in print, video profile, profile page, mock interview skill building and other job preparation activities deemed necessary by the VRC to reach a successful outcome.

**Decision Point**
Is Portfolio accepted?

- **Accepted**: VRC and vendor agree that portfolio includes all required elements and is of acceptable quality. Vendor may submit invoice upon acceptance.

- **Rejected**: Vendor will edit portfolio to meet acceptance criteria and resubmit for VRC approval.

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**Step 4: Job Placement Strategy Review & Reports**
Vendor will submit monthly reports after the first full month of job development and strategies due no later than the 15th day of the following month.

Expectations are as follows:

- Vendor will use standardized form provided by VR.
- Only the first monthly report will generate a payment. Vendor must submit invoice along with first monthly report.
• If placement is achieved within the first full month of job development, vendor will be required to submit the monthly report along with the Job Placement Verification Form to receive payment for this step.
• If job development lasts 120 days then VRC, vendor and participant will meet to discuss and determine if services should continue or what changes need to be made to reach a successful employment outcome. An updated JP Strategy Report will be required if services continue. There will be no additional payment for JP Strategy Report updates.

Step 5: Job Placement
Vendor places participant into an employment situation that meets the following expectations:

• Employment is in a competitive, integrated employment setting as defined by VR.
• Employment meets participants vocational goal as outlined in the Referral Form and JP Strategy Report and is approved by VRC and participant. If employment does not meet the stated vocational goal, but is acceptable and deemed a good fit by VRC and participant, then vendor may update the JP Strategy Report to reflect the new vocational goal.
• Vendor submits a Job Placement Verification Form and invoice to the VRC. Participant must be on the job for three work days prior to vendor submitting verification form and requesting payment for initial placement. If a second placement occurs then the Participant must be on the job for 30 working days prior to vendor submitting verification form and requesting payment. There will be no placement payment beyond the second placement. Updated JP Strategy Reports will be required for each subsequent placement.
• Vendor may not place participant within their own company or a company substantially controlled by their company. Company is defined as a singular business structure falling under one Federal Employer Identification Number, regardless of subsiding businesses or Doing Business As designations. Exceptions may be granted following VR Administrative Branch Manager approval process.

Decision Point
Does VRC accept placement and pay invoice
• **Yes:** VRC accepts placement when participant, VRC, vendor and employer agree the placement meets the vocational goal or revised vocational goal, is appropriate and signs the Placement Verification Form. VRC pays invoice.
• **No:** VRC may allow vendor to attempt 2nd placement or end services.

**Step 6: Retention**
Vendor will submit a Retention Verification Form and invoice to the VRC if the following expectations have been met:
- VRC, Participant, vendor and employer agree that 90 days of successful employment and job stability has been achieved, defined as job elements are satisfactory and job is going well.
- Necessary long term supports have been established for track 2 & 3.
- Job matches vocational plan goal and work hours requested on the Referral Form.
- VR file is ready for closure.

*Decision Point*
Does VRC accept Retention Verification Form and pay invoice
- **Yes:** VRC accepts retention and signs Retention Verification Form. VRC pays invoice.
- **No:** All elements of successful retention have not been met and invoice is not paid.

**Step 7: Rehabilitation**
All steps have been successfully completed, all payments have been made and VR file is closed as Rehabilitated.