

Comment: Is the "Job Coaching without VR" form needed to authorize ODDS job coaching when a person is not connected to VR?

Response: The form must be completed if ODDS job coaching will be authorized when a person has not first used VR job coaching. If a person has first used VR job coaching, then the form does not need to be completed.

Comment: Please clarify in the Worker's Guide how a team will handle when a person gets a job on their own, but the Services Coordinator or Personal Agent is not informed in a timely manner.

Response: Upon notification, the ISP team should meet to discuss as soon as possible to determine whether the person needs ODDS job coaching and/or a referral to a VR. The guidance has been updated to clarify that the team should "generally" evaluate this within the person's first 30 days on the job. However, there may be instances where the case manager did not know the person got a job, and so this evaluation has to be done later. The case manager has authority to authorize up to 120 days of job coaching, and can get this support in place immediately upon notification when it is needed. The team can meet shortly after to discuss whether a referral to VR is needed.

Comment: The Worker's Guide indicates that the "job coaching without VR" form should be submitted to ODDS "between 60 and 90 days on the job." Can the form be submitted to ODDS sooner, perhaps shortly after the employment team meeting, if all necessary information has been confirmed/obtained?

Response: ODDS updated guidance to clarify that the team should meet as soon as possible, and generally within the person's first 30 days on the job. The form should also be submitted as soon as possible if the team is authorizing ODDS job coaching and not making a referral to VR.

Comment: Can the CME authorize additional job coaching if the request for ODDS job coaching has been approved?

Response: Yes. The CME may move forward to authorize the initial or ongoing job coaching that is needed. A request for maintenance job coaching must also continue to follow the existing process.