

# Service Delivery Decision Tree

1. Does this activity align with one of the 5 Pre-ETS Categories?
  - a. If **YES**, move to question [2](#).
  - b. If **NO**, this is not a Pre-ETS and not billable to VR.
2. Will this service be provided directly to the student?
  - a. If **YES**, move to question [3](#).
  - b. If **NO**, move to question [8](#).
3. Will this service enhance or add to what they are already receiving through school services without duplicating (IEP, graduation requirements, etc.)?
  - a. If **YES**, move to question [4](#).
  - b. If **NO**, this is a duplication not billable to VR.
4. Will this service help narrow the focus toward an employment goal, support in gaining additional skills needed for employment, or identify additional needed services through VR?
  - a. If **YES**, move to question [5](#).
  - b. If **NO**, this is not a Pre-ETS and not billable to VR.
5. Is this service a priority in the students' sequential steps toward their career development?
  - a. If **YES**, move to question [6](#).
  - b. If **NO**, please determine if there are priority services needed at this time.
6. Do the hours needed to provide this service align with Pre-ETS being short-term, meaningful learning?
  - a. If **YES**, move to question [7](#).

- b. If **NO**, move to question [9](#).
7. Will you have evidence and documentation in support of the above?
- a. If **YES**, this is reasonable, necessary, allowable, documented and allocable service delivery can begin.
  - b. If **NO**, reach out to your Youth Services Coordinator (YSC) for resources to ensure student involvement.
8. Is this arrangement of a service that has not yet been provided?
- a. If **YES**, document your hours and report when the service has been delivered to the student.
  - b. If **NO**, this is not a Pre-ETS and not billable to VR.
9. Can this service be offered virtually to ensure reasonable service delivery hours?
- a. If **YES** service should be provided virtually. Return to question [7](#).
  - b. If **NO**, please discuss further with YSC.

**Disclaimer:** Final authorization is determined by VR Staff after submission.