# VR SUPPORTED EMPLOYMENT RESPONSIBILITY FLOW CHART (October 2020)

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| STATUS 10-12Consultation & Meeting | STATUS 12 - 18Career Development & Placement | STATUS 18Training once employed | STATUS 18 - 22Career Stabilization & Maintenance | STATUS 22 - 26 (90 DAYS)Successful Employment Outcome |
| VR COUNSELOR | VR COUNSELOR | VR COUNSELOR | VR COUNSELOR | VR COUNSELOR |
| Upon eligibility for Supported Employment:  Refer client for Benefits counseling (SSI/SSDI recipients)  Send Referral, share appropriate records from the ENA process, and VPO to the selected CRP.  Issue Vendor Purchase Order (VPO) in the amount of $200. Payment Code–**A6225** | Issue VPO for Placement based on the targeted employment goal as agreed on the CSP.  Payment Code–**CE055**  Move case into Status 18 at the inception of placement services. | VR Counselor issues VPO $500  Payment Code–**SE003**  VR case should remain in Status 18. | Reviews and approves **Extended Support Plan (ESP)** from CRP to process VPO SE003 $500 for payment.  VR case should be put into Status 22 when VRC has made stabilization decision, receives and approves ESP.  **Note: All VR funded support services including on the job training or IJS must have been completed when moving into Status 22.** | At the 61st day in Status 22, the VR Counselor issues VPO according to the Fee Schedule.  **Payment Code– SE004**  $3,000 – full time employment (as defined by the employer)  $2,000 – part-time employment (as defined by the employer) |
| Participate in the CRP coordinated meeting.  Develop Individualized Plan for Employment (IPE) if not already completed (Status 12). | **The team must agree about placement outcome**  **MUST MEET COMPETITIVE INTEGRATED EMPLOYMENT (CIE)**  VPO for CE055 may be processed for payment when SE Hire Report AND wage verification are received from CRP.  Review monthly progress report, job development contacts, and monitor progress. If taking more than 6 months, need to meet with the team. | Review Monthly Progress Report and monitor progress.  Participate in any needed staffing.  VR Counselor makes ultimate decision if all Stabilization criteria are met (see SE LOA Attachment) | When Stabilized, communicate with DIDD Independent Support Coordinator (ISC) so CRP may access Medicaid waiver funding, CC: CRP.  If ECF CHOICES, advise MCO Support Coordinator using the MOU Notification Form.  As Federally mandated, no monies will be issued for extended ongoing services. | Case should remain in Status 22 for at least 90 days before case closure. Upon receipt of the final contact report, signed VPO, and wage verification. VR Counselor will process VPO for payment according to the Fee Schedule. Supplement VPO if necessary ensuring that increase in hours/wages are customary. Use SE004 code to pay placement difference. |
| Review and approve **Consultation & Services Plan** and process VPO for payment as submitted by CRP.  Follow through with actions based on CSP so services can be initiated timely and effectively. | $1,500 – full time employment (as defined by the employer)  $1,000 – part-time employment (as defined by the employer)  **Obtain prior approvals for less than 15 work hours per week** | **Note: Intensive Job Services may be authorized if needed and justified. Obtain prior approvals when necessary. Cannot move case into Status 22 as long as IJS is bring provided**  **Payment Code—CE075** | Ongoing services were agreed upon by CRP prior to the beginning of SE services.  VR Counselor issues and pays VPO for Stabilization & Maintenance – **SE003**  $750 payable at 30 days in Status 22  $750 payable at 60 days in Status 22 | VRC contacts individual/guardian to confirm at least 90 days of successful & appropriate CIE. Follow Status 26 closure file protocol.  **Close case and CC: CRP of the closure letter.** |
| CRP | CRP | CRP | CRP | CRP |
| Upon receipt of the referral, appropriate records, and VPO, coordinate consultation and meeting ASAP with client, VRC, and other appropriate individuals.  Review information from VRC and start meaningful conversations and activities with client in discussing about employment. | Provide placement services as outlined in the Supported Employment LOA Attachment  Send Client Monthly Progress Report and Job Development contacts by the 5th of each month, until appropriately placed on the job. | Work with individual by providing needed services to maintain employment.  Send Client Monthly Progress Report to the VR Counselor.  Notify VRC when Stabilization criteria are about to be met to schedule staffing. | At Status 22, Ongoing support procedures as agreed in the SE LOA attachment, User Guide, ESP, and as mandated by Federal regulations.  Continue to submit required report using Monthly Client Progress Report, @ 30 days and @ 60 days in Status 22 along with respective and signed VPO to process payment. | Completes monthly contact of successful employment and shares with VR Counselor on a timely basis. Send completed final 90-day report, signed VPO, and wage verification to VR Counselor.  Continue to provide and coordinate extended ongoing support services. |
| Proactively participate in the consultation meeting.  Send completed **SE Consultation & Services Plan Report** to VR Counselor along with the VPO within 10 days of the meeting. | When Placement is made, notify VR counselor by email. If employment is less than 15 hours, Regional Approval must be sought. **A second meeting must be held if the Vocational Objective changes from IPE.** | A staffing must be scheduled to discuss Career Stabilization Maintenance and Extended Support Plan (ESP) with client, VRC, and other appropriate individuals. | Keep log of contacts. May be asked to provide copy of contact log to VR.  Access ECF CHOICES, DIDD Medicaid, and other funding sources if appropriate, | Notify VR Counselor of any changes in client’s employment, if appropriate. |
|  | CRP sends signed VPO along with completed **SE Hire Report and wage verification. If appropriate, notify DIDD ISC of placement.** | CRP submits **Extended Support Plan (ESP)** and signed VPO $500, Day of Stabilization. | Use Monthly Progress Report and submit to VR Counselor as long as Intensive Job Services are utilized. | Access TN Care Behavioral Health rider for MH clients, ECF CHOCES, DIDD Medicaid program, if appropriate. If CRP is an EN, request from client TTW reassignment after VR case closure. |
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