CSI - Ohio

The Common Sense Initiative

Business Impact Analysis

Agency Name: Opportunities for Ohioans with Disabilities (OOD)

Regulation/Package Title: Fees for Services

Rule Number(s): OAC 3304-2-52 and Appendix A

Date: 11/4/2016

Rule Type:

- ☐ New
- X Amended
- ☐ 5-Year Review
- ☐ Rescinded

The Common Sense Initiative was established by Executive Order 2011-01K and placed within the Office of the Lieutenant Governor. Under the CSI Initiative, agencies should balance the critical objectives of all regulations with the costs of compliance by the regulated parties. Agencies should promote transparency, consistency, predictability, and flexibility in regulatory activities. Agencies should prioritize compliance over punishment, and to that end, should utilize plain language in the development of regulations.

Regulatory Intent

1. **Please briefly describe the draft regulation in plain language.**
   OOD is proposing changes to 3304-2-52 (Least cost, use of comparable benefits, consumer contributions, and fees for services). OOD is proposing to change maximum fees for certain medical, psychological and dental services to align with the fees allowed by Medicaid. Further, OOD is proposing changes to the vocational rehabilitation provider fee schedule which is found in Appendix A of 3304-2-52. The proposed changes to the vocational fee schedule involve OOD using cost informed rates for services. The rates are based on the costs incurred by providers to provide the services on the fee schedule. OOD also seeks to add clarifying

language to the fee schedule service descriptions. These proposed changes are explained in the answer to question 8 and the attached fee schedule draft.

2. **Please list the Ohio statute authorizing the Agency to adopt this regulation.**

   R.C. 3304.15(C)(1) and 3304.15(D)

3. **Does the regulation implement a federal requirement? Is the proposed regulation being adopted or amended to enable the state to obtain or maintain approval to administer and enforce a federal law or to participate in a federal program?**
   No.

4. **If the regulation includes provisions not specifically required by the federal government, please explain the rationale for exceeding the federal requirement.**

   The federal government requires the state unit (OOD) to establish and maintain written policies to govern the rates of payment for purchased vocational rehabilitation services. However, 34 C.F.R. 361.50(c)(2) does not require set fees for vocational rehabilitation services, but does allow vocational rehabilitation agencies to establish a fee schedule for services if desired.

5. **What is the public purpose for this regulation (i.e., why does the Agency feel that there needs to be any regulation in this area at all)?**

   OOD is the state agency charged with partnering with Ohio citizens with disabilities to achieve employment and independence. OOD has established a defined VR fee schedule which establishes minimum standards for the quality of services being provided. The fee schedule also provides consistency in payments to providers for the types of services being provided. Without these services, the ability of disabled individuals to achieve quality employment outcomes would be negatively affected. Expenditures for these services totaled approximately $50 million for Federal Fiscal Year 2016.

6. **How will the Agency measure the success of this regulation in terms of outputs and/or outcomes?**

   The amended fees schedule will allow cost control for the vocational rehabilitation services, establish clear definitions for the services being purchased with taxpayer dollars, and ensure quality vocational services for eligible individuals with disabilities. The VR Fee Schedule has been in place since October 1, 2012. The fee schedule defines what services will be provided and sets the fee for these services. The new fee schedule should control the costs of the services provided to individuals with disabilities without limiting access to or the quality of those services.

Development of the Regulation

7. **Please list the stakeholders included by the Agency in the development or initial review of the draft regulation.**
   If applicable, please include the date and medium by which the stakeholders were initially contacted.

   Public Consulting Group (PCG) is an independent consultant hired to review and provide an analysis of a revised fee schedule. During PCG's review process, they held two sets of focus groups and invited 33 providers from across the state to participate. The first meetings were held on August 21, 2015 to obtain feedback on the cost reporting tool that PCG intended to use and on the availability of the data being requested. A second round of meetings occurred on December 16, 2015 to provide an update on the progress of the project.

   PCG surveyed all of the existing providers to determine if they were able to provide detailed service utilization and staffing data. Overall, 187 providers responded to the online survey tool. Based on the survey answers, 116 providers answered affirmatively that they could provide the data and information PCG was requesting. These 116 providers were then sent the cost report tool developed by PCG to complete. Of the 116 sampled, 41 ultimately provided the requested data.

   All providers were invited to six regional forums hosted by PCG after their draft report was released. These forums were held in Fremont, Cleveland, Cincinnati, Dayton, Columbus, and Athens between April 26 and May 5, 2016.

   Subsequent to these forums, OOD's Executive Director, along with several members of OOD's Executive and Senior Staff, met with Stakeholder Associations such as the Ohio Association of Goodwill Industries, The Ohio Council, Ohio Provider Resource Association, County Boards Associations and Easter Seals, to gather additional feedback from the provider community. On May 11, 2016, Director Miller sent a letter to the providers reiterating that comments and questions could be submitted to OOD through OOD's provider management email box. All feedback was due by May 31, 2016.

   OOD drafted Administrative Rule language based upon the provider feedback received relative to the PCG final rate recommendations. This draft language was distributed to the providers on July 27, 2016. Providers were again encouraged to provide feedback via the OOD's provider management email box by August 19, 2016. A second round of meetings with stakeholder associations were held as well in late July and early August before submittal to CSI.

8. **What input was provided by the stakeholders, and how did that input affect the draft regulation being proposed by the Agency?**

   OOD gathered feedback through emails and face to face meetings with stakeholders. The feedback was reviewed and placed into a document with OOD's responses to the feedback and questions. This document was sent out to providers on three occasions starting on April 25, 2016. Each time OOD received additional feedback the document was updated. The most recent and up to date document is attached as Exhibit A.

   Based on all of the feedback gathered from the providers, OOD made several significant changes to the proposed updates to the VR Services Fee Schedule. These changes include: 1) increasing the rates to account for inflation, 2) extending the billing cycle, and 3) adding flat rates for some services to keep those rates from being disproportionately impacted. A full list of the changes is attached as Exhibit B.

9. **What scientific data was used to develop the rule or the measurable outcomes of the rule? How does this data support the regulation being proposed?**

   The rates were developed based upon detailed service utilization and staffing data submitted by providers along with two federal fiscal years of payments for vocational services from OOD's case management system. This data was used by PCG to develop cost informed rates for the services on the OOD's Vocational Services Fee Schedule. The rates use the actual costs incurred and staff utilization information to develop rates that cover the costs to provide these services.

10. **What alternative regulations (or specific provisions within the regulation) did the Agency consider, and why did it determine that these alternatives were not appropriate? If none, why didn't the Agency consider regulatory alternatives?**

    OOD considered using only the payment data from its case management system in building cost informed rates, but realized that it would not take into account factors such as staff utilization, supervisor costs and other indirect administrative costs incurred in providing these services.

    OOD also considered developing different rates for services based on the location in the state, rural vs. urban. However, the data did not show a significant difference in costs for providing services in different parts of the state. The main difference between rural and urban territories was travel and OOD decided to address this specifically with a fee for providers who are asked to provide services to individuals outside the provider's normal service area.

11. **Did the Agency specifically consider a performance-based regulation? Please explain.** ***Performance-based regulations define the required outcome, but don't dictate the process the regulated stakeholders must use to achieve compliance.***

OOD will require providers to use a performance based job development rate in the new fee schedule. Individuals served by OOD who were provided Performance Based Job Development Services had a median length of service of 132 days while the hourly based Job Development Services had a median of 167 days. Those individuals served under the performance based service found employment 35 days quicker. OOD provides guidance on specific elements as part of the service definition; however, providers are able to establish their own process to deliver the service.

12. **What measures did the Agency take to ensure that this regulation does not duplicate an existing Ohio regulation?**

    These rules are specific to the OOD vocational rehabilitation program and individuals with disabilities who are eligible for services within that program. Since OOD is the sole designated agency within Ohio to administer the vocational rehabilitation program, there is no duplication between these rules and other rules in the Ohio Administrative Code.

13. **Please describe the Agency's plan for implementation of the regulation, including any measures to ensure that the regulation is applied consistently and predictably for the regulated community.**

    OOD has established a billing and payment system with checks and balances and OOD will implement this fee schedule update within that same system. OOD will conduct training on the proposed fee schedule changes with providers and OOD staff. There will be ongoing meetings conducted by OOD staff at the local level to ensure consistency in the application of the fee schedule. OOD's goal is to ensure a smooth transition that will improve service delivery and quality of services provided to individuals with disabilities.

Adverse Impact to Business

14. **Provide a summary of the estimated cost of compliance with the rule. Specifically, please do the following:**
    a. **Identify the scope of the impacted business community;**
    b. **Identify the nature of the adverse impact (e.g., license fees, fines, employer time for compliance); and**
    c. **Quantify the expected adverse impact from the regulation.**
    The adverse impact can be quantified in terms of dollars, hours to comply, or other factors; and may be estimated for the entire regulated population or for a "representative business." Please include the source for your information/estimated impact.

        a) The impacted business community consists of the providers of vocational rehabilitation services to individuals with disabilities who are eligible for OOD services. The proposed changes will potentially impact 250 approved VR providers.

b) The adverse impact includes the requirement that the vocational rehabilitation providers must complete services and reports as defined in 3304-2-52 Appendix A in order to be paid by VR. The Fee Schedule sets a minimum level of requirements to ensure consistency and quality services to individuals with disabilities.

c) The time for the vocational rehabilitation provider to complete a fee submission will vary with the nature and extent of the vocational rehabilitation services provided to the person with a disability, but it is a routine process that vocational rehabilitation providers are experienced in performing for many insurance payers or other state agencies. The adverse impact of completing this paperwork is offset by the fact that the vocational rehabilitation provider will receive payment from OOD for the services.

15. Why did the Agency determine that the regulatory intent justifies the adverse impact to the regulated business community?

First, the provider's participation in the OOD vocational rehabilitation program and for reimbursement of services is voluntary. Second, OOD believes that through its comprehensive analysis that it offers a fair, cost informed reimbursement to community rehabilitation providers for their services to eligible individuals with disabilities. Third, the impact of the paperwork costs is a justified expectation of the community rehabilitation provider to receive payment for services. OOD must be able to account for the expenditure of State/Federal funds and requires an accurate bill to analyze and disburse payment. With the updates to the fee schedule, some of the previous administrative burden in terms of calculating mileage and multiple line items on authorizations will be eliminated, thus streamlining some of the administrative process for providers to submit their billings to OOD for payment. Finally, the minimal regulatory impact upon the community rehabilitation provider is balanced by the benefit the provider enjoys in the timely and accurate payment for services.

Regulatory Flexibility

16. Does the regulation provide any exemptions or alternative means of compliance for small businesses? Please explain.

The community rehabilitation providers affected by these rules include: small and large businesses, for profit and non-profit, and counties boards.

17. How will the agency apply Ohio Revised Code section 119.14 (waiver of fines and penalties for paperwork violations and first-time offenders) into implementation of the regulation?

There are no fines or penalties for paperwork violations under these rules.

18. What resources are available to assist small businesses with compliance of the regulation?

OOD has conducted training with providers whenever there are updates to the fee schedule. OOD will also conduct additional training to providers on these proposed fee schedule changes. OOD posts information on the vocational rehabilitation fee schedule on the OOD website at ood.ohio.gov. Also, community rehabilitation providers can contact OOD for assistance with issues. OOD staff also host meetings quarterly with the providers to discuss services and provide any needed technical assistance.

3304-2-52 **Least cost, use of comparable benefits, ~~consumer~~participant contribution, and fees for services.**

OOD shall provide services to ~~consumers~~participants at the least cost consistent with the ~~consumer's~~participant's rehabilitation needs and with ~~consumer~~participant choice.

(A) Maximum fees for medical, psychological and dental services paid wholly or in part by OOD shall be ~~established by the executive director and shall be listed in the OOD fee schedule, available from the office of the executive director~~based on the fee schedule established by the Ohio Department of Medicaid as set forth in OAC 5160-1-60 and its attached appendix.

(B) Pursuant to section 3304.15 of the Revised Code, the executive director shall establish a fee schedule for vocational rehabilitation services. The executive director hereby adopts the vocational rehabilitation service provider fee schedule indicated in appendix A to this rule, developed with stakeholder input. Any community rehabilitation program, entity or person providing a service listed on the vocational rehabilitation providers fee schedule shall bill in accordance with the fee schedule.

(C) Maximum fees for training services paid wholly or in part by OOD shall be those established by the school.

(D) OOD shall pay only the fee agreed upon up to the maximum listed in the fee schedule, less the ~~consumer~~participant contribution and less any applicable comparable benefit.

(E) OOD shall not pay for missed appointments or other goods and services which have not been provided, except when required for purchase order items and except for the guaranteed minimum fee for interpreter service.

(F) If a ~~consumer~~participant chooses to receive services from a qualified service provider other than the least cost provider identified in accordance with this rule, OOD shall only pay for the services in the amount it would cost for the ~~consumer~~participant to go to the least cost service provider. Any costs incurred by the ~~consumer~~participant above that amount shall be the ~~consumer's~~participant's sole responsibility to pay.

(G) Notwithstanding paragraph (F) of this rule, the ~~consumer~~participant may not choose an alternative provider when goods or services are procured through the department of administrative services competitive bidding process.

(H) "Comparable benefits" means services and benefits that are available to a ~~consumer~~participant from federal, state, or local public agencies, by health insurance, or by employee benefits.

(1) OOD shall use comparable benefits to pay for services, unless such a determination would interrupt or delay:

(a) Services to a ~~consumer~~participant who is at extreme medical risk. "Extreme medical risk" means a probability of substantially increasing functional impairment or a risk of death if medical services, including mental health services, are not provided expeditiously; determination of such risk shall be based on medical evidence provided by an appropriate, licensed medical professional;

(b) An immediate job placement;

(c) The progress of the ~~consumer~~participant toward achieving the employment outcome in the individualized plan for employment.

(2) OOD shall not require the use of comparable benefits for diagnostic services, but when possible, available information shall be obtained rather than new services purchased.

(3) Awards and scholarships based on merit are not considered comparable benefits.

(4) OOD shall not require the use of comparable benefits for counseling and guidance, referral, job-related services, including job search and placement assistance, job retention services, follow-up services, and follow-along services, rehabilitation technology, and any of these services when provided as post-employment services.

(I) A ~~consumer~~participant may be expected to pay for services to the extent possible.

(J) Exceptions to this rule may be made only upon the express, written approval of the executive director of OOD or the executive director's designee.

(K) This rule is designed to implement "~~Title IV of the Workforce Investment Act;~~the Workforce Innovation and Opportunity Act," which contains ~~the 1998~~ amendments to "The Rehabilitation Act of 1973," and resulting regulations.

VR FEE SCHEDULE RATES & DESCRIPTIONS

TABLE 1: INDIVIDUAL FEE SCHEDULE RATES

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
BILINGUAL SUPPLMENT	SERVICE RATE + 10%	VARIALBLE
SERVICE AREA MODIFIER – LEVEL I	$36.50 (UP TO 35 MILES ONE WAY)	FLAT FEE
SERVICE AREA MODIFIER – LEVEL II	$52.00 (36 – 50 MILES ONE WAY)	FLAT FEE
SERVICE AREA MODIFIER – LEVEL III	$73.00 (OVER 50 MILES ONE WAY)	FLAT FEE
INTAKE	$111.75	FLAT FEE
INTERPRETER SERVICES (FOREIGN & SIGN LANGUAGE)	$5.75	6 MINUTES
SITE DEVELOPMENT	$6.50	6 MINUTES
TRANSPORTATION	$6.00	6 MINUTES
VOCATIONAL TRAINING STIPEND	OHIO MINIMUM WAGE + 15%	6 MINUTES
WORK INCENTIVES PLANNING (NON-CREDENTIAL)	$292.00	FLAT FEE
WORK INCENTIVES PLANNING (CREDENTIAL)	$321.25	FLAT FEE
WORK INCENTIVES COORDINATION (NON-CREDENTIAL)	$6.50	6 MINUTES
WORK INCENTIVES COORDINATION (CREDENTIAL)	$7.00	6 MINUTES
COMMUNITY BASED ASSESSMENT	$240.00 (HALF DAY)	FLAT FEE
COMMUNITY BASED ASSESSMENT	$420.00 (FULL DAY)	FLAT FEE
VOCATIONAL EVALUATION	$1,016.75	FLAT FEE
VOCATIONAL CONSULTATION	$6.50	6 MINUTES
CAREER EXPLORATION	$6.75	6 MINUTES
TRAVEL TRAINING	$6.00	6 MINUTES
JOB READINESS TRAINING (SCHOOL BASED)	$54.50 (HALF DAY)	FLAT FEE
JOB READINESS TRAINING (SCHOOL BASED)	$87.50 (FULL DAY))	FLAT FEE
JOB READINESS TRAINING (NON-SCHOOL BASED)	$87.50 (HALF DAY)	FLAT FEE

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SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
JOB READINESS TRAINING (NON-SCHOOL BASED)	$153.00 (FULL DAY)	FLAT FEE
SUMMER YOUTH (CAREER EXPLORATION)	$853.50 (WEEK)	FLAT FEE
SUMMER YOUTH (WORK EXPERIENCE)	$1,138.00 (WEEK)	FLAT FEE
WORK ADJUSTMENT	$230.00 (HALF DAY)	FLAT FEE
WORK ADJUSTMENT	$402.50 (FULL DAY)	FLAT FEE
JOB SEEKING SKILLS TRAINING	$6.00	6 MINUTES
JOB DEVELOPMENT (UOS)	$6.50	6 MINUTES
PERFORMANCE BASED JOB DEVELOPMENT TIER I	$1,167.50	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER II	$1,110.25	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III	$1,580.50	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III PREMIUM A (RAPID PLACEMENT)	$1,980.50	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III PREMIUM B (SGA PLACEMENT)	$1,980.50	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III PREMIUM C (RAPID & SGA)	$2,380.50	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT SUBSEQUENT PLACEMENT	$339.50	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER I	$1,459.25	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER II	$1,387.75	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III	$1,975.50	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM A (RAPID PLACEMENT)	$2,375.50	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM B (SGA PLACEMENT)	$2,375.50	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM C (RAPID & SGA PLACEMENT)	$2,775.50	FLAT FEE

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
SUPPORTED EMPLOYMENT SUBSEQUENT PLACEMENT	$424.25	FLAT FEE
ON-THE-JOB SUPPORTS	$6.00	6 MINUTES

TABLE 2: GROUP FEE SCHEDULE RATES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			UNIT (DURATION)
	2 (50%)	3 (37.1%)	4 (31.4%)	
TRAVEL TRAINING	$3.00	$2.23	$1.88	6 MINUTES
SUMMER YOUTH CAREER EXPLORATION (WEEK)	$426.75	$316.65	$268.00	FLAT FEE
SUMMER YOUTH WORK EXPERIENCE) (WEEK)	$569.00	$422.20	$357.33	FLAT FEE
WORK ADJUSTMENT (HALF DAY)	$115.00	$85.33	$72.22	FLAT FEE
WORK ADJUSTMENT (FULL DAY)	$201.25	$149.33	$126.39	FLAT FEE
JOB SEEKING SKILLS TRAINING	$3.00	$2.23	$1.88	6 MINUTES
ON-THE-JOB SUPPORTS	$3.00	$2.23	$1.88	6 MINUTES

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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 of the VR Fee Schedule. Flat Fees include services authorized on a daily, weekly, or specific milestone/outcome basis.

INDIVIDUAL AND GROUP RATES

When OOD authorizes for VR services at rates identified in TABLE 1: INDIVIDUAL FEE SCHEDULE RATES, providers shall deliver services to participants on a 1:1 basis. This means that the one (1) provider staff to one (1) participant ratio must be maintained for the entire duration of the provided service.

When OOD authorizes for VR services at rates identified in TABLE 2: GROUP FEE SCHEDULE RATES, providers may deliver services in a group setting. Groups are defined as a single provider staff person dividing their time amongst multiple service recipients regardless of funding source. Groups shall have a maximum staffing ratio of 4:1, four (4) participants to one (1) staff person. Individualized services provided in a group setting shall not be considered 1:1 and shall be paid at the group rate. When group services are authorized, the provider shall bill the service based upon the actual staff to participant ratio when the service was provided.

When a provider delivers services not defined in the VR Fee Schedule through an approved addendum, services shall be provided on a 1:1 basis, unless the provider specifically has requested and OOD has approved a group rate.

SERVICE DELIVERY CYCLE

VR authorizations for services that are purchased as UOS or Daily (Flat Fee) rates shall be issued for one calendar month with an allowable variance of seven (7) days into the previous or following month, e.g. February 22 to March 31 or March 1 to April 7. VR authorizations for UOS or Daily rates shall not exceed a total of five (5) weeks. Service dates of VR authorizations for other Flat Fee services, e.g. Week or Outcome, shall be determined by VR Counselors or VR Contractors, based on the expected date of completion, but shall not exceed the current Federal Fiscal Year (FFY). Providers may not bill for partial or incomplete services during the billing cycle.

UNITS OF SERVICE (UOS)

Units of Service shall equal six (6) minutes increments. UOS shall be billed in accordance with the chart below. Providers may bill for time actively providing direct services to participants; for direct contacts with potential employers on behalf of specific participants; and for direct contacts with VR Counselors or VR Contractors on behalf of specific participants. Services can be billed for activities performed either in-person, via telephone, email, or other electronic media (such as completing an online electronic job application). Providers shall not bill for travel time between appointments. Provider staff must be physically present and/or actively performing a service for time to be billable. Providers

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may not bill for time providing indirect services which includes: 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.

MINUTES	UOS
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 and at what rate the provider will be compensated. Providers should not deliver services without a VR Original Authorization/Billing (OOD-0020) number or other OOD issued electronic version of the VR Original Authorization & Billing number. If there is a need to increase the amount of service or extend the dates of service from what has been authorized, the provider is responsible for contacting the assigned VR Counselor or VR Contractor to obtain approval of the increase or change of dates prior to delivering services. Providers will receive an amended authorization with the increase in the amount of service or extension of dates of service.

VR REPORTS & INVOICES

Providers shall submit a written report, including the invoice, using the appropriate template for the specific service as defined in the VR Provider Manual. VR reports and invoices shall include all documentation and address all areas of the service definition and requirements section, even if previously submitted to VR Staff or VR Contractor (e.g. resume, placement report, etc.). VR Reports and invoices shall be submitted electronically within twenty-one (21) calendar days of the date of last service or the last day of the calendar month defined in the VR Original Authorization & Billing (OOD-0020), whichever comes first. The end of service shall be defined as the last direct contact with the participant and/or employer. OOD will not issue subsequent authorizations if the reports are not received within the 21 day timeframe. OOD shall return reports and invoices that contain errors and/or do not meet the requirements of the VR Fee Schedule. If returned, providers shall have twenty-one (21) calendar days from the date that the report and/or invoice was returned to the provider to

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make corrections and re-submit for payment. If corrections are not made within twenty-one (21) calendar days of the denial, OOD shall cancel and close the authorization.

VOCATIONAL SERVICES

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
BILINGUAL SUPPLMENT	SERVICE RATE + 10%	VARIALBLE
SERVICE AREA MODIFIER – LEVEL I	$36.50 (UP TO 35 MILES ONE WAY)	FLAT FEE
SERVICE AREA MODIFIER – LEVEL II	$52.00 (36 – 50 MILES ONE WAY)	FLAT FEE
SERVICE AREA MODIFIER – LEVEL III	$73.00 (OVER 50 MILES ONE WAY)	FLAT FEE

BILINGUAL SUPPLEMENT

Providers with bilingual staff who have the ability to communicate with participants in their preferred mode of communication, either in foreign language or sign language, may charge an additional (10) percent supplement when utilizing those skills to provide vocational 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 Counselor or Contractors and businesses. The two (2) hour minimum for missed appointments for interpreting does not apply to the bilingual supplement. The supplement shall not be paid for Transportation.

SERVICE AREA MODIFIER (SAM)

OOD may authorize the Service Area Modifier in situations where OOD specifically requests a provider to serve a participant outside of their designated service area. The SAM Fee shall only apply to services defined in the VR Fee Schedule. The SAM Fee shall be determined based upon the one way distance from the closest border of the Provider's service delivery area to the participant's residence. Service delivery areas are identified by County as indicated by Providers in the Provider Management Program (PMP). The SAM Fee may only be charged once per day by the Provider Staff Member. When serving more than one participant in a given day, the SAM Fee shall be determined based upon the mileage of the participant with the furthest residence from the Provider's defined service delivery area. OOD shall establish the SAM Fee utilizing an electronic mapping tool, such as, navigation software or web based programs. OOD shall authorize the SAM Fee prior to service delivery.

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AUXILIARY SERVICES

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

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
INTAKE	$111.75	FLAT FEE
INTERPRETER SERVICES (FOREIGN & SIGN LANGUAGE)	$5.75	6 MINUTES
SITE DEVELOPMENT	$6.50	6 MINUTES
TRANSPORTATION	$5.00	6 MINUTES
VOCATIONAL TRAINING STIPEND	OHIO MINIMUM WAGE + 15%	6 MINUTES

INTAKE (I)

Intakes are utilized to provide compensation for time associated with meeting accreditation requirements. Providers may charge the Intake fee when the following conditions are met:

- The provider is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), Joint Commission (JC) in the area of Behavioral Health, and/or the National Accreditation Council (NAC) for Blind and Low Vision Services;
- The provider is initiating a service on the VR Fee Schedule that requires accreditation per OAC 3304-1-12;
- The provider has not previously been paid an Intake fee for the participant, unless there has been a break of at least twelve (12) months since the date of last service provided to the participant.

REQUIREMENTS

Provider shall ensure that the following components are addressed with the participant:

- Participant's rights and responsibilities;
- Confidentiality, including limitations of confidentiality;
- Review of the referral information with the participant; and
- Providers shall notify VR Staff or VR Contractor of any updates and/or discrepancies to the referral information.

Providers shall submit the invoice and the Provider Services Acknowledgement, signed by the participant and if applicable his/her parent or legal guardian, within 21 calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

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INTERPRETER SERVICES - FOREIGN LANGUAGE & SIGN LANGUAGE (INT)

Interpreter Services are utilized to ensure effective communication for participants who are deaf, hard of hearing, deaf-blind, or speak English as a second language. Interpreting may be performed either in person, on the telephone, or online. Interpreting also includes similar services required to ensure effective communication such as Communication Access Real Time (CART), C-Print, etc. The outcome of the service is to provide effective communication assistance to deaf or hard of hearing participants and/or participants who are not fluent in English. Intake shall not be authorized with or as part of Interpreter Services

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Date(s) and times of the interpreting assignment(s); and
- Signature of the participant who received the service.

Interpreters should arrive or connect at a minimum of five (5) minutes before the appointment to ensure that things are in place before the appointment.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

SITE DEVELOPMENT (SD)

Site Development services are utilized to secure a potential employment setting that may be used to help either assess or address a participant's vocational barriers. Site Development shall not be billed in situations that the provider utilizes a readily available work site to conduct the assessment, e.g. the provider's facility and/or a work crew (enclave) the provider operates within another business. Site Development may be authorized to secure an employment site for Community Based Assessments (CBA); school based internships, e.g. college internships; in cases where an individual needs an individualized site for Summer Youth (SY), not Summer Youth group sites; and Work Adjustment (WA). Service authorizations will not be issued until after the provider has notified the VR Counselor or VR Contractor of the dates and time of the service, e.g. CBA will not be authorized until after the provider has notified the VR Counselor or VR Contractor of the dates and times of the assessment. Site Development ends once the site has been secured and the dates and times of the assessment are determined.

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Dates of contacts with the participant, his/her parent or legal guardian, VR Counselors or VR Contractors, and businesses contacted on behalf of the participant and outcome of the contacts; and
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

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Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first. Providers shall submit a report at a minimum of at least once per month.

TRANSPORTATION (T)

Transportation services are utilized when providers transport participants to and from appointments for the following services: Community Based Assessment, Work Adjustment, On-The-Job Supports, Summer Youth, and for other services not included within the VR Fee Schedule, e.g. transportation to a psychological evaluation or medical appointment to determine eligibility. Providers may begin billing Transportation once the participant has been picked up and should end billing once the participants have been dropped off. Providers shall not bill wait time associated with Transportation. Providers shall divide the total amount of time for transportation, from the point when the first participant is picked up and 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 Interpreter Services

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Date and times of transportation including address of pick-up and drop-off locations, as well as the number of participants transported.

Providers shall submit the invoice and report within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

VOCATIONAL TRAINING STIPEND (VTS)

Providers should compensate participants for vocationally related work experiences (e.g. Community Based Assessment, Work Adjustment, Summer Youth work experiences, and non-school based Job Readiness Training services) at a rate equivalent to the current Ohio State Minimum Wage. OOD shall reimburse providers at a rate equivalent to the State of Ohio Minimum Wage plus an additional fifteen (15) percent (%) to include additional costs such as Worker's Compensation, Federal Insurance Contributions (FICA), Medicare, and administrative costs.

Providers shall provide at least one fifteen (15) minute break for every four (4) hours of scheduled service. Providers shall provide an unpaid thirty (30) minute lunch period after six (6) hours of scheduled service. If a participant needs additional breaks, providers should provider 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 Vocational Training Stipend, the VR Counselor or VR Contract Liaison will make the final decision whether or not to authorize for the stipend.

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REQUIREMENTS

- Providers shall submit a participant log that has been signed by the participant that documents dates and start and end time of work performed and the start and end times of breaks.

Providers shall be required to cover participants under their Worker's Compensation insurance policy.

Providers shall submit the invoice and participant log within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

DIAGNOSTIC & ASSESSMENT SERVICES

Services provided and activities performed to determine a participant's eligibility for vocational rehabilitation services, to assign an individual to an Order of Selection 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 that is interested in becoming employed, but is uncertain of the impact work income will have on benefits and/or is not aware of benefits, such as access to healthcare, that might be available to support any work efforts.

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
WORK INCENTIVES PLANNING (NON-CREDENTIAL)	$292.00	FLAT FEE
WORK INCENTIVES PLANNING (CREDENTIAL)	$321.25	FLAT FEE
WORK INCENTIVES COORDINATION (NON-CREDENTIAL)	$6.50	6 MINUTES
WORK INCENTIVES COORDINATION (CREDENTIAL)	$7.00	6 MINUTES
COMMUNITY BASED ASSESSMENT	$240.00 (HALF DAY)	FLAT FEE
COMMUNITY BASED ASSESSMENT	$420.00 (FULL DAY)	FLAT FEE
VOCATIONAL EVALUATION	$1,016.75	FLAT FEE
VOCATIONAL CONSULTATION	$6.50	6 MINUTES
CAREER EXPLORATION	$6.75	6 MINUTES

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WORK INCENTIVES PLANNING (WIP)

Work Incentives Planning services are utilized to provide information on how participating in vocational rehabilitation services and returning to work can positively impact the participants earning potential. The Flat Fee shall include the time interviewing the participant, verifying benefits, analyzing data, and a review of the written report with the participant, his/her parent or legal guardian, and/or representative payee. WIP takes into consideration current benefits such as: Social Security Disability Insurance/Supplemental Income, Medicaid/Medicare coverage, Veteran's benefits, housing assistance, Medicaid Buy-In for People with Disabilities, food stamps, and other public assistance programs. WIP services also provide participants information on work incentives such as: the 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 give a participant a comprehensive overview of how working affects benefits and how work incentives can be utilized to maximize earnings. Intake shall not be authorized with or as part of Work Incentive Planning.

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Dates of contacts with the participant, his/her parent or legal guardian, and/or representative payee; Social Security Administration; Department of Jobs & Family Services; or other organizations;
- Verification of benefits received by participants and/or household members, e.g. SSI/SSDI (through written copy of the BPQY), medical, housing, cash assistance, and amounts the source organization, such as Social Security, Jobs & Family Services, Metropolitan Housing, etc.;
- 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;
- Information about specific work incentives that the participant may be eligible to utilize, including a brief explanation of how the participant would implement the incentive; and
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

Provider shall review the report and BPQY, in a manner that is understandable, with the participant, his/her parent or legal guardian, and/or representative payee. VR Staff or VR Contractor may request to be present during the review of the report.

Provider shall provide the participant, his/her parent or legal guardian, and/or representative payee with a written copy of the report and BPQY.

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Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

Providers with staff persons who are or become certified by either Virginia Commonwealth University (VCU) as a Community Work Incentives Coordinator (CWIC) or through Cornell University as a Work Incentives Practioner (WIP) shall be compensated at the certified rate when certified staff are providing the services. Providers who wish to charge the certified rate shall submit a copy of their certified staff person's certificate to OOD. Effective July 1, 2018, provider staff persons shall be certified as either a CWIC or WIP in order to be able to provide this service.

WORK INCENTIVES COORDINATION (WIC)

Work Incentives Coordination services are utilized to assist the participants in coordinating and resolving benefits issues such as, but not limited to, reporting income; applying for and documenting work incentives; applying for Medicaid Buy-In for People with Disabilities, resolving over-payments, etc. WIC may also be utilized to assist participants with developing and implementing a Plan for Achieving Self-Sufficiency (PASS). WIC services may not be utilized to assist a person in applying for Social Security benefits or completing a Continuing Disability Review (CDR). WIC services may not be utilized to supplant case management services already provided or available from other agencies. Intake shall not be authorized with or as part of Work Incentive Coordination.

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Dates of contacts with the participant, his/her parent or legal guardian, and/or representative payee, VR Counselors or VR Contractors, Social Security Administration, Department of Jobs & Family Services, or other organizations;
- How the information was provided to the participant, his/her parent or legal guardian, and/or representative payee in an understandable format; and
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first. Providers shall submit a report at a minimum of at least once per month.

Providers with staff persons who are or become certified by either Virginia Commonwealth University (VCU) as a Community Work Incentives Coordinator (CWIC) or through Cornell University as a Work Incentives Practioner (WIP) shall be compensated at the certified rate when certified staff are providing the services. Providers who wish to charge the certified rate shall submit a copy of their certified

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staff person's certificate to OOD. Effective July 1, 2018, provider staff persons shall be certified as either a CWIC or WIP in order to be able to provide this service.

COMMUNITY BASED ASSESSMENT (CBA)

Community Based Assessments (CBA) are utilized to assess the participant's job readiness and/or to provide information on an participant's aptitudes, abilities, behaviors, and preferences to determine if a specific employment opportunity would be an appropriate match. CBA's shall be authorized either as a half day, four (4) hours, or a full day, seven (7) hours. VR Counselors or VR Contractors may request a schedule a less than four (4) or seven (7) hours to accommodate a participant's disability related needs. VR Counselors or VR Contractors must specifically communicate this to the provider at the time of the authorization. The Flat Fee includes provider staff time to assess the participant, any staffing that may be needed, and the report. CBA is not intended to teach specific work skills, provide work experience or adjustment services. CBA should not be standard practice for onboarding participants with disabilities or used as a hiring incentive in conjunction with or in lieu of Job Development services. CBA shall be conducted in competitive and integrated settings, except for limited circumstances when the VR Staff or VR Contractor determines that the participant's needs cannot be met in the community. CBA provided in a non-integrated setting shall be transitioned to an integrated setting as soon as possible based upon the readiness of the participant. The outcome of the service is to assess the participant's job readiness and make recommendations for future services.

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Dates of contacts with participants, his/her parent or legal guardian, VR Counselors or VR Contractors, host businesses, and service;
- Information about the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards;
- Initial assessment of the participant's functioning at the beginning of the assessment and final assessment to demonstrate the participant's progress including but not limited to the following areas: attendance, interpersonal skills, work behaviors, work tolerance, quality and quantity of work, ability to stay on task, and responsiveness to supervision, etc.;
- Explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress, including the effectiveness of the strategies in achieving desired results;
- Input from the employer on participant's performance and potential areas of concern;
- Input from the participant on his/her vocational preferences; his/her assessment of his/her physical and mental capabilities to do the job; and his/her concerns;
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

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Providers must be pre-authorized by VR Staff or VR Contractor to compensate participants for actual work performed utilizing the Vocational Training Stipend (VTS).

Providers shall submit a participant log that has been signed by the participant that documents dates of work performed, start and end times, and breaks 30 minutes or longer. VTS shall not be paid for breaks that last 30 minutes or longer.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

VOCATIONAL EVALUATION (VE)

Vocational Evaluations are utilized to identify and evaluate a participant's current and projected vocational functioning. The Flat Fee shall include the time associated with administering and analyzing test results and current local labor market analysis based on Ohio Means Jobs and other labor market resources, the 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, other involved service personnel (e.g. teachers, case managers, etc.). 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 process.

REQUIREMENTS

The written VR Report shall at a minimum address the following areas:

- Dates of contacts with participants, his/her parent or legal guardian, VR Counselors or VR Contractors, and service;
- 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 Ohio Means Jobs and other labor market resources;
- Identification of potential strengths and barriers, including recommendations for possible accommodations that may mitigate barriers; and
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

VR Staff or VR Contractor may request specific test batteries be included in the service.

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

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

VOCATIONAL CONSULTATION (VC)

Vocational Consultations are utilized when the participant has identified a potential employment option but VR Staff or VR Contractor needs additional information to determine the feasibility and appropriateness of the potential employment goal. 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 such as academics, interests, etc.;
- To complete a current local labor market or transferable skills analysis based on Ohio Means Jobs and other labor market resources;
- To assess a participant's computer skills and knowledge of software applications such as Microsoft Office programs; or
- To review and update a previous vocational evaluation.

REQUIREMENTS

The written VR Report shall at a minimum address the following areas:

- Dates of contacts with participants, his/her parent or legal guardian, VR Counselors or VR Contractors, and service;
- Identification of potential strengths and barriers, including recommendations for possible accommodations that may mitigate barriers; and
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

Computer skills and knowledge of software application assessments shall not exceed four (4) hours.

VR Staff or VR Contractor may request specific test batteries.

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

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

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CAREER EXPLORATION (CX)

Career Exploration is utilized to assist a participant in exploring specific employment option(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, 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.

CX is also utilized for extended support planning and discovery activities in preparation for Supported Employment. Discovery activities may include activities such as interviewing participants, family members, other involved service personnel (e.g. teachers, case managers, etc.); observing participants in the community; and exploring participants 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), to determine supported employment services, and to determine benchmarks to transition services to the long term supported employment provider. Providers may be compensated up to a maximum of three (3) 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 participant and VR Staff or VR Contractor may discuss as part of the vocational counseling process.

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Dates of contacts with participants, his/her parent or legal guardian, VR Counselors or VR Contractors, host businesses, and service;
- Identification of a realistic and viable employment option(s) based on the participant's geographic location and labor market analysis;
- Justification and explanation of why the identified employment options would be a suitable match for the participant based on his/her unique strengths, resources, capabilities, interests, and aptitudes;
- Identification of potential strengths and barriers and suggested accommodations that may mitigate barriers;
- Input from the participant on his/her experiences during the job shadowing activities; and
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

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DISABILITY & AUGMENTATIVE SKILLS TRAINING

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

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
TRAVEL TRAINING	$6.00	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			UNIT (DURATION)
	2 (50%)	3 (37.1%)	4 (31.4%)	
TRAVEL TRAINING	$3.00	$2.23	$1.88	6 MINUTES

TRAVEL TRAINING (TT)

Travel Training 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 regarding in 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 job seeker until the participant is independent. The outcome of the service is that the participant will be confident and independent in his/her ability to work and travel around in the community.

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Dates of contacts with participants, his/her parent or legal guardian, VR Counselors or VR Contractors, and service;
- Evaluation of the participant's functioning at the beginning of the service and at the end of each training period to document progress;
- Explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress;
- Input from the participant on his/her self-assessment and progress during the adjustment period; and potential concerns;
- Questions posed by VR Counselors or Contractors in the Referral to Community Rehabilitation Program.

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Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

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 PER UNIT	UNIT (DURATION)
JOB READINESS TRAINING (SCHOOL BASED)	$54.50 (HALF DAY)	FLAT FEE
JOB READINESS TRAINING (SCHOOL BASED)	$87.50 (FULL DAY))	FLAT FEE
JOB READINESS TRAINING (NON-SCHOOL BASED)	$87.50 (HALF DAY)	FLAT FEE
JOB READINESS TRAINING (NON-SCHOOL BASED)	$153.00 (FULL DAY)	FLAT FEE
SUMMER YOUTH (CAREER EXPLORATION)	$853.50 (WEEK)	FLAT FEE
SUMMER YOUTH (WORK EXPERIENCE)	$1,138.00 (WEEK)	FLAT FEE
WORK ADJUSTMENT	$230.00 (HALF DAY)	FLAT FEE
WORK ADJUSTMENT	$402.50 (FULL DAY)	FLAT FEE

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			UNIT (DURATION)
	2 (50%)	3 (37.1%)	4 (31.4%)	
SUMMER YOUTH CAREER EXPLORATION (WEEK)	$426.75	$316.65	$268.00	FLAT FEE
SUMMER YOUTH WORK EXPERIENCE) (WEEK)	$569.00	$422.20	$357.33	FLAT FEE
WORK ADJUSTMENT (HALF DAY)	$115.00	$85.33	$72.22	FLAT FEE
WORK ADJUSTMENT (FULL DAY)	$201.25	$149.33	$126.39	FLAT FEE

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JOB READINESS TRAINING (JRT)

Job Readiness Training is utilized to assist participants to develop the necessary skills and abilities to become successfully employed. JRT is a group based service in which OOD, the host business, and the provider have an established relationship which includes an OOD approved training curriculum to address vocational barriers while at the same time learn transferable skills. The outcome of the service is to prepare participants to be job ready and to secure permanent employment. JRT should include several short term rotations, or internships, within the business to allow participants to try and learn various job tasks. Providers shall conduct an assessment at the start of the service to identify training goals, develop benchmarks, and establish timeline for successful completion of the service. The primary emphasis of JRT is to eliminate or reduce vocational barriers such as: work behaviors; communication and interpersonal skills; build stamina and endurance; address attendance and timeliness issues, etc. JRT services must include a soft skills educational component, approved by OOD (e.g. "Skills to Pay the Bills") to teach skills such as budgeting, time management, development of vocational interests, and job seeking skills training. The educational component may take place onsite at the host business or at an offsite location. Non-School Based JRT programs should include a bi-weekly staffing to discuss progress and additional updated goals. JRT should not be developed for a specific duration but should be based on participant's progress. JRT includes the provider facilitating a potential job placement within the business partner once the participant approaches job readiness. VR Counselors or VR Contractors may refer the participant on for job development for a position outside the JRT host site if there is not an opening or if the participant is not going to be hired at the JRT business partner. Provider staff must remain on site and provide direct instruction and observation with participants during the full duration of the service.

OOD, as a source of funding, must approve Job Readiness Training programs in advance of the provider developing a program with a business partner. OOD should be engaged in all discussions with businesses partners about the design of potential programs. Providers must submit an educational curriculum to OOD for review and approval to demonstrate what and how soft skills training will be provided during the program.

REQUIREMENTS FOR SCHOOL BASED PROGRAMS

School based JRT shall be authorized either as a half day, two and a half (2.5) hours, or a full day, four (4) hours. VR Counselors or VR Contractors may request a schedule a less than two and a half (2.5) or four (4)) hours to accommodate a participant's disability related needs. VR Counselors 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 (9) months academic year during the participant's last year of school.

The written VR Report shall at a minimum address the following:

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- Dates of contacts with participants, his/her parent or legal guardian, VR Counselors or VR Contractors, host businesses, and service;
- Information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards;
- Initial assessment of the participant's functioning at the beginning of the service and final assessment to demonstrate the participant's progress;
- Observations on the participant's behavioral and job task performance;
- Explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress;
- Input from the employer on performance and potential areas of concern;
- Input from the participant on his/her self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified the VR staff and participant at the start of the service; and
- Questions posed by VR Counselors or VR Contractors in the Referral to Community Rehabilitation Program.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first. Providers shall submit a report at a minimum of at least once per month.

REQUIREMENTS FOR NON-SCHOOL BASED PROGRAMS

Non-school based JRT shall be authorized either as a half day, four (4) hours, or a full day, seven (7) hours. VR Counselors or VR Contractors may request a schedule a less than four (4) or seven (7) hours to accommodate a participant's disability related needs. VR Counselors or VR Contractors must specifically communicate this to the provider at the time of the authorization.

Non-school based programs 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 development) as they approach completing their individualized plan goal and approach job readiness.

The written VR Report shall at a minimum address the following:

- Dates of contacts with participants, his/her parent or legal guardian, VR Counselors or VR Contractors, host businesses, and service;
- Information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards;
- Initial assessment of the participant's functioning at the beginning of the service and final assessment to demonstrate the participant's progress;
- Observations on the participant's behavioral and job task performance;

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- Explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress;
- Input from the employer on performance and potential areas of concern;
- Input from the participant on his/her self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified the VR staff and participant at the start of the service; and
- Questions posed by VR Counselors or VR Contractor in the Referral to Community Rehabilitation Program.

Providers must be pre-authorized by VR Staff or VR Contractor to compensate participants for actual work performed utilizing the Vocational Training Stipend (VTS).

Providers shall submit a participant log that has been signed by the participant that documents dates of work performed, start and end times, and breaks 30 minutes or longer. VTS shall not be paid for breaks that last 30 minutes or longer.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first. Providers shall submit a report at a minimum of at least once per month.

SUMMER YOUTH WORK EXPERIENCE (SY)

Summer Youth Career Exploration and Work Experiences are intended to be group based services utilized to teach students and youth with disabilities vocational skills and appropriate work behaviors. SY services may be provided on an individual 1:1 (one provider staff to one participant) basis to accommodate disability related needs or based on a specific employment goal as identified by the VR Counselor or VR Contractor. The Flat Fee (Weekly) shall include all meetings with the participant or his/her parent or legal guardian prior to the service and include a staffing with the VR Counselor or VR Contractor at the end of the service. Group sites are defined as locations that are hosting more than one SY participant during the summer. SY shall be conducted in competitive and integrated settings, except for limited circumstances when the VR Staff or VR Contractor determines that the participant's needs cannot be met in the community.

Both Career Exploration and Work Experience services must include a soft skills educational component approved by OOD (e.g. "Skills to Pay the Bills," etc.) to teach independent living skills such as budgeting, time management, development of vocational interests, and job seeking skills training.

Career Exploration is designed for first-time or younger participants who have limited vocational experiences. CX shall be fifteen (15) hours per week for a total of three (3) weeks per summer. The soft skills educational component shall take place between two (2) to four (4) hours per week. The outcome of Summer Youth Career Exploration should be that the

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participant can articulate his/her desire to work; recognize different employment options through job shadowing, tours of businesses, discussion and presentations from employers, and informational interviewing; and awareness of his/her own personal strengths and weaknesses.

Work Experiences are designed for older participants or for participants who have successfully completed the Career Exploration track. Work Experiences shall be twenty (20) hours per week for a total of five (5) weeks. The first week shall be twenty (20) hours of soft skills education. The outcome of the service 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 employers expectations as far as quality and quantity of work, work behaviors, etc.; and; build upon communication and interpersonal skills; and/or address other potential vocational barriers.

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards.
- Initial assessment of the participant's functioning at the beginning of the service and final assessment to demonstrate the participant's progress;
- Observations on the participant's behavioral and job task performance;
- Explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress;
- Input from the employer on performance and potential areas of concern;
- Input from the participant on his/her self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified the VR staff and participant at the start of the service; and
- Questions posed by VR Counselors or VR Contractors in the Referral to Community Rehabilitation Program.

Providers must be pre-authorized by VR Staff or VR Contractor to compensate participants for actual work performed utilizing the Vocational Training Stipend (VTS).

Providers shall submit a participant log that has been signed by the participant that documents dates of work performed, start and end times, and breaks 30 minutes or longer. VTS shall not be paid for breaks that last 30 minutes or longer.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

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WORK ADJUSTMENT (WA)

Work Adjustment services are utilized to assist participants in preparing for employment by improving their job readiness. WA is successfully completed once participants are job ready at which point WA should end and participants should progress into other vocational services, e.g. Job Development. WA shall be conducted in competitive and integrated settings, except for limited circumstances when the VR Staff or VR Contractor determines that the participant's needs cannot be met in the community. Providers shall create a service plan that outlines what steps are required to be able to transition the participant into a competitive integrated setting.

Provider staff will provide the participant with an assessment at the start of the service to develop an objective and measurable service plan that includes training goals and benchmarks, outlines training techniques, and establish timeframes for adjustment. 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. WA 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 competitive integrated employment.

REQUIREMENTS

WA shall be authorized either as a half day, four (4) hours, or a full day, seven (7) hours. VR Counselors or VR Contractors may request a schedule a less than four (4) or seven (7) hours to accommodate a participant's disability related needs. VR Counselors or VR Contractors must specifically communicate this to the provider at the time of the authorization.

The written VR Report shall at a minimum address the following:

- Dates of contacts with participants, his/her parent or legal guardian, VR Counselors or VR Contractors, host businesses, and service;
- Information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards;
- Initial assessment of the participant's functioning at the beginning of the service and at the end of each adjustment period to document progress;
- Observations on the participant's behavioral and job task performance;
- Explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress;
- Input from the employer on performance and potential areas of concern;
- Input from the participant on his/her vocational preferences; his/her self-assessment of his/her physical and mental capabilities to do the job; and potential concerns.

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- Providers shall provide a participation log signed by the participant outlining dates, time started and ended, and any breaks, if applicable. And
- Questions posed by VR Counselors or Contractors in the Referral to Community Rehabilitation Program.

Providers must be pre-authorized by VR Staff or VR Contractor to compensate participants for actual work performed utilizing the Vocational Training Stipend (VTS).

Providers shall submit a participant log that has been signed by the participant that documents dates of work performed, start and end times, and breaks 30 minutes or longer. VTS shall not be paid for breaks that last 30 minutes or longer.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first. Providers shall submit a report at a minimum of at least once per month.

JOB RELATED SERVICES

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

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
JOB SEEKING SKILLS TRAINING	$6.00	6 MINUTES
JOB DEVELOPMENT (UOS)	$6.50	6 MINUTES
PERFORMANCE BASED JOB DEVELOPMENT TIER I	$1,167.50	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER II	$1,110.25	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III	$1,580.50	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III PREMIUM A (RAPID PLACEMENT)	$1,980.50	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III PREMIUM B (SGA PLACEMENT)	$1,980.50	FLAT FEE

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SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
PERFORMANCE BASED JOB DEVELOPMENT TIER III PREMIUM C (RAPID & SGA)	$2,380.50	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT SUBSEQUENT PLACEMENT	$339.50	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER I	$1,459.25	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER II	$1,387.75	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III	$1,975.50	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM A (RAPID PLACEMENT)	$2,375.50	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM B (SGA PLACEMENT)	$2,375.50	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM C (RAPID & SGA PLACEMENT)	$2,775.50	FLAT FEE
SUPPORTED EMPLOYMENT SUBSEQUENT PLACEMENT	$424.25	FLAT FEE
ON-THE-JOB SUPPORTS	$6.00	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			UNIT (DURATION)
	2 (50%)	3 (37.1%)	4 (31.4%)	
JOB SEEKING SKILLS TRAINING	$3.00	$2.23	$1.88	6 MINUTES
ON-THE-JOB SUPPORTS	$3.00	$2.23	$1.88	6 MINUTES

JOB SEEKING SKILLS TRAINING (JSST)

Job Seeking Skills Training is utilized to assist a participant to successfully identify and respond to potential job opportunities. JSST is a component of Job Development; however, JSST may be provided outside Job Development for participants who are preparing to conduct their own independent job search (e.g. not receiving Job Development). The service may include: how to locate job opportunities through the newspaper, online, job boards, and 'cold calling' techniques (i.e. telephone script); how to develop a resume, 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, criminal convictions, and need for reasonable accommodations; how to handle difficult interview questions, 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 his/her independence in conducting his/her own job search.

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Dates of contacts with participants, his/her parent or legal guardian, VR Counselors or VR Contractors, and service;
- Documentation of the topics and techniques used to teach the participant how to prepare for his/her independent job search;
- Include input from the participant on his/her self-evaluation of his/her interviewing skills; and
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

Providers shall submit an electronic copy of the resume or mock application with the first report and invoice. The resume or mock application shall be professional in appearance and accurately reflect participant's information, work and educational histories, and be free of spelling and grammatical errors.

Providers shall also assist the participant to register with Ohio Means Jobs (OMJ), if they are not already registered.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

JOB DEVELOPMENT (JD)

Job Development is utilized to prepare and assist participants to contact businesses, apply and interview with employers, and to secure employment. Job Development should include 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, cover letters and/or a mock application template; how to answer interview questions, including issues such as gaps in employment histories; requesting reasonable accommodations; addressing criminal histories; and managing online profiles/social media. This instruction and guidance should maximize the independence of the participant to conduct his/her own job search. Based upon the needs of the job seeker, Job Development may also include the job developer updating the job seeker's resume/mock application, sending out cover letters and resumes to potential employers, providing job leads to the job seeker to follow up on, review of the job seekers interview skills, follow up contacts with employers when applications have been submitted or when a job seeker has an interview, discussion of hiring incentives and tax credits with the business, and providing support in requesting and implementing reasonable accommodations.

Performance Based (Tiers) is the preferred fee structure for job development and shall be paid upon the following deliverables:

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- Tier I (Job Seeking Skills Training & Planning): Upon completion of job seeking skills training, acceptance of the resume/mock application by the VR Staff or VR Contractor, registration of the participant with Ohio Means Jobs (OMJ), and completion of the job development plan;
- Tier II (Job Search Assistance): VR Counselor or VR Contractor's approval of a job that meets the participant's agreed upon wage and hours as identified in the IPE, a review of the position description, and successful completion of the second day of work;
- Tier III (Retention): Upon 90 days and stabilization of employment after intensive On-The-Job Supports are removed as discussed and agreed upon by the VR Staff or VR Contractor and the provider; and
- Subsequent Placement: In situations where a participant loses his/her job after Tier II has been paid but before Tier III has been paid VR Counselors and VR Contractors may authorize for a Subsequent Placement to locate a new job. The Subsequent Placement shall be paid upon meeting the same requirements of Tier II.

Job Development UOS services may be utilized in situations such as to locate Temporary Summer Jobs for Transitional Youth, to allow a provider to pursue a specific employment lead for participants who may be receiving JD services from another provider, and/or on a case by case basis as determined by OOD.

Job Development shall not be provided in instances where a job offer is extended as a result of other vocational services unless the Job Development was authorized prior to the other services. Providers may use on-the-job supports to complete the hiring process in these situations.

The outcome of the service is for the participant to obtain necessary supports to successfully obtain and maintain permanent employment.

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Include input from the participant on his/her self-evaluation of his/her interviewing skills;
- Dates of contacts with the participant, his/her parent or legal guardian, VR Counselors or VR Contractors, and businesses contacted on behalf of the participant and outcome of the contacts; and
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

Providers and participants shall develop a Job Development plan that includes responsibilities for both the job developer and participant; identifies specific positions and employers that the job seeker would like to pursue, and establishes the frequency and method of contact between the job developer and participant. The Job Development plan must be submitted with the first month's report and invoice. The Job

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Development plan shall be reviewed each month and new goals and lists of potential positions/employers shall be updated and documented on the monthly report.

Providers shall submit an electronic copy of the resume or job application template for review and approval, by the VR Staff or VR Contractor, prior to sending it to potential employers or giving a copy to the participant;

Provider staff shall deliver services at an intensity as agreed upon in the job development plan and with sufficient attention to ensure the continued progress of the job seeker. Job Developers will be required to have 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, a minimal amount of time should be spent doing online job searches.

Providers shall assist participants to register with Ohio Means Jobs (OMJ), if they are not already registered.

Providers shall submit a placement report within five days of the job offer which includes, but not limited to, the job title, name of the employer, employer address, employer telephone, supervisor's name, start date, wage, number of hours, if insurance is available, and summary of other benefits, if applicable. The placement report should include the name of the provider, name of the staff who verified the information, and date.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first. Providers shall submit a report at a minimum of at least once per month.

SUPPORTED EMPLOYMENT - JOB DEVELOPMENT (SE-JD)

Supported Employment services are intensive, ongoing support services (including Customized Employment, the IPS Model and Employment First Model) that are needed to assist an individual with the most significant disabilities to work in an integrated employment setting. Supported Employment Job Development should not be utilized to place participants into sheltered work environments. Supported Employment services should be more intensive with more frequent and substantial contacts with the participant and his/her person centered employment team. Participants should be involved and included in the job search process to the fullest extent possible.

The Supported Employment job developer will take on a more active role in securing employment opportunities including: contacting businesses on behalf of the participants; negotiating possible customized employment options; job carving; completing applications on behalf of participants or support participants completing their own applications for employment; discussion of hiring incentives and tax credits with the business; and providing

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support in requesting and implementing reasonable accommodations. Providers shall also register participants with Ohio Means Jobs (OMJ), if they are not already registered. Providers, participants, and support professionals, and members of the participant's person-centered planning team (e.g. family members, case managers, etc.) should develop a job development plan that includes vocational areas, or themes, for possible employment; specific employers where participants would like to apply; frequency and methods of communicating updates, but at a minimum of twice per week. Providers, participants, and support professionals, and involved other parties (e.g. family members, case managers, etc.) should meet as a team at a minimum of bi-monthly to review the supported employment/job development plan.

Performance Based (Tiers) is the preferred fee structure for Supported Employment Job Development and shall be paid upon the following deliverables:

- Tier I (Job Seeking Skills Training & Planning): Upon completion of job seeking skills training, acceptance of the resume/mock application by the VR Staff or VR Contractor, registration of the participant with Ohio Means Jobs (OMJ), and completion of the job development plan;
- Tier II (Job Search Assistance): VR Counselor or VR Contractor's approval of a job that meets the participant's agreed upon wage and hours as identified in the IPE, a review of the position description, and successful completion of the second day of work;
- Tier III (Retention): Upon 90 days and stabilization of employment after intensive On-The-Job Supports are removed as discussed and agreed upon by the VR Staff or VR Contractor and the provider; and
- Subsequent Placement: In situations where a participant loses his/her job after Tier II has been paid but before Tier III has been paid VR Counselors and VR Contractors may authorize for a Subsequent Placement to locate a new job. The Subsequent Placement shall be paid upon meeting the same requirements of Tier II.

Supported Job Development shall not be provided in instances where a job offer is extended as a result of other vocational services unless the job development was authorized prior to the other services. Providers may use On-The-Job Supports to complete the hiring process in these situations.

The outcome of the service is for the participant to obtain necessary supports to successfully obtain and maintain permanent employment.

REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Dates of contacts with the participant, his/her parent or legal guardian, VR Counselors or VR Contractors, and businesses contacted on behalf of the participant and outcome of the contacts; and
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

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Providers and participants shall submit a job development 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 development plan must be submitted with the first month's report and invoice. The job development plan shall be reviewed each month and new goals and lists of potential positions/employers shall be updated and documented on the monthly report.

Provider staff shall deliver services at an intensity as agreed upon in the job development plan and with sufficient attention to ensure the continued progress of the participant. Job Developers will be required to have contact with the participants at least twice per week. The expectation is that the job developer and the participant are together regularly and actively job hunting together in the community, a minimal amount of time should be spent doing online job searches.

Providers shall assist participants in registering with Ohio Means Jobs (OMJ), if they are not already registered.

Providers shall submit a placement report within five days of the job offer which includes, but not limited to, the job title, name of the employer, employer address, employer telephone, supervisor's name, start date, wage, number of hours, if insurance is available, and summary of other benefits, if applicable. The placement report should include the name of the provider, name of the staff who verified the information, and date.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first. Providers shall submit a report at a minimum of at least once per month.

Beginning in January 2019, providers that wish to offer Supported Employment Job Development services must use staff that have successfully passed the Certified Employment Support Professional (CESP) through the Association of People Supporting Employment First or are adhering with a high degree of fidelity to a professionally recognized evidence-based employment practice.

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PERFORMANCE BASED JOB DEVELOPMENT RETENTION PREMIUM RATES

Tier III rates shall be paid based upon the nature of the outcome achieved. VR shall compensate providers for assisting participants in meeting specific job retention benchmarks. There shall be three job retention premium rates. Retention premium rates may be paid for Performance Based Job Development and Supported Employment Performance Based Job Development.

REQUIREMENTS: PREMIUM A (RAPID PLACEMENT)

- Participant is placed in an employment setting, in accordance with the requirements of Tier II, that matches their desired wages, hours, and employment goal as identified on their IPE within ninety (90) days of the start of job development activities; and
- Participant maintains a position within the same employer throughout Tier III (Retention).

REQUIREMENTS: PREMIUM B (SGA EARNINGS PLACEMENT)

- Participant is placed in an employment setting, in accordance with the requirements of Tier II, that pays earnings above the Substantial Gainful Activity (SGA) rate established by the Social Security Administration (SGA) at the time placement; and
- Participant maintains a position above the SGA level throughout Tier III (Retention)

REQUIREMENTS: PREMIUM C (RAPID & SGA EARNINGS PLACEMENTS)

- Participant is placed in employment that meets the requirements of both Premium A & B.

ON-THE-JOB SUPPORTS (OJS)

On-The-Job Supports (OJS) (formerly known as Job Coaching and Job Retention) are utilized to provide assistance, such as, instruction to learn job tasks; to develop natural and peer supports; and adjusting ~~t~~to the work environment. OJS may occur on-site or off-site, an example of off-site job supports could be contacts with 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 specific qualitative and quantitative performance standards based on the employer's expectations and industry standards. The plan should project a systematic decrease of the intensity of supports as the participant learns job tasks and adjusts to the work environment. OJS are also utilized to provide continued supports to the participant and/or employer after the participant has learned the job tasks and reached his/her expected level of independence to ensure stability of the placement and enhance retention. 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 90TH day after the job has been stabilized. 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.

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REQUIREMENTS

The written VR Report shall at a minimum address the following:

- Information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards.
- Initial assessment of the participant's functioning at the beginning of the service and final assessment to demonstrate the participant's progress.
- Observations on the participant's behavioral and job task performance.
- Explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress.
- Input from the employer on performance and potential areas of concern.
- Input from the participant on his/her self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified by the VR staff and participant at the start of the service.
- Questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

Providers shall notify VR Counselor or VR Contractors 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.

Providers shall submit the invoice and report, on the appropriate template, within 21 calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first. Providers shall submit a report at a minimum of at least once per month.

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