

**SUPPORTED EMPLOYMENT SERVICES AGREEMENT FOR
THE OFFICE OF VOCATIONAL REHABILITATION SUPPORTED EMPLOYMENT
OUTCOME-BASED PROGRAM**

This AGREEMENT made the 1st day of July, 2017, and continuing through June 30, 2018 by and between the Office of Vocational Rehabilitation and Vendor is to secure supported employment services for eligible consumers with the most significant disabilities.

TERMS AND CONDITIONS

Vendor may provide supported employment services for individuals with the most significant disabilities who are eligible for supported employment services based on their need for ongoing support services in order to maintain employment. These services will include person-centered job selection, job development, and individualized placement services (no enclaves, work crews, or other group placements), on and off job site training and support, and all services necessary to assist the individual in maintaining employment. **No obligation for reimbursement of services is assumed by the Office of Vocational Rehabilitation until it is authorized by the OVR counselor on an “Authorization for Goods and/or Services” form.**

After goals and services are mutually determined by the service provider, rehabilitation counselor, and supported employment participant, the rehabilitation counselor shall authorize the necessary expenditures. Vendor will provide the services agreed upon in the authorized time frame. An extension may be requested in writing to the OVR counselor for approval. This request should state why an extension is needed and a time frame of when the service will be completed. **Case progress notes describing in detail each service provided to the consumer must be submitted to the OVR counselor by the 5th of each month.**

Vendor will be responsible for submitting the signed authorization with invoice showing the service was completed on or before the authorization end date, along with a copy of the case notes or other appropriate documentation of the services provided. After reviewing all information and ensuring that the services delivered are in line with the individual’s goals, the rehabilitation counselor will finalize payment procedures. If the services are not in line with the individual’s goals set forth in the Individualized Plan of Employment payment procedures maybe delayed or deferred until those goals are met.

Supported employment services will be implemented observing the following standards:

1. Providers will serve individuals with the most significant disabilities (eligibility determined by OVR), i.e., persons who require ongoing, extended support such as persons presently enrolled in or eligible for programs such as work activity or day activity centers. Under normal circumstances, a minimum of five (5) new VR consumers should be accepted and served annually. Consumers deemed as “served” is not contingent on services leading to outcomes. For example, discontinuation of services prompted by the consumer, guardian, VR, etc. prior to the achievement of a specific outcome (i.e. PCEP, job acquisition or successful employment outcome) does not disqualify the provider from meeting this goal. Issues leading to the inability to reach this goal should be communicated to the appropriate supported employment consultant.
2. Jobs shall be in competitive integrated settings in typical community businesses. Hours worked per week shall be individually determined based on ability, preference, transportation, and other support needs.
3. Wage rates for individuals enrolled in supported employment programs shall be at least minimum wage made in accordance with the Fair Labor Standards Act.

4. Long Term Support Plans shall be developed for each supported employment participant. All participants served will have an IPE (Individualized Plan for Employment) developed by the Office of Vocational Rehabilitation. **It is required that each SE Provider will have a minimum of 2 contacts per month with each consumer receiving Long Term Supports for their Vocational Lifetime.**
5. Monthly reports for each phase are due to the Vocational Rehabilitation Counselor by the 5th of each month. Reports to be submitted by the 5th should include: PCEP Activity Notes, Job Development Notes and Worksite Activity Notes.
6. Other required documents such as: Work Summary, Thirty-Day Summary, Supported Employment Long-Term Support Plan (Sixty-Day Summary) and Ninety-Day Summary should be submitted within five (5) days as it relates to the respective individual. The Person Centered Employment Plan (PCEP) should be submitted within two-weeks of the final PCEP Activity Note.
7. Invoices are to be submitted monthly. Please include dates reflecting submission of reports to OVR.

The Office of Vocational Rehabilitation will provide staff training, consultation, technical assistance, and monitoring whenever resources are requested and/or are available. **It is required that all staff delivering Supported Employment services will participate in the Supported Employment Training Project (SETP) offered through the University of KY, Human Development Institute. Additionally, each employment specialist, not holding a certification (i.e. CRC, CESP, Marc Gold & Associates), will be required to acquire fifteen (15) hours of continuing education units annually. Documentation must be maintained by the provider and must accompany the supported employment renewal contract. Additionally, the OVR Continued Education Submittal Form must accompany any certifications or any other verifying documents supporting continuing education experiences.**

Supported Employment Providers: shall not knowingly provide supported employment services in workplaces that expose employees to unsanitary, hazardous, or dangerous working conditions; do certify that neither it nor its principals are presently debarred, suspended or proposed for debarment by any state or federal agency or department; and shall agree to maintain files of all personnel, financial records statistical, property, participant records and supporting documentation, and other written materials which relate to the delivery of service for a period of time of three (3) years after the services are completed and payment is made.

Supported Employment Providers and all subcontractors agree that they will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, age, or disability.

Supported Employment Providers shall agree to periodic reviews by OVR staff which may include case-file reviews; discussions to verify budget compliance; plans for new participants to be served and number of persons to be provided extended support services; and sources and amounts of funding for the ongoing support services. Any overpayment shall be reimbursed to OVR within 30 days of the time the account goes into overpayment status.

Vendor shall provide individualized, ongoing extended long term support services for each supported employment participant using the following sources of funds: state general funds, agency resources, Medicaid Waiver funds based on eligibility, PASS/IRWE, and/or other individually-determined resources. The consumer, guardian, or family members are NOT to be considered as possible resources for payment of supported employment services.

It is agreed that confidentiality of all consumers with disabilities who may be served by this agreement will be protected. The informed written consent of the consumer must be obtained prior to disclosure of any kind of information including personal, health, or other disability-related information. The standard and

SUPPORTED EMPLOYMENT AGREEMENT

Vendor
City, KY
Page 2

requirements of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) will be followed and adhered to, as applicable. All parties must comply with any other applicable confidentiality laws and regulations, and must establish procedures that permit only authorized release of information.

This agreement may be canceled upon thirty (30) days’ notice by either party through registered mail with return receipt requested.

Becky Cabe
Acting Executive Director
Office of Vocational Rehabilitation

Director
Vendor
City, KY

Holly Hendricks
Acting Program Director

Supported Employment Expectations

1. New referrals are contacted in the shortest amount of time. Best practice is that they would be contacted within one week of referral to set up an appointment. If you feel that the referral is not appropriate for your program, then the referring OVR counselor should be called within a week in order to make a referral to another agency.
2. Person Centered Job Selection (PCJS) is the 1st phase of Supported Employment. It is expected that this process will take no longer than 75 days. This process requires a minimum of 10 hours. Expected methods of discovery should include time spent one on one with the consumer doing different activities based on the consumer interest and should not solely be a question and answer type process. These activities are done out in the community, not at the vendor site. Observational experiences are a vital component of the discovery process and should always be utilized. In addition, other interested parties should be interviewed (with consumer/guardian approval) in effort to acquire pertinent information about the job seeker. Dialogue between the consumer and Employment Specialist are not to be the sole method of acquiring information during the person centered job selection process.
3. Person-Centered Job Selection Activity notes are completed on each activity. These notes are sent to the counselor by the 5th of each month. If for some reason you did not work with a consumer that month, then a progress note would be sent to the counselor to let them know why you did not work with that consumer for that month.
4. Once enough information is obtained, the Employment Specialist must ~~to~~ write the Person Center Employment Plan (PCEP) and submit to OVR within two-weeks from the last PCEP Activity Note. The information in the PCEP should also be in the PCJS activity notes. He/she should write the plan and submit it to the OVR Counselor with an invoice for payment. If the plan is acceptable then the OVR counselor will pay for the PCEP. If the PCEP is not acceptable, it will be returned to the employment specialist to redo.
5. Once the PCEP is accepted the counselor will meet with the consumer and develop the OVR Individual Plan for Employment (IPE). Best practice is to have the employment specialist at this meeting if possible.
6. Once the counselor and the consumer develop and sign an IPE, the consumer will be referred back to your program for job development. It is very important that you do not start job development prior to

receiving an authorization for payment from OVR. If you do not have an authorization there is no guarantee for payment.

7. The IPE will have a specific vocational goal in which the consumer and the employment specialist must be looking for that job that fits that goal. For instance, if the consumer's vocational goal is to be a Greenhouse worker. It would not be an acceptable Job Development to be looking for job as a dishwasher.
8. Job Development (JD) Activity Notes are completed on every JD activity. It is expected that the Employment Specialist will meet with each consumer on a weekly basis. Best practice is a minimum of 4 hours per week.
9. Best practice dictates that each employment specialist will make 3 new employer contacts each week. This is only considered an employer contact if the specialist talks to person who has hiring authority.
10. The time frame each consumer spends in job development will vary but most should have a job within 3 months to one year.
11. The OVR Counselor will send an authorization for placement.
12. Once the consumer is placed on an appropriate job, the employment specialist will provide support necessary for the consumer to be successful on the job. The employment specialist should send the counselor a Work Summary along with an invoice for Job Development. It is preferable to obtain OVR Counselor approval before obtaining employment that is not the consumer's original vocational goal. If the counselor does not feel that we can support the new vocational goal, then VR may not pay for that Job Development.
13. During the placement phase of SE, the employment specialist should keep Worksite Activity Notes for each time the specialist is on the job site and the consumer's case is open with VR. Worksite Activity Notes should be submitted to OVR by the 5th of each month. These notes are used to write the monthly summary that is sent to the VR Counselor when the person has completed the 1st 30 days of employment. If the person is not stable on the job, then the 30-day summary format is used each month until the consumer completes 60 days of stable employment.
14. At 60 days of stable employment a Long Term Support Plan is written (LTSP) and submitted to the counselor with an invoice for the Placement Fee within five (5) days after the 60th day of employment.
15. Normally, the last work summary is due to VR 30 days after the LTSP. In rare instances VR may have to keep their case open to provide other services and you would need to continue providing monthly summaries until VR closes the case.
16. Acceptance of the placement fee means you are agreeing to provide long term vocational supports to that consumer. This means you will have a minimum of two face to face contacts with the consumer per month for the consumer's vocational lifetime. If the consumer discloses his disability to the employer one of these contacts must be at the job site and includes talking with the employer/supervisor.
17. Long Term Supports are individualized based on each consumer's needs. These will vary person to person.
18. If the consumer loses their job, the employment specialist is expected to immediately begin working on job development with the consumer in an appropriate field. This consumer is not to be put at the bottom of the list until the employment specialist has time to work with him/her.

By signing this agreement, I understand and comply with the expectations set forth by the Office of Vocational Rehabilitation for Supported Employment.

Signature: _____ Date: _____

SUPPORTED EMPLOYMENT AGREEMENT

Vendor
City, KY
Page 4