

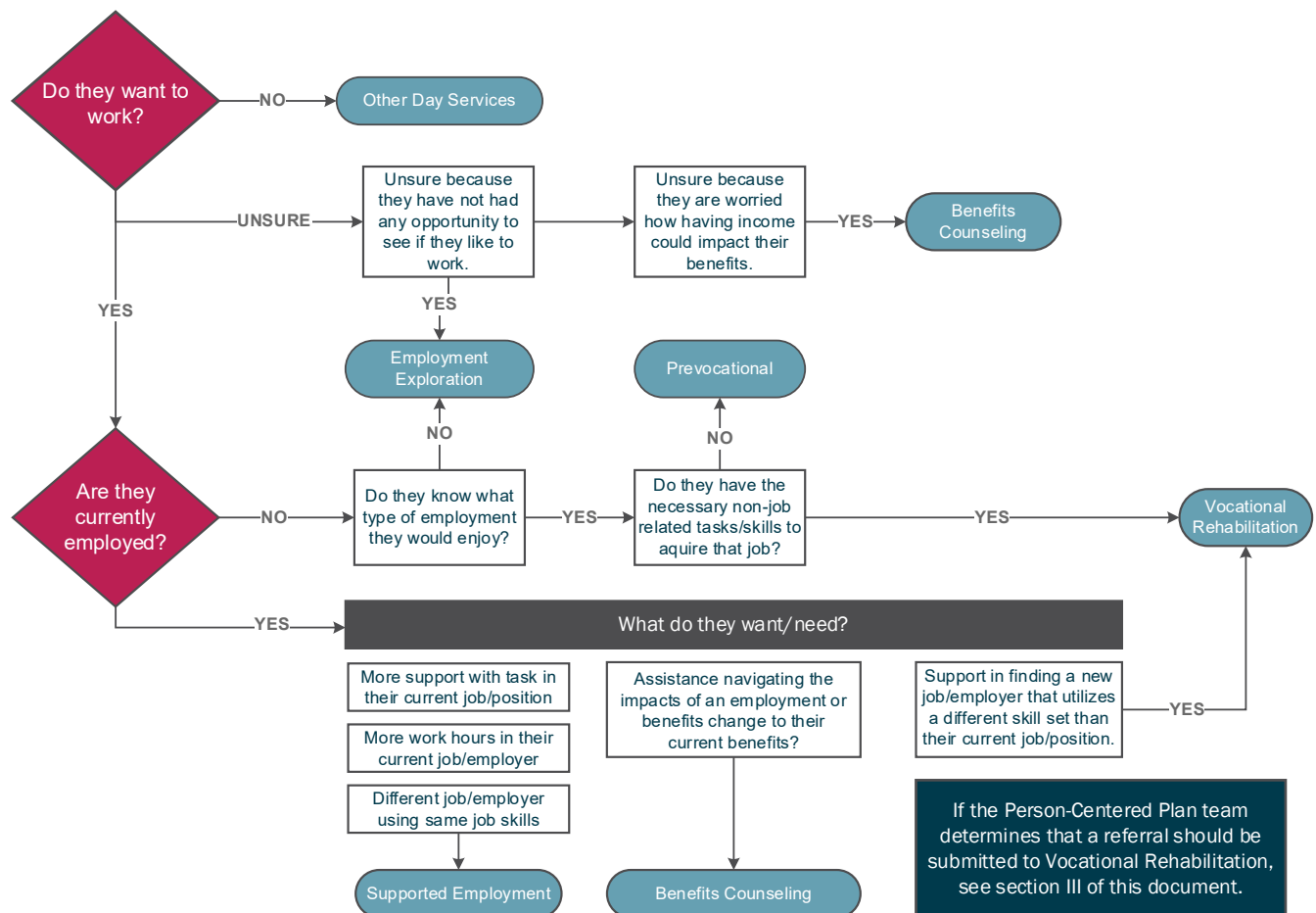
DD Employment Decisions Process

The diagrams in this job aid will assist Service Coordinators to determine which employment services, if any, are the most appropriate for a participant's current employment preferences and abilities.

I. Deciding on an Employment Service

A. Use the following chart for guidance on which HCBS services will best serve the participant.

START HERE



II. Supported Employment

A. When it is determined that Supported Employment is the most appropriate service, the next step is deciding which type:

1. Individual Supported Employment or
2. Follow Along Supported Employment.

B. The key difference is the level of support the participant needs to complete job tasks.

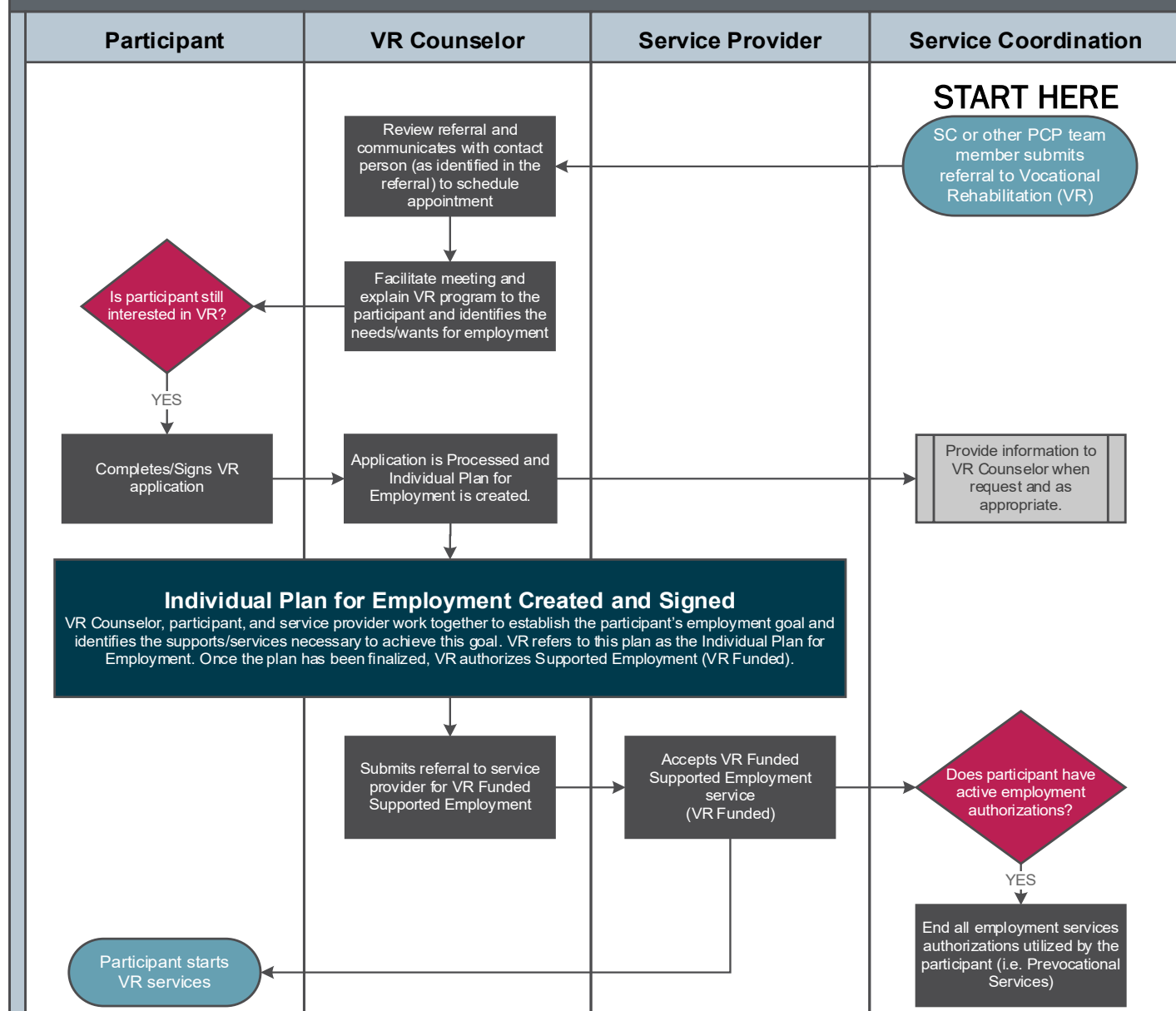
Supported Employment	
Follow Along	Individual
Participant needs intermittent/occasional assistance or minimal support to learn a new job task/skill.	Participant needs more intensive-hands-on support or during their entire shift.

- C. For more details, see the service summaries on the DHHS Public Website.

III. Vocational Rehabilitation to Supported Employment Process

- A. When the PCP team has agreed that VR is the best option for a participant's employment journey, proceed with using the flow charts in this job aid.
- B. The following pages outline the roles and responsibilities for the SC, VR Counselor, Service Provider(s), and most importantly, the Participant.

Phase 1: VR Referral – VR Application – Individual Employment Plan



Phase 2: VR Milestones

Participant	VR Counselor	Service Provider	Service Coordination
Works with VR and Service Provider to reach their Employment Goal.	Provides updates/ progress notes to SC and attends PCP Meetings to assist with employment planning.	Provides monthly reports to VR Counselor regarding the participant's progress. (VR Funded)	Invites the service provider and VR Counselor to PCP meetings to provide updates, discuss progress/ discharge plans, and any supporting documents. Updates the PCP.

Phase 3: Authorizing DD Supported Employment Services

Participant	VR Counselor	Service Provider	Service Coordination
<p>START HERE</p> <p>Participant reaches employment goal/ stabilization in their employment.</p> <p>DD Funded Supported Employment Services begin</p>	<p>Schedules and facilitates a Stabilization Meeting to communicate the necessary supports for DD Supported Employment services. This meeting will also determine end date for VR Funded Supported Employment and start date for DD Funded Supported Employment.</p> <p>VR will continue to monitor participant's progress for 90 days after VR Funded Supported Employment ends per their program requirements.</p>	<p>Accepts Referral (DD Funded)</p>	<p>Create referral for either Supported Employment – Individual or Supported Employment – Follow Along depending on the needs discussed in the Stabilization meeting.</p> <p>Participant may continue to receive services through the same service provider that provided VR Funded Supported Employment, or choose a new provider to provide the DD Funded Supported Employment services.</p> <p>Authorizes the appropriate Supported Employment Services</p>