



PROCEDURE: Transition to Extended Employment Program (EE)

Effective Date: April 7, 2022

Date Last Modified:

Sources:

- 34 CFR Part 363 – The State Supported Employment Services Program
- ARM 37.30.1602 – Extended Employment Services: Objectives
- ARM 37.30.1613 – Extended Employment Services: Eligibility
- ARM 37.30.1614 – Extended Employment Services: Supported Employment Requirements
- ARM 37.30.1615 – Extended Employment Services: Sheltered Employment Requirements

Definition

The Extended Employment (EE) program provides support for clients with the most significant disabilities so they can maintain employment after services from Vocational Rehabilitation and Blind Services (VRBS) have ended. Those clients who meet criteria for Supported Employment (SE) services and are designated as such in their Individualized Plan for Employment (IPE) are eligible for EE as long as other sources of funding, such as Developmental Disabilities Medicaid waiver (DD), Severe Disabling Mental Illness Medicaid waiver (SDMI), and/or Medicaid Physical Disability (PD) waiver are unavailable for ongoing supports.

EE Enrollment

Prior to enrolling a client into the EE Program for long-term supported employment services, the Vocational Rehabilitation Counselor (VRC) will determine whether other sources of funding are available under any other program (such as DD, SDMI, or PD).

If an alternative funding source exists but is not available at the time needed to ensure maintenance of employment, EE can provide the long-term supports until such time the other funding source becomes available.

The case file must include documentation that all alternative funding sources were explored by the VRC before any EE services are provided. If the client is found to be eligible for an alternative funding source, these resources must be used to fund the long-term supports. The case file must include thorough documentation of this exploration before the consideration of EE funding.

Once the Counselor has determined that EE is the only appropriate, available funding source for a Client's Extended Services, the Counselor sends an email to the Program Manager with a case number for their client indicating that the Client will need Extended Employment once stabilized in employment.

Upon receipt of the notification from the Counselor, the Program Manager will enroll the Client into the EE Program in the case management system in "Pending" status to indicate that Client is waiting for EE funding.

Cooperative Agreement

For individuals entering into the EE program for long-term support services, the VRC must get a signed Cooperative Agreement. The Cooperative Agreement must be signed by the long-term supports Provider and the EE Program Manager and uploaded to the case management system prior to notifying the PM of a client's readiness to move to the EE Program.

Only EE PM may sign off on the Cooperative Agreement form for long-term supports.

Once signed by the EE PM, the Cooperative Agreement is sent to the EE Provider for signature. After the EE Provider signs the form, it is sent back to the VRC who must upload the document into the case management system.

At that point, the VRC can proceed with initiating the transition to EE process described below.

Individuals with a signed Cooperative Agreement from DDP do not enter EE.



Vocational Rehabilitation & Blind Services
**COOPERATIVE AGREEMENT FOR LONG
TERM SUPPORT SERVICES**



Vocational Rehabilitation & Blind Services is requesting Long Term Support Services for the following individual:

Client Name: _____ SS#: _____
VR Counselor: _____ Date: _____

SUPPORTED EMPLOYMENT FOLLOW-ALONG

As funded by the source noted below, the undersigned service provider agrees to provide ongoing and other support services needed to maintain this individual in Competitive Integrated Employment. Services will:

1. be based on the needs of the individual as specified in an Individualized Plan of Employment (IPE); and
2. include, at a minimum, twice-monthly monitoring of the individual to assess employment stability.

Funding Source

- Developmental Disabilities Program
- on DDP waiting list, no funding available currently
- not known to DDP
- DDP waiver funding available, SE Tier: _____

Authorizing Signature

_____ do not sign if client is on waiver waitlist
_____ do not sign if client is not known to DDP

 Extended Employment Program _____
 Mental Health _____
 Private Pay _____

Provider Name and Location: _____
Provider Authorizing Signature: _____ Date: _____

<p>EE Transition</p>	<p>VRCS must continually discuss transition to EE as a part of their 90-day Periodic Review and/or Counseling and Guidance meetings as soon as it is determined that the Client will require long-term supports and EE will be the funding source. Discussion about the transition should be ongoing and more frequent once the client obtains employment and should address the specific differences between long-term supports through EE versus services provided by VRBS.</p> <p>Clients transition to long-term supports once they are determined to be stable in employment.</p> <p>Specifically, an individual is considered stable in their job when:</p> <ol style="list-style-type: none"> 1) there is evidenced that the individual has learned their job and has adjusted to the demands of the work environment 2) the individual is not seeking further employment 3) the vocational goal listed on the IPE has been achieved <p>Once the Client and Counselor have determined that the Client is stable in employment, or in the case of youth, that the Client is about to complete their 90-days of VR-paid Extended Services, the Counselor will notify the Program Manager (PM) via email that the Client is ready to move to EE.</p> <p>Upon receipt of the notification from the Counselor, the PM will review the case management system to ensure that all the appropriate steps from the Supported Employment procedure have been followed.</p> <p>If the appropriate SE steps have been followed, the PM will send the “MOVE to EE” email and put the Client in status “Open” in the EE Program.</p> <p>If the appropriate SE steps have NOT been followed, the PM will respond to the email indicating the steps the Counselor needs to take before the Client can transition to EE.</p> <p><u><i>The VR Counselor and EE Provider must wait until the MOVE to EE email is received before proceeding with providing or billing for EE services.</i></u></p>
<p>“Move to EE” Email</p>	<p><u>The “MOVE TO EE” Email is sent to:</u></p> <ul style="list-style-type: none"> • The Counselor, Counselor’s Supervisor, and EE Provider • With a CC to DET Administrator and applicable Bureau Chiefs <p><u>UNDER 25:</u></p> <p>Hello (<u>Counselor Name</u>),</p> <p>Your case, (<u>Client First Name & Last Initial - #Case ID</u>) has been approved for EE funding as of (<u>date EE funding begins</u>). Please get a signed Cooperative Agreement in the file from the CRP if you do not already have one and disencumber any Extended Services for (<u>month[s]</u>), as EE will be paying. Please also ensure that you have a pay stub and employment verification form completed for the client. Then you can immediately exit the VR case, after</p>

(date) because you will have paid for over 90 days of “Extended Services” in the IPE (list months that VR paid for Extended Services).

(Provider Name), Please send final billing for (last month of VR services) to VR and begin billing EE for this client’s services beginning (date) and moving forward.

Please let me know if you have any questions.

(Program Manager Name)

OVER 25:

Hello (Counselor Name),

Your case, (Client First Name & Last Initial - #Case ID), has been approved for EE funding as of (date EE funding begins). Please get a signed Cooperative Agreement in the file from the CRP if you do not already have one and disencumber your POs for (month[s]) services, if you have any, as EE will be paying. Please also ensure that you have a pay stub and employment verification form completed for the client. Then you can exit his case after 90 days of EE paying for his services. This means you can exit the VR case after (date), so please set yourself a calendar reminder.

(Provider Name), Please send final billing for (last month of VR services) to VR and begin billing EE for this client’s services beginning (date) and moving forward.

Please let me know if you have any questions.

(Program Manager Name)

Signature: Disability Employment and Transitions Administrator – Chanda Hermanson