

## VR SUPPORTED EMPLOYMENT RESPONSIBILITY FLOW CHART - May 2024

Consultation & Meeting Status: Application/Eligible	Career Development & Placement Status: Service	Training once employed Status: Service	Career Stabilization & Maintenance Status: Employed	Successful Employment Outcome Status: Employed/Closed Rehabilitated
VR COUNSELOR	VR COUNSELOR	VR COUNSELOR	VR COUNSELOR	VR COUNSELOR
<p>Upon eligibility for Supported Employment: Refer customers who receive SSI/SSDI for Benefits counseling. Send the CRP appropriate records from the ENA process, and Vendor Authorization.</p>	<p>Issue Vendor Authorization for Placement based on the targeted employment goal as documented on the IPE. Move case into Service Status at the inception of placement services.</p>	<p>VR Counselor issues Vendor Authorization for Day 1 of Stabilization</p> <p>VR case should remain in Service Status.</p>	<p>Reviews and approves <b>Extended Support Plan (ESP)</b> from CRP to process Vendor Authorization for payment. VR case should be put into Employed Status when VRC has made stabilization decision, receives and approves ESP. <b>Note: All VR funded support services including on the job training or IJS must have been completed when moving into Employed Status.</b></p>	<p>At the 61st day in Employed Status, the VR Counselor issues Vendor Authorization according to the Fee Schedule.</p> <p>Full time employment (as defined by the employer) Part-time employment (as defined by the employer)</p>
<p>Participate in the CRP coordinated meeting.</p> <p>Develop Individualized Plan for Employment (IPE) if not already completed.</p>	<p style="text-align: center;"><b>The team must agree about placement outcome MUST MEET COMPETITIVE INTEGRATED EMPLOYMENT (CIE)</b></p> <p>Vendor Authorization may be processed for payment when Hire Report AND wage verification are received from CRP.</p> <p>Review monthly progress report, job development contacts, and monitor progress. If taking more than 6 months, recommend meeting with the team.</p>	<p>Review Monthly Progress Report and monitor progress.</p> <p>Participate in any needed staffing.</p> <p>VR Counselor makes ultimate decision if all Stabilization criteria are met (see CRP Service Guide)</p>	<p>When Stabilized, communicate with DIDD Independent Support Coordinator (ISC) so CRP may access Medicaid waiver funding, CC: CRP.</p> <p>If ECF CHOICES, advise MCO Support Coordinator using the MOU Notification Form.</p> <p>As federally mandated, no monies will be issued for extended ongoing services.</p>	<p><u>Case should remain in Employed Status for at least 90 days before case closure.</u> Upon receipt of the final contact report, signed Vendor Authorization, and wage verification. VR Counselor will process Vendor Authorization for payment according to the Fee Schedule. Supplement Vendor Authorization if necessary, ensuring that increase in hours/wages are customary.</p>
<p>Review and approve <b>Consultation &amp; Services Plan</b> and process Vendor Authorization for payment as submitted by CRP.</p> <p>Follow through with actions based on <b>Consultation &amp; Services Plan</b> so services can be initiated timely and effectively.</p>	<p>Full time employment (as defined by the employer) Part-time employment (as defined by the employer)</p> <p><b>Obtain prior approvals for placements less than 15 work hours per week</b></p>	<p><b>Note: Intensive Job Services may be authorized if needed and justified. Obtain prior approvals when necessary. Cannot move case into Employed Status as long as IJS is bring provided</b></p>	<p>Ongoing services were agreed upon by CRP prior to the beginning of SE services.</p> <p>VR Counselor issues and pays Vendor Authorization for Stabilization &amp; Maintenance Payable at 30 days in Employed Status Payable at 60 days in Employed Status</p>	<p>VRC contacts customer to confirm at least 90 days of successful &amp; appropriate CIE. Follow Closed Rehabilitated Status protocol.</p> <p><b>Close case and provide CRP a copy of the closure letter.</b></p>
CRP	CRP	CRP	CRP	CRP
<p>Upon receipt of the referral, appropriate records, and Vendor Authorization, coordinate consultation and meeting ASAP with customer, VRC, and other appropriate individuals.</p> <p>Review information from VRC and start meaningful conversations and activities with customer about employment.</p>	<p>Provide placement services as outlined in the CRP Service Guide.</p> <p>Send <u>SE Monthly Progress Report</u> and <u>Job Development contacts</u> by the 5<sup>th</sup> of each month, until appropriately placed on the job.</p>	<p>Work with customer by providing needed services to maintain employment.</p> <p>Send SE Monthly Progress Report to the VR Counselor.</p> <p>Notify VR Counselor when Stabilization criteria are about to be met to schedule staffing.</p>	<p>At Employed Status, Ongoing support procedures as agreed in the CRP Service Guide and as mandated by Federal regulations.</p> <p>Continue to submit required report using SE Monthly Progress Report, @ 30 days and @ 60 days in Employed Status along with respective signed Vendor Authorization to process payment.</p>	<p>Complete monthly contact of successful employment and share with VR Counselor on a timely basis. Send completed final 90-day report, signed Vendor Authorization, and wage verification to VR Counselor.</p> <p>Continue to provide and coordinate extended ongoing support services.</p>
<p>Proactively participate in the consultation meeting.</p> <p>Send completed <b>SE Consultation &amp; Services Plan Report</b> to VR Counselor along with the Vendor Authorization within 10 days of the meeting.</p>	<p>When placement is made, notify VR counselor by email. If employment is less than 15 hours, Regional Approval must be sought. <b>A second meeting must be held if the vocational objective does not match the IPE.</b></p>	<p>A staffing must be scheduled to discuss Career Stabilization Maintenance and Extended Support Plan (ESP) with customer, VRC, and other appropriate individuals.</p>	<p>Keep log of contacts. May be asked to provide copy of contact log to VR.</p> <p>Access ECF CHOICES, DIDD Medicaid, and other funding sources if appropriate,</p>	<p>Notify VR Counselor of any changes in customer's employment, if appropriate.</p>
	<p>CRP sends signed Vendor Authorization along with completed <b>Hire Report and wage verification. If appropriate, notify DIDD ISC of placement.</b></p>	<p>CRP submits <b>Extended Support Plan (ESP)</b> and signed Vendor Authorization, Day 1 of Stabilization.</p>	<p>Use SE Monthly Progress Report and submit to VR Counselor as long as Intensive Job Services are utilized.</p>	<p>Access TN Care Behavioral Health rider for MH customers, ECF CHOICES, DIDD Medicaid program, if appropriate. If CRP is an EN, request from customer TTW reassignment after VR case closure.</p>