



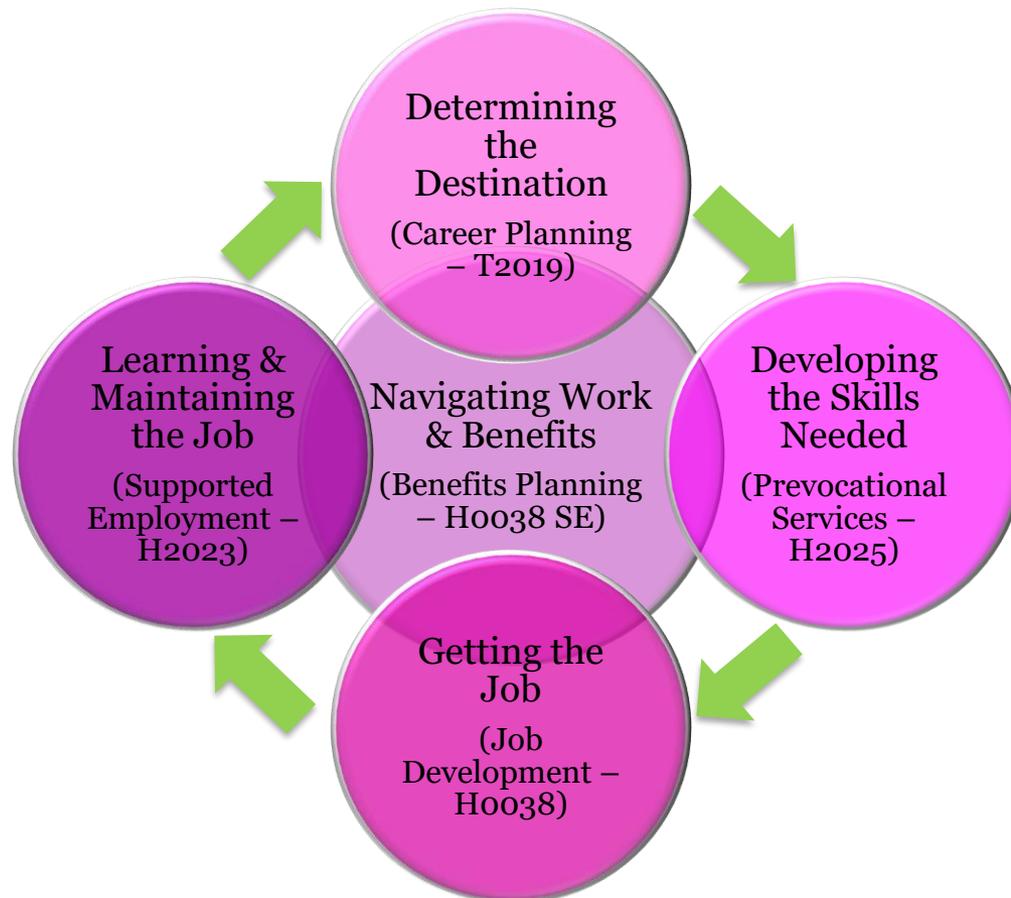
Improving lives THROUGH  
supports and services  
THAT FOSTER self-determination.

# Foundations of Coordinating Employment Supports: Understanding Waiver Employment Services



Promoting Employment First

# Help for Every Step of the Process



# Waiver Funded Options



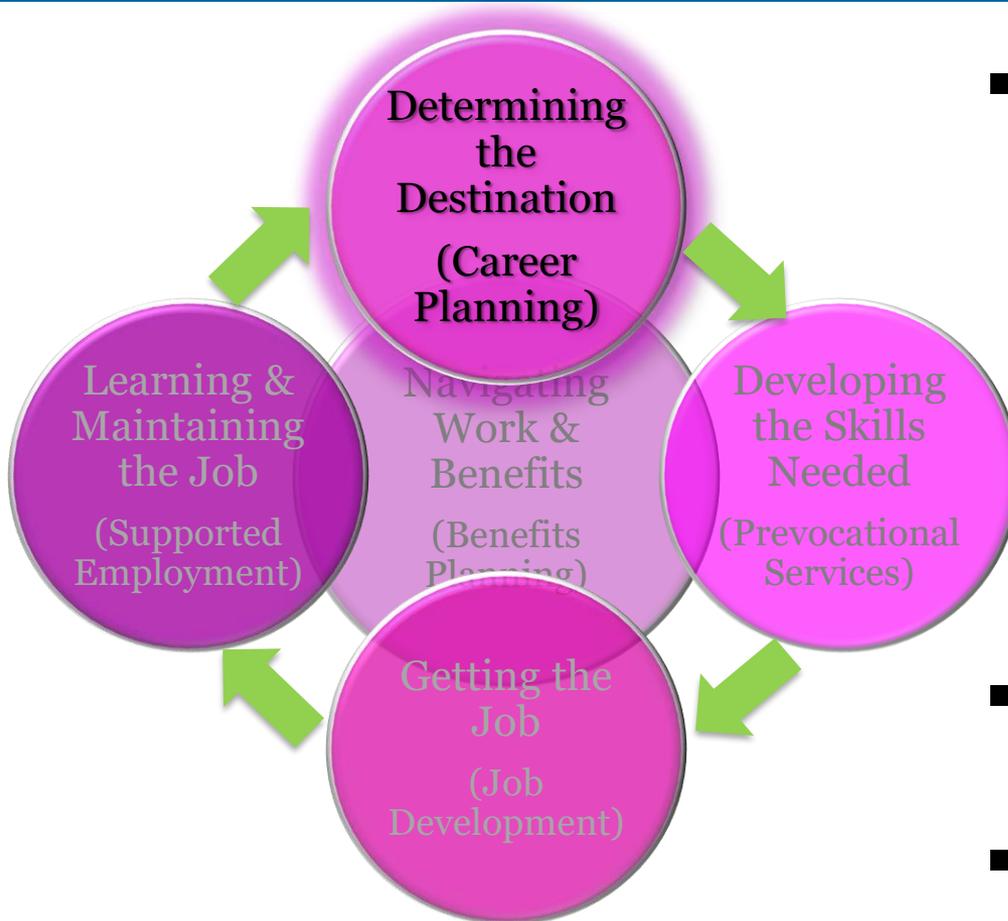
- 5 different employment services
  - Benefits Planning (H0038 SE)
  - Career Planning (T2019)
  - Prevocational Services (H2025)
  - Job Development (H0038)
  - Supported Employment (H2023)
- Available through 3 different waivers
  - Partnership for Hope Waiver (PfH)
  - Community Support Waiver (CSW)
  - Comprehensive Waiver

# Something to keep in mind...

- Not everyone will need each & every service
- Not everyone will progress through each of the services in the same manner.
- As with other services, employment service(s) are coordinated based upon an individual's assessed need



# Career Planning – T2019



- Identifying the goal based on
  - Interests
  - Abilities
  - Needed conditions
  - Support requirements
  - Observation and Discovery
- Figuring out how to get there
- Determining the next steps

# Career Planning – T2019



- Career Planning is limited to 240 units per plan year.
  - If needed, additional units can be requested with justification.
- Career Planning is very similar to VR's Discovery & Exploration service. Therefore must address why person is not using VR for this support.
- Not everyone will require Career Planning.



## Who makes a good candidate for this service?

- Someone on the fence about whether or not they want to work or could work, not wanting to commit, but appearing interested at times
- Someone wanting to work but maybe not ready – team needs more information on what skills need to be developed and career interests to make progress
- Someone wanting to work but not VR eligible, unable to access VR, or has already exhausted VR services.

## How to request – what must be included in ISP?

- Statement of availability/unavailability of VR funding
  - Uncertainty of readiness for employment
  - Ineligible or Inappropriate for VR funding
    - Not a good fit for VR
    - Already exhausted VR funding for this service
- Goal/Outcome – how does this service assist this individual with achieving that outcome?
- Alignment with service definition – make sure what you are requesting fits within the service definition
  - Unit request within service limit
  - Support provided allowed within service definition
  - Support provided matches intent of service

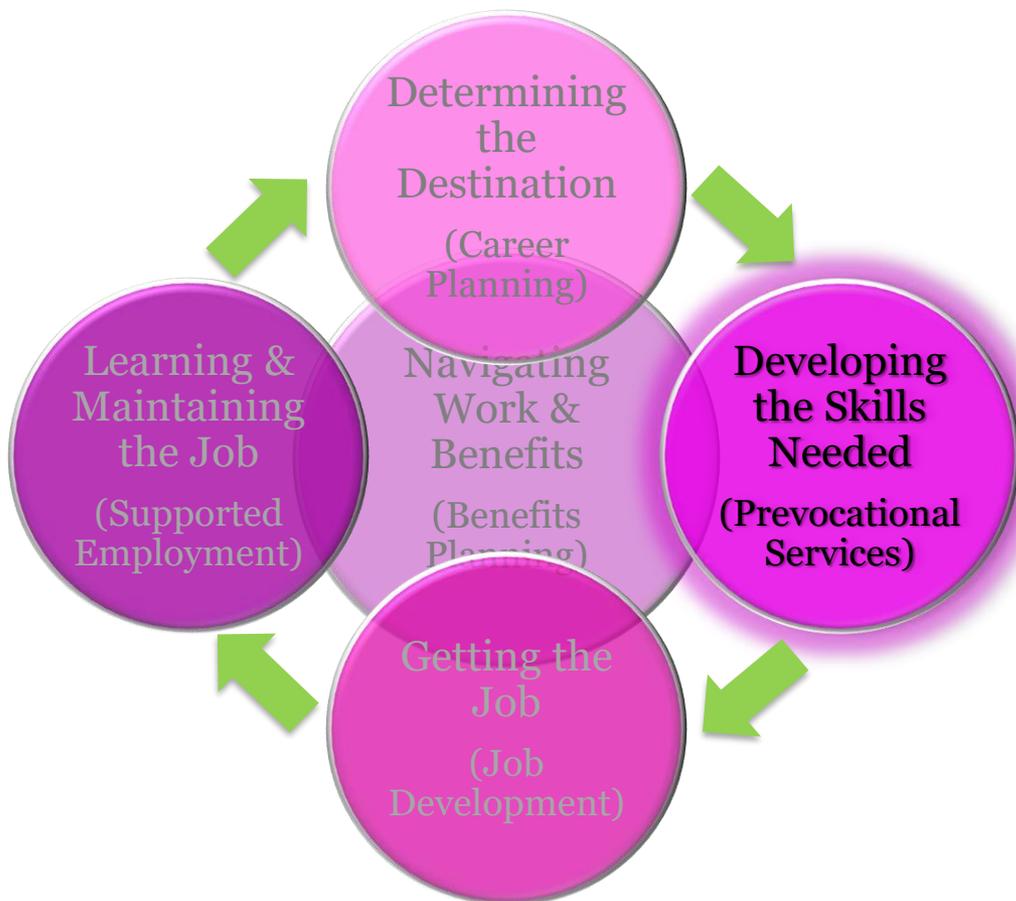
## Outcome Requirement

Upon completion of Career Planning, the service provider must create a career plan/discovery profile to guide ongoing support needs which includes:

- An identified career path and profile including:
  - The individual's needs
  - Interests
  - Strengths
  - Natural supports
  - Characteristics of potential work environments
  
- A plan specifying actions necessary to achieve the individual's career goals

# Prevocational Services

## H2025



Developing the universal workplace behaviors/traits needed to succeed in any type of employment

- Limited to 2,080 units/plan year
- Focus is on developing those **non job-specific skills needed for all employment** (interpersonal, decision-making, work ethic, etc.)
- Can be provided 1:1 or in small groups (1:4)

# Prevocational Services

## H2025



- Can only be authorized to develop general universal work place behaviors needed for any & all types of jobs – **cannot be used for the purpose of developing job task specific skills only.**
  - Those needing assistance with developing job task specific skills will have to look towards outside sources such as Higher Education, VR or the Job Centers.
- Must adhere to DOL's regulations.
- Currently limited to 2080 units/plan year.
  - If needed, additional units can be requested with justification
- Not everyone will require Prevocational Services.

# Prevocational Services

## H2025



## Who makes a good candidate for this service?

- Someone who needs support in developing the general universal “expanded habilitative” workplace behaviors to be employed (soft skills)
  - May have determined these skills require development or refinement through some sort of formal assessment process such as VR’s Discovery & Exploration process, waiver funded Career Planning, or IEP process
  - Planning team may feel strongly that these skills require development or refinement due to other experiences
- Individuals currently receiving waiver funded Job Development or VR services, but needing to refine their skills in order to maximize their independence
- Individuals transitioning from a congregate setting and needing to refine skills in order to be more successful

# Prevocational Services

## H2025



## How to request – what must be included in ISP?

- Evidence that the individual is not ready for employment
  - What skill(s) are lacking
  - How does this impede the individual
  - What process was it determined that this person is not ready for employment
- Goal/Outcome – how does this service assist this individual with achieving that outcome?
  - What is the desired behavior, what is the desired threshold/frequency of the behavior
- Alignment with service definition – make sure what you are requesting fits within the service definition
  - Unit request within service limit
  - Support provided allowed within service definition
  - Support provided matches intent of service
  - Skills to be developed must be generic workplace behaviors – cannot purchase this service to work on job-specific skills.

# Prevocational Services

## H2025



## Outcome Requirement

Service providers are expected to create a monthly plan to include:

- Progress on skill acquisition
- Ongoing development needed to be prepared for employment

# Job Development – H0038



## Getting the help needed to get the job

- Limited to 240 units
- Focused on securing **individual** employment in integrated settings making at least minimum wage
- Looking at jobs that match the person's interests, abilities, & needed conditions

# Job Development – H0038



- Job Development is limited to 240 units per plan year.
  - If needed, additional units can be requested with justification.
- Job Development is offered through VR as well. Therefore must address why person is not using VR for this support.
- Not everyone will require Job Development.

## Who makes a good candidate for this service?

- Someone who wants a job but is not eligible for VR, unable to access VR, or has already exhausted VR services.
- Someone who needs support with contacting potential employers, assistance with job interviewing and completing the application process.
- Someone who clearly knows what jobs would make a good job match for him/her
  - Job aligns with current interests
  - Job aligns with current abilities
  - Job meets specific conditions individual needs
- Someone who needs a “customized” approach to employment.
- Someone currently participating in Career Planning &/or Prevocational Services and it is already known that VR is not able to fund support needed to get a job.

# Job Development – H0038

## How to request – what must be included in ISP?

- Statement of availability/unavailability of VR funding
  - Ineligible for VR funding
  - Not an appropriate VR referral
  - Already exhausted VR funding for this service
  
- Goal/Outcome – how does this service assist this individual with achieving that outcome?
  
- Alignment with service definition – make sure what you are requesting fits within the service definition
  - Unit request within service limit
  - Support provided allowed within service definition
  - Support provided matches intent of service

## Outcome Requirement

Upon completion of service, provider is responsible for creating a completed job retention plan to guide ongoing support needs and includes the following:

- Outline of job title, wages, and projected average number of hours to be worked each week
- Implementation strategies for paid/natural supports regarding unmet needs (i.e. personal assistance, transportation, skill acquisition, employment onboarding, workplace integration, etc.)

# Supported Employment H2023



Assistance needed to learn, perform & maintain the job

- Soft skills
- Hard skills (job specific tasks)
- As much or as little needed for as long as justified; fading is expected unless supporting documentation
- Development of natural supports, including assistive technology
- Managing & reporting earnings to Social Security and Medicaid
- 1:1 or in small groups (1:4)

# Supported Employment H2023



- Supported Employment is offered through VR as well. Therefore must address why person is not using VR for this support.
- Not everyone will require Supported Employment.
- If someone only requires protective oversight or non-work-related supports, this can be provided by other services

# Supported Employment H2023



## Who makes a good candidate for this service?

- Someone who is employed & has a waiver slot
- Someone who has a waiver slot & is seeking employment with VR's assistance but needing long term retention services after VR has ended support
- Someone who is receiving funding for Career Planning, Prevocational Services, &/or Job Development
  - Can request up to 480 units of Supported Employment
- Someone who wants to use the Job Center's WIOA Youth Program to develop skills for employment while earning a paycheck, but needs coaching support above what this program provides
- Someone who wants to use Group Supported Employment as a transitional training opportunity, or a stepping-stone, to work on developing workplace behaviors & job specific skills needed for employment while earning a paycheck

# Supported Employment H2023



## How to request – what must be included in ISP?

- Statement of availability/unavailability of VR funding
  - Ineligible for VR funding
  - Not a good fit for VR
  - Already exhausted VR funding for this service
  - Service not available under VR
    - VR does not fund long-term supports – i.e. retention supports
    - VR does not fund temporary employment
    - VR does not fund group Supported Employment
- Goal/Outcome – how does this service assist this individual with achieving that outcome?
- Alignment with service definition – make sure what you are requesting fits within the service definition
  - Support provided allowed within service definition
  - Support provided matches intent of service
  - Statement of how natural supports will be developed & paid supports faded
  - Statement of what support is needed – how will job coach be helping individual
    - What skills will job coach be helping to develop & how

# Supported Employment H2023



## Outcome Requirement

Service providers are expected to complete a monthly retention plan that includes:

- Description of the results of the professional observation and assessment of the individual and the needed paid/unpaid supports to sustain employment
- A Summary of implementation strategies to maximize employment, independence, natural supports, job performance, and identified potential risk(s) associated with reduction of paid supports.

# Benefits Planning

## H0038 SE



Designed to assist a person with making an informed decision about how much they can work (earn) and provide assistance utilizing work incentives to become more self-sufficient

# Benefits Planning

## H0038 SE



- Benefits Planning is provided by WIPA projects. Therefore must address why person is not using WIPA for this support.
- Not everyone will require Benefits Planning.
- Limited to 60 units per plan year.
  - If needed, additional units can be requested with justification
- Not appropriate for individuals who are **not** exploring, seeking, maintaining, or advancing in employment.
- Not appropriate for someone to simply report monthly earnings to Social Security &/or Family Support Division

# Benefits Planning H0038 SE



## Who makes a good candidate for this service?

- Someone who is interested in exploring work or may be participating in Prevocational Services.
  - Key here is that the individual does not have a specific job that they are actively taking steps to pursue (i.e. completing job seeking activities)
- Someone who has Medicaid but not a cash benefit through Social Security (SSI, SSDI, parent's benefit)
  - Must also be exploring work, seeking work, currently working, or considering advancement

# Benefits Planning H0038 SE



## How to request – what must be included in ISP?

- Statement of availability/unavailability of WIPA services
  - WIPA services not available, accessible or applicable
    - Individual has Medicaid but not Social Security (SSI, SSDI, parent's benefit)
    - Someone interested in exploring work or participating in Prevocational Services, but does not have a specific job that they are actively taking steps to pursue (i.e. completing job seeking activities)
    - WIPA provider referred them to waiver funded Benefits Planning Service
- Goal/Outcome – how does this service assist this individual with achieving that outcome?
- Alignment with service definition – make sure what you are requesting fits within the service definition
  - Unit request within service definition
  - Support provided allowed within service definition
  - Support provided matches intent of service

## Outcome Requirement

Upon benefits planning assistance being provided to the individual, a *Benefits Summary & Analysis (BSA)* should be completed providing more details regarding one's financial/work goals and steps needed to achieve that outcome.

This may also include a *Work Incentive Plan (WIP)* indicating how work incentives will be used to achieve financial/work goal.

# Where to go for more assistance



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