

VA DARS CE Updates

VA CE Development & Training Projects

Core Actives and Actions

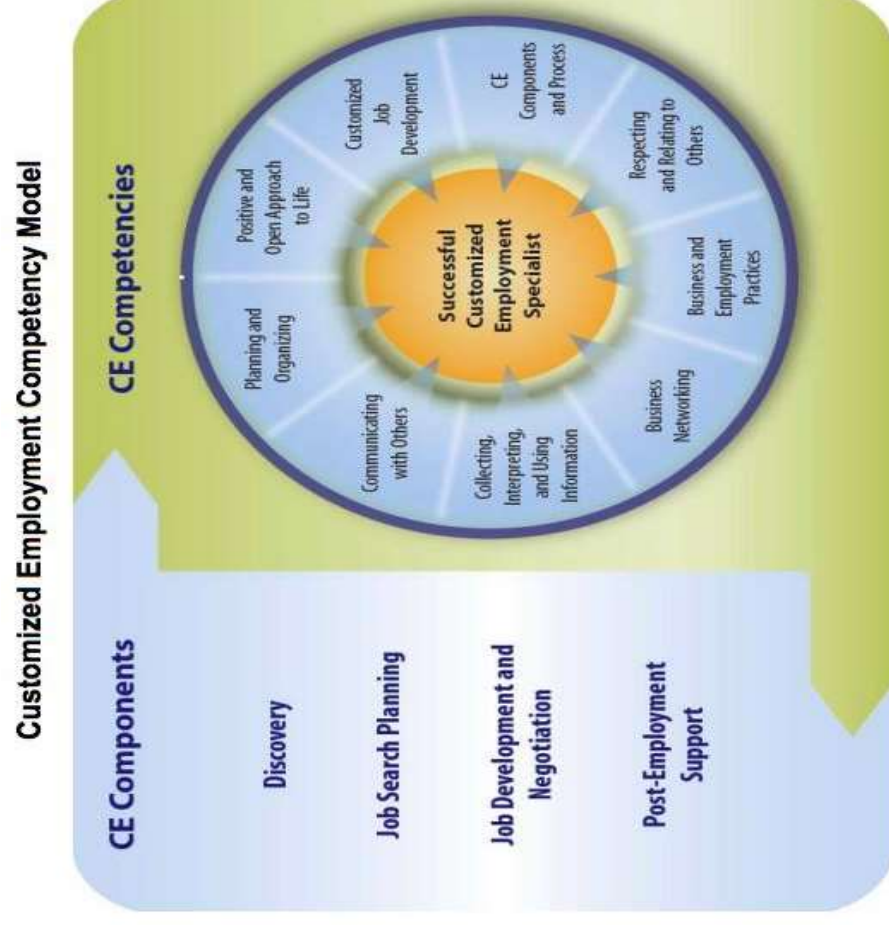
Partnering with Griffin-Hammis Associates, LLC to train providers and stakeholders, implement technical assistance, develop leadership and shared vision for impactful systems change and Customized Employment Service Development

2017-2019 Develop capacity and implementing CE on limited basis with DARS approved CE providers

2020 Additional training & development projects begin

Enhancement and expansion of capacity and services emphasizing quality, fidelity, systems alignment, scalability, and sustainability

Competency Model Perspective



Some Outputs

Approx. 150 providers and 135 certified to date via training development

- 28 ESO started at different approved

- 19 new certified virtual training as vendors completing assignments

Customized Employment – Project Updates

- Central Office technical assistance & support provided by with coordinated interagency leadership team and contractor GHA 2020-present
- Enhancement and expansion focusing on development of wide polices, services, and effective practices will focus on systems transformation, capacity, sustainability. Emphasis quality and fidelity- thus pace of development is strategically measured.
 - Development of CE virtual and hybrid strategies
 - CE for VRC 3 part series Feb, March, April
 - CE statewide Community of practice March
 - Mentoring for CE providers and ESO leadership in March
 - Exploring Customized Self-employment approaches
 - Fidelity scale training (date TBD)

CE Statewide Community of Practice

- A statewide CE CoP is being formed and scheduled to be meeting in March.
- The CoP will provide a forum to foster open communication between agency staff and ESOs; identify opportunities for collaboration; address challenges and barriers; and create opportunities for shared learning via topical trainings and technical guidance on case studies.
- Initial participants include state agency representatives, leadership and staff, and other invited stakeholders.

VA DARS CE Policy and Model Framework

- DARS has been researching and collaborating with GHA to develop policy, milestones model, and rate structure that is informed based on what has proven effective in other states.
- Considerations include vendor requirements, the level of detail and scope of policy as well as the pragmatic details such as tools and forms, rates, and the breakdown of milestone phases and expected deliverables

VA DARS Customized Employment- The Five Phases

Procedure Code	Procedure Description	SRM Description
CEPhase1	CE Consultation and Service Identification meeting (4 Hours)	Completed intake, Roles and Responsibilities agreement, and Initial Discovery Action Plan completed
CEPhase2	Complete the Discovery Process (30 Hours)	Completed Discovery Staging Record (Stages 5), which serves as evidence of the process. stage five (Vocational Profile) must use a narrative format and may be augmented by digital photos.
CEPhase3	Customized Employment Planning (8 Hours)	CE Job Development Plan that includes a list 10-20 specific local businesses (or business contacts) aligned with each vocational theme (DSG Stage 6). Includes supplemental (detailed list of initial tasks, assignments, and directions) for team members.
CEPhase4	Customized Job Development and Negotiation (35 Hours)	Customized Job Proposal/Description CIE placement consistent with the client's id conditions for employment (including pay, h benefits, etc.) Documentation of On-going Support Needs t explored or addressed upon employment
CEPhase5	Customized Employment Job Supports (30 Hours)	Intensive on-site supports are implemented assist the client in new employee orientation learning the assigned job tasks, implementing needed accommodations, addressing workp behaviors, employer expectations and interpersonal skills.

DARS Policy and Payment Structure

What to expect

- CE Services allow for in person and virtual approaches
- CE will be implemented as a comprehensive service
- Discovery will not be a standalone component
- Discovery is not an assessment activity
- Policy and milestones guidelines include all essential elements
- CE Milestones include CE Service Planning, Discovery, CE meeting, CE job development, CE placement and negotiation
- Each phase has associated deliverables (ex. Discovery Service Record, CE Job Development Plan, Visual Resume, Customer Proposal, CE Job/Task Analysis Form and Systematic Interviewing, etc..)



Virtual CE job
development



CE Discovery
virtual

What to expect continued

- CE will allow for the use of other wrap-around paid and unpaid supports such as
 - WISA Services
 - Therapeutic Behavior Supports
 - Community Support Services
 - Employment Supports for paid and unpaid work experiences
 - Assistive Technology Evaluation, equipment and training
- VRCs are receiving training on CE along with TA f Office staff to ensure they are knowledgeable and to manage and monitor the provision of quality CE

Who is customized employment for?

The principles of Customized Employment can be applied to any job seeker.

In Virginia, the partnership between DBHDS and DARS in implementing Customized Employment has focused on individuals with an ID/DD diagnosis.

Customized Employment is appropriate for individuals with the most significant disabilities who:

1. Require and meet criteria for supported employment services; and
2. Who, because of the nature and severity of their disability, are not likely to meet the competitive demands set by employers in existing job descriptions even with the provision of supports; and
3. Due to the nature and severity of their disability would not likely benefit from traditional supported employment services or have been unsuccessful in traditional supported employment services; and
4. Require employment that is individually negotiated to fit the individual's needs as well as employer market needs.

WHO Can Provide Customized Employment

- **ESO STAFF CERTIFIED THROUGH AN ACRE-APPROVED TRAINING PROGRAM**
 - ESO Staff should, upon receipt of an ACRE Certificate for Community Employment Services with an emphasis in Customized Employment from Griffin and Hammis (or another approved program) send a copy of the certificate to Dionca Coleman at Dionca.Coleman@dars.virginia.gov
- The certificate will be kept on file at DARS and will be used to approve authorizations.
- To find out if a training program is approved by ACRE contact the ESSP unit at DARS central office or go to <http://www.acreducators.org/find-training-providers>

ADDING CE TO YOUR (ESO) APPROVED SERVICES

- After the first ACRE Certificate is received from an ESO, ESO Services will be added to the ESOs rate sheet.
- Only staff who have an ACRE Certificate in Community Employment Services with an emphasis in Customized employment may provide Customized Employment Services.
- ESO Staff with an approved ACRE Certificate in CE should email a copy of the certificate to Dionca.Coleman@dars.virginia.gov

HOW ARE CE SERVICES AUTHORIZED ?

- STEP 1 Staffing with Central Office
 - VRC's should first consult with the CE Program Manager CE services are required
- Step 2 Service Planning and Discovery Authorizations
 - For this program year Authorizations **for individuals** will be done through the DARS Central Office ESSP Unit
 - Once the case has been staffed and approved an RFA for should be created and sent to Dionca Coleman at Dionca.Coleman@dars.virginia.gov

RFA Requirements for ESO

- Email requesting the authorization must be cc'd to the VR counselor.
- Include the following information (an RFA form is not required)
 - Individual's First and Last Name
 - Participant ID number
 - Requested Service Item code and description (CEPhase1 - Consultation and Service Identification meeting; CEPhase2 - Discovery)
 - DARS Provider (vendor) Number
 - Name of Employment Staff conducting the CE services
- When the RFA is received and approved by the VR counselor, the authorization will be created and sent to the ESO within 3 business days

Invoicing for services

- The invoice should be submitted directly to the local office for payment
- Do not submit invoices to the DARS Central Office ESSP unit
- The VR counselor must review and approve reports and invoices for payment

Invoices must contain the following information.

Provider Name	Client Name
Provider Number	Authorization N
Provider Address	Date service con
Service Provided with brief description	Hour Log
Provider Invoice Number	Include reports v summary of find reformatio next steps
Date of invoice	Name of staff pr service

***DARS Central Office will provide TA on relevant forms and tools to submit v invoices**