# Vocational Rehabilitation Services Manual C-1200: Supported Employment Services

Revised June 1, 2019

## C-1202: Assessment and Referral for Supported Employment

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### C-1202-3: Program Staff Responsibilities

The VR counselor:

* completes a comprehensive assessment of rehabilitation needs, including an evaluation of rehabilitation, career, and job needs;
* identifies, addresses, and documents any medical, psychological, or physical issues that could interfere with successful employment;
* completes the IPE in ReHabWorks, being sure to:
  + check the box option in ReHabWorks that the customer is eligible for and will receive SE services; and
  + include Extended Services, as listed in the IPE, as a comparable benefit;
* works with the benefits planning specialist to obtain a Benefits Planning Query (BPQ) from the Social Security Administration (SSA) for customers who have Social Security benefits, and:
  + shares this information with the SE provider as part of the referral packet; and
  + includes the information in the IPE; and
* coordinates the provision of Social Security work incentives such as a Plan to Achieve Self-Support (PASS) or Impairment-Related Work Expenses (IRWE).

In addition to the preliminary steps stated above, the VR counselor:

* coordinates the provision of Texas Department of State Health Services, Texas Health and Human Services (HHS), or managed care organization (MCO) funding for LTSS;
* leads the SE process, providing guidance and monitoring throughout to ensure successful employment for the customer;
* serves as the team lead for any VR staff—including the rehabilitation assistant (RA), and customer case coordinator (CCC)—who are assisting with the case;
* completes [VR1640, Referral for Supported Employment Services](https://twc.texas.gov/forms/index.html), and sends it to the provider to let the provider know whether any physical, cognitive, or emotional limitations related to employment exist that must be evaluated during the completion of the Supported Employment Assessment (SEA);
* initiates and leads the SEA review meeting, which takes place prior to the SESP Part 1 meeting, to determine whether:
  + an appropriate employment outcome for the customer can be achieved through SE services; or
  + no employment outcome will be pursued, requiring the identification of next steps that must take place;
* helps the employment services provider coordinate the SE service plan meeting, which is led by the customer and/or customer's representative, if any, ensuring that:
  + the customer's circle of support attends; and
  + VR1642, Supported Employment Services Plan – 1 (SESP-1) are completed by VR staff and accurately identify the interests, preferences, skills, job tasks, employment conditions, Extended Services (long-term support), and potential employers that will help determine the long-term placement goal for the customer;
* submits electronically completed VR1642 to the employment services provider (ESP) using encrypted email.

After placement is made, the VR counselor:

* monitors the customer's employment to ensure that 100 percent of nonnegotiable employment conditions, at least 50 percent of negotiable employment conditions, and at least one Targeted Job Task are maintained throughout the delivery of SE services;
* verifies that the Standards for Providers have been followed and all deliverables have been achieved prior to paying a provider;
* verifies that the Extended Services (long-term support) are in place and working prior to the achievement of Benchmark 5—Job Stability;
* leads the job stability meeting to evaluate the customer's employment placement for achievement of job stability;
* verifies that Extended Support remains in place and works effectively without the ESP providing direct services for 90 days prior to approving achievement and payment of Benchmark 6—Service Closure;
* documents the agreement on the extended period that is necessary for the customer to reach job stabilization in the customer's IPE, when a customer must participate in SE services for more than 24 months; and
* ensures that [VR3472, Contracted Service Modification Request](https://twc.texas.gov/forms/index.html), is completed following the policy in D-200: Purchasing Goods and Services whenever the SE benchmarks:
  + must be purchased more than once;
  + are not purchased due to changes in providers; and/or
  + must be extended beyond 24 months for a customer.

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## C-1203: Extended Supports and Medicaid Waivers

If the customer needs Extended Services and Supports provided by a Medicaid waiver provider, the Extended Services and Supports must be in place before the VR counselor starts the Supported Employment process.

For more information on Extended Services and Supports for youth with disabilities, see C-1300: Transition Services for Students and Youth with Disabilities.

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