




Title:	Post-Employment Services
Policy #:	80-VR-15
Legal Reference:	ORC 3304.15, OAC 3304-2-59, 34 CFR 361.5(c)42, 361.46, 361.48, 361.53 and 361.56;
Date:	October 23, 2017
Approved:	Kevin L. Miller, Executive Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	80-VR-11-06 (04/07/14)
History:	N/A
Review/ Implementation	Begin Review – 04/23/19 Implement Revisions By – 10/23/19

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code (ORC) §3304.15 which establishes the power and authority of the Opportunities for Ohioans with Disabilities (OOD) and its Executive Director to develop all necessary rules and policy in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to provide guidelines for Post-Employment Services (PES) to Vocational Rehabilitation (VR) applicants and/or eligible individuals in accordance with appropriate federal (e.g. Code of Federal Regulations [CFR]) and state law (i.e. Ohio Revised Code [ORC], Ohio Administrative Code [OAC]), Governor directives and executive orders, other governing agency (e.g. DAS, OBM) policy or guidance, and/or Executive Director expectations.

III. APPLICABILITY

This policy applies to VR Staff and VR Contractors.

IV. DEFINITIONS

Refer to “Vocational Rehabilitation Definitions” (80-VR-99.A).

V. POLICY

A. General

1. Opportunities for Ohioans with Disabilities (OOD) shall provide information to individuals and if applicable, their parent or legal guardian, throughout the VR process as required by law (e.g. rights and duties). This information shall be provided, in writing, and when appropriate, in the individual’s native language or through the appropriate mode of communication.

2. AWARE shall be updated with pertinent conversations, recommendations, justifications, approvals and/or other actions taken in relation to this policy and subsequent procedures. If supervisory or management approval is required during the VR process, the supervisor or manager shall document their approval in AWARE. If written approval is received from a supervisor or manager it shall be added to AWARE.
3. If any OOD Staff are a Certified Rehabilitation Counselor (CRC-certified) and will be directly involved with an individual's case, he/she shall complete the "Professional Disclosure Statement" (80-VR-01.E).
 - a. VR Staff or VR Contractors who are not a Certified Rehabilitation Counselor (CRC) are exempt from this requirement.
 - b. Once completed, the "Professional Disclosure Statement" shall be reviewed and signed by the individual and, if applicable, his/her parent or legal guardian, and the CRC-certified VR Staff or VR Contractor.
 - i. Once signed, the statement shall be scanned into the AWARE Participant Module, as a Case Note, with the category "Professional Disclosure Statement" and summary title "Signed."
4. The decision to approve a post-employment services plan is a non-delegable function that can only be performed by Qualified Rehabilitation Personnel (QRP) and shall be completed in a timely manner.

B. Criteria for Post-employment Services

1. Post-employment services (PES) shall be:
 - a. limited in scope;
 - b. limited in duration;
 - c. related to the individual's disabling condition(s) in the most recently closed "Rehabilitated" case in AWARE; and
 - d. necessary to maintain, regain, or advance in employment.
2. To determine appropriateness for PES, an assessment of changes to the individual's functional limitations, related to the original disabling conditions and employment shall be completed.
3. PES may be provided to individuals who received supported employment services when their extended services provider is unable to provide the services.
4. In the instance that the criteria for PES is not met, the opportunity to apply for services may be offered.

C. Implementing Post-Employment Services

1. Once it has been determined that an individual meets the established criteria for receiving PES, the need for services shall be justified on the PES page in AWARE.

2. The PES plan shall be fully completed by working with the individual to document services that are needed, cost of services, comparable benefits and timelines.
3. The PES is considered a clone to the IPE and is thus considered a non-delegable function.

D. Closing a Case After Completion of Post-Employment Services

1. A PES case shall be closed when:
 - a. the individual has obtained the objectives outlined in the PES plan; or
 - b. a determination that the individual needs services which exceed the scope and duration requirements permitted for PES;
 - c. the individual is no longer available;
 - d. the individual decides he/she no longer needs services;
 - e. the individual is no longer cooperating.

E. Violation

An employee who violates this policy may be subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

- N/A

RESOURCES

- Procedures subsequently issued under this policy.

REVIEW

It is the responsibility of the Deputy Director, or designee, to review this policy, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director or designee shall document the review as required in "Policy and Procedure Development, Review, Dissemination and Acknowledgement" (10-ADM-01).