




Title:	Post-Employment Services
Procedure #:	80-VR-15-01
Policy Reference:	80-VR-15 Post-Employment Services
Legal Reference:	OAC 3304-2-59; 34 CFR 361.5(b)42, 361.46, 361.48, 361.53 and 361.56
Effective Date:	October 23, 2017
Approved:	Kevin L. Miller, Executive Director 
Origin:	The Bureau of Vocational Rehabilitation Services 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. PURPOSE

The purpose of this procedure is to provide direction for providing 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.

Refer to the AWARE Manual for more detailed instructions regarding the management of cases in AWARE.

II. APPLICABILITY

This procedure applies to VR Staff and VR Contractors.

III. DEFINITIONS

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

IV. PROCEDURES

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.

3. AWARE shall be updated with pertinent conversations, recommendations, justifications, approvals and/or other actions taken in relation to this procedure. 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.
4. 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."
5. 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.
6. At any point in this process, if VR Staff or VR Contractor determines that Post-Employment Services (PES) are not appropriate, the individual shall be informed that he/she can re-apply by completing the "Participant Information/Application for Vocational Rehabilitation Services" (80-VR-01.A) form (Refer to the "Application and Intake" [80-VR-01 and 80-VR-01-01] policy and procedure).

B. Criteria for Post-Employment Services

1. Post-employment services (PES) shall be:
 - a. limited in scope, which means that services will be basic and not at a complex or comprehensive level;
 - b. limited in duration, which means services are not expected to last longer than six (6) months; and
 - c. related to the individual's disabling condition(s) in the most recently closed "Rehabilitated" case in AWARE.
 - i. The closure must have occurred within the last five (5) years.
 - ii. The case must be available in AWARE.
 - d. necessary to assist the individual to maintain the achievement of their employment outcome as listed on their IPE at the time of case closure either by:

- i. maintaining current employment (e.g. employment is jeopardized because of conflicts with supervisors or co-workers and the need for mental health services and counseling are necessary to maintain the employment, or the requirement of assistive technology to maintain employment);
 - ii. regaining employment (e.g. the job is eliminated through reorganization and new placement services are needed); or
 - iii. advancing in employment (e.g. due to the individual's functional limitations, he/she requires assistance obtaining an increase in work hours or wages).
2. To determine if the individual is an appropriate candidate for PES, VR Staff or VR Contractors should proceed as detailed below.
 - a. Obtain and assess updated information regarding changes in functional limitations as they relate to the original disabling conditions and employment, if appropriate.
 - i. VR Staff or VR Contractor may utilize observation, information provided by the individual, the employer, and/or available documentation (e.g. performance evaluations, updated medical information).
 - a) VR Staff or VR Contractor shall complete a new signed "Consent to Obtain and Release Information" (80-VR-01-01.E) form from the individual, prior to contacting a current or potential employer.
3. Individuals who received supported employment services may also meet criteria for PES if their extended services provider is unable to provide the specific PES.
 - a. In situations of under-employment or when extensive training is required, VR Staff or VR Contractor shall recommend the individual or, if applicable, his/her parent or legal guardian complete the "Participant Information/Application for Vocational Rehabilitation Services" (80-VR-01.A) form to re-apply for VR services.
4. If it is determined that the individual does not meet the criteria for PES, VR Staff or VR Contractor shall, if appropriate, recommend the individual and/or, if applicable, his/her parent or legal guardian, complete the "Participant Information/Application for Vocational Rehabilitation Services" (80-VR-01.A) form to re-apply for VR services.

C. Implementing Post-Employment Services

1. Once it has been determined that an individual is appropriate for PES, VR Staff or VR Contractor shall create a post-employment plan by fully completing all fields within the PES page in AWARE.
 - a. The completion of the PES page in AWARE meets the requirement to provide these services under a cloned IPE, therefore a re-determination of eligibility is not necessary.
 - i. VR Staff or VR Contractor shall use the "Why are specific post employment services necessary," section on the PES page to clearly justify the need for PES.
 - b. PES are subject to the same requirements as any other VR service (refer to "Vocational Rehabilitation Services" [80-VR-11]).

2. When completing the appropriate fields on the PES page in AWARE for a post-employment plan, VR Staff or VR Contractor shall work with the individual as detailed below.
 - a. Determine what PES services are needed.
 - b. Ensure services shall be delivered in the most appropriate integrated setting possible and shall be consistent with the "Informed Choice" (80-VR-07 and 80-VR-07-01).
 - i. VR Staff or VR Contractor shall document informed choice in AWARE.
 - c. Determine the estimated cost of services and the individual's contribution.
 - d. Determine the availability of comparable benefits.
 - e. Determine the estimated time period for services.
3. Because the post-employment plan is considered a clone to the IPE, it is a non-delegable function. VR Staff or VR Contractor shall complete the appropriate fields on the PES page and follow the review and approval direction in the "Individualized Plan for Employment" (80-VR-08-01).
 - a. A separate "Clone Plan Justification" AWARE Case Note is not required.
 - b. Naming conventions listed in IPE (80-VR-08-01) shall be converted to "PES Plan" when referring to post-employment services.
 - c. VR Staff or VR Contractors shall not authorize or provide services until all required signatures and dates have been placed on the post-employment plan.

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

1. VR Staff or VR Contractor may close a case in Post-Employment as described below.
 - a. The individual has achieved the VR objectives as outlined on the PES plan, and has maintained, regained, or advanced in employment.
 - b. A determination is made that the VR services, listed in the PES plan, exceed the limited scope and duration permitted during PES (i.e. a progression of the condition or situation).
 - i. In these instances, VR Staff or VR Contractor may recommend that the individual and/or, if applicable, his/her parent or legal guardian, complete the "Participant Information/Application for Vocational Rehabilitation Services" (80-VR-01.A) form to re-apply for VR services.
 - c. The individual is no longer available.
 - d. The individual decides he/she no longer need services.
 - e. The individual is no longer cooperating.
2. VR Staff or VR Contractor shall complete the items listed below when closing a PES case.

- a. Provide the opportunity for counseling and guidance with the individual and, if applicable, his/her parent or legal guardian to inform him/her that the PES case is being closed and why it is being closed.
 - i. VR Staff or VR Contractor shall document the counseling and guidance discussion in the closure outcome narrative field on the PES page in AWARE.
 - b. Refer the individual to local resources, if appropriate.
 - c. Ensure that all outstanding invoices are in the process or have been processed for payment, all authorizations are in process or have been cancelled (i.e. closed) after entry of a final payment(s) and all payments have been released. Refer to “Accounts Payable (40-FIN-02) and “Submission, Review, and the Payment of Case Services Invoices” (40-FIN-02-02).
 - i. Outstanding invoices will not prevent case closure in AWARE, therefore, in extenuating circumstances an authorization may remain open and paid post-closure.
 - d. Complete the appropriate closure fields on the PES page in AWARE.
 - i. VR Contractors may not finalize a case closure (which requires a closure date to be entered on the PES page in AWARE) as it is a non-delegable function (refer to 3. below).
 - e. VR Staff or VR Contractor shall select one of the following closure codes on the PES page in AWARE:
 - i. Closed unemployed, opening a new VR case;
 - ii. Lost Job, no further services at this time; or
 - iii. Maintained/regained/or advancement in employment;
3. Closures Handled by VR Contractors
- a. Since closing a case in AWARE is a non-delegable function that can only be performed by Qualified Rehabilitation Professional (QRP) the items below shall be followed by VR Contractors and VR Contract Liaisons.
 - i. VR Contractors shall, after completion of the appropriate fields in the PES page in AWARE, create an “Activity Due” in AWARE.
 - ii. VR Contract Liaisons shall approve the closure of the case by entering a closure date on the PES page in AWARE and then complete the task.
4. Once the case has been closed in AWARE, VR Staff or VR Contractors shall send the individual and if applicable, his/her parent or legal guardian the “Post-Employment Closure Letter” (80-VR-15-01.A).

E. Violation

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

FORMS AND ATTACHMENTS

- 80-VR-15-01.A Post-Employment Closure Letter

RESOURCES

- 80-VR-01 – Application and Intake policy
- 80-VR-01.A – Participant Information/Application for Vocational Rehabilitation Services
- 80-VR-01-01 – Application and Intake procedure
- 80-VR-01-01.E – Consent to Obtain and Release Information
- 80-VR-07 – Informed Choice policy
- 80-VR-07-01 – Informed Choice procedure
- 80-VR-11 – Vocational Rehabilitation Services policy
- 80-VR-08-01 Individualized Plan for Employment procedure
- 80-VR-02-01 - Case Closure procedure
- OOD AWARE Manual

REVIEW

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