

# SERVICE PROVISION

## TRAINING

After OVR's Individualized Plan for Employment (IPE) has been written, it's time to begin seeking a fitting job with the student. Based on information learned with students in their evaluations, the employment coordinator will work with employers and students to develop and negotiate personalized jobs. (The initial job development list for each student is included in his or her evaluation report.) The OVR Counselor will issue an authorization (EP-8) for *Monthly Training Services*.

The school is authorized to provide *Monthly Training Services* to the student once the IPE is written. *Monthly Training Services* cannot be authorized until the IPE is written. The IPE cannot be completed until the *Vocational Evaluation Report* is received by the OVR and the *IPE Planning Meeting* has occurred.

### Monthly Training Services

Following the completion of the <i>Vocational Evaluation Report</i> and <i>IPE Planning Meeting</i> , the employment coordinator is involved in the following flow of services:
<b>1. Initiating</b> job development beginning with the characteristics of a good job match learned during evaluation.
<b>2. Pursuing</b> more in-depth information on the targeted job through job analysis when a specific job seems likely to be a good fit for the student.
<b>3. Advocating</b> for the student and promoting his or her hiring.
<b>4. Providing</b> continuing support for the student including assessment (information to be gained by student's performance on the job), training (direct training for student or consultation with people who typically provide training), and help with job advancement within this or other businesses.

Each student is allocated 10 billable months of *Monthly Training Services*. Unused *Monthly Evaluation Services* months may also be rolled over into the available pool of billable months of *Monthly Training Services* were applicable. The total number of months of *Monthly Evaluation Services* and *Monthly Training Services* invoiced cannot exceed 20.

When developing jobs, the location of the student's home and transportation after graduation need to be considered. If the initial job is a great fit and consistent with the IPE goal, then a student may work in the same job through graduation. Or he or she may work in multiple jobs prior to graduation. The idea here is that the student, OVR Counselor, employment coordinator, and other interested parties are always learning and building upon information gained during evaluation.

## **Job Placement**

The desired end result or goal of the CBWTP is that the participating student will obtain post school paid employment (positive employment outcomes) in a job consistent with the IPE goal. Ideally, this will occur prior to the conclusion of training in the CBWTP. For CBWTP billing purposes the OVR considers a *Job Placement* as paid employment in a job consistent with the IPE goal after the student has exited school. It is perfectly acceptable for the student to obtain paid employment in the planned vocational goal prior to exiting school, but the school will not be able to invoice OVR for the *Job Placement* milestone until the student has exited school with the employment outcome. The employment coordinator will provide documentation of Job Placement to the OVR Counselor through the *Monthly Training Services Report* as well as the submitting the *Job Placement Note*.

## **Exit Interview**

The *Exit Interview* should be held near the end of *Monthly Training Services* prior to the student exiting school. This is an opportunity for the student, OVR Counselor, employment coordinator and other interested parties to discuss final steps in the CBWTP. Such steps would include updating contact information, reviewing the IPE, amending the IPE if necessary, and assuring referrals have been made to adult service providers as necessary. The *Exit Interview Note*, completed by the employment coordinator and submitted to the OVR Counselor, captures relevant information discussed during this meeting.

## **Employment Follow-Up**

Employment coordinators are expected to provide *Employment Follow-up* to students upon exiting school with a *Job Placement*. *Employment Follow-up* services are designed to assist students with finalizing natural supports and troubleshooting issues that may arise in the first 60 days after exiting school to ensure that the student maintains employment. The amount of individual time needed for Employment Follow-up to occur will be unique to each student who participates in the program. During this time, it should not be necessary for the employment coordinator to spend the majority of the student's workday on the job site. Instead, the employment coordinator should be able to periodically check on the student in order to troubleshoot issues or offer other assistance.