Service Descriptions for
Vocational Rehabilitation Providers

South Dakota
Division of Rehabilitation Services &
Service to the Blind and Visually Impaired

This document identifies the descriptions and guidelines of services commonly used by the local Division of Rehabilitation (DRS) and Service to the Blind and Visually Impaired (SBVI) offices. This document is released to providers for guidance in services commonly purchased by DRS and SBVI offices.

Effective July 1, 2009

Revised May 17, 2017

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VOCATIONAL EVALUATION SERVICES

"Vocational evaluation" is an appraisal of an individual's capability. It includes assessing patterns of appropriate work behavior, the individual's ability to acquire occupational skills and providing services enabling an individual to select an appropriate vocational goal. It is a planned and systematic sequence of vocational assessments, which uses reliable and valid instruments developed for the individual's type and degree of disability.

Vocational evaluations are categorized into three categories types; Comprehensive, Limited and Situational Evaluation. These evaluations can be utilized individually or in combination with each other for a more complete assessment of the client's capabilities. The selection and type of evaluation utilized should be based upon the client's needs and the necessity to obtain vocational information. The counselor and client should select which evaluation categories to use based upon what questions need to be answered by a vocational evaluation.

Components of a Comprehensive and Limited Vocational Evaluation

Evaluation Component	Minimum Requirements of a Comprehensive Evaluation	Minimum Requirements of a Limited Evaluation
Aptitude testing	**A**	**A**
Achievement/verbal testing	**A**	**A**
Personality/Emotional testing	**A**	**A**
Interest testing	**A**	**A**
Work sampling	**A**	**B**
Specific occupational testing	**A**	**B**
Career guidance/exploration	**A**	**C**
Job seeking skills evaluation	**B or C**	**B or C**
Cognitive testing	**A**	**A**
Perceptual/Sensory testing	**A**	**A**
Work history explored & compiled	**C**	**C**
Physical capacities assessed	**A**	**A**
Motor dexterity skills	**A**	**A**
Transportation assessed	**B or C**	**B or C**

A = Commercial tests could include Valpar, Views, McCarron Dial, other commercial testing tools, or evaluations from a specialist such as physical therapist and occupational therapist.
B = In-house test/forms designed by the provider
C = Area assessed by interviewing the client and/or other key people

COMPREHENSIVE VOCATIONAL EVALUATION

The Comprehensive Vocational Evaluation must utilize at a MINIMUM 11 of the 14 components listed above. This evaluation is provided one-to-one with the client and involves approximately 30 to 40 hours of the client's time.

LIMITED VOCATIONAL EVALUATION

The Limited Vocational Evaluation must utilize at a MINIMUM 5 and a MAXIMUM 10 of the 14 following components listed above. The evaluation is provided on-to-one with the client and involves approximately 15 to 20 hours of client's time.

EMPLOYMENT SKILLS TRAINING

Employment Skills Training is the provision of training in preparation for competitive, integrated community employment. The training is individualized based upon the person's unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice. The training typically is no longer than 12 weeks in length, unless approval for additional time in training is approved by the District Supervisor or the Division Assistant Director. The Employment Skills Training must have measurable objectives and outcomes from the training program. This service MUST include job preparation classes or instruction. Individuals should receive training on interviewing for jobs, completing applications and other job seeking skills. This portion of the service differentiates it from Work Adjustment Training defined above. Providers of this service need to have their program approved by the State Office. Full-time is a minimum of 30 training hours per week. If 30 hours is not possible, the service should be pro-rated to half-time.

PRE-EMPLOYMENT CLASS

As part of a comprehensive assessment, pre-employment class is a job preparation class or instruction to assist the client in preparing for future employment. It may include but should not be limited to training on interviewing techniques, filling out job applications, completing a resume, obtaining references, encouraging job preparation activities such as volunteering, mentoring, job shadow experiences and completing interest and aptitude testing. It can be done on a one-to-one basis or as part of an employment class or group. It is done without the Employment Skills Training and is billed on an hourly basis by the provider.

JOB PLACEMENT SERVICES

Job placement services include assisting the client in finding employment at minimum wage or above and in integrated employment setting. The service can include orientating the client to the job demands and informing the employer about the client's abilities and special needs. Placement services will consist of a maximum of 25 hours of job placement related activities per job placement package authorization or successful placement of the client into employment. The following service components are all considered components of a job placement package, but the scope of services must be individualized to best assist the client to obtain employment. The counselor and client should identify which of the following placement services are needed to obtain employment. The provider should individualize the placement services based upon these needs.

Scope of Placement Services

A. Collaboration with employment services and other organizations involved in manpower assistance.
B. Employer contact and job development.
C. Task analysis and job restructuring.
D. Study and interpretation of employment trends and economic forecasting.
E. Individual and group instruction in job seeking skills, identification of current and potential job openings and development of a job seeking plan.
F. Individual and group counseling on job retention skills.

G. Personal assistance in conducting job interviews.
H. Consulting and advising on job adjustment and/or client/employer conflicts.

There should be a periodic review of the job seeking plan and related job placement services. A written report should be furnished to the rehabilitation counselor on a monthly basis, including an itemized description of services, date of service, time spent providing services and a summary of services with future recommendations.

***** Successful Placement**

The fee rate for a successful placement will be paid to the provider after the individual placed has worked a minimum of "one work week" where the employment is integrated and at least minimum wage. This "one work week" will be based upon the average number of hours the individual will be working each week on a regular basis. Example: For an individual who was hired for a job that is 40 hours per week, this would mean they would be required to maintain employment for 40 hours before placement is paid. For an individual who was hired for a job that is 18 hours per week, this would mean they would be required to maintain employment for 18 hours before successful placement is paid. If the schedule varies, it will be based upon an average work week. For example, if the person is hired to work 15 to 20 hours per week, they would be required to work 17 hours before the placement is paid.

This incentive is paid only after the counselor has reviewed the placement. The counselor has the discretion regarding whether to pay when the placement is for "significantly" fewer hours than the stated employment goal on the Individualized Plan for Employment (IPE). For example, if a client stated a goal of 30 hours per week but the placement is for 15 hours per week, payment for the placement can be authorized by the counselor if the client expresses satisfaction with the placement. However, if the client still wants a 30 hour per week job, it is not considered that placement has occurred until that goal is reached, either with a new job at that number of hours, or with a second placement so that the total number of hours worked per week is satisfactory to the client. If the client continues to work at the job with fewer hours for more than 90 days, the counselor should further review the goal with the client and determine if they are in fact satisfied with the job and successful placement and closure can occur.

Job placements that are less than 10 hours per week and/or less than minimum wage must be reviewed by the SBVI or DRS Assistant Director and may be approved on a case by case basis.

Additionally, successful placement should be employment that is consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. The placement should also be in the most integrated setting possible, consistent with the individual's informed choice. This fee rate is not contingent upon the case being closed successfully rehabilitated.

***** Placed within 30 days Incentive**

An incentive will be paid if the individual is placed into employment within 30 days after the provider is notified to begin the job placement services. Counselors can approve an extension to the 30 days if there is reasonable cause. Reasonable cause would be from delays resulting from the client's ability to participate in the job placement activities. Delays because of the provider's availability to begin the placement service are not acceptable for an extension. Extensions should be based upon the number of days the client was not able to participate in the placement services.

The date of a written job offer or the client's first day of employment is counted for this incentive, rather than the first day after completion of the 1 work week as defined above. If a second job placement package with the same provider is authorized on the same individual after a first job placement package is unsuccessfully billed, the 30 day incentive does not apply and cannot be billed for. Additionally, if a client significantly changes their employment goal, the 30 day incentive "clock" can be restarted to the date that the new goal is formally changed by the client on his/her IPE. An example of this may occur when a client decides to change their goal from full-time sales associate to part-time day care provider, thus changing the focus of the job search.

***** Employed for 90 days**
An incentive will be paid if the individual placed maintains employment for 90 consecutive days. Successful 26 closure does NOT need to take place in order for this incentive to be paid.

***** Successful 26 closure**
An incentive will be paid if the individual placed maintains employment for 90 consecutive days and successful 26 closure takes place. District Supervisors can approve payment of this incentive under certain circumstances even when the case is not being immediately closed 26 by the counselor.

***** Wages Incentive**

- **Wages Incentive – Level I**
  A wage incentive will be paid if the individual's income, at the time of the 26 closure, meets or exceeds 40% above the State of South Dakota minimum hourly wage rate. This incentive is NOT paid at placement, only when the case is successfully closed.

- **Wage Incentive – Level II**
  A wage incentive will be paid if the individual's income, at the time of the 26 closure, meets or exceeds 60% above the State of South Dakota minimum hourly wage rate. This incentive is NOT paid at placement, only when the case is successfully closed.

NOTE: If client meets Level II wages, both Level I and Level II incentives will be paid.

***** Severe Disability Incentive**
This incentive will no longer be paid, effective immediately. It is replaced with the incentive described below.

*** **Social Security Recipient Incentive**
To assist Social Security recipients in increasing their hours and wages, a referral to a Benefits Specialist for benefit analysis and on-going education by the VR counselor should take place. This will allow for full understanding of the Social Security Administration (SSA) incentives and will serve to reduce dependency on benefits and improve the client's quality of life.

- **Social Security Recipient Incentive I**
  An incentive will be paid at the time of the 26 closure, if the client is a Social Security Recipient and is working at Trial Work Period (TWP) or higher. This incentive is NOT paid at placement, only when the case is successfully closed.

- **Social Security Recipient Incentive II**
  An incentive will be paid at the time of the 26 closure, if the client is a Social Security Recipient and working at Substantial Gainful Activity (SGA) or higher. This incentive is NOT paid at placement, only when the case is successfully closed.

NOTE: If the client is working at TWP AND working at SGA, both Incentives I and II will be paid. Also, providers may collect on both the Wage incentives and the SSA incentives. The above noted incentives will be paid ONLY if the individual is making minimum wage or above.

***** Placement into Enclaves**
A one-time job placement package is billable when an enclave is initially developed and the DRS/SBVI client authorized for placement services is the first successful placement in the enclave. The enclave must be integrated and the wages must be at minimum wage or above. Additional enclave placements will be at the current enclave rate.

***** Unsuccessful Placement**
The fee rate for an unsuccessful placement should be paid to the provider when they have completed 25 hours of job placement and the individual has not obtained employment that is consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. If individuals discontinue their job placement services prior to the end of the 25 hours, the provider can prorate these services. For cases of unsuccessful placement that cross fiscal years, billing by the provider should be done at the annual service rate in which the majority of the time was spent in providing the service.

Job Placement Services for Students with Disabilities

There are occasions where the Vocational Rehabilitation Counselor will purchase job placement services for students with disabilities while they are attending secondary education. This is most common when a student is not on an IEP or the student will be doing an employer paid work experience. If the student is on an IEP, then the school should be participating in Project Skills where the school is responsible for the job placement and job coaching.

Should job services be authorized by the hourly service rate or job placement package? If the student is in their final year of school and does not plan on continuing with any post-secondary training, then the job placement package and incentives should be authorized. If the student is not in their final year of school or will continue on with post-secondary education, then the hourly job placement services should be authorized.

JOB COACHING SERVICES

Job coaching services are time-limited services needed to support individuals with severe disabilities in employment. Skilled trainers (job coaches) provide these services. The length of services depends on individual needs but should be limited to six months unless the client is classified as a supported employment client on his/her IPE. If the client is classified as supported employment client, a maximum of 18 months of job coaching services can be purchased.

Job coaching is provided in one of the following manners:

- individual placement model (one job coach-one client),
- mobile crew model (one job coach with no more than eight clients)
- and enclave with industry model (one job coach with no more than eight clients)

The job coach should work with the employer to learn the job skills then begin training the client. Next the job coach begins training the client working one-on-one initially and gradually fading out as the client becomes more job proficient. Unless the client is working under a sub-minimum wage certificate, the client is paid the customary salary for the position.

Job coaching is purchased on an hourly basis when an individual placement model is used. When a mobile crew or enclave model is used the cost per client decreases depending upon the number of individuals being trained by one job coach. The rate would be divided by the number of clients receiving job coaching from the one provider. The VR Counselor can also authorize "Out-of-House Work Adjustment" on a weekly basis for enclaves or mobile crews. When determining job coaching hours needed and to be authorized, the VR Counselor will consider the provider staff recommendations, the job requirements, the skill level of the client and the severity of the disability. Approval by the counselor for job coaching services should not exceed a three month period.

EMPLOYMENT SERVICES

Employment Services are individualized services provided in an independent setting that enables the client to prepare, obtain and/or maintain their employment. Employment Services may also include services provided during a comprehensive assessment and are separate from Situational Assessment evaluation hours. The VR Counselor should be specific on the IPE regarding what services are being requested. These may include but are not limited to: assisting the individual with resume writing, interview skills, assistance with purchasing appropriate clothing for interviews, providing disability training to employers, on-on-one job preparation training, etc. These services are separate from the job placement activities which are covered under the Job Placement Package.

FOLLOW-ALONG SERVICES

Follow-Along Services are individualized services provided in an independent setting that enables the client to maintain their employment as this occur after placement has occurred. These services are necessary for monitoring the individual after starting a job. The length of services is based on the individual's needs to assure smooth transition into employment and may last up to 12 months, if necessary. If this service is needed for a longer period than 12 months, a referral must be made to a more appropriate long term funding source. Individuals receiving Home Community Based Services (HCBS) are already being funded for follow-along services and HCBS would be a comparable benefit.

SITUATIONAL ASSESSMENT

Situational assessments are essentially the observations of people performing work situations in real work settings. It involves a practice of observing, evaluating, and reporting over a period of time. During this assessment, a client's behavior and work performance in a job situation and interaction with other employees is observed. This type of evaluation helps the client learn the role of a worker and allows the evaluator to assess many more work behaviors than can be explored with standardized vocational testing approaches.

Requirements
For situational assessments to be effective, an appropriate work site must be utilized, adequate supervision provided and a means to gather information. Situational assessments funded by DRS and SBVI must include the following requirements:

1. Work site must be with a business in the community, not a segregated workshop;
2. Work site must be in the area of the client's interest and choice;
3. Work site must not be part of an enclave, mobile crew or other group models. These models should utilize Work Adjustment rates;
4. Client must perform the work duties as part of the assessment. Receiving a tour or observing a job is not considered part of a situational assessment; and
5. Observations and comments will be recorded on a Situational Assessment report form DHS-347.

Fee Rate
See Current fee schedule for the hourly rate effective July 1 each calendar year. Provider types I (Traditional) and III (Private Providers) are approved to provide situational assessments. Provider type II (Client Certified) is not approved to provide this service.

The amount of hours authorized needs to be individualized based upon the employment setting, difficulty of the job, individual's stamina and other potential factors. The billable time for a situational assessment is the actual amount of time the provider spends with the client at the job site or gathering information from the employer for input in assessment. Up to 10 situational assessment hours can be authorized by the counselor to allow the provider time to develop assessment sites. The counselor needs to be contacted by the provider for approval when more than 10 hours have been utilized on trying to develop sites for the situational assessment(s). Additional hours can be authorized at the counselor's discretion up to a maximum of 25 hours utilized.

Report writing or meeting time is already included in the cost of the fee rate and should not be paid as billable time.

What Happens when the Situational Assessment turns into Permanent Employment?
Good situational assessments are developed specifically to meet the needs and interest of a client. At times good situational assessments will lead into permanent employment for an individual. If the situational assessment results into a permanent employment, the provider will receive an authorization and payment for the base job placement package and all job placement incentives that are met. These incentives are described starting on page 5 of this manual. The reimbursement for the base "Successful Placement" incentive will be reimbursed when the individual has been employed on the employer's payroll for one week and the "Placed within 30 days Incentive" will be paid when there is 30 days or less between when the job is offered and the individual starts their employment. All other job placement incentives will be paid when the client's case is closed successfully rehabilitated.

Insurance Coverage
The most significant barrier to establish an employment site for a situational assessment is the employer's concern on insurance coverage. A copy of the insurance policy can be found in the Program Guides in VRFACES or obtained from the State Office and has been purchased specifically for DRS & SBVI clients participating in situational assessments. This policy will cover $10,000 for medical expenses and $5,000 for death benefits. Only DRS or SBVI clients who are

authorized for a situational assessment are covered under this policy. This includes individuals being served through the outcome based mental health contracts. Feel free to share a copy of this policy with the employer and providers.

In the event a client gets injured or dies during a situational assessment, please contact the DRS or SBVI Assistant Director as soon as possible. An "Accident Claim Form" needs to be obtained from the State Office and completed immediately, and then returned to the State Office.

INDEPENDENT LIVING EVALUATION

Independent Living (IL) Evaluation can be purchased from community rehabilitation programs, Independent Living Centers, and private providers. The evaluation must be done in the individual's home unless approved by the VR Counselor. IL Assessments can also include other community observations such as shopping at the grocery store or depositing money at the bank. VR can purchase an IL evaluation when the need is directly related to and planned for in an Individualized Plan for Employment that complements an employment outcome. The IL evaluation is authorized for and paid in hourly increments. The VR counselor must meet with the provider to identify the areas of independent living that will be evaluated and an estimate of the number of hours needed to conduct the evaluation. The provider will submit an evaluation report as a result of this service. Report writing or meeting time is already included in the cost of the fee rate and should not be paid as billable time.

INDEPENDENT LIVING SERVICES

It is recognized by public vocational rehabilitation in South Dakota that VR clients may require extensive support and training services in the area of independent living in order to be successful in achieving an employment outcome. VR counselors are encouraged to purchase needed independent living services to enhance a client's chances to succeed. VR will purchase these individualized independent living services that are directly related to and planned for in an Individualized Plan for Employment that complement an employment outcome. VR will purchase quality independent living services from agencies that can demonstrate the ability to provide specifically requested IL services in a timely, outcome based manner. The DRS/SBVI counselor is responsible to authorize for services from provider agencies that have demonstrated a sufficient capacity to deliver quality services as requested by the counselor on behalf of the vocational rehabilitation client.

The services purchased must be directly related to employment and do not include independent living core services as defined in the Rehabilitation Act Amendments. Independent living core services are:

1. Information and referral services;
2. IL skills training;
3. Peer counseling, including cross-disability peer counseling; and
4. Individual and systems advocacy.

DRS/SBVI will be available to independent living centers and other provider agencies to assist in developing and demonstrating the capacity to deliver these independent living services.

MENTAL HEALTH SERVICES

The Division of Mental Health maintains a list and rates of commonly purchased services from community mental health centers. These services are based upon CPT codes and the current fee

schedule. A copy of these services and rates are available from the State Office the beginning of each State Fiscal Year. Contract Services authorized to mental health centers for the provision of job search, job placement, employment follow along, etc provided by mental health centers are separate from the Job Placement Package and incentives. For those counselors who utilize Contract Services, please refer to the contract for your local mental health center for additional information. The description of service categories are listed below and used with Mental Health Centers who have a contract with the Division of Rehabilitation Services.

(60) Services continue after 60 hours without employment
Employment services will be provided for a maximum of 60 hours unless it is determined by the VR Counselor and provider that services should continue. This category is reimbursed when an individual has been not been employed for two weeks and services will continue after the initial 60 hours of services. This category is not reimbursable if reimbursement has been paid on the "2W" category. This category must be pre-approved by the VR Counselor. This can only be billed once per individual's case.

(2W) Successful Placement
This category is reimbursed when an individual has been employed for two weeks. In many situations, the VR Counselor may determine the individual to be "Stable in Employment" at this time. This is a counselor decision and depends upon how well the client is performing the job duties and meeting the employer requirements. This can only be billed once per individual's case.

(J) Successful 26 Closure
This category includes any or all of the following services an individual may need to become successfully employed; Job Placement, Job Coaching, Employment/Follow Along, Situational Evaluations, In-House Work Adjustment, and Out-Of-House Work Adjustment. Successful employment must be at minimum wage in an integrated business setting with a minimum of 15 hours per week. Individuals less than 15 hours per week will require State approval for reimbursement. Individuals employed less than minimum wage will only be counted as 75% of reimbursement for this category. Closures through Temporary Agencies can be approved if it can be demonstrated that employment is on-going employment. These situations must be approved by the local VR Supervisor.

(3) Employed 3 months after Successful 26 Closure
This category is reimbursable when an individual is still employed 3 months after the VR case has been successfully closed.

(SD) Incentive for Severely Disabled
This incentive will no longer be paid, effective immediately.

(I) Incentives for Wages

- **Wages Incentive – Level I**

  A wage incentive will be paid if the individual's income, at the time of the 26 closure, meets or exceeds 40% above the State of South Dakota minimum hourly wage rate. This incentive is NOT paid at placement, only when the case is successfully closed.

- **Wage Incentive – Level II**
  A wage incentive will be paid if the individual's income, at the time of the 26 closure, meets or exceeds 60% above the State of South Dakota minimum hourly wage rate. This incentive is NOT paid at placement, only when the case is successfully closed.

NOTE: If client meets Level II wages, both Level I and Level II incentives will be paid.

Social Security Recipient Incentive
To assist Social Security recipients in increasing their hours and wages, a referral to a Benefits Specialist for benefit analysis and on-going education by the VR counselor should take place. This will allow for full understanding of the Social Security Administration (SSA) incentives and will serve to reduce dependency on benefits and improve the client's quality of life.

- **Social Security Recipient Incentive I**
  An incentive will be paid at the time of the 26 closure, if the client is a Social Security Recipient and is working at Trial Work Period (TWP) or higher. This incentive is NOT paid at placement, only when the case is successfully closed.

- **Social Security Recipient Incentive II**
  An incentive will be paid at the time of the 26 closure, if the client is a Social Security Recipient and working at Substantial Gainful Activity (SGA) or higher. This incentive is NOT paid at placement, only when the case is successfully closed.

NOTE: If the client is working at TWP AND working at SGA, both Incentives I and II will be paid. Also, providers may collect on both the Wage incentives and the SSA incentives.

(T) Successful Transition Employment:
A successful transitional placement will be any State client where the Provider has placed the individual in an integrated business setting for at least two months. The individual will be paid the prevailing rate and paid directly by the business. The employment may not be permanent, but must lead towards obtaining a vocational goal. The minimal hours of transitional employment are 4 hours per week. An individual can be counted twice in this category but the transitional employment must be in a different business environment then the previous transitional employment.

(E) Supported Education Services
Supported Education Services are any services necessary during a semester to assist an individual with a disability to successfully complete a post-secondary educational program. A variety of services and supports may be provided under this category. However, consistent with the concept of supported employment, these services must be:

- individualized and concentrate on the support of the individual and identified goals and needs, and
- provided within the context of integrated and generic community environments.

DEAF SERVICES

The following services are available from Communication Services for the Deaf or other agency who specialize in providing services for individuals who are deaf or hearing impaired.

Communication Assessment - up to 5 hours
This is a one-time service that would be provided early in the VR process and purchased on an hourly increment upto 5 hours of service. It is intended for those clients who the counselor or staff interpreter suspects might have minimal language skills. It would provide the counselor with a communications baseline to develop services around. A skilled CSD staff member will meet with the client and assess their communication style/skills. For individuals with very limited language, this evaluation may include meeting with family members, teachers and other service providers. CSD will determine the individual's preferred mode of communication (i.e. signs, gestures, pantomime, use of physical objects, and/or demonstration to convey meaning). The counselor and the client will be provided a completed evaluation form, including recommendations. This service will be provided by level five interpreters or trained deaf relay interpreters.

Comprehensive Communication Assistance Services
This is an ongoing service that would be authorized on an hourly basis. It would contain the following components:

- staff person would participate in person center planning, IEP and IPE meeting upon request.
- staff person would function as a team member with the VR counselor directing the team.
- staff person would provide service coordination and communication assistance services on behalf of the team and client. This would include meetings and coordination of services with other service providers and job site consultations.
- staff person would be responsible for on-going follow along services with the client to ensure they are accomplishing the goals established in their service plan.
- staff person would meet monthly with the VR counselor to review the client's progress and provide monthly written reports. This service would not include on going interpreter services, independent living skills training or job coaching. Advocacy services would be the responsibility of the VR counselor.

EMPLOYMENT SKILLS PROGRAM

The Employment Skills Program (ESP) was initially designed for serving adults with severe mental illness from the Mental Health Centers who VR had an outcome contract arrangement with. Because of the success of the ESP, the program was expanded to other Mental Health Centers/providers who did not have the outcome contract arrangement. The ESP modeled the forms and procedures of the Project Skills program. Employment Skills Program has also been very valuable for individuals with brain injuries. ESP can provide up to 250 hours of paid employment. The actual number of hours is determined by VR Counselor. The table below describes how each model is authorized and the approval level.

Description	Method 1	Method 2	Method 3
	MH Provider who follows the outcome payment structure (i.e. BMS, SEMHC, NEMHC, HSA)	Providers who follow a combination of Contract outcome payment and traditional fee for service structure (i.e.	Providers who follow traditional fee for service structure (i.e Private Providers)

Description	Method 1	Method 2	Method 3
		Lewis & Clarke)	
Develop Employment Skills Job Site	Typically 10 hours of Job Placement services but can be more if approved by VR Counselor	Typically 10 hours of Job Placement services but can be more if approved by VR Counselor	Typically 10 hours of Job Placement services but can be more if approved by VR Counselor
Employment Skills Program	ESP 1 & ESP2 (rates)	ESP 1 & ESP2 (rates)	Job Coaching & Follow along
If job becomes permanent	Contract Service package	Traditional fee rates for job placement package, job coaching and follow along	Base Job Placement plus incentives when met
Incentives	2 week incentive starts when they are on employer payroll.	Already part of Job Placement package addressed above	Already part of Job Placement package addressed above
Type of client	Mental Illness with limited or poor work history	Mental Illness with limited or poor work history	Youth with disabilities who are not on an IEP or adults with severe impairments and with limited or poor work history
Approval	VR Counselor	VR Counselor	VR Counselor
Authorization of client hours worked	In units of 25 hours with a maximum of 250 hours. Wages and benefits are combined at $9.60 per hour. 110 Other funds is the funding source, vendor is DRS or SBVI.	In units of 25 hours with a maximum of 250 hours. Wages and benefits are combined at $9.60 per hour. 110 Other funds is the funding source, vendor is DRS or SBVI.	The units of hours vary upon VR Counselor approval with a maximum of 250 hours. Wages and benefits are combined at $9.60 per hour. 110 Other funds is the funding source, vendor is DRS or SBVI.
Authorization for Vendor Services	ESP1 is up to 4 units of 25 hours. ESP2 is up to 6 units of 25. The vendor is the provider who is doing the service and the funding source is Supported Employment or the 110 funds from the DRS/SBVI District Office.	ESP1 is up to 4 units of 25 hours. ESP2 is up to 6 units of 25 hours. The vendor is the provider who is doing the service and the funding source is Supported Employment or the 110 funds from the DRS/SBVI District Office.	The service on the authorization is job coaching or follow along for the actual time the provider is at the job site. The vendor is the provider who is doing the service and the funding source is Supported Employment or the 110 funds from the DRS/SBVI District Office.
Reports from provider	Monthly tracking progress and hours. The format should be developed between	Monthly tracking progress and hours. The format should be developed between	Monthly tracking progress and hours. The format should be developed between provider and VR

Description	Method 1	Method 2	Method 3
	provider and VR Counselor.	provider and VR Counselor.	Counselor.

(ESP1) - Employment Skills Program first 100 hours
This service category and rate is for the first 100 hours of the Employment Skills Program (Project Skills) for a specific employment experience. The billing is for the completion of units of 25 hours of paid work experience. All individuals must be pre-approved by the VR Counselor to participate in this service category.

(ESP2) - Employment Skills Program >100 hours
This service category and rate is for the Employment Skills Program (Project Skills) for a specific employment experience beyond the first 100 hours. The billing is for the completion of units of 25 hours of paid work experience. All individuals must be pre-approved by the VR Counselor to participate in this service category.

TBI SERVICES

The following services are available from the Brain Injury Rehabilitation Center in providing services for individuals who have experienced a brain injury.

Cognitive Retraining
This service is authorized in half day units for comprehensive team services for an individual with a brain injury. The team approach targets cognitive training, speech therapy, counseling, community living, and vocational abilities. We also provide case management and nursing services.

TBI Overnight Support Services
The overnight support services are purchased when individuals attending as staying at the Brain Injury Rehabilitation Center's apartment and need supervision throughout the night. Below are examples of when this service would be appropriate:

- For initial evaluation purposes for independence
- If a person needs assistance with activities of daily living during the overnight period
- If a person requires 24/7 supervision due to elopement risk (for instance to maintain sobriety)
- If a person requires 24/7 supervision due to other behavioral issues
- If a person requires 24/7 supervision to prevent unwanted visitors (exploitation)

BENEFITS SPECIALISTS SERVICES

The Division of Rehabilitation Services will purchase Benefits Specialists services from only approved Benefits Specialists. These individuals have gone through extensive training on benefits services and have been certified by the Virginia Commonwealth University. Individuals approved will have a contract with the Division of Rehabilitation Services as being an approved provider of these services. Benefits Specialists services are provided throughout the Vocational Rehabilitation Process. These services are purchased on an hourly fee rate. They can also receive incentive payments for clients whose cases are closed successfully rehabilitated when the client has obtain earnings over Trial Work levels or SGA levels.

Pre-employment Analysis:

- Referral for beneficiary who is not working, does not have a job offer, and does not have a good idea about what they want to do/how much they want to make.
- Services include: Initial call to explain services; send releases to be signed; once BPQY is received, Benefits Specialist meets with beneficiary to complete intake and determine questions/concerns; write general letter with fact sheets; meet 2nd time to go over letter and questions; encourage future contact.
- Not all beneficiaries will need this i.e. if they are referred after a job offer/employment.
- Estimated 2 hours of work.

Benefits Analysis:

- Referral for beneficiary who has job offer or is employed
- Services include: Initial call to explain services; send releases to be signed if don't already have them; once BPQY is received, Benefits Specialist meets with beneficiary to complete intake and determine questions/concerns; research specific situation for job offer/employment; verify all benefits; contact other agencies/programs as necessary; write analysis and task list; meet 1-2 more times to refer analysis and explain work incentives; discuss task list and encourage future contact.
- Estimated 5 hours of work.

Follow-up analysis:

- Services include: Answering specific questions; researching any changes to their situation (increased hours or new job); use of work incentives - TWP months, subsidy, IRWE, 1619(b), PASS, overpayment
- Recommend 5 hours (may or may not use all of these hours)

Note for discussion: If someone is working for the first time and hasn't used any TWP months, it will take them at least 9 months to hit their EPE at which time they will need additional information such as applying for a subsidy or IRWE.

BILLABLE TIME

Services reimbursed on hourly rates are for the time spent providing direct services for the client. Billable time can include the provider's time involved in meetings if the VR Counselor has requested the meeting. Billable time includes the time spent on travel as described below. Time spent in writing reports and other non-service activities are already part of the hourly costs and should not be duplicated.

Vocational Rehabilitation will allow ¼ hour as billable time when the client has missed a scheduled meeting. The provider must attempt to contact the client and notify the VR Counselor of missed meeting.

Billable Time for Client Transportation

As the Vocational Rehabilitation Program increases in serving individuals with more significant impairments, the Vocational Rehabilitation Program will include provider's billable time in transporting applicants/clients to and from the job site for the following situations:

- During situational assessments if the applicant/client does not have transportation or does not know how to use the transportation system. If a public transportation system is available, the assessment can include the individual's ability to utilize the public transportation system.
- During the 1st two weeks when the job starts if the client does not have transportation or does not know how to use the transportation system. After the initial two weeks, the client should have in place an ongoing transportation system or work with the VR Counselor for other transportation arrangements.

COMPENSATION FOR TRAVEL

Cost for local travel is included in all fee rates. But to promote services in rural areas and compensate these additional costs, the following reimbursement procedure has been established:

- Reimbursement is allowable when authorized services are provided at a location of 20 miles out of the city limits where the destination facility is located, with the exception of the Sioux Falls and Rapid City District Offices. For these cities, travel reimbursement is allowable when authorized services are provided at a location of 20 miles or more from the District Office address versus from the city limits. In all locations, travel reimbursement is allowable to start at a "home base" to the destination location and back when it involves traveling over 20 miles one way. For example, if the provider lives in Madison and will provide job placement for a client living in Sioux Falls, the provider is allowed to bill for mileage starting at his or her "home base" in Madison to Sioux Falls and back.
- Travel time will be reimbursed at 80% of the current fee rate.
- Reimbursement must be authorized by the counselor prior to the start of services.

Reimbursement may include travel time and mileage. Travel time will be calculated from portal to portal. Mileage will be paid in accordance with the rates and rules established by the South Dakota State Board of Finance Travel Regulations. For billing purposes, the submitted report must include the number of hours worked and number of miles traveled.

TICKET TO WORK REIMBURSEMENTS

The Division of Rehabilitation Services has entered into two year contracts with providers to provide additional supports for Social Security beneficiaries who a Ticket to Work. This partnership arrangement with the providers establishes payment sharing 50/50 of Ticket to Work Milestones starting with Phase I/Milestone 2 payments. The Division of Rehabilitation Services handles all the processing of the Ticket to Work records and issues payments to providers after each quarter. Only providers who have entered into the Ticket to Work Agreement with the Division of Rehabilitation Services can receive these profit sharing payments. Additional information can be obtained at the Vocational Rehabilitation District Office or the State Office at 605-773-3195.

BILLING CHECKLIST

Hourly Services (with report):
● Job Coaching
● Employment/Follow Along
● Situational Assessment

Job Placement Services: At Time of Placement (with report):
● Successful Placement (after 1 "work week" has occurred and if meets stated goal of client for number of hours/week)
● Placed within 30 days Incentive (if this incentive is met)

Job Placement Services: After 90 Days of Employment:
● Employed for 90 Days Incentive (26 Closure does not need to take place)

Job Placement Services: At Time of Closure:
● Wages Incentives – Level I or Level II or both (Only at time of 26 Closure, if client's income meets or exceeds 40% or 60% above the State of South Dakota minimum hourly wage rate or both)
● Social Security Recipient Incentives – Incentives I or II or both (Only at time of 26 Closure, if the client is a Social Security Recipient and working at the TWP or SGA levels or both)

Unsuccessful Placement (with report):
After 25 hours of job placement services provided without the client obtaining employment, or prorated on a per hour basis. For cases that cross fiscal years, the billing should be done at the annual service rate in which the majority of the time was spent providing the service.