

LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL

Part	Name	Effective Date
412.13.1	Time-Limited Job Coaching	*August 23, 2018**
Authorization *Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.48, §361.50, §361.52, §361.53 and §361.54.**		

I. PURPOSE

A. Time-Limited Job Coaching is for individuals with significant disabilities who do not require extended follow-along services but need short-term job training and support(s). In addition, Time-Limited Job Coaching does not require the same length of job training as supported employment. Time-Limited Job Coaching is viewed as a level of training slightly more intensive than on-the-job training and less intensive than supported employment training.

B. Eligibility

The consumer:

1. Must not meet eligibility requirements for supported employment;
2. Must meet vocational rehabilitation criteria for the most significantly disabled or significantly disabled and have functional limitations of such severity that traditional, competitive employment has been difficult to achieve, interrupted, or intermittent as a result of substantial impediments to employment.
3. Must have the ability to work in a competitive employment situation and earn at least minimum wage; and
4. Must require individual short-term job coach training and support on/off the job site in order obtain and maintain employment; and
5. Does not require extended follow-along services.

II. THE PROCESS

Time-Limited Job Coaching services follow the same general guidelines as the Supported Employment Community-Based Assessment (Form SE1-A) and Narrative Report (Form SE1), the Individual Placement Model and Milestone Outcome Payment Steps for Supported Employment Services, as noted in Section 412.14, items V-VI of this manual, with the following exceptions:

- A. A different payment amount for each of the milestone outcomes. Refer to the Ready Reference Chart for Time-Limited Job Coaching on the following page for payment amounts.
- B. A support plan completed by the CRP for extended services is not required; therefore, Milestone 3 requires two months of cumulative job retention in lieu of transition to extended follow-along.

III. HIGH QUALITY INDICATORS

A payment for high quality indicators is available to a CRP if two of the following conditions are met:

- The consumer is employed 25 or more hours per week; and/or
- The consumer is compensated at or above \$10.00 per hour; and/or
- Health insurance benefits are made available to the consumer through the employer.

This information must be verified on the consumer's most recent pay check stub or other official documentation provided by the employer.

IV. READY REFERENCE CHART

TIME-LIMITED JOB COACHING OUTCOME PAYMENT SYSTEM

DOCUMENTATION FROM THE CRP MUST INCLUDE:		
<p>MILESTONE 1</p> <p>Job Development / Placement</p>	<p>\$2,000</p> <p>Authorized on Plan</p>	<ul style="list-style-type: none"> ◆ Job Development activities reflect efforts to assure a good job match. (SE2) ◆ That a job match analysis was completed before employment begins and based upon assessment, reflects Plan Goal. (SE2A) ◆ Documentation that the job coach accompanied the consumer to the employment site on the first (1st) day (SE4). ◆ A description of the consumer’s job duties; work hours and rate of pay. ◆ That the consumer has maintained employment for seven (7) days and reports satisfaction with the job to vendor. ◆ All Quality Indicators for this milestone must be met for payment to be authorized.
<p>MILESTONE 2</p> <p>One-Month Job Retention</p>	<p>\$500</p> <p>Authorized on Plan</p>	<ul style="list-style-type: none"> ◆ That the consumer completed one (1) month of employment (as per check stubs or other documentation) employment is cumulative but does not have to be consecutive or on the same job with documented reason. ◆ Verification that job coaching was provided by the vendor on the job site (SE4). ◆ That effective on and off site job supports and/or consultation to assist the consumer in adjusting to the demands of the integrated work environment, were provided (SE3). ◆ All Quality Indicators for this milestone must be met for payment to be authorized.
<p>MILESTONE 3</p> <p>Two-Months Job Retention</p>	<p>\$500</p> <p>Authorized on Plan</p>	<ul style="list-style-type: none"> ◆ That the consumer completed two (2) months of employment (as per check stubs or other documentation) employment is cumulative but does not have to be consecutive or on the same job with documented reason. ◆ Verification that job coaching was provided by the vendor on the job site (SE4). ◆ That effective on and off site job supports and/or consultation to assist the consumer in adjusting to the demands of the integrated work environment, were provided (SE3). ◆ All Quality Indicators for this milestone must be met for payment to be authorized.

<p>MILESTONE 4</p> <p>Successful Case Closure</p> <p>Closed - Rehabilitated (at least 90 days of satisfactory employment)</p>	<p>\$2,250</p> <p>Authorized on Plan</p>	<ul style="list-style-type: none"> ◆ That the consumer is working the maximum number of hours they can as a result of their disability as per check stubs or other documentation. ◆ That the consumer has been satisfactorily employed for a minimum of 90-days of consecutive competitive employment. ◆ That effective on and off site job supports or consultation to assist the consumer in adjusting to the demands of the integrated work environment were provided, and now only minimal support is necessary for the consumer to maintain employment (SE3). ◆ That minimal effective on and off site job supports and/or consultation were needed and provided in order for the consumer to maintain employment. ◆ Quality Indicators for this milestone must be met for payment to be authorized.
<p>HIGH QUALITY INDICATORS</p>	<p>\$1,000</p>	<ul style="list-style-type: none"> ◆ If two of the three high quality indicators are met, per official documentation from the employer, an additional payment of \$1,000.00 is made to the vendor at the time of Milestone 4 payment.