

WELCOME



Please place your microphone/telephone on **mute** throughout this training.

We will begin momentarily.

***This training is being recorded and will be made available on the Service Provider Portal.

Instructions

- Please forward/send all questions to Bob Hovey at Robert.Hovey@dwd.wi.gov during the training.
 - ▣ Please make sure the Service you have a question regarding is listed in the “Subject Line”.
- Questions will be answered during a 5 minute window after the review of each service.
- Questions that we do not get to, will be addressed via email at a later date.

All Service Providers will be copied on the email.

DVR TECHNICAL SPECIFICATIONS TRAINING

SFY 2017

Lela Yang (DVR Program Development Specialist)

Agenda

- 10/1/16 Implemented Services
- Statewide Service Technical Specifications (7/1/16)
 - ▣ Updates
 - ▣ New Services
- Submission of Reports
- Review of Agreement Timeline
- Wrap-Up



Services Not Effective until 10/1/16

- Customized Employment
- Supported Employment
- Systematic Instruction
(Formerly known as Job Coaching)
- Comments received from SPs and DVR staff are still being considered.
- Training for these services are tentatively planned for the month of July 2016.
- These services remain unchanged until the 10/1/16 implementation date.
- Current tech specs for the services apply.
- SPs are expected to inform DVR by September 1, 2016 if they are interested in providing these 3 services.

DVR Statewide Services

Effective July 1, 2016

Current DVR Statewide Services

- Work Incentive Benefits Analysis
(Formerly known as Benefits Analysis)
- Vocational Evaluation
- Job Preparation and Development, Job Development Hire and Job Retention Services
- Internship/Temporary Work
- Individual Placement and Support

New Statewide Services

- Walgreens REDI
- Skills to Pay the Bills
- Job Shadow

Required Reporting Templates

Department of Workforce Development
Division of Vocational Rehabilitation

State of Wisconsin

Job Shadow Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Report must be filled in completely prior to payment and submitted **within 5 days** of the end of service.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

Report Date	Report Author
Date of Job Shadow	Purchase Order (PO) Number
Duration of the Job Shadow	Accompanied or Non-Accompanied Job Shadow?
Job Shadow Site/Address	Title and Name of Position Shadowed

Summary of Job Shadow Information

Job description and wage (if known)	Level of supervision required for the position.	Level of interaction required for position (public, coworkers, etc.)
Provider observations of the position.	Training/education required for the position.	Opportunity for employment for position?

Department of Workforce Development
Division of Vocational Rehabilitation

State of Wisconsin

Work Incentive Benefits Analysis Meeting Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Report must be filled in completely prior to payment and submitted **within 5 days** of the end of service or previous month if service is continuing.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

Report Date	Report Author
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Reporting Requirements:

- Written in an organized, clear, concise, and readable style including definitions of all acronyms
- Address current work and/or work goal information to the extent to which the work goal has been developed or this information is available at the time of the analysis
- Address consumer demographic status relevant to benefits programs (living arrangements/housing, marital status, dependents, age, etc.)
- Written analysis of impact of (potential) wages on all public and private benefits, entitlements and economic assistance programs, with a description of each funding source, benefit amount, and the impact of wages/earnings on the benefit amount received by the consumer
- Description of available/applicable work incentives
- Ticket to Work eligibility (description of program, access and resource information, Employment Networks, Maximus website and other contact information)
- Thorough explanation of wage reporting requirements for Ticket to Work, if applicable, and all other entitlements and sources of economic assistance

Please copy and paste your report below this line. The report must cover at a minimum all the reporting requirements listed above prior to payment.

Work Incentive Benefits Analysis

(Formerly known as Benefits Analysis)

□ Overview of Service

SERVICE	Purpose	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<u>Benefits Consultation Period</u>	Assist consumers in understanding how improving their financial progress will impact their benefits.	90 days from date of authorization	1.) Benefit Consultation Report 2.) 3 required contacts with consumer/DVR counselor	\$300
<u>Work Incentive Benefits Analysis Meeting</u>	Detailed analysis of (potential) impact of earnings on the full array of the consumer's benefits.	45 days from date of authorization	1.) Work Incentive Benefits Analysis Report. 2.) Required meeting with consumer/DVR counselor to review report. 3.) Up to 3 additional meetings between consumer and service provider within a 12 month period to address updates, questions, and/or concerns. 4.) For each additional meeting, a report specifying any changes in the initial analysis will be required.	\$900

Work Incentive Benefits Analysis

(Formerly known as Benefits Analysis)

SERVICE	Purpose	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<u>Work Incentive Benefits Analysis Meeting Update</u> *After 12 month period from original Work Incentive Benefits Analysis. Fee is per referral.	Discuss changes in benefits/status and address consumer questions for appropriate vocational planning.	45 days from date of authorization	1.) Work Incentive Benefits Analysis Meeting Update Report	\$100
<u>Work Incentive Benefits Plan and Meeting</u> *Consumer must have secured employment to receive this service	Assist consumer in accessing work incentives.	45 days from date of authorization	1.) Work Incentive Benefits Plan, Meeting and Report 2.) Required meeting with consumer/DVR counselor to review report.	\$700
<u>Plan to Achieve Self Support (PASS)</u>	Development of a PASS Plan.	30 days	1.) PASS Plan 2.) Required meeting with consumer/DVR counselor to review report.	\$600

Work Incentive Benefits Analysis

(Formerly known as Benefits Analysis)

Major Changes

- Service name change
- Add: Benefits Consultation Period
- A' la carte
- Included responsibility of consumer in reporting income to SSA and other benefit providers.
- 45 days for some services to be completed.



Questions

Vocational Evaluation

□ Overview of Service

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<u>Vocational Evaluation Assessment</u>	Assist consumer in determining an appropriate employment goal using standardized testing and interview.	30 days from authorization	1.) Vocational Evaluation Assessment	\$500
<u>Vocational Evaluation and Work Sample</u>	Provide consumer with in-depth information using standardized tests along with individualized work samples.	30 days from authorization	2.) Vocational Evaluation and Work Sample Report	\$800
<u>On the Job Assessment, Set-up, and Monitoring</u>	Provide consumer with a short term competitive and integrated work experience.	60 days	1.) On the Job Assessment, Set-up, and Monitoring Report	\$800

Vocational Evaluation

Major Changes

- Updates to test names that were outdated
- Allows for other tests to be used as needed
- Add: Barriers to be addressed in report templates



Questions

Job Preparation and Development including TAP, Job Development Hire and Job Retention Services

□ Overview of Service

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<u>Job Preparation and Development Plan (JPDP)</u>	Assist DVR consumers on basic job preparation skills, resume, cover letter, and job application(s) to be better prepared for the job search process.	Initial meeting within 30 days from authorization	1.) Job Preparation and Development Plan	\$500
<u>Talent Acquisition Portal Profile (TAP)</u> (Optional)	Connect DVR jobseekers to job openings only available to state Vocational Rehabilitation agencies and their consumers.	30 days from authorization	1.) TAP Profile Report	Level 1 Profile Creation for existing consumer \$100 Level 2 Profile Creation for new consumer \$200 Level 3 Profile and Resume Creation for new consumer \$300

Job Preparation and Development including TAP, Job Development Hire and Job Retention Services

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<u>Job Development Hire</u>	Begins immediately following the JPDP and is ongoing until a job is obtained in the field of the consumer's choice.	Review plan every 60 days	1.) Job Development Hire Report 2.) Monthly Job Search Report	\$1350 Upon an accepted offer of employment, established start date, and hire report.
<u>Job Retention</u>	Provide DVR consumer with supports necessary and appropriate to retain employment. Support will last for at least 90 days.	90 days following employment start date	1.) Monthly Job Retention Report	\$2100 (35+ hours/wk and health insurance benefits or 35+hours/wk and \$12/hour) -or- \$1500 all other

Job Preparation and Development including TAP, Job Development Hire and Job Retention Services

Major Changes

- Initial plan meeting should occur within 30 days of authorization.
- Final meeting to review plan and signatures required
- Frequency of provider to consumer contact is required in JPDP and should be reflected in Retention report. (Frequency is based on consumer needs.)
- Job Retention report is monthly



Questions

Internship/Temporary Work

□ Overview of Service

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<u>Internship/Temporary Work Experience</u>	Time-limited paid experience in a competitive integrated work environment.	60 days from authorization	1.) I/TW Placement monthly report 2.) I/TW Placement final report	\$625 Paid upon completion of I/TW

Internship/Temporary Work



Major Changes

- Refined monthly report
- Add: Final Report



Questions

Individual Placement and Support

□ Overview of Service

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	Payment
Individual Placement and Support Career Profile	To gather relevant information to assist in individualizing the job search and identifying employment goals and factors for job retention.	60 days	1.) Career Profile Report 2.) Optional Meeting	\$950
Individual Placement and Support Job Development Plan	Create a plan for the consumer to successfully seek and obtain employment.	Initial contact with consumer within 48 hours of authorization. Job Development Plan to be completed within 30 days of authorization,	1.) Job Development Plan 2.) Resume 3.) Required Meeting	\$500

Individual Placement and Support

□ Overview of Service

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	Payment
Individual Placement and Support Systematic Job Development	To strategically contact businesses that offer jobs of interest to the consumer and support the consumer during the job search, and connect the consumer to the job.	Initial contact with consumer within 48 hours of authorization. Job Development Plan, progress and quality will be reviewed every 60 Days until Hire. Monthly Reports (calendar)	1.) Review Meeting (every 60 days) 2.) Monthly Report(s) 3.) Job Start (Hire) Report	\$2100 (35+ hours/wk. and health insurance benefits or 35+hours/wk. and \$12/hour) -or- \$1900 (20+ hours/wk. and health insurance benefits or 20+ hours/wk. and \$9/hour) -or- \$1500 all other
Individual Placement and Support Ongoing Support, Monthly and Job End	To provide support to the consumer to learn and maintain a job.	Monthly Reports (calendar)	1.) Ongoing Support, Monthly 2.) Job End Report (As needed)	\$800 per month
Transition to Long Term Supports	To provide information about continued support and stabilization of the job.	Minimum 90 days of employment to 6 months	1.) Transition to Long Term Supports Report	\$1200

Individual Placement and Support



Major Changes

- Add: Clarifying language in tech specs (county based sites, extended list of resources/information to use, clarification of when to prepare resume.)



Questions

Walgreens REDI

□ Overview of Service

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<u>REDI Skills Assessment</u>	To determine if the consumer meets the established criteria prior to acceptance to the program.	30 days from authorization	REDI Skills Assessment Report	\$500
<u>REDI Job Instruction</u>	4 days of on-site job support 1 day of soft skills training	30 days from authorization	REDI Job Instruction Report *Required weekly	\$45/hour

Walgreens REDI

- Method of conducting assessment is flexible as long as the Service Provider clearly covers all requirements listed in the technical specifications.
- \$9.00/hour for temporary work experience wage or commensurate wage in local area if higher.



Questions

Skills to Pay the Bills

□ Overview of Service

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<u>Skills to Pay the Bills</u>	Provide consumers with soft skills training in order to gain successful employment.	45 days from authorization	1.) Skills to Pay the Bills Report	\$75/session (per consumer)

Skills to Pay the Bills

- Additional activities can be completed with approval from local WDA Director.
 - ▣ No additional fees will be dispersed
- No certification, training, or resume required to provide this service.



Questions

Job Shadow

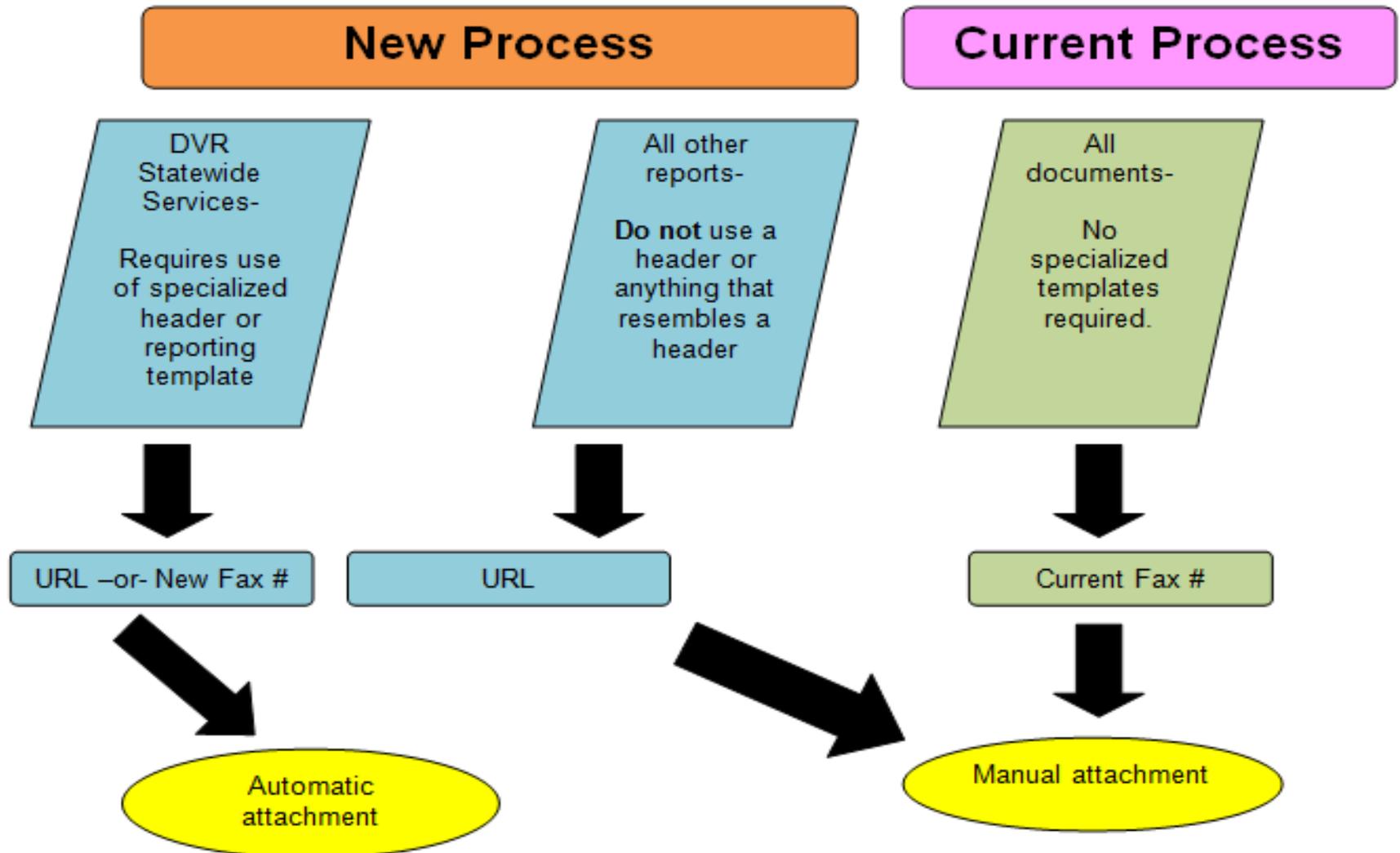
□ Overview of Service

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<u>Accompanied Job Shadow</u>	Career exploration activity in an integrated, community-based work environment to provide consumer with what the position entails.	30 days from authorization	Job Shadow Report	\$200
<u>Non- Accompanied Job Shadow</u>				\$150



Questions

Report Submission

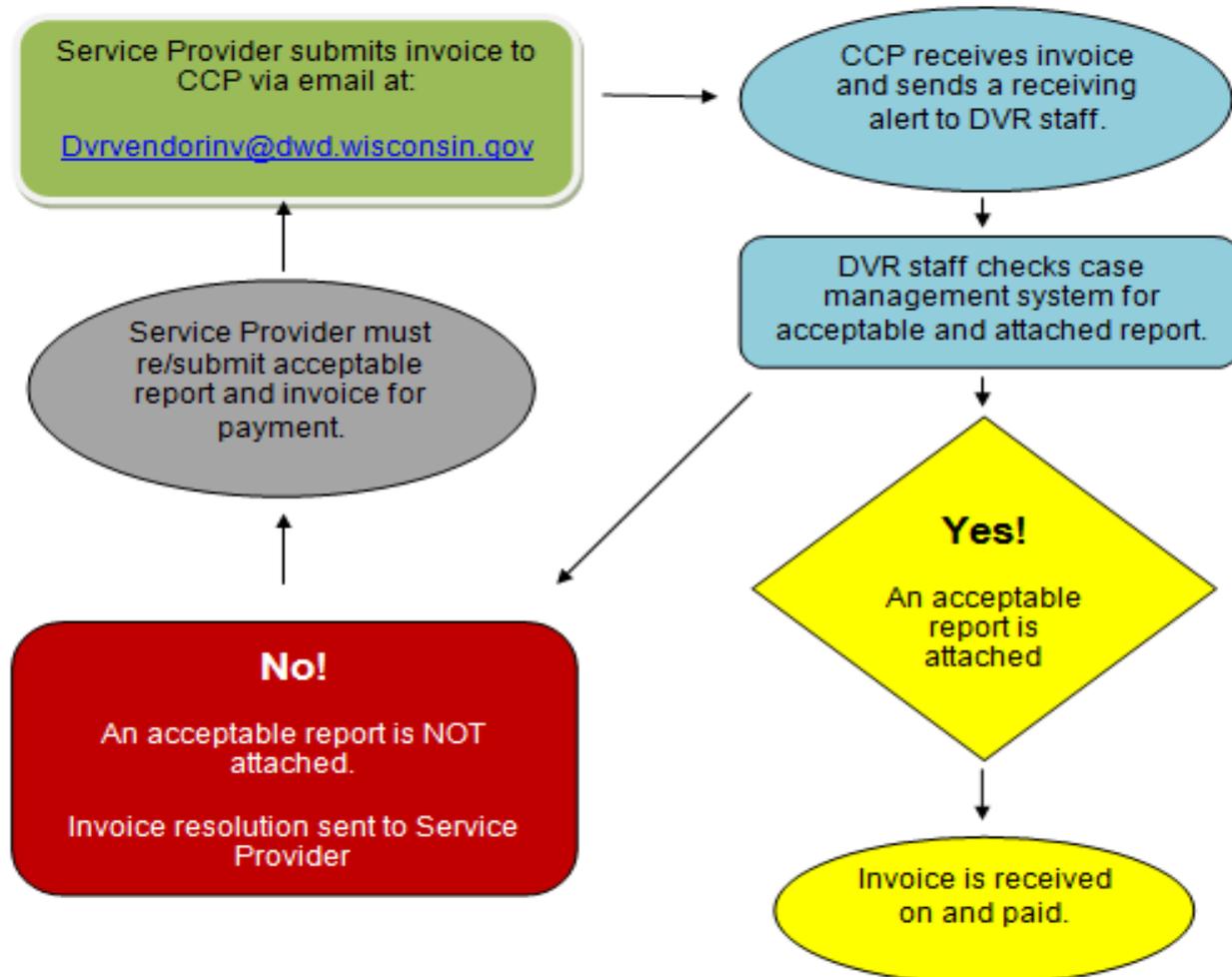


Best Practices for URL/New Fax

- Do not tamper with headers (Font/size/spacing)
- Do not use a cover letter
- Double check that the Service Provider abbreviation code is accurate. (Found in SP Portal under “Details” tab)
- Requirement: IRIS Number
- URL is the preferred method
 - ▣ <https://dwd.wisconsin.gov/DVRFileUpload/Upload.aspx>

Receiving Process

Importance of submitting reports before or at the same time as invoice.



Agreement Timeline Review

- Late April-May 31st: WDA directors and supervisors complete vetting and approval process
- May 9th- May 31st:
 - ▣ Service providers complete required documents and trainings
 - ▣ Beginning **May 9th** will be able to submit electronic service agreement to DVR via service provider portal
- June 1st-June 30th: DVR reviews and approves service agreements

Wrap-Up

- Minor changes to Statewide Services
 - ▣ Required reporting template
- New Services added
 - ▣ Skills to Pay the Bills
 - ▣ Walgreens REDI
 - ▣ Job Shadow
- October 1, 2016 Implementation
 - ▣ Customized/Supported Employment
 - ▣ Systematic Instruction (Formerly known as Job Coaching)

Thank You!

Lela Yang

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Reminder: Questions not addressed during the training will be answered via email and sent out to SPs and Directors at a later date.