

The Division of Vocational Rehabilitation (DVR) Technical Specifications: On-Site Job Coaching (Other Than Supported Employment) (Effective July 1, 2009, to June 30, 2010)

On-Site Job Coaching

Job coaching is a service provided by paid staff to assist DVR consumers on the job site and also includes assistance in logistics of getting to the job site. This service may be included as part of an on-the-job evaluation (OJE), subsidized work experience or internship or for job retention. This service may be provided from a few days to several months, depending on the needs of the individual. It is distinguished from supported employment by the fact that this service is used for individuals who do not need employment supports following DVR file closure (i.e. job coaching fades to zero). **On-site job coaching may be purchased for up to two months. Extensions may be granted through DVR supervisory approval.**

When job coaching is provided, the following training functions must be documented in the applicable reports for OJE, Work Experience, Job Development, etc.

- A plan for when and where services are to be provided.
- Essential functions of the job/task analysis including reasonable accommodations where applicable.
- A systematic plan of instruction and/or support in the work skills and behaviors to be acquired
- A plan to develop the social and interpersonal skills necessary to retain employment.
- On-site consultation to the employer and co-workers. This may include recommendations for work site and job modifications, ways to the employer to remove architectural, procedural, instructional/communication and attitudinal barriers to the employment and advancement of the person receiving services.
- The services reflect the needs and desires of the person receiving services.
- Natural supports in the work environment are maximized during the period of training and job coaching support fades out as quickly as is possible based on the needs of the person served.
- The consumer must be paid at least the applicable minimum wage, commensurate with the wages paid other employees for similar work

Reports are due to the referring DVR staff within five (5) work days of completion of service. Electronic format reports are required.

Reports should include hours of job coaching provided, the consumer's progress made in learning the job and handling all requirements of the work environment and recommendations for further action.

Payment: See [Statewide Service Fee Structure](#).