

Division of Vocational Rehabilitation (DVR) Technical Specifications: Systematic Instruction – Other than Supported Employment

Effective March 1, 2017 to June 30, 2018

Description of Service Category

Systematic Instruction is a type of employment supports provided by paid service provider staff to assist DVR consumers on the job site and may include assistance with logistics of getting to the job site. This service may be included as part of an on-the-job training, temporary work, internship or for job retention. This service may be provided from a few days to several months, depending on the needs of the individual, and is intended to fade. Other employment supports including assistive technology and natural supports can be used along with systematic instruction.

It is distinguished from supported employment by the fact that this service is used for individuals who do not need long term support following DVR file closure, or plan to continue with other supported employment services.

Systematic Instruction is made up of two different services. Job and task analysis, which is, completed prior to a consumer starting on a job and skill instruction, which is completed with a consumer on the job.

***Only certified service providers may provide systematic instruction.

[Link to Roles and Responsibilities Document\(s\)](#)

Note: All elements listed in the Roles and Responsibilities document serve as part of the technical specifications and are required to be completed by the Service Provider.

Service(s):

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES	PAYMENT
<u>Job and Task Analysis</u>	To identify the tasks that make up a consumers job	30 days from authorization	1.) Job and Task Analysis and Report	\$150 fee
<u>Skill Instruction</u>	To instruct a consumer and develop strategies to learn a job through data driven teaching.	30 days from authorization and ongoing.	2.) Skill Instruction and Reports	\$45/hour

An Authorization for Services is required from DVR before any services can begin.

Service–Job and Task Analysis

- Complete a job analysis
- Observe a normally qualified worker performing the job (record on paper or video)
- Perform the task yourself (You cannot teach what you do not know how to do.)
- Obtain a previously written task analysis from the employer (if one exists)
- Create a task analysis for each job task including identifying the natural cues/natural supports
- Identify the initial instructional approach for the learner (will be modified along the way)
- FOR NON-STUDENTS: Identify what additional workplace training may be necessary to assist the consumer in maintaining employment.

[Link to Job and Task Analysis Report](#)

Service–Skill Instruction

- Explaining the task to the learner
- Demonstrating the task (showing the learner how to do it)
- Providing direct assistance to the learner as s/he begins to learn the task
- Tracking the steps that cause the learner difficulty
- Delivering the proper cues and assistance specific to the learner
- Tracking progress toward competence (acquisition of the skill/task)
- FOR NON-STUDENTS: Implement and record specific workplace training to assist the consumer in maintaining employment.

Daily Review:

- Review the learner's progress toward successful completion of the task(s)
- Modify the content and instructional methods based upon the learner's progress
- Write progress notes that include observations and suggestions for improvement
- Identify/Review natural supports and cues for fading of support.
- Other related services may need to be separately negotiated based on the need of the consumer. If the service description does not meet the needs of the individual consumer, please consult with the consumer, DVR counselor, the DVR Supervisor and/or the service provider to determine the best course of action.
- Off-site support needed by consumers may be provided outside of the technical specifications. This type of support requirement must include parameters for contact, be detailed and must be

based on consumers' disability need or unique work environment characteristics. For example, an employer may not allow an instructor on site. Phone calls, emails, etc. to the consumer may be provided as 'off-site' support to consumers. This will be determined and approved by DVR on a case-by-case basis.

[Link to Skill Instruction Report](#)

Service/Reporting Requirements

Statewide DVR service and reporting elements are located in the required reporting template(s) found here: [Link to Required DVR Statewide Service Report\(s\)](#)

Reports are due within 5 business days of the end of the service or previous month if the service is continuing.

****If the service provider is seeking to use their own reporting template, the report must contain all the elements and follow the same sequence in the required DVR reporting template. Please email the DVR Program Development Specialist at DVRSpecialContracts@dwd.wisconsin.gov to submit a reporting template and request for approval.*

Billing Requirements

Invoices for services should be submitted as described on the Authorization for Services, also referred to as the purchase order. Invoices must be received by DVR within 60 days of completion of the service. Properly submitted invoices will be paid within 30 days of receipt when reports and services have been delivered and accepted as specified.