

Exhibit 3
Establishment Project In-State Training Resource Guide

The below list provides examples regarding **unallowable training**; **allowable in-state training but doesn't count towards the foundational hours**; and **allowable in-state training AND meets the criteria for foundational skills training**. The Contractor shall contact BRS with any questions or if additional clarification is needed prior to encumbering expenses towards the Establishment Project.

Unallowable	Allowable training (but does NOT meet foundational training requirements)	Allowable AND meets foundational training requirements for Employment Services Staff
Organization orientation to review agency policies and procedures, learn about agency mission, etc.	In-house 'New Employment Specialist Orientation' to discuss learning objectives, such as job development, discovery and coaching	New Employment Specialist shadows a Seasoned Employment Specialist to observe the seasoned Employment Specialist meeting with the VR client (i.e. providing supports on the job, conducting a situational assessment, meeting with VR client to develop vocational themes)
Human Resources Training, i.e. sexual harassment, supervisory training, etc.	Classroom-based training on Job Development, supported employment, discovery or other employment service topics, provided through IIDC or other organizations (Note, if there is a hands-on component to the training, the number of hours engaged in the hands-on component may be counted toward foundational hours)	New Employment Specialist receives coaching from supervisor or seasoned Employment Specialist on how to complete a Discovery Profile (DP) AND discusses how to make the profile meaningful for the VR client. Coaching session should include opportunity for trainee to complete the DP.
Unallowable staff, such as Administrative or Clerical, attending employment services training	Benefits Information Network (BIN) Training or Re-Certification for new staff	New or seasoned Employment Specialist receives mentoring from Supervisor or other subject matter expert, on how to accurately complete an Employment Support & Retention Plan (ESRP), AND expands upon the training to discuss how to make the plan meaningful for the VR client. Mentoring session should include opportunity for trainee to complete the ESRP.
Training not specific to provision of VR employment services, e.g. CPR, use of agency software or computer systems, etc.	Employment Specialist Training through IIDC for new staff (Note, there is a hands-on component to the training, and BRS will determine annually the number of hours that may be counted toward foundational hours)	3-day intensive/interactive Hands in Autism Workshop for new or seasoned employment specialist or supervisor. (Note that only the time on site for the 3-day session may count toward foundational hours. The completion of web-based modules prior to the session do not meet criteria for foundational hours)

Any supervisory training not specific to employment services, i.e. staff evaluation, progressive discipline, etc.	INARF Conference or IN-APSE conference (a portion of sessions at these conferences may meet foundational skills training criteria of the project, to be determined by BRS on an annual basis)	New Employment Specialist discusses Natural Supports with VR client, with coaching, technical assistance, or mentoring from the direct supervisor or a seasoned Employment Specialist
Training funded by CRP prior to establishment project, including BIN or Employment Specialist Training, for staff who are not funded through establishment project	The Foundations to Job Development Marketing through IIDC	New Employment Specialist observes regular bi-weekly meeting between seasoned Employment Specialist and VR client. AND , following the meeting, the new Employment Specialist completes a Discovery Profile to be reviewed by the seasoned Employment Specialist for technical assistance, mentoring and coaching .
Out-of-State Conference, such as the National Employment Network Association or the National APSE Conference	Web-based training on Job Development, supported employment, discovery or other employment service topics, including online modules completed in preparation for training with Hands in Autism, IIDC, and other organizations	Seasoned Employment Specialist receives mentoring from supervisor or a co-worker skilled in job readiness training, to develop JRTP and identify meaningful strategies to provide job readiness training to VR client as applicable to the client's needs
Out-of-State Training that does <u>not</u> provide any element of foundational skills training		*With prior approval from BRS, out-of-state training that offers employment services-related content not readily available in the state, that provides opportunity for hands-on, interactive learning, e.g. attending a workshop in Chicago focused on supported employment techniques for individuals with severe mental illness, including hands-on practice, mentoring, and observational activities.

Requesting to attend a training not listed on this guide must be submitted to establishmentproject@fssa.in.gov a minimum of 60 days in advance. The request must include the dates of training, a copy of the agenda (if the training provider hasn't posted one yet, the training dates and logistics need to be included in the request), the name and position title of the attendee(s), the purpose of the training, the anticipated overall expense, and the objectives to be achieved as a result of attending the training.

*Requires prior approval from BRS, following the Prior Approval process outlined in the contract.