



Indiana Family and Social Services Administration

Division of Disability and Rehabilitative Services

Vocational Rehabilitation Services

Community Rehabilitation Program

Provider Application Packet

2015-2016

Service Definitions, Requirements, and Rates

The Bureau of Rehabilitation Services of the Division of Disability and Rehabilitative Services may enter into a contract for employment services (including job development, placement, or retention services) from Community Rehabilitation Programs (CRPs) that are accredited pursuant to IC 12-12-1-4.1(b). Services, definitions, requirements, and rate information is outlined below:

Discovery – identified service activities for employment providers

- **Vocational assessments** – Formal testing to evaluate a consumer’s interests, abilities and strengths. This may include a wide range of vocational and interest inventories. Appropriate qualifications and experience is expected of the evaluator. This is paid at an hourly rate of \$42.
- **Community Based Work Evaluations (CBEs)** - Provides an individualized and systematic process in which an individual, in partnership with the evaluator, learns to identify viable vocational options and develop employment goals and objectives (including skills and training needed). This process incorporates background information (e.g., information on education, psychological history, work history, medical/physical capabilities, behavioral status, and financial status) and uses any combination of interactive group meetings (e.g. profiling for strategic plans, futures planning etc.), testing, situational assessments, community-based job tryouts, prevailing labor market data, occupational information, assistive technology, functional capacities, accommodations, and modifications. CBEs are provided only after determination of eligibility for VR Services. CBE’s will be funded at either an hourly rate of \$42 or a flat rate for completion of a CBE (flat rate will be in line with the hourly rate).
- **Work Experience** – The primary purpose of work experiences is to assist an individual with career exploration, identify and assess consumer interests, abilities and strengths, and provide opportunity to the individual to gain work skills, soft skills, and social skills. Participation in one or more work experiences will assist with identifying appropriate vocational goals as well as the nature and extent of services and supports necessary to achieving the goal. Work experiences are particularly useful for transition aged youth and other consumers who have little or no prior work history. Work experiences will be funded at a flat weekly rate, with higher rates for higher hours of work. Rates start at \$100 per week (**proposed**) for up to 5 hours/week. BRS is reviewing the proposed rates and there may be modifications.
- **Job Shadows** – job shadows offer an opportunity for an individual to observe various jobs and job environments in the community to assess interests. This is paid at an hourly rate of \$42.

Employment Services

- Comprehensive **job development, placement and retention** through milestone payments (Please be aware that as of July 1, 2015 there will no longer be two separate RBF tiers. The payment structure outlined here replaces the current RBF Tier I AND RBF Tier II payment structures effective July 1, 2015. For more information on the new employment services model please review http://www.in.gov/fssa/files/VR_Service_Rate_Changes_10.23.14.pdf):
 - 3 Milestone payments
 - Milestone 1 = Placement (5 days) **\$1,300**
 - Milestone 2 = 30 Days Employed **\$1,500**
 - Milestone 3 = Retention (90 days after stable) **\$1,300**
 - **TOTAL RBF = \$4,100**

- **Supported Employment** - Supported Employment Services (SE), including ongoing support services and other services necessary to support and maintain an individual with a most significant disability (MSD) in supported employment, may be provided by VR for up to 18 months (or longer if extenuating circumstances). Supported employment services typically begin after placement and are provided in addition to and in conjunction with the milestone payments listed above (More information can be viewed at http://www.in.gov/fssa/files/VR_Service_Rate_Changes_10.23.14.pdf). Funded at a monthly rate based on number of SE hours provided each month per Table 1.

Table 1	
SE hours per month	Rate
1-5	\$176
6-10	\$352
11-15	\$528
16-20	\$720
21-25	\$920
26-30	\$1,120
*More than 30 SE hours per month will be funded at the \$42 hourly rate.	

Other Employment Services:

- **On-the-Job Supports** – Hourly on-the-job support services may be provided to an individual who has been placed in employment in order to stabilize the placement and enhance job retention. Such services include short-term job coaching for an individual who may not qualify for Supported Employment Services. Funded at an hourly rate of \$42.

- **Job Readiness Training:** Hourly job readiness training may be provided to assist with preparing an individual for the world of work (i.e., appropriate work behaviors, getting to work on time, appropriate dress and grooming, and increasing productivity). Funded at an hourly rate of \$42.

Assessment Services for Determining Eligibility

- **Trial Work Experiences/Extended Evaluation** - On some occasions, an individual with a significant or most significant disability may be incapable of benefiting from Vocational Rehabilitation services in terms of an employment outcome because of the severity of that individual's disability. Prior to making this determination, VRS must conduct a Trial Work Experience (TWE) and/or an Extended Evaluation (EE) to complete an exploration of the individual's abilities, capabilities, and capacity to perform in realistic work situations to determine whether or not there is clear and convincing evidence to support such a determination. TWEs/EEs are provided for the sole purpose of determining whether or not the presumption of an applicant's ability to achieve an employment outcome can be refuted in accordance with policy, and cannot be provided for any other purpose (such as the exploration of employment options, when the individual's ability to achieve an employment outcome is not in question).

TWEs must:

- Be provided under a written TWE plan, agreed to and signed by both the individual and the VR Counselor
- Assess the individual's abilities, capabilities, and capacity to perform in work situations through the use of trial work experiences which must be provided in the most integrated setting possible, consistent with the informed choice and rehabilitation needs of the individual
- Take place using realistic work settings
- Be of sufficient variety and over a sufficient period of time for VRS to determine that—
 - There is sufficient evidence to conclude that the individual can benefit from the provision of vocational rehabilitation services in terms of an employment outcome; or
 - There is clear and convincing evidence that the individual is incapable of benefiting from vocational rehabilitation services in terms of an employment outcome due to the severity of the individual's disability.
- Under limited circumstances if an individual cannot take advantage of a TWE or if options for TWEs have been exhausted before VRS is able to make the determinations described in the section above, the VRC will determine if an **Extended Evaluation (EE)** is necessary to make these determinations.
- A written report reflecting the evaluation must be completed and submitted to VRS upon completion of the TWE, addressing the individual's abilities, capabilities, and capacity to perform in work situations as outlined in the TWE plan. Periodic assessments must also be provided to VRS as requested.

Additional Services:

- **Benefits Information Network (BIN)** – Includes a thorough profile of the individual’s federal, state, and local benefits, and an analysis of available work incentives. In order to make an informed choice about work goals, individuals are counseled on the impact of employment on their benefits. Only Certified Indiana BIN Liaisons may provide this service. Funded at a flat rate of \$500.
- **Ticket to Work** – The Ticket to Work and Self Sufficiency (Ticket) Program is a Federal program designed to provide Social Security disability beneficiaries the choices, opportunities and support they need to enter and maintain employment. The goal of the program is to reduce and, whenever possible, eliminate dependence on cash benefit programs. More information is available at: <https://yourtickettowork.com/web/ttw>
- **Other Services** - The Rehabilitation Act of 1973 is the Federal legislation that authorizes programs of vocational rehabilitation, supported employment, independent living, and client assistance. It outlines the federal service categories that are allowable VR services. Please refer to the Act if proposing ‘other’ services to ensure proposed services are in line with federal requirements.

Other Definitions

Competitive employment means work:

- A. In the competitive labor market that is performed on a full-time or part-time basis in an integrated setting; and
- B. For which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.

Integrated setting:

- A. With respect to the provision of services, means a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals other than non-disabled individuals who are providing services to those applicants or eligible individuals;
- B. With respect to an employment outcome, means a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals, other than non-disabled individuals who are providing services to those applicants or eligible individuals, to the same extent that non-disabled individuals in comparable positions interact with other persons.

Job Placement:

Job Placement is a placement service designed to assist individuals obtain and maintain competitive employment when they need a place-train model of one-to-one assistance but do not need the long-term follow-along supports usually associated with supported employment.

Ongoing support services:

- A. Services that are:
 - a. Needed to support and maintain an individual with a most severe disability in supported employment;
 - b. Identified based on a determination by the Vocational Rehabilitation Counselor of the individual's severity level; and
 - c. Provided to the consumer from the time of job placement until transition to extended services, unless post-employment services are provided following transition, and thereafter by one or more extended service providers throughout the individual's term of employment in a particular job placement or multiple placements if those placements are being provided under a program of transitional employment.
- B. Must include an assessment of employment stability and provision of specific services or the coordination of services at or away from the worksite that are needed to maintain stability based upon:
 - a. At a minimum, twice-monthly monitoring at the worksite of each individual in supported employment; or
 - b. If under special circumstances, especially at the request of the individual, the individualized plan for employment provides for off-site monitoring, twice-monthly meetings with the individual.
- C. Consist of:
 - a. Any particularized assessment supplementary to the comprehensive assessment of rehabilitation needs described in this part;
 - b. The provision of skilled job trainers who accompany the individual for intensive job skill training at the work site;
 - c. Job development and placement;
 - d. Social skills training;
 - e. Regular observation or supervision of the individual;
 - f. Follow-up services including regular contact with the employers, the individuals, the parents, family members, guardians, advocates or authorized representatives of the individuals, and other suitable professional and informed advisors, in order to reinforce and stabilize the job placement;
 - g. Facilitation of natural supports at the worksite;
 - h. Any other service identified in the scope of vocational rehabilitation services for individuals; or
 - i. Any service similar to the foregoing services.

Extended services:

Ongoing support services and other appropriate services that are needed to support and maintain an individual with a most severe disability in supported employment and that are provided by a State agency, a private nonprofit organization, employer, or any other appropriate resource, from funds other than Vocational Rehabilitation Services funds, after an individual with a most severe disability has made the transition from support provided by Vocational Rehabilitation Services.

Application to Become a Community Rehabilitation Provider for
Vocational Rehabilitation Services

Applications and supporting documentation may be mailed to: **Division of Disability & Rehabilitative Services Attn: Vocational Rehabilitation, 402 W. Washington Street, Room W-453 / MS 18, Indianapolis, IN 46204** or emailed to VRProvider@fssa.in.gov.

Part 1: Applicant Information

Date of Application: _____

Organization Name (as legally registered with the IRS): _____

Doing Business As (if applicable): _____

Tax ID/EIN: _____

Main Office Address (PO Box not allowed): _____

City: _____ State: _____ ZIP code: _____

Telephone number: _____ Fax number: _____

Service Site #1 Address: _____

Service Site #2 Address (if applicable): _____

Service Site #3 Address (if applicable): _____

**For additional sites, attach a listing of additional service locations.*

Company website: _____

Type of Entity: _____

- Corporation (for profit)
- Corporation (non-profit)
- Partnership
- Sole proprietor/individual

Contact Person Name & Title: _____

Telephone number: _____

Email address: _____

Name of CEO (if different from above): _____

Telephone number: _____

Email address: _____

Part 2: Community Rehabilitation Program Services

Please mark all services the applicant proposes to offer:

Discovery

- Vocational Assessment
- Community Based Evaluation (CBE)
- Work Experience
- Job Shadows

Employment Services

- Job development/placement/retention
- Supported employment
- On the Job supports
- Job readiness training

Services for Determining Eligibility

- Trial Work experience (TWE)
- Extended Evaluation (EE)

Additional Services

- Benefits Information Network (BIN) (verify BIN certification)
- Ticket to Work (TTW)
- Other (Please specify)

Part 3: Service Locations

Please check all counties the applicant is requesting to serve. If your organization does not cover the whole county, please specify the cities covered in the space below.

-
-
- | | | |
|--------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Adams | <input type="checkbox"/> Hendricks | <input type="checkbox"/> Pike |
| <input type="checkbox"/> Allen | <input type="checkbox"/> Henry | <input type="checkbox"/> Porter |
| <input type="checkbox"/> Bartholomew | <input type="checkbox"/> Howard | <input type="checkbox"/> Posey |
| <input type="checkbox"/> Benton | <input type="checkbox"/> Huntington | <input type="checkbox"/> Pulaski |
| <input type="checkbox"/> Blackford | <input type="checkbox"/> Jackson | <input type="checkbox"/> Putnam |
| <input type="checkbox"/> Boone | <input type="checkbox"/> Jasper | <input type="checkbox"/> Randolph |
| <input type="checkbox"/> Brown | <input type="checkbox"/> Jay | <input type="checkbox"/> Ripley |
| <input type="checkbox"/> Carroll | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Rush |
| <input type="checkbox"/> Cass | <input type="checkbox"/> Jennings | <input type="checkbox"/> St. Joseph |
| <input type="checkbox"/> Clark | <input type="checkbox"/> Johnson | <input type="checkbox"/> Scott |
| <input type="checkbox"/> Clay | <input type="checkbox"/> Knox | <input type="checkbox"/> Shelby |
| <input type="checkbox"/> Clinton | <input type="checkbox"/> Kosciusko | <input type="checkbox"/> Spencer |
| <input type="checkbox"/> Crawford | <input type="checkbox"/> La Porte | <input type="checkbox"/> Starke |
| <input type="checkbox"/> Daviess | <input type="checkbox"/> Lagrange | <input type="checkbox"/> Steuben |
| <input type="checkbox"/> Dearborn | <input type="checkbox"/> Lake | <input type="checkbox"/> Sullivan |
| <input type="checkbox"/> Decatur | <input type="checkbox"/> Lawrence | <input type="checkbox"/> Switzerland |
| <input type="checkbox"/> De Kalb | <input type="checkbox"/> Madison | <input type="checkbox"/> Tippecanoe |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Marion | <input type="checkbox"/> Tipton |
| <input type="checkbox"/> Dubois | <input type="checkbox"/> Marshall | <input type="checkbox"/> Union |
| <input type="checkbox"/> Elkhart | <input type="checkbox"/> Martin | <input type="checkbox"/> Vanderburgh |
| <input type="checkbox"/> Fayette | <input type="checkbox"/> Miami | <input type="checkbox"/> Vermillion |
| <input type="checkbox"/> Floyd | <input type="checkbox"/> Monroe | <input type="checkbox"/> Vigo |
| <input type="checkbox"/> Fountain | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Wabash |
| <input type="checkbox"/> Franklin | <input type="checkbox"/> Morgan | <input type="checkbox"/> Warren |
| <input type="checkbox"/> Fulton | <input type="checkbox"/> Newton | <input type="checkbox"/> Warrick |
| <input type="checkbox"/> Gibson | <input type="checkbox"/> Noble | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Grant | <input type="checkbox"/> Ohio | <input type="checkbox"/> Wayne |
| <input type="checkbox"/> Greene | <input type="checkbox"/> Orange | <input type="checkbox"/> Wells |
| <input type="checkbox"/> Hamilton | <input type="checkbox"/> Owen | <input type="checkbox"/> White |
| <input type="checkbox"/> Hancock | <input type="checkbox"/> Parke | <input type="checkbox"/> Whitley |
| <input type="checkbox"/> Harrison | <input type="checkbox"/> Perry | |

Part 4: Required Application Documents

Please submit the following documentation with the completed application form **no later than February 6, 2015:**

- Copy of certificate of incorporation/authority from Indiana Secretary of State.
- Proof of liability insurance for coverage of all office locations.
- A summary of the organization's background and relevant experience as an employment provider.
- A summary of the population the organization specializes in serving (examples may include individuals who are deaf, blind, developmentally disabled, post-secondary, transition-age students, traumatic brain injury, mental illness, etc.).
- A summary of any specialized services offered by the organization (i.e. assistive technology) and staff qualifications for each service area.
- A current organizational chart of the agency which lists all agency positions, including vacancies.
- Job descriptions for each position on the organizational chart, as well as the number of each position type.
- A description of all of the organization's certifications and licensures.
- Proof of accreditation with one of the following accreditation entities, [IC 12-12-1-4(b)]:
 - (1) The Commission on Accreditation of Rehabilitation Facilities (CARF), or its successor
 - (2) The Council on Quality and Leadership in Supports for People with Disabilities, or its successor
 - (3) The Joint Commission on Accreditation of Healthcare Organizations (JCAHO), or its successor
 - (4) The National Commission on Quality Assurance, or its successor
 - (5) An independent national accreditation organization approved by the secretary
- A summary of any extended services an organization may provide to consumers with the most significant disabilities after a VR case closure that will be paid through a funding source other than VR (e.g., waiver services, MRO).
- A detailed description of how the organization ensures its employment staff have (or gain) the knowledge and expertise needed to adequately provide quality employment services to VR consumers.
- A detailed description of the organization's internal monitoring procedures to support the planning and provision of high-quality employment services.

Part 5: Application Signature

By signing below, the undersigned, having the specific authority on behalf of the agency, certifies that the information contained in this application is correct and complete to the best of the representative's knowledge. In addition, the representative fully understands that the application and all supporting documentation may be subject to public inspection under the Indiana Access to Public Records Act (IC 5-14-3).

Signature of Agency Officer

Date

Title of Agency Officer