

Extended Employment Services Policy
Effective 7/1/2019

I. Purpose

The Extended Employment Services (EES) program has two distinct purposes under the Idaho Division of Vocational Rehabilitation (IDVR):

- (1) to assist individuals with significant or most significant disabilities maintain competitive integrated employment when support under the EES program is identified as necessary to maintain employment;
- (2) to assist individuals in gaining employment skills through service provision in non-integrated, non-competitive employment settings.

EES provides services for individuals employed in a competitive integrated environment, group community non-integrated employment (enclaves), or work services.

II. Administrative Appeals

Hearings and appeals shall be governed according to the provisions of [IDAPA 04.11.01 et seq.](#), “Idaho Rules of Administrative Procedure of the Attorney General.”

III. Definitions

- **The Commission on Accreditation of Rehabilitation Facilities (CARF)** – An international, independent, nonprofit accrediting body of employment and community service Providers.
- **Customer** – An individual residing in Idaho who has applied for, and who is eligible to receive Extended Employment Services (EES). A customer must be at least sixteen (16) years of age.

- **Certified Extended Employment Services Provider** – A community rehabilitation program services provider, sometimes referred to in this policy as a “Provider,” or “CRP” that has been approved by EES program to provide extended employment services and who are certified under CARF or RSAS.

- **Extended Employment Services Customer Rights and Responsibilities** – Extended Employment Services document outlining customer protections and reasonable service expectations during all phases of EES.

- **Enclave Group Community Based Non-Integrated Supported Employment** – or paid employment which is:
 - For a group of no more than eight (8) customers paid not less than minimum wage and who, because of their disabilities, need ongoing support to maintain employment;

 - Conducted in a variety of community and industry settings where the customers have opportunities to interact with co-workers, or others without known paid work supports, at least to the extent that those opportunities typically exist in that work setting;

 - Supported by training and supervision by the EES Provider to maintain that employment; and

 - Not conducted in the work services area of an EES Provider.

- **Fee** – Payment(s) made to EES Providers for long-term employment supports as outlined in a customer’s annual Individual Program Plan. Fee rates are established through the annual EES Provider Agreement.

- **Individual Community Supported Employment** – Self-employment or paid employment that is:

- For a customer paid not less than minimum wage and who, because of his or her disability(ies), needs ongoing support to maintain employment;
 - Hired through a competitive hiring process in a community or industry setting where the individual's work unit is integrated with persons who do not have known disabilities;
 - Supported by authorized activities and natural supports needed to sustain paid work by persons with disabilities, once job stability is determined by the individual's vocational rehabilitation counselor employed by IDVR;
 - Not conducted in the work services area of an EES Provider.
- **Idaho Division of Vocational Rehabilitation (IDVR)** – A state agency under the Idaho State Board of Education, with administrative oversight of the EES program.
 - **Individual Program Plan** – The EES plan that outlines the annual service needs for an individual customer to maintain employment.
 - **Provider Agreement** – An annual written contract between EES and EES providers to deliver services.
 - **Rehabilitation Services Accreditation System (RSAS)** – A national accrediting body of vocational rehabilitative services Providers.
 - **Service Provision** – Approved and authorized program support.
 - **Work Services** – A service that utilizes individual and group work in a non-integrated, non-competitive setting to assist individuals in understanding the

value and demands of work, enhancing positive work attitudes, and developing functional capacities that will enhance the ability to achieve and maintain an employment outcome in a competitive integrated employment setting.

IV. Customer Referral, Eligibility, and Case Closure

- **Customer Referral** – An individual can be referred to EES through:
 - Demonstrated need for EES long-term supports. An individual that has a demonstrated need for specific EES services will be referred to the EES program by a Vocational Rehabilitation Counselor (VRC) employed by IDVR.
 - Customers with access to other public funding for job coaching supports including, but not limited to, Medicaid Waiver job coaching, shall be required to use other public funding prior to EES funding and shall be referred back to those other public funding sources.
 - The referral process is complete when the following has occurred:
 - The referring IDVR counselor provides EES with complete EES referral information;
 - The EES Rights and Responsibilities form has been reviewed and signed by the applicant and, when applicable, the applicant’s guardian;
 - Applicable guardianship documentation has been received by EES.

- **Eligibility**
 - Customers shall receive written notification of eligibility.

EES eligibility criteria will be based on the following:

- Documented disability; and
 - Demonstrated need for long-term job coaching in an integrated employment setting or work services; and
 - Customers with access to other public funding for job coaching supports including, but not limited to, Medicaid Waiver job coaching, shall be required to use other public funding prior to EES funding.
- **Case Closure** – Cases will be closed from the EES program for the following reasons and will include documentation in the case record that supports such reason(s) and customers shall receive written notification:
 - Unable to locate or contact customer;
 - Customer is eligible for or utilizing Medicaid Waiver services for CSE, or other public funding source;
 - Employer is providing the long term supports;
 - Customer's disability is too significant to benefit from services;
 - Customer is non-compliant or has not followed through with EES services;
 - Customer has retired from employment;
 - Customer no longer interested in pursuing employment;
 - Customer no longer needs EES services;
 - Customer has moved out of state; or
 - Death of customer.

V. Service Provision

- **Services on Individual Program Plan** – Services for each individual customer must be based on the Individual Program Plan developed for such customer and approved by customer, guardian, if applicable, and EES program prior to service delivery.
- **Development of Individual Program Plan** – Those involved in developing the Individual Program Plan must include, but are not limited to, the following:
 - The customer. Effort must be made to maximize the customer’s involvement in the planning process by providing him or her with information and education regarding rights, and available options;
 - The customer’s legal guardian, if one has been appointed by the court;
 - The EES Provider program staff, responsible for the implementation of the Individual Program Plan.
 - Services and service levels are based on specific work needs.
- **Covered Services** – The following are covered services under EES:
 - Job coaching: services to assist individuals in maintaining employment in the community, in competitive and non-competitive employment;
 - Transportation to and from a customer’s home to non-competitive, non-integrated employment settings; and
 - Work Services

VI. Excluded Services

Any other services shall not constitute Extended Employment Services. Such excluded services include, but are not limited to, the following:

- Vocational Evaluation;
- Work Adjustment;
- Job Site Development;
- Training at the job site prior to reaching initial job stability;
- Counseling and Guidance services;
- Service coordination; and
- Daily living skills training and development.

VII. Records

- **Customer Files** –The EES program will maintain an EES customer file with all records specific to the individual. Those records submitted by the EES Provider as required will, at minimum, include the following:
 - Referral information;
 - Eligibility;
 - Authorization for services;
 - Contact information;
 - Legal guardianship information;
 - Individual Program Plan(s);
 - Documentation of service; and

- Releases of information.

- **Storage** – EES shall maintain files for five (5) years from the date of discharge of the customer to whom the file pertains.

VIII. Payment for Services

- **Fee for Service** – The IDVR Administrator or designee shall set the fees for covered services.