

## Process & documentation to turn into VR Counselor:

1. Receive a referral from the Office of Vocational Rehabilitation (OVR).
2. Receive authorization for [Person-Centered Job Selection \(PCJS\)](#).
  - a. You have 75 days to complete this phase.
  - b. Minimum of 10 hours to be spent with and working on behalf of the job seeker.
3. Send monthly [Person-Centered Employment Plan \(PCEP\) Activity Notes](#).
4. Submit an invoice for \$1,000 upon completing the PCJS process.
  - a. Expected within two weeks of the final PCEP Activity Note completion.
5. Receive Authorization for [Job Development](#).
  - a. You have 90 days to complete this phase.
6. Send monthly [Job Development Activity Notes](#).
7. Submit the [Work Summary-Job Start Plan](#) after the 1<sup>st</sup> day of employment and the Job Development invoice for \$1,000.
8. Receive the Authorization for Outcome Fee.
9. Document each orientation/support activity (on & off-site) on a [Stable Employment Activity Note](#).
  - a. Day 1 – 90
  - b. Send these monthly.
10. [30-Day Stable Employment Summary Note](#)
  - a. Send at 30 days employed along with an invoice for \$1,000.
11. [60-Day Stable Employment Summary Note](#)
  - a. Send at 60 days employed along with an invoice for \$2,000.
12. [90-Day Stable Employment Summary – Long-Term Support Plan](#)
  - a. Send at 90 days employed along with an invoice for \$2,000.
13. [120-Day Stable Employment Summary](#)
14. [150-Day Stable Employment Summary](#)
15. [180-Day Stable Employment Summary](#)
16. Continue to provide Extended Services/Long Term Support.
  - a. Bill to source for that individual - this will vary.
  - b. OVR minimum expectation – follow up two times/month face to face, unless otherwise approved via Step Down Supports.
17. Request Extended Services for Youth with a Disability while the OVR case is still open (optional).
  - a. \$50/hour
  - b. Ages 14-24

18. Request "Additional Supported Employment Services" from OVR at \$50/hour (optional).
  - a. Only request this if intensive services are required after you have billed out the final 90-day payment while the case is still open.
  - b. These must be short-term and are more intense than typical extended services.
19. The OVR case will close a minimum of 90 days after OVR pays the final fee.
20. Apply for Optional Step-Down Supports (SDS) (optional).
  - a. You can apply one year after employment.
  - b. Reduces the Extended Services/Long Term Support contacts from 2 times per month to whatever makes sense to support that employee over the longer term.
  - c. Submit an SDS Agreement to your SE Consultant for approval.
  - d. If approved, complete a "Summary of Supported Employee's Process" form following the timelines agreed upon in the SDS agreement.

## **Questions?**

If you have questions or concerns about communication or authorizations, please contact your Supported Employment Consultant.