

CSG Client Services Guide	Date Issued 09/30/19	Subject On-The-Job Training (OJT)	Section 1300
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Section 1300 ON-THE-JOB TRAINING	1
1300 ON-THE-JOB TRAINING (OJT)	1

[CSG Table of Contents](#)

Federal Regulations

[34 CFR 361.48](#) – Scope of Services

State Rules

[5 CSR 20-500](#)

Section 1300 ON-THE-JOB TRAINING

1300 ON-THE-JOB TRAINING (OJT)

1300.1 Guidance

- **Purpose/Initial Considerations**
 - On-the-job training (OJT) may be provided to assist clients with the acquisition of specific skills, as taught by employers.
 - It is recommended to use employers who:
 - demonstrate the capability of teaching the specific skill sought;
 - have the experience and stability to complete the training; and
 - have a reasonable possibility of employing the client following training.
 - OJT may be considered for clients who are otherwise “job-ready” when:
 - The skills required for the vocational objective can be gained through practical work experience
 - There is a high likelihood of continued employment
 - Actual job experience is more relevant than formal training
 - There is a reasonable expectation the client has the basic skill set to perform the essential functions of the job.
 - It is the most suitable training for the client’s learning style
 - Long-term supported employment services (SE or IPS) are not required to reach a successful employment outcome.

<p style="text-align: center;">CSG Client Services Guide</p>	<p>Date Issued 09/23/19</p>	<p>Subject On-The-Job Training (OJT)</p>	<p>Section 1300</p>
-------------------------------------------------------------------------------------------	------------------------------------------	---------------------------------------------------------------------	-------------------------------------

- **Determining OJT Fees**
 - OJT fees are not based on financial need.
 - Secondary services (tools, transportation, uniforms, etc.) necessary to successfully complete OJT are based on financial need.
 - Employers offering OJT opportunities should provide:
 - liability coverage
 - monthly progress reports
 - proper equipment and supplies
 - sufficient work to ensure practice for the client to reach proficiency
 - sufficient daily training time to allow necessary skills to be developed
 - employment following completion of training
 - The cost of OJT may vary depending on the complexity and length of the program established and is negotiated with the employer on an individual basis.
 - As the client gains experience, OJT training fees paid to the employer should decrease.
 - Inform the employer that OJT fees are provided to assist with the cost of training, not to reimburse the employer for part of the client's wages.
 - Consider the following when establishing the rate of payment for an OJT:
 - Does this position require highly technical or advanced skills (i.e. welding, automotive repair/detailing, etc.)?
 - What training is required for other employees hired in this same position?
 - How long does it usually take for other employees hired in this same position to learn the job?
 - What is the rate of pay for untrained employees hired in this position?
 - What is the rate of pay for trained employees in this position?
 - What are training costs at other comparable training sites for the same trade (cost-effective training guidelines)?

<p style="text-align: center;">CSG Client Services Guide</p>	<p>Date Issued 09/23/19</p>	<p style="text-align: center;">Subject On-The-Job Training (OJT)</p>	<p style="text-align: center;">Section 1300</p>
-------------------------------------------------------------------------------------------	------------------------------------------	--------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------

- Seek additional guidance from the District Supervisor or Regional Manager if needed.
- **Coordinating OJT and Provider Services**
 - Providers may assist with the development of OJT, but the specifics and rate of payment must be negotiated by the counselor, employer and client.
 - When a provider has made the initial employer contact for an OJT while the client is participating in Employment Services (ES) or Employment Services Plus (ESP):
 - A client receiving ES or ESP services can receive OJT services. However, the CRP cannot bill for the placement, 30-day or 90-day milestones until after completion of the OJT.
 - the case would remain in Service status until the OJT is completed

1300.2 Procedure

- Document informed choice and why OJT is required.
- Meet with client to review/sign the IPE, including client responsibilities, and prepare authorization prior to the initiation of OJT.
- Document on the IPE the training schedule and amount of fees to be paid for the OJT.
- Follow up with the client at least monthly, to ensure client satisfaction, and progress toward a successful employment outcome.
- In providing quality customer service, contact with the client should be regular and ongoing as agreed upon in the IPE.
- The case may not move to Employed Status until completion of OJT.

1300.3 Authorization and Billing

- Employers must have a state vendor number ([CSG 700](#)).
- When authorizing OJT fees, utilize Procedure Code 120121900.

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------------------------------------------------------	------------------------------------------	--------------------------------------------------------------	-------------------------------

- A monthly progress report must accompany the bill before it may be processed for payment. The VR OJT Progress Report can be utilized for this purpose.