

Attachment F Employer Based Transition Training (EBTT) and Project Search Programs

A. EBTT/PS Program Description: One-year school to work transition training programs for VR eligible youth with a variety of intellectual and developmental disabilities, who meet the VR criteria for most significant disabilities (MSD), are in their final year of high school, and whose goal is competitive integrated employment.

EBTT/PS Programs are not based on financial need. However, any secondary services provided in association with these programs are based on agency financial guidelines, and appropriate documentation is required in the VR case file.

EBTT/PS Programs typically take place in a healthcare, government or business setting where total immersion in the workplace facilitates the teaching and learning process as well as the acquisition of employability and marketable job skills. Youth participate in up to three different training rotations in various departments within a host business over a one year period. Although the youth may be offered a job by the host business, there is no expectation for hire, and employers are not obligated to offer youth an employment opportunity before, during or after the training program has been completed.

Training rotations are based on individual interests, skills, and abilities; as well as a local labor market analysis of available jobs within the local community. In addition to on-site training provided by the host business, program services will include career exploration, employability skills training, job development, job placement, job supports, and retention services to assist the youth in maintaining a successful employment outcome.

EBTT/PS Programs are operated by a team of required partners at the local level, to include the host business, a special education teacher/certified instructor (school district), a VR counselor (VRC), and an employment/job development specialist from a local community rehabilitation provider (CRP).

EBTT/PS Programs also require the development of a local memorandum of understanding/agreement (MOU/MOA) outlining each partner's roles/responsibilities and individual program objectives. The MOU/MOA must be signed by a designee from each required partner prior to program implementation. The signed MOU/MOA will remain in effect unless terminated. Significant amendments, such as required partner changes, will result in the need for an updated and signed MOU/MOA. A sample EBTT/PS and MOU/MOA is available on the VR website.

B. Program Objectives: Integrated, competitive employment in a job at least 20 hours per week, based upon the individual's unique strengths, skills/abilities, and interests is the goal of the EBTT/PS Program.

VR eligible youth are selected for the EBTT/PS Program by the partner team through a comprehensive, competitive, application and interview process. Youth must have existing pre-vocational skills, but require additional work experience to enhance their employability.

Although skill acquisition will vary depending upon the youth's specific disability and level of support needs; the objective is for each youth to meet the training and performance expectations of the host business, by building upon their existing employability skills through a progression or layering of skills learned during training throughout the year.

C. Fee Schedule/Milestone Payments and Outcomes: After the youth has been selected to participate in the EBTT/PS Program, a vocational goal will be identified based on school district assessments which identify their interests, skills, and abilities; the VR counselor comprehensive assessment of the youth's rehabilitation needs; and a local labor market analysis of jobs.

The VRC will develop an Individualized Plan for Employment (IPE) with the youth prior to the start of services, in coordination with the goals and objectives listed in their Individual Education Program (IEP).

Payment for the first three milestones will be based on the individual's successful acquisition and progression of skills identified through a task analysis, and their ability to meet performance expectations of the host business. (Note: EBTT programs may have made arrangements to advance students to the next rotation or into competitive employment based upon % of individual independence identified through the task analysis.)

A minimum of at least one staffing is required during each of the first three milestones, and again at the end of each milestone, to discuss the individual's progress/performance, and continuation in the EBTT/PS Program. If the youth is not projected to meet milestone outcomes by the estimated quarterly dates/end of the rotation, proper communication with VRC is required so that a meeting can be scheduled to discuss their progress, authorization dates can be amended, if appropriate, and/or a plan for exiting the program can be identified/developed.

For each VR eligible EBTT/PS Program participant, services will be authorized and fees made payable to the participating CRP in accordance with the following six milestones, based on the successful completion of required outcomes/reports [all supporting documents must have signatures and dates for billing purposes]:

1. Employer Based Transition Training #1 (EBTT0010)

(End of the 1st Quarter/Rotation)

Outcome: Tour departments within the host business that match the individual's vocational goal, skills, preferences and interests, set up interviews, identify the departmental training site, define training expectations, and begin training in various departments within the host business.

Services: Job Shadowing, Career Exploration, Department Interviews, Job Training, Natural Support, Mentoring, EBTT/Project SEARCH Program Documentation, and Performance Evaluation (HML or similar assessment) by work site supervisor.

Forms/Reports (VRC is required to have the following in client's file):

- Work Readiness Inventory (WRI) or similar assessment tool –completed by school staff
- EBTT/Project SEARCH Program Documentation forms– completed by on-site provider and school staff and submitted monthly by the 10th of the month, or within 10 days of the end of the rotation (this document must include an objective measurement of the youth's progression of skills)
- High Medium Low (HML) Assessment or similar assessment - completed at least quarterly/or end of each rotation by the departmental business representative

Documents required for CRP billing:

- EBTT/Project SEARCH Program Documentation

2. Employer Based Transition Training #2 (EBTT0020)

(End of the 2nd Quarter/Rotation)

Outcome: Youth will be actively involved in training within host business, and demonstrate progress based on successful acquisition and progression of skills identified through a skills analysis, as well as their ability to meet performance expectations of the host business.

Services: Job Training, Natural Support, Mentoring, EBTT/Project SEARCH Program Documentation, Performance Evaluation (HML or similar assessment) by work site supervisor.

Forms/Reports:

- EBTT/Project SEARCH Program Documentation - submitted monthly by the 10th of the month, or within 10 days of the end of the rotation
- HML Assessment
- Employment Plan - completed by the provider

Documents required for CRP billing:

- EBTT/Project SEARCH Program Documentation - submitted monthly by the 10th of the month, or within 10 days of the end of the rotation
- Employment Plan

3. Employer Based Transition Training #3 (EBTT0030)

(End of the 3rd Quarter/Rotation)

Outcome: Youth will be actively involved in training within host business, and demonstrate progress based on successful acquisition and progression of skills identified through a skills analysis, as well as their ability to meet performance expectations of the host business.

Youth should be working closely with provider staff & actively involved in job development.

Services: Job Training, Natural Support, Mentoring, EBTT/Project SEARCH Program Documentation, Performance Evaluation (HML or similar assessment) by work site supervisor

Forms/Reports:

- EBTT/Project SEARCH Program Documentation
- HML Assessment
- Youth Resume

Documents required for CRP billing:

- EBTT/Project SEARCH Program Documentation
- Youth Resume

4. Employer Based Transition Training #4 (EBTT0040)

(Job Placement/Independent Employment)

Outcome: Youth are placed in a job that has been identified as appropriate considering their interest, strengths and support needs.

Documents required for CRP billing:

- Provider Placement Letter along with supporting documentation described in CRP Agreement - Attachment D - Billing for Services, under item B. Employment Services (ES).

5. Employer Based Transition Training #5 (EBTT0050)

(Independent Employment - 30 days)

Outcome: Youth have been successfully independently employed for 30 days

Services: The CRP shall provide support to the youth and/or employer, as determined by the needs of the youth, to ensure job success until the CRP and VR agree the youth has reached a successful employment outcome.

Documents required for CRP billing:

- The CRP will send Monthly Progress Reports as described in CRP Agreement - Attachment D - Billing for Services, under item B. Employment Services (ES).

6. Employer Based Transition Training #6 (EBTT0060)

(Employment Outcome - 90 days)

Retention and Employment Outcome: The CRP shall provide support to the client and/or employer to ensure job success until the CRP and VR agree the client has reached a successful employment outcome.

Documents required for CRP billing:

- The CRP will send Monthly Progress Reports during job retention, and Employment Verification upon achieving an employment outcome, as described in CRP Agreement - Attachment D - Billing for Services, under item B. Employment Services (ES).