**Community Rehabilitation Program 2019 Process**

**Job Development Package Non-SEP (6 month package)**

**$1,000**

**Counselor**

Prior to Referral

* Discuss with participant reason for referral and what to expect
* Discuss options for activities that can be done within this referral
* Discuss expectations of participant
* Explain what a CRP is, what their role is in the process
* Explain customer choice and present options for CRP providers; give participant options to interview CRP’s
* Educate participant on disclosure and discuss disclosure plans
* Ensure all information required to begin job search is ready; I-9 documentation, work history, any barriers to employment, etc
* Fill out referral form and schedule a **mandatory** referral meeting
* Manage communication with parents/guardians/case managers/school personnel (if applicable) and invite to meeting if necessary

At Referral

* Provide adequate information to CRP including Referral Form, I-9 documentation, work history, barriers to employment, resume if applicable
* Create a preliminary plan with CRP and participant for job development, highlight businesses to target, activities to engage in, areas to work on with participant, and discuss the individualized assistance the participant will need from the CRP provider and document on the NHVR Action Plan
* Review with CRP and participant the participant’s decision about disclosure
* Review expectations of counselor, participant and CRP
* Schedule a check in meeting with the CRP and participant within 6 weeks to 90 days from date of referral
* Verify and document the expiration date of the package at the referral meeting
* Authorize the Job Development Package Non-SEP

During Service

* Keep open communication with the CRP and participant
* Review monthly CRP reports and contact CRP/participant with any concerns
* If there has not been a placement made by 6 months, schedule a meeting with CRP and participant to discuss the progress, and barriers to finding a job. If appropriate, reauthorize the job development for 3 months – with mandatory monthly meetings

After Service

* Review Placement Notification, call participant to discuss the job offer
* If the job is a match and the participant agrees to move forward, authorize the Job Analysis Report
* Contact the CRP and discuss the plan for support, the participant’s schedule, and verify that the JAR report will be completed in no less than two weeks from start of employment

**\*\*\*Communication with CRP and participant is very crucial at this point in the process\*\*\***

* Once JAR is received – ***Carefully review*** the CRP’s request for barrier intervention (if applicable) and how they plan to provide barrier intervention
* If request matches participant’s needs, authorize barrier intervention hours
* If there are concerns about barrier intervention requested, contact CRP immediately
* Barrier Intervention report should be received by the 25th of the month requesting hours for the following month

***Vendor Closure Form***

* Review Vendor Closure form. If there are outcome payments requested, review for accuracy and authorize if applicable.

**Notes**

Payment Schedule

**Payment 1:** $500 will be made when invoice and the following reports are received after the first month of service – (Monthly CRP Report, Resume, and Activity Log)

**Payment 2:** $250 payment will be made when invoice and the following reports are received after month 3 of service – (Monthly CRP Report, and Activity Log)

**Payment 3:** $250 payment will be made when invoice and the following reports are received after month 5 of service – Monthly CRP Report, and Activity Log

The package will expire on the 6th month from the date of the **referral** **meeting**

\*\*\*At this time a mandatory team meeting will be held to discuss progress, barriers and assess the need to continue with job development. If additional time is needed the counselor will authorize an additional 3 months for $500 with mandatory monthly meetings to monitor progress

If a placement is made prior to 6 months the following will occur:

Counselor review placement notification, discuss job with participant. If everyone is in agreement to move forward with the job the remainder of the package will be paid to CRP.

Suspension of package – If the job development services need to be suspended, the counselor will note the date of suspension (please encourage CRP to note date as well) Once services resume, the amount of time that the services were suspended will be added to the expiration date of package and noted. Ex: referral made 1/1/19, expiration date 6/1/19. On 2/15/19 the services were suspended for two weeks because the participant had a medical emergency and services resume after the two weeks then two weeks will be added to the exp date making the package now good until 6/15/19

**Job Development Package Non-SEP (6 month package)**

**$1,000**

**CRP**

At Referral

* Inform VR Counselor as to CRP capacity to provide timely services and advise of any conflicts in providing services during the 6 month period
* Be available for a referral meeting within two weeks of contact
* Collaborate on the preliminary plan with the VR counselor and Participant for job development, highlight businesses to target, activities to engage in, areas to work on with participant, and discuss the individualized assistance the participant will need from the CRP – Ensure to take a copy of the plan (NHVR Action Plan)
* Note Participant’s decision about disclosure
* Review expectations of counselor, participant and CRP
* Schedule a check-in meeting with the VR Counselor and Participant within 6 weeks to 90 days of referral
* Verify and document the expiration date of the package at the referral meeting
* Establish communication and meeting schedule with Participant

During Service

* Meet with the Participant to begin services with an emphasis on the plan developed at the referral meeting
* Communicate any concerns or missed meetings ***immediately*** to VR counselor
* Submit the CRP Monthly Progress Report, Activity Log and Resume at the end of the first month of services
* Subsequent months submit CRP Monthly Progress Report and Activity Log
* Invoices to be submitted with reports on month 1, 3 and 5 for package payment
* If package is suspended for any reason, communicate with the VR counselor when services will resume and what the new expiration date of the package will be and ensure you make documentation of new date
* When placement occurs, submit Placement Notification to VR counselor
* Contact the VR counselor and discuss the plan for support, the participant’s schedule, and verify that the JAR report will be completed in no less than two weeks from start of employment
* Complete JAR report in no less than two weeks from start of employment and submit to VR Counselor the request for barrier intervention and how you plan to provide barrier intervention services
* If request matches participant’s needs, VR Counselor will authorize barrier intervention hours
* If there are concerns about the requested barrier intervention, contact VR Counselor immediately
* Barrier Intervention reports should be submitted by the 25th of the month requesting hours for the following month

After Service

* Attend a wrap up meeting with participant and counselor if requested
* Provide extra hours of service if requested and authorized by VR Counselor