

Job Development and Placement (JDP) Services Guidelines ND Division of Vocational Rehabilitation

I. BELIEFS AND VALUES

Job Development and Placement (JDP) Services are time limited services with the expectation that the client will become successfully employed in integrated, competitive employment. The provider's role is to assist the client in attaining the job and developing essential work skills. Once the work skills have been developed, the provider will phase out and assist the client in developing natural supports. These services are **short-term** and are intended for those who require some support and assistance up front, but who will not require ongoing supports once the DVR case is closed.

JDP Services emphasize the following beliefs and values:

- Individuals with disabilities are capable of being employed.
- Individuals with disabilities who want to work have the same right to work and earn a living wage as people who do not have a disability.
- Facilitating community employment allows individuals the fullest community participation.
- Employment options are based upon preferences, skills, and needs of the individual.
- Employer/employee consultation and support is provided after a job has been found, but are time limited and are intended to begin phasing out once the individual becomes employed.

Individuals identified for JDP Services should demonstrate:

- The motivation or desire to work,
- They can be relied on to be on time, follow through, etc. when they need to, and
- The capacity, either with or without support, to stay on task for a period of time generally associated with working.

II. DEFINITIONS

Job Development services are used when the DVR counselor determines the individual client's need for third party representation to access employers. It includes direct employer services, outreach, and in-person interactions with employers that leads to job offers, and includes activities of prospecting, labor market analysis, appointments, and identification of employer's priority needs.

Job Placement services are designed for clients who do not need intense preparation to enter the workforce. They have a signed Individualized Plan for Employment (IPE) and are job ready, but need assistance to find employment with short-term job coaching once employment is obtained.

Job Retention services are follow-along services provided as direct engagement with the client and/or the employer to assist in maintaining and retaining the job once employment has begun. The job retention time period includes the 90 consecutive days after the job begins and until the client's file is eligible for a case closure as successfully rehabilitated.

III. DETERMINING IF A CLIENT REQUIRES JOB DEVELOPMENT AND PLACEMENT SERVICES

It is the responsibility of the DVR counselor to determine the rehabilitation needs of the client and the appropriate services to meet those needs.

The DVR Counselor will:

1. Review existing data to determine the rehabilitation needs of the client. The existing information could include, but is not limited to, medical and psychological records, interest inventories, personality and aptitude testing results, work history, current labor market information, etc.
2. To the extent necessary, provide appropriate assessment activities to obtain necessary additional data in order to make a determination of services.
3. When motivation is a barrier to employment, the counselor will apply appropriate counseling intervention techniques before internal or external job development or placement services begin. They will assist clients to:
 - Have a clear understanding of what work means
 - Have a clear idea of the type of job they wish to pursue
 - Consider what type of work environment would be the best fit
 - Use their personal and professional networks as a key component in their job search
4. Provide essential support services necessary for the client to access the process.
5. Keep in mind that supports will not be available to maintain employment once the DVR case is closed.

IV. THE PROCESS

1. The DVR counselor will give the client all of the providers' contact information and the client may interview providers if they choose.
2. The DVR counselor and client develop the IPE and discuss the need for services, the role of the provider in securing and maintaining employment, the referral process to the provider, and how the client, provider staff, and counselor will make timely progress towards reaching the employment goal.
3. A referral for JDP Services will be made to the provider. The referral packet will include a completed referral form (SFN 1092), the IPE (with defined responsibilities, time frame for services, etc.) along with all other appropriate supporting documentation.

4. The Employment Proposal (SFN 1840) is developed by the provider and client with the counselor present for input. It outlines the job development, placement, and training strategies that will be used to assist the client to become successfully employed.
5. Job development activities will commence after the employment proposal has been signed. Activities and timelines will be monitored monthly by the DVR counselor via progress report from the provider. The report will outline employment activities initiated and completed by the provider and DVR client. When contact is made informally, the DVR counselor will note contact by using the case management system.

V. PAYMENTS AND PROCEDURES

JDP Services are outcome/milestone based. An initial payment is made with the referral to the provider and upon reaching certain milestones, including approval of a completed employment proposal, job placement, job retention for 30 days, and VR case closure “Rehabilitated” after 90 days. See Payment Rates.

Once job placement occurs JDP services should typically last 3-4 months as the job coach fades out and the case is eventually closed successfully rehabilitated. There may be certain, rare circumstances where JDP services need to be in place beyond 3-4 months. In those instances the DVR counselor, provider, and client will meet to revise the employment proposal, listing specifics regarding what is needed, who is responsible for what tasks, etc. The DVR counselor may authorize up to two additional months of service if needed for the client to stabilize on their job. See Payment Rates. Any services beyond two months would need prior approval from the Regional Administrator. If the client is not stabilized at this point, a team meeting will occur to assess if this is the appropriate job, how natural supports may be utilized, how intervention may be decreased, and identify appropriate next steps which could include a new job goal.

Progress reports must be received by DVR by the 15th of the month before payment can be made.

Providers will receive the final payment only after DVR is able to confirm that all closure criteria are met and the case can be closed as successfully rehabilitated. If final payment is made and DVR is unable to close the case successfully rehabilitated, the provider must refund the full amount of the final payment to DVR.

Job Loss Prior to Successful Closure

If the client loses their job prior to being successfully employed for 90 days, the provider, DVR counselor, and DVR Regional Administrator will meet to discuss the circumstances surrounding the job loss. Payment for re-placement will be determined on a case-by-case basis. Factors to be considered include the reason for the job loss, did the disability worsen, is there a new disability, was it an appropriate job goal, etc. Depending on the situation, reimbursement will begin at one of the milestone amounts. To ensure statewide consistency, all situations where job loss occurs and reimbursement will exceed the original milestone payments, the additional payment will be approved by the DVR Chief of Field Services. The necessity of continuing this level of approval will be assessed every six months.

Purchased Job Development and Placement Services ND Division of Vocational Rehabilitation

