

# Community Resources Development Section

# Supported Employment and Employment

# Services Forms Changes (Effective July 1, 2022)

## Overview

Rehabilitation Services Administration (RSA) guidance on the Supported Employment Program has required the Department of Rehabilitation to make changes to formerly mandated numerical Supported Employment forms. The changes went into effect 07/01/2022 per GUIDANCE CIRCULAR (GC) 2022-02: Supported Employment Code Updates and Employment Services Rate Change.

Community Rehabilitation Programs (CRP) may use DOR templates or create their own based on the DOR templates provided. CRP created templates must include all DOR template information and fields. CRP created forms will require CRD Specialist’s approval prior to use.All numbered SE forms DR381 – DR387 have been retired and / or replaced. The following provides a breakdown of former required numbered Supported Employment (SE) forms and the new comparable Employment Services (ES) or general templates for Community Rehabilitation Providers (CRPs) to utilize when applicable.

## Supported Employment Forms Changes Explained

Table 1 Supported Employment forms changes and information on replacement form templates to use

| **DOR Supported Employment Form Title and Number (formerly used)** | **Replacement Template to Use (new)** | **Assigned Budget for Associated Service** | **Who completes the form?** | **Special Notes on new Form Template** |
| --- | --- | --- | --- | --- |
| DR 381 - Job Placement Parameters Sample Form (retired as a separate form) | Employment Services Intake and Employment Preparation Report | Use VR Fund Base **through Placement** | Old form was completed by DOR QRP. New form is completed by CRP | Job Placement Parameters form not required for ES Intake, ES Employment Preparation and ES Placement (it was used only for SE Consumers). DOR QRP can use AWARE case note to identify Job Placement Parameters. |
| DR 382 - Placement Services Progress Report | Employment Services Job Development Monthly Progress Report | Use VR Fund Base **through Placement** | New form is completed by CRP. | New form used for ES Job Development and Placement for SE Consumers |
| DR 383 - Job Placement Information | Employment Services Job Placement Information (For SE Consumers) | Use VR Fund Base **through Placement** | New form (for SE consumers) is completed by CRP | New form created for SE consumers only. Is not required for ES Job Placement for general consumers |
| DR 384 - Supported Employment - Monthly Job Coach Report | Supported Employment Monthly Job Coach Report (DR 384 and 384A have been combined into one report) | Use Supported Employment Regional Center Fund **after Placement** | Revised form is completed by CRP | The SE Retention Benchmark is embedded in the report. The Proposed Plan to Improve Performance is embedded in the report. |
| DR 384A – Proposed Plan to Improve Performance (retired as a separate form) | Supported Employment Monthly Job Coach Report (DR 384 and 384A have been combined into one report) | Use Supported Employment Regional Center Fund **after Placement** | Revised form is completed by CRP | The SE Retention Benchmark is embedded in the report. The Proposed Plan to Improve Performance is embedded in the report. |
| DR 385A - Individual Invoice Summary | Supported Employment Retention and Job Coaching Invoice Summary | Use Supported Employment Regional Center Fund **after Placement** | Revised form is completed by CRP. | Former SE Benchmarks Intake and Placement have been removed and option for up to 3 different Regional Center rates for Job Coaching has been added. |
| DR 385B - Individual Invoice Detail | Supported Employment Retention Services Invoice Detail | Use Supported Employment Regional Center Fund **after Placement** | Revised form is completed by the CRP | Former SE Benchmarks Intake and Placement have been removed. |
| DR 385C – Supported Employment Job Coaching – Invoice Detail | Supported Employment Job Coaching Invoice Detail | Use Supported Employment Regional Center Fund **after Placement** | Revised form is completed by the CRP | Option for up to 3 different Regional Center rates for Job Coaching has been added. |
| DR 386 - Invoice Discrepancy Notice Sample Form | STD 209 – Invoice Dispute Notification | N/A | Alternate form is completed by the CRP |  |
| DR 387 - Notice of Transition to Extended Services Sample Form | Supported Employment Notice of Transition to Extended Services Form | Use Supported Employment Regional Center Fund **after Placement** | Revised form is completed by the DOR QRP |  |