

Rehabilitation Administrative Manual
RECORD OF SERVICES

Chapter 30

Exhibit F

DR 650 Employee Timesheet Form Instructions
(10/18)

BACKGROUND:

The Department of Rehabilitation (DOR) must annually reserve 15 percent of its federal Vocational Rehabilitation (VR) grant award to provide pre-employment transition services (Pre-ETS) to students with disabilities who are either eligible or potentially eligible for VR services. This includes DOR staff time spent on the following:

- Providing or arranging the 5 DOR Student Services
- Conducting the 4 Coordination Activities
- Attending approved training related to DOR Student Services
- Performing approved Authorized Activities
- Traveling for the above-listed purposes

DOR must return any of the reserved 15 percent grant award that is not appropriately documented and used to provide Pre-ETS to students with disabilities.

The modified DR 650 EMPLOYEE TIMESHEET form includes two rows that allow DOR staff to capture time spent on these activities.

ROWS FOR PRE-ETS ON THE DR 650 EMPLOYEE TIMESHEET FORM:

- **PrETS row.** Use for DOR Student Services, Coordination Activities, and associated travel time.
- **PrAA row.** Use for time spent attending training related to DOR Student Services, and associated travel time.

ORG CODE	PROGRAM	TYPE	TOTAL	1	2	3	4	5	6	7	8	9	10	11
		REG	49.00		2.00	3.00	2.00	2.00	4.00			4.00	1.00	
	PrETS	REG	109.00		6.00	5.00	6.00	6.00	2.00			4.00	7.00	
	PrAA	REG	10.00						2.00					8.00
		REG												

NEW!

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SUB-TOTAL	168.00	Comments Box:
MINUS CTO		
MINUS P-OT		
MINUS WE		
NET-TOTAL	168.00	
	OK	

INSTRUCTIONS:

All DOR staff must fill out and submit the DR 650 EMPLOYEE TIMESHEET form. Supervisors of staff review and approve timesheets.

Additionally, in order to consolidate the Pre-ETS hours for financial reporting, each district's Designated Attendance Coordinator and their supervisors complete a specific process.

The subsections below describe the responsibilities associated with each of these roles.

Instructions: All DOR Staff

All DOR staff will complete the following actions:

1. Document time in 15-minute increments on the DR 650 EMPLOYEE TIMESHEET FORM.
2. Use the row with the appropriate program code to document time spent on pre-employment transition services, as follows:
 - a. On the PrETS row, document the total number of hours spent on the following activities:
 - i. Providing and arranging DOR Student Services.
 - ii. Conducting coordination activities.
 - iii. Time spent traveling for these purposes.
 - b. On the PrAA row, document the total number of hours spent on the following activities:

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- i. Attending approved trainings related to DOR Student Services.
 - ii. Performing other approved Authorized Activities.
 - iii. Time spent traveling for these purposes.
3. The remainder of your work hours spent on services other than Pre-ETS will be recorded in the other rows, as usual.
4. Ensure the sum of your documented time each day does not exceed your daily work hours (e.g., 4 hours PrETS + 2 hours PrAA + 2 hours regular duties = 8 hours total).
5. Submit the DR 650 form to your supervisor.

Instructions: Supervisors

The supervisors will complete the following actions

1. For each staff member, verify that staff time reflects actual time spent providing and arranging DOR Student Services, conducting coordination activities, or performing approved Authorized Activities (such as attending approved trainings related to DOR Student Services). Ensure staff documents these activities appropriately (e.g., case notes, Outlook calendar entries).
2. Sign the DR 650 EMPLOYEE TIMESHEET form.
3. Return all completed and signed DR 650 EMPLOYEE TIMESHEET forms to the designated district Attendance Coordinator.

Instructions: Designated District Attendance Coordinators

The designated district Attendance Coordinator will complete the following actions:

1. Collect all DR 650 EMPLOYEE TIMESHEET forms from district staff members.
2. Review your district's Student Services worksheet located on the G Drive (<G:\Public Folder\DOR Student Services\Timesheets\DOR Student Services Worksheets>), and make corrections, as appropriate. Add any new team member names, position numbers, classifications,

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and working titles, if needed. **Do not delete staff that have changed positions or left the district.** (Refer to the sample spreadsheet.)

3. From each district staff member's timesheet, in the Student Services Worksheet, enter the following data no later than seven business days after the end of each pay period:
 - a. The total number of hours in the PrETS row of the DR 650 form in the PrETS column of the Student Services Worksheet.
 - b. The total number of hours in the PrAA row of the DR 650 form in the PrAA column of the Student Services Worksheet
 - c. The total number of hours in the net-total hours area
4. When you finish entering the PrETS, PrAA, and net-total hours in the Student Services Worksheet for each staff member, enter your name in the "Completed By" row for the respective month.

Instructions: Supervisors of Designated District Attendance Coordinators

Supervisors of designated district Attendance Coordinators will complete the following actions:

1. Submit the DR 650 EMPLOYEE TIMESHEET forms to Central Office Personnel Services no later than five business days after the end of each pay period, according to current process.
2. After the designated Attendance Coordinator enters the necessary data in the Student Services worksheet for each staff member, review for accuracy and correctness and enter your name in the "Reviewed by" row for the respective month.

Note: It is the responsibility of the designated district Attendance Coordinator's supervisor to ensure the Student Services worksheet is completed no later than seven business days after the end of each pay period.

HELPFUL INFORMATION:

- 1. In what time increments can I record my time?***

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Staff may record their time spent in 15-minute increments (e.g., 45 minutes = 0.75 hours).

2. *What can I count on my DR 650 form, in the PrETS row?*

On the PrETS row, staff will count time spent providing or arranging DOR Student Services, conducting Coordination Activities, or travel for those purposes.

A. **Providing**: Means to directly providing any of the five DOR Student Services, as follows:

- 1) Job Exploration Counseling: offers ways to learn about the different kinds of job and which ones are best for the Student with a Disability (SWD) strengths and interests. Includes but is not limited to the following examples:
 - Understand what jobs and industries are in demand.
 - Learn about career pathways of interest to the student(s).
 - Explore career interests through interests inventories, conversations, and labor market research.
 - Understand what the student needs to do to pursue a chosen career path.
- 2) Work-Based Learning Experiences: offer a variety of ways to connect with local professionals and get real-world work experience. Includes but is not limited to the following examples:
 - Internships, apprenticeships, short-term employment, and/or on-the-job training.
 - Informational interviews to research local employers and opportunities in the community.
 - Job shadowing and mentoring opportunities.
- 3) Postsecondary Enrollment Counseling: helps learn about different educational programs available and resources to support the student's educational success. Includes but is not limited to the following examples:
 - Counseling on course offerings.
 - Counseling on career options.

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- Reviewing types of academic and occupational training needed to succeed in the workplace.
 - Identifying postsecondary opportunities associated with career fields or pathways.
 - Discussing comprehensive transition programs (CTPs).
- 4) Workplace Readiness Training: helps prepare for employment by learning good work habits and interpersonal skills and developing independent living skills. Includes but is not limited to the following examples:
- Communication, interpersonal, and “soft” skills.
 - Financial literacy, including youth-focused Work Incentive Planning services for paid work experience.
 - Understanding employer expectations.
 - Learn how to search and apply for jobs; ways to get to work.
 - Travel training.
- 5) Instruction in Self-Advocacy: helps build leadership skills, gain confidence in professional environments, and understand what the SWD needs to succeed in the workplace. Includes but is not limited to the following examples:
- Learn about individual rights and responsibilities.
 - Learn how to request accommodations or services and supports.
 - Learn to communicate thoughts, concerns, and needs for various situations.
- B. **Arranging**: To organize, plan, or schedule DOR Student Services for a specific student. Examples include:
- Signing up the SWD for We Can Work or other DOR Student Services.
 - Scheduling and arranging for the SWD to meet with VR staff, schools, and other partners.
 - Reviewing comparable services and benefits.

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C. **Coordination Activities**: Taking part in one of four specific activities designed to support and inform the delivery of DOR Student Services. These activities help ensure that services from multiple entities are well-sequenced and coordinated. The four Coordination Activities are as follows:

- Attending IEP meetings, when invited.
- Attending IPP meetings with regional centers, when invited.
- Developing work opportunities for SWD by working with:
 - Local workforce development boards.
 - America's Job Center of California (One-Stops).
 - Employers.
- Working with schools to coordinate and ensure the provision of DOR Student Services.

3. *What can I count on my DR 650 form, in the PrAA row?*

On the PrAA row, staff will count time spent attending approved trainings related to DOR Student Services, as well as time spent traveling to and from those trainings.

Staff may also count time spent performing specific activities related to approved Authorized Activities. In this case, staff will be instructed by their supervisors with regard to the specific activities that may be counted on the PrAA row of the timesheet.

4. *Can staff count time spent traveling on the Pre-ETS rows of the DR 650 form?*

Yes! Staff travel time may be counted on either the PrETS row or the PrAA row of the timesheet, depending on the purpose of the travel.

However, if staff is providing services other than DOR Student Services, travel time spent on DOR Student Services will be prorated accordingly (e.g., if only half of the trip is for DOR Student Services, only count 50% of the travel time on the PrETS row).