

E1MN-EMPLOYMENT SERVICES AND CDCS

 **VRS/SSB or School funds-** Should NOT be on a CDCS plan or JOB DESCRIPTION

 **Waiver/CDCS funds-** Allowable on a CDCS plan/job description

Student Services: (Students enrolled in HS or age 18-21 transition programming)

An application to VRS can be made as early as age 14.

FUNDING	STEP	SERVICE
VRS/SSB & School	ENGAGE	School and VR Transition and Pre-Employment Transition Services (Pre ETS)
VRS/SSB & School	PLAN	School and VR Transition and Pre-Employment Transition Services (Pre ETS)
VRS/SSB & School	FIND	School work-based learning programs and VRS/SSB work-based learning and/or job search and stability services.
School (During school hours)	KEEP	Services provided by school to maintain employment.
CDCS/ Waiver (Outside of school hours)	KEEP	See "KEEP" stage below for activities covered under this stage. ***NOTE: THESE ARE THE ACTIVITIES THAT WOULD BE ALLOWABLE ON A CDCS PLAN/STAFF JOB DESCRIPTION. ***

For more information about Pre-Employment Transition Services (Pre-ETS) go to mn.gov/deed/vrs-student

Adult Services: (Not enrolled in 18-21 transition programming)

Connect with VRS when an individual is moving toward competitive integrated employment as early as necessary so that we can be communicating with you throughout the process. (At least 3 months prior to the "FIND" phase.)

FUNDING	STEP	SERVICE
CDCS/ WAIVER	ENGAGE	Employment Exploration- Services that help a person gain a better understanding of competitive, integrated employment opportunities in their community.
		<ul style="list-style-type: none"> Educational visits to community businesses to learn about various companies, products, services and employment opportunities
		<ul style="list-style-type: none"> Career education activities to learn about specific types of occupations, job positions and work opportunities.
		<ul style="list-style-type: none"> Ongoing educational information and counseling assistance about jobs/careers that interest the person
		<ul style="list-style-type: none"> Peer-to-peer mentoring opportunities to meet and learn from people with disabilities who are employed in competitive, community jobs
		<ul style="list-style-type: none"> Job shadowing and try-out experiences for work involved in different occupations
		<ul style="list-style-type: none"> Employment education support groups (e.g., job clubs)
		<ul style="list-style-type: none"> Individualized work experiences, including volunteer work experiences
		<ul style="list-style-type: none"> Education about post-secondary educational opportunities that enhance employment, community employment resources and use of transportation services
		<ul style="list-style-type: none"> Performing benefit(s) fact gathering, review and analysis to determine how benefits will interact with employment

		<ul style="list-style-type: none"> • Planning and coordinating related to the person's needs for assistive technology (e.g., ergonomic workstations, magnifiers, speech-to-text or text-to-speech software, captioning, audio or visual cueing, etc.)
		<ul style="list-style-type: none"> • Planning and coordinating related to the person's needs for adaptive accommodations (e.g., modified work tasks or responsibilities, flexible schedules, telecommuting, etc.).
	PLAN	Employment Development Services- PLAN PHASE- Helps the person plan their work goals and discover personal strengths, interests and conditions for employment.
		<ul style="list-style-type: none"> • Work Goals- The person defines overall work goals that align with their strengths, interests, talents and conditions for success. The goals are informed by person-centered discovery and work-based learning experiences.
		<ul style="list-style-type: none"> • Benefits Plan- The person knows how work and benefits can go together to support their goals, as well as the tools and resources to help them manage their benefits while working
		<ul style="list-style-type: none"> • Job search launch- The person is set up for success in the find phase with resources and supports in place to help them reach their work goals. They have a positive summary and portfolio that informs their job search.
VRS/SSB	FIND	<p>Employment Development Services-FIND PHASE- The find phase helps the person search for and obtain competitive, integrated employment or develop a microenterprise business.</p> <p><u>***NOTE: These should NOT be in the CDCS PLAN or STAFF JOB DESCRIPTION, as they are funded by VRS/SSB. Could be the licensed Employment Development Services-Find Phase T2019 U8, or unlicensed staff***</u></p> <p>There are only 3 situations in which the waiver can cover the “find phase of Employment Development”. They are:</p> <ul style="list-style-type: none"> • Ineligible/not priority of service • Service exhausted • Service transition <p>GO HERE to find out more.</p>
		<ul style="list-style-type: none"> • Counseling and Guidance. This includes learning what the person is good at, what they like, what they want to accomplish and what's needed to reach their goals (for those coming from plan phase, the employment portfolio will be used to inform this activity)
		<ul style="list-style-type: none"> • Creating an individual employment plan that outlines a person's employment goals and the services needed to them
		<ul style="list-style-type: none"> • Helping find jobs by asking questions, using the information from the plan phase and from the VRS/SSB counselor to learn about the person and their goals and needs
		<ul style="list-style-type: none"> • Making connections with employers, crafting jobs that fit the person's needs, helping employers see how the person could meet their business needs
		<ul style="list-style-type: none"> • Helping the person polish their resume, fill out job applications and learn how to have great job interviews
		<ul style="list-style-type: none"> • During job coaching and/or initial follow-up employment supports, this including helping the person learn their job arranging for any assistive technology or accommodation needs, providing short term job support. <p>**NOTE: Once a job is found, VRS provides short term support until stability is achieved as determined by the VRS counselor. Then, waiver funding takes over, and CDCS can be used.**</p>
CDCS/WAIVER	KEEP	Employment support services: Individualized services and supports that help people maintain paid employment in community businesses/settings. Employment support services occur in integrated community settings.
		<ul style="list-style-type: none"> • Job analysis

		<ul style="list-style-type: none"> • Job re-design
		<ul style="list-style-type: none"> • Coaching and supporting acceptable workplace self-care, proper dress, personal hygiene and grooming
		<ul style="list-style-type: none"> • Job training and coaching to strengthen and maintain necessary work skills, behaviors and coworker relationships
		<ul style="list-style-type: none"> • Job-related counseling and support, including help understanding earned wages and impact on benefits
		<ul style="list-style-type: none"> • Training and coaching the person on job-related transportation
		<ul style="list-style-type: none"> • Progress review and reporting meetings
		<ul style="list-style-type: none"> • In-service transportation.
		<ul style="list-style-type: none"> • Arrangement for adaptive accommodations (e.g., modified work tasks or responsibilities, flexible schedules, telecommuting, etc.)
		<ul style="list-style-type: none"> • Arrangement for assistive technology (e.g., ergonomic workstations, magnifiers, speech-to-text or text-to-speech software, captioning, audio or visual cueing, etc.)
		<ul style="list-style-type: none"> • Advocacy, negotiation and liaison communication with the employer
		<ul style="list-style-type: none"> • Development and strengthening natural work supports
		<ul style="list-style-type: none"> • Research and coordination for job-related transportation
		<ul style="list-style-type: none"> • Working with the employer to design and implement set schedules for ongoing follow-up support, job coach sharing, fading out and monitoring
		<ul style="list-style-type: none"> • Formation of skilled, job-specific, work crews and job enclaves for group employment support service arrangements
		<ul style="list-style-type: none"> • Data collection, documentation and progress reports on a person's work performance
		<ul style="list-style-type: none"> • Benefit(s) fact gathering, review and analysis to determine how a change in circumstances will affect benefits
		<p>Self-employment and microenterprise business support services- Covered self-employment and microenterprise business support services may include:</p> <ul style="list-style-type: none"> • Training, coaching and support services for helping with effective day-to-day operations of all aspects of the business (i.e., marketing, sales, production, order fulfillment, customer service, business technology, bookkeeping, file record maintenance, purchasing, inventory control, financial management, accounting, timely tax reporting and legal compliance)
		<ul style="list-style-type: none"> • Help with identifying other needed external business resources and services to assist with the continued development and support of the business enterprise
		<ul style="list-style-type: none"> • Ongoing analysis and consultation to identify needed supports
		<ul style="list-style-type: none"> • Design and implementation of set schedules for ongoing, follow-up support
		<ul style="list-style-type: none"> • Business-related counseling and support, including help understanding earned wages and impact on benefits.
		<ul style="list-style-type: none"> • Benefits(s) fact gathering, review and analysis to determine how a change in a person's circumstances will affect benefits.

Resources:

- E1MN web site: <https://disabilityhubmn.org/for-professionals/work/e1mn/common-questions/#article-start>
- Work Toolkit -Disability Hub MN: <https://disabilityhubmn.org/for-professionals/work/>
- Core Training Slides: <https://disabilityhubmn.org/media/gkmozutt/e1mn-core-training-apr2021.pdf>

- Frequently Asked Questions: <https://disabilityhubmn.org/for-professionals/work/e1mn-partnership/frequently-asked-questions/#article-start>
- More questions? Please connect with your **Employment Mentor, VRS Waiver liaison Jennifer Smith** at: jennifer.a.smith@state.mn.us 763-204-8415, or Kathy Palm at: Kathy.palm@co.anoka.mn.us