

Employment Definitions

On a monthly basis we need to report employment data to PHW. There are several different stages in which a participant can be working with OVR, Career link, or another employment services provider.

1. Referral- when the SC links a participant to the Office of Vocational Rehabilitation (OVR), Career Link, Job Fair or another employment service.
 - a. For OVR referrals, the Service Coordinator should be monitoring and checking with OVR on the status of applications.
2. OVR Applications Waiting List- After OVR receives a referral, counselors will meet with respective applicants to complete the application, inform them about the order of selection closure, and provide them with resources that can assist them while they are on the waiting list.
 - a. Eligibility will be determined within 60 days of the application date. After eligibility determinations are made, participants will be assigned to an order of selection priority category based on their functional limitations and need for multiple vocational rehabilitation services over an extended period (currently defined as six months).
 - b. Participants will be put on the waiting list based on their application date and will be notified when this occurs. When financial resources are available, first priority will be given to participants with a most significant disability, second priority to participants with a significant disability, and third priority to participants with a non-significant disability.
3. OVR Application In Process- The participant and their counselor will work together to make informed choices regarding a cooperative plan of action to include a career goal, the services needed to assist the participant in getting started or maintaining their career, and their responsibilities. This plan of action is called the Individualized Plan for Employment (IPE).
 - a. Deciding on an employment goal usually takes time. During this time, the participant will receive information and options to assist them in developing a successful program. The participant will have the opportunity to consider different types of careers, their job skills, chances for employment in their local area, potential earnings, family responsibilities, training and other matters of importance to the participant.
 - b. The counselor wants the participant to pick a career, one that the participant will still want and in which they will still be able to work years from now. The participant's IPE outlines the steps they will take to obtain a job and can be changed if their needs change. The participant and their counselor will work together to make any necessary changes.

Note: In-Process applications include online applications or pre-applications. The online and pre-application gathers basic information on the participant. The counselor then gathers employment and disability information while interacting with the participant.

4. OVR Case Opened & receiving OVR services- The participant and the counselor are working together and employment services are in place through OVR. The participant's IPE is in place, with their goals being addressed directly through specific employment services that match the participants individual goals.
 - a. The Authorizations sheet will show the provider and the specific employment service that is in place through CHC.
 - b. For participants that are receiving employment services from a source other than CHC, follow-up with OVR or the other provider will need to happen to confirm that the case is open and the participant is receiving services.
5. OVR Application Ineligible- The CHC-MCO must report the total number of participants who were determined ineligible for OVR services.

Note: A participant will be eligible for OVR services if:

- a. They have a disability that is a physical, mental or emotional impairment which results in a substantial impediment to employment, and they can benefit in terms of an employment outcome from services provided; and
- b. Vocational rehabilitation services are required for the participant to prepare for, secure, retain, advance in or regain employment.

Employment Services:

1. Benefits Counseling
 - a. Counseling about whether having a job will increase your ability to support yourself and/or have a net financial benefit.
 - i. Participants do **not** have to want to work immediately or be employed currently to benefit from this service.
 - ii. Participants that are employed currently, should have this service at least once annually.
 - iii. All Participants that are not working and are under 55 years of age, should have this service at least once annually in their PCSP.
2. Career Assessment
 - a. Review of your interests and strengths to identify potential career options
 - i. Participants that are interested in employment, but may want support in choosing a career could benefit from this service.
 - ii. Participants that are employed currently and are interested in finding new/different employment, could benefit from this service.
3. Employment Skills Development
 - a. Learning and work experiences, including volunteer work, where the participant can develop strengths and skills to be able to get a job that pays good wages.
 - i. Participants do not need to be working currently or want to work immediately to benefit from this service.
 - ii. Participants that are working and would like to develop additional skills to either pursue other positions at their current job or to increase their skills to find new employment with better pay, could benefit from this service.
4. Job Coaching

- a. Support to help learn a new job and keep a job that pays good wages. Could include helping the participant to develop natural supports in the workplace and working with employers or employees, coworkers, and customers to make it possible for the participant to have a paid job.
 - i. Participants that are currently working and struggling with a skill related to their current job or a skill that is needed for any future job, could benefit from this service.
- 5. Job finding
 - a. Help in finding potential jobs and helping the participant get a job that fits what he or she wants to and can do and the employer's needs.
 - i. Participants do not have to be working to benefit from this service.
 - ii. Participants that are already working and want to find a new job can also benefit from this service.

Categories of Employment:

- 1. Community and Social Service occupations
 - a. This category includes occupations such as counselors, social workers and other community and social service specialists.
- 2. Construction and Service occupations
 - a. This category includes occupations such as construction and related trade workers, cooks and food preparation workers and food and beverage serving workers.
- 3. Healthcare support occupations
 - a. This category includes occupations such as home health and personal care aides; nursing assistants, orderlies and psychiatric aides.
- 4. Other occupation
 - a. This is anything that does not fall into the above categories and should be reported to PHW as "other occupation"