

# **Developmental Disabilities Resource Board Supported Employment Follow-Along Policy**

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## ***Scope of Supported Employment Services***

Vocational Rehabilitation provides "time limited" Supported Employment services for those individuals with the most significant disabilities for whom competitive employment has not traditionally occurred or for whom competitive employment has been interrupted or intermittent as a result of a significant disability. Typically, the Division of Vocational Rehabilitation (DVR) provides services for an individual assessment, job development and job coaching.

In job coach models, long term support services (follow-along) should be provided when a person's supported employment plan has gone for nine months, or the customer only requires job coaching services 25% of the work time, whichever comes first.

## ***DDRB Definition of Follow-Along***

Supported Employment Follow-Along is defined as those on-going supports necessary to assist a person with a developmental disability to sustain competitive work in an integrated setting of their choice.

DDRB Follow-Along services are provided as a Purchase of Service; a specific, well-defined unit of service for a mutually agreed to unit cost. A unit of service is defined as either face-to-face support to the individual and/or employer or time spent on the phone talking directly with the individual, employer or parent/guardian related to the individual's employment.

Follow-Along supports are flexible to meet the needs of the employee. Typically, Follow-Along supports average between 2-6 hours per month. When circumstances occur, for example, change in job duties, issues from the employer, change in supervisors and/or life crisis, increases in supports can be provided. Usually, the increase is temporary.

If an individual's need for on the job support increases, the lead agency will estimate the number of additional support hours needed and the duration of the increase. If the increase in support will be no more than 12 hours and will last less than 30 days, the agency can provide the additional support with no DDRB prior approval. The need for the increase should be documented in the customer's file and must be submitted with monthly SEFA billing to be paid. If the increase in support is projected to last more than 30 days the lead agency will contact VR and request additional job coaching support. The agency then will contact the DDRB to request additional support until VR funding can be obtained. DDRB and the lead agency will agree to the number of additional support hours to be provided until the start of VR funding. If a customer receives no Follow-Along service during the month an explanation of the need for no service must accompany the billing.

## ***Eligibility***

Those agencies who are DVR vendors of Supported Employment and are providing Supported Employment services for St. Charles County residents can access DDRB Follow-Along services for their customers.

Supported Employment Providers interested in accessing Follow-Along funding needs to complete an annual application verifying that your agency is a vendor of DVR and complete a Supported Employment Follow-Along Reservations form during the annual application process.

New Supported Employment Providers to St. Charles are required to complete a Letter of Intent.

**Guidelines**

DVR requires the Supported Employment Provider to send a final report indicating the date job coaching will terminate and follow-along services (job retention) will begin. A copy of that final report must be submitted to the DDRB. DDRB will use the final report to verify that DVR funding has terminated. Individuals who did not go through DVR and are needing DDRB Follow-Along support, agencies must submit in writing a request with the following information:

1. Name of individual, address and reason for DDRB funding.
2. Place of employment and type of job.
3. Length of employment and current level of support for follow-along (# of hours per week needed).

Invoices cannot be paid without a copy of this final report and written note on file at the DDRB. DDRB will provide a written approval or denial to the agency. If a denial is determined the letter will state the specific reason or information that is needed to change the decision.

Supported Employment Providers can invoice monthly or quarterly. Billings must be submitted by name of each person, units of service provided, and dates of service. Units can be billable from ¼ hour of service to 1 hour of service. **See Invoice Worksheets.** Invoicing/Reporting Timelines and Fiscal Year End Deadlines as outlined in the DDRB Contract and DDRB Funding Policies are applicable.

A Supported Employment semi-annual report is required by each Supported Employment Provider, see attached. Program and financial reports are also due semi- annually.

**Developmental Disabilities Resource Board  
Reservations for Funds  
for  
Supported Employment Follow-Along**

Request for Fiscal Year: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Most Recent Audited Unit Cost: \_\_\_\_\_

Identify yearly units needed to support each person. Please keep in mind that typically, follow-along supports average 2-6 hours per month. You will then need to project how many new people your agency will serve in the upcoming fiscal year.

Name	Yearly Units
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

*Total*

While each person has their own reservation of units, if you find that one person is using less and another person is using more you can accommodate that within your total units reserved. *It is the agency's responsibility to manage within their reserved amount.*

Pending availability of funds, it will require Board approval to request additional units