



## Partnership for Employment First Frequently Asked Questions

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- Q: We are already CARF-accredited and DODD-certified in Supported Employment-Community and Integrated Employment. Is the training still required for us?
- A: Yes. Everyone will go through the training since this is a different approach (person centered planning) than we have used in the past.
- Q: Are SSAs (Service and Support Administrators) required to participate in the training?
- A: SSAs are not required to participate in the Supported Employment Training. However, we are currently developing a training schedule to provide an overview on the Vocational Rehabilitation Process and Person-Centered Planning. This training will be strongly encouraged for SSAs.
- Q: Who is required to participate in the training?
- A: Direct staff who will be providing what VR has referred in the past to as “core services” will need to complete the trainings. Some of the services that we have referred to core services include: Community Based Assessment, Vocational Evaluation (with the addition of person centered planning), Job Coaching, Job Retention, Job Placement (Performance Based), Work Adjustment, Personal Adjustment, etc.
- Q: What is the training commitment for direct staff?
- A: The first module that will be offered will be the Web-based Orientation to Supported Employment, which will launch on November 18. The course is self-paced, and takes between 12-20 hours to complete. Trainees will need to register for the training, and will have three weeks to complete the course and pass the post-test. Providers must achieve a score of 75% to in order to successfully pass. DODD will provide 12 CEUs for Adult Services Staff, SSAs, Superintendents and Board Members. Successful completion of the Web-based training is required prior to providing services for individuals served through the Partnership.

The second module is regional in-person training. A one-day training covering Marketing and Employer Engagement will take place in March, June and September 2014. Also, a one-day training in Job Support and Training will take place in April, July and October 2014. Staff are only required to attend one of the training days for each topic (total of two days). The trainings will be held in four regional locations throughout the state to minimize travel.

Q: What happens if a trainee does not receive a passing score (75%) on the Web-based Orientation to Supported Employment?

A: Trainees will have an opportunity to re-take the course immediately and then re-take the test after reviewing the course content. If the trainee fails a second time, they must wait until their course has expired (three weeks from initial registration) in order to re-take the course and test.

Q: What additional training is required for DODD-certified providers who request a waiver of CARF-accreditation from OOD?

A: These providers will be required to participate in an OOD training on Fee Schedule services and requirements and the authorization and billing processes. The first training is scheduled for November 20, 2013 from 9:30 – 12:00 and 1:00 – 3:30 at OOD Central Office, 400 East Campus View Boulevard, Columbus, Ohio. The training is the same there are just two alternative times available. Providers will need to complete this training before VR will authorize for services. The training is designed for direct Staff people who are providing services and billing people who will be submitting invoices, however, Supervisors may attend in lieu of billing staff as the billing process will be shorter. Additional Fee Schedule trainings will be scheduled in the future.

Q: What is the process for a DODD-certified provider to request a waiver of CARF-accreditation in order to provide services for OOD?

A: A PowerPoint presentation describing the process can be found here. Providers should request a copy of the waiver form from [employmentfirst@ood.ohio.gov](mailto:employmentfirst@ood.ohio.gov).

Q: What is the process for an OOD provider to become DODD-certified in Supported Employment-Community and Integrated Employment?

A: A PowerPoint presentation describing the process can be found here.

Q: Is an individual required to be eligible for a waiver in order to be referred to this Partnership?

- A: No, waiver eligibility is not required for participation in the Employment First Partnership. However, if it is indicated that a person will need long-term supports in order to maintain community employment, funding for long-term supports should be identified prior to IPE development.
- Q: Is an individual required to be served in a segregated setting at the time of referral?
- A: No, this is not a requirement for referral, however, priority should be given to individuals who are currently served in segregated settings, such as sheltered workshops, segregated adult day support facilities or enclaves. County boards prioritize referrals to the Partnership.
- Q: Are the referral allocations for each county per year?
- A: Yes, the projected referral slots are allocated on an annual basis.
- Q: Can an individual's waiver be accessed for Non-Medical Transportation if they have entered their 90 day count down while in employment if OOD is not providing any paid service other than the 90 day monitoring before case closure?
- A: The Non-Medical Transportation (NMT) Rule requires the individual to be receiving Supported Employment-Community or Integrated Employment at that site in order for NMT to be billed. DODD allows NMT to be used to transport the individual to that location, even on days when waiver services are not provided, but the service must be on their ISP.