

IVRS Responsibilities for Non-Supported Employment Job Coaching Services

- Obtain supervisory approval to authorize this service under an exception before proceeding with a service request to a CRP/partner.
- Approve Job Coaching Plan that includes worksite analysis from CRP/partner.
- Communicate areas of concern to CRP and revisit strategies if needed to facilitate job candidate's progress.
- Document timeframes anticipated for stabilization to occur.
- Monitor and approve payment documentation to service provider.
- Ensure job candidate is working independently in a competitive integrated job, earning commensurate wage that is at or above minimum wage.
- Problem-solve with team to address issues hindering progress as needed.

CRP Responsibilities for Non-Supported Employment Job Coaching Services

- Develop a plan to deliver Job Coaching services consistent with the job candidate's training needs for IVRS approval.
- Work with employer to understand the training needs of the job candidate.
- Analyze worksite and workstation to arrange appropriate accommodations for job candidate.
- Provide one-on-one training to job candidate until job skills are learned and work performance, habits and behaviors are appropriate.
- Work with employer and co-workers to ensure understanding of disability-related issues or training (if needed) for job candidate to become an integral part of the business.
- Share training strategies with the employer so that they may provide future training once the IVRS file is closed.
- Document discussion with employer once a decision is made that job candidate's job is stable and suitable.
- Provide notice of job stabilization to IVRS for payment indicating procedures to utilize if continued job coaching become necessary using the form associated with this service.

Job Candidate Responsibilities for Customized Employment Services

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.

- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions that the team agreed on.
- Make sure that JC talks with all those who are involved in the employment journey.
- Provide any documents that are requested that will help JC reach his/her employment goals.