



**EMPLOYMENT AND
ECONOMIC DEVELOPMENT**

VRS Community Partners + VRS Staff Forum

With Special Guests: SSB Community Partners and SSB Workforce Development Unit Staff

May 6, 2021



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- Welcome to the VRS Community Partners + VRS Staff Forum. We're pleased to also have potential VRS Community Partners, SSB Community Partners, and SSB Workforce Development Unit with us today.
- **ASL Interpreters** are designated as "co-hosts" so they appear at the top of your participant list.
- **Closed Captioning** is available. A livestream is available here:
- **Questions and Comments:** Please submit feedback, questions, comments via [this form](#). Please keep your microphone muted throughout the meeting.
- **Your name:** please change the name that Zoom displays to your first and last name. An easy way to rename is: 1) go to the participant list and find your name, 2) hover over your name, 3) select "more," 4) select "rename."
- **Technical Issues:** If you have technical issues, please contact Jessica.Outhwaite@state.mn.us, Janeen.Oien@state.mn.us, or Anne.Paulson@state.mn.us.
- **Recording:** The session will be recorded and posted to the VRS website along with the agenda, presentation, and transcript. mn.gov/deed/job-seekers/disabilities/partners/updates

Agenda for Today

I. Welcome

- Kim Babine, Director of Community Partnerships
- Chris McVey, Director of Strategic Initiatives

II. E1MN Updates

- E1MN Updates: Amanda Jensen-Stahl, Manager of Interagency Partnerships and Business Engagement
- E1PBA Overview: Evie Wold, VRS Placement Specialist | Sara Sundeen, VRS Community Partnerships Specialist

III. Pre-ETS Updates

- Alyssa Klein, VRS Pre-ETS and Transition Specialist

IV. Community Partnerships Updates

- Kim Babine

V. Q&A

- Kim Babine

VI. Conclusion

- Kim Babine

E1 MN Updates

Amanda Jensen-Stahl, VRS Manager of Interagency Partnerships and Business Engagement

E1MN: A STATE-AGENCY PARTNERSHIP ADVANCING EMPLOYMENT FIRST

Minnesota Department
of Human Services (DHS)

Minnesota Department
of Education (MDE)

Minnesota Department of
Employment and Economic
Development (DEED)



**Working together to
deliver a more seamless
and timely employment
support system**

E1MN Resources



- [E1MN Website](#): General content and publicly available materials.
- [E1 MN Training and Events](#): Information on upcoming trainings, registration information, and other event information
- [Coffee Chat Q&A Form](#): Use this form to submit questions
- [E1MN Toolkit](#): Resources for how to support employment and where we will store all our tools and resources

E1MN Trainings and Events



Coffee Chats

- Each Coffee Chat features the latest questions and updates from the E1MN Steering Team.
- Register Via Zoom on the [E1 MN page](#) on Hub website
- Thursday, May 13 | 9:00 am – 10:00 am
- Thursday, June 10 | 9:00 am – 10:00 am

DEED PBA framework and the new E1 PBA

Evie Wold, VRS Placement Specialist

Sara Sundeen, VRS Community Partnerships Specialist

Agenda

1. Share the background and E1 PBA design considerations
2. Preview of the new E1 PBA
3. Discuss the E1 PBA Milestones and payment criteria
4. Share updates on General PBA changes
5. Look at our work in progress items
6. Questions and answers



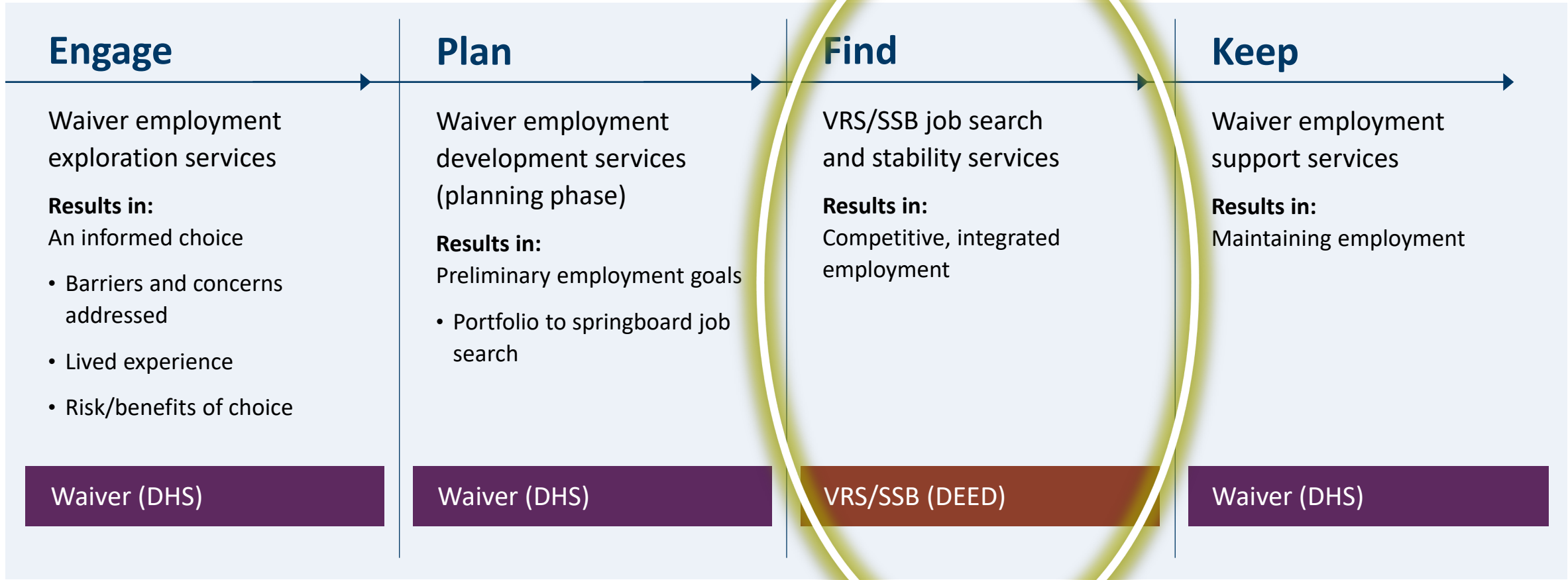
Adult Services

Primary funding source for people on waivers who are not enrolled in high school or age 18-21 transition programming

- Waiver (DHS)
- VRS/SSB (DEED)



ADULT



A Little History...



Changing Federal policy – new direction, new expectations

- **2014: WIOA and CMS Final Rule – DHS and VRS/SSB now have common customers**
- **2018: DHS Launches "Interim Guidance" starting defining how our programs work together in providing vocational services**
- **2019: DHS and DEED sign Memorandum of Understanding (MOU)**
- **2021: Process defined and E1PBAs to begin on July 1**

E1 PBA Workgroup's Considerations



- **We looked at other state's models**
- **We engaged VR staff** (Techs, Counselors, Policy Core, RAMS, FOS, Finance, Data Team, Regional Directors)
- **We engaged Community Partners** (Across MN, LUV and CRPs and our CPC)
- **Looked at WF1 systems**
- **Looked at SSB Model**
- **Considered RSA Feedback**

E1 PBA Model Design Considerations



Created to address the differences in service delivery and duration

- Based on the assumption that job seekers utilizing an E1 PBA may take longer to secure competitive integrated employment and that placement providers may be providing services differently than in a general PBA.
- This work may require more frequent and/or longer meetings, more 1:1 assistance, and more support for enhanced employer engagement.

Informed and built with stakeholder feedback from the general PBA in mind

- Feedback in communication, reporting, etc.

VRS Will Have Two PBA Models Starting 7/1/21



General PBA

- \$3,800
- Three Milestones
- For non-Medicaid waiver VR participants

E1 PBA

- \$5,000
- Four Milestones
- For individuals on one of these Medicaid waivers:
 - CADI The Community Access for Disability Inclusion Waiver
 - BI The Brain Injury Waiver
 - CAC The Community Alternate Care Waiver
 - DD The Developmental Disabilities Waiver
- If you provide General PBAs, you do not have to amend your contract to add E1 PBAs

E1 PBA Model



Milestone	Milestone	Amount
1	Initial Placement Plan	\$1,330
E1	120-days of service	\$1,200
2	First Shift of New Job Completed	\$1,200
3	90 Days Successfully Employed	\$1,270
	Total:	\$5,000

E1 PBA Overview



MILESTONES: The E1 PBA has four milestones

- Milestones 1, 2, 3 are the same as the General PBA
- Milestone E1 only applies to the E1 PBA

COMMUNICATION: Frequent communication remains key for success

- Based on feedback, we will no longer require bi-weekly communication updates
- A new Monthly Progress Report template will be created for use by all providers

COMPATIBLE: If agreed upon and on the Employment Plan, providers may combine other services with an E1 PBA, such as:

- Job Tryout
- Job Coaching



What both PBAs Have in Common

Both PBAs will:

- Include Informed Choice
- Unbundle 20 hours of job coaching
- Allow layering of services, job coaching and job tryouts
- Change from bi-weekly communication updates to a new Monthly Progress Report
- Have 60-day meetings when participant is in job search
- Milestones 1, 2, 3 are the same
- Eliminating the Placement Plan Summary

What is New with the E1 PBA?



The E1 PBA will have:

- Waiver Case Manager is a team member
- An extra milestone payment called E1 (in addition to Milestones 1, 2 & 3)
- The expectation of more individualized and intensive services and supports

Benefits of E1 PBA Framework

- Allows an influx of financial support at 120 days
- Ensures 60-day meetings occur and a decision to continue can be made
- Ensures first four months of Monthly Progress Reports are submitted for payment
- Guidance on what is needed to receive a milestone payment



Monthly Progress Reports

- Required - provider submits every month until the case closed
- This form will also be used for Job Hire and Successful Closure
- Everyone uses the same form – to make uniform/consistent
- Submitted within 10 business day following the end of each month
- This is not intended to stop “communication” we want to stay in touch



Informed Choice

- **Informed Choice engages the VR participant in the process of choosing which community provider they feel will best meet their service needs**
- **All VR participants go through the same Informed Choice process whether they have a Medicaid waiver/waiver case manager or not.**
- **VR participants may choose internal or external placement specialist to help them with their job search**
- **VRS Community Partners do NOT have to be 245D licensed to provide E1 PBAs**



Milestone 1: Initial Placement Plan \$1,330



Milestone 1

- Initial meeting with all team members. Minimally the referring counselor, waiver case manager, placement provider and job seeker
- All parties come prepared to create the Placement Plan
- Completion of the Placement Plan (including all roles and responsibilities of each team member)
- Eliminates the initial Placement Plan Summary requirement
- Same requirements will be expected for General PBA

For Milestone 1 Payment: Placement Plan AND Invoice from provider

E1 Milestone: 120 - Days of Service \$1,200



Milestone E1

- Paid at 120-days of service
- This could be during active job/search placement services OR
- Could be follow up services once a competitive integrated job is secured

For Milestone E1 Payment:

- All four (4) Monthly Progress reports (since Placement Plan)
- A record of the 60-day meetings AND
- Invoice from provider

Milestone 2: First Shift of New Job Completed \$1,200



Milestone 2:

- Monthly Progress Report with Details on Accepted Job Offer (new universal report meets RSA required employment details)
- Same requirements will be expected for General PBA

For Milestone 2 Payment:

- Monthly Progress reports (since last milestone paid) AND
- Invoice from provider

Milestone 3: 90 Days Successfully Employed \$1,270



Milestone 3

- Monthly Progress Reports with Details on Accepted Job Offer and Employment Verification at Closure completed (new universal report meets RSA required employment details)
- Same requirements will be expected for General PBA

For Milestone 3 Payment:

- Monthly Progress reports (since last milestone paid) AND
- Invoice from provider

Scenario #1: Partner paid \$5,000

Milestone sequence 1, E1, 2, 3



Sam starts job placement and has their Initial Placement Plan meeting on February 1, 2022

- Partner submits Placement Plan and invoices for **Milestone 1, \$1330**

Sam continues in job search and has a 60-day meeting on April 1, 2022 – agreement to continue with job search

- Partner has submitted Monthly Progress Report (2 since Milestone 1)

Sam continues in job search and has reached 120-days of service on June 1, 2022

- Partner has submitted Monthly Progress Report (4 since Milestone 1) and invoices for **Milestone E1, \$1,200**

Sam accepts a competitive integrated job and works his first shift on August 16, 2022

- Partner has submitted Monthly Progress Report with Details on Accepted Job Offer information and invoices for **Milestone 2, \$1,200**

Sam successfully maintains and is happy with their job on November 16, 2022

- Partner has submitted Monthly Progress Report with Employment Verification at Closure information and invoices for **Milestone 3, \$1,270**

Scenario #2: Partner paid \$5,000

Milestone sequence 1, 2, E1, 3



Dillon start job placement, has their Initial Placement Plan meeting on February 1, 2022

- Partner submits Placement Plan and invoices for **Milestone 1, \$1330**

Dillon accepts a competitive integrated job and works first shift on March 15, 2022

- Partner has submitted Monthly Progress Report with Details on Accepted Job Offer information and invoices for **Milestone 2, \$1,200**

Dillon continues working and is still “in service” at 120-days on June 1, 2022 *no meeting required

- Partner has submitted Monthly Progress Report (4 since Milestone 1) and invoices for **Milestone E1, \$1,200**

Dillon is stable, working, and happy with their job on June 15, 2022

- Partner has submitted Monthly Progress Report with Employment Verification at Closure information and invoices for **Milestone 3, \$1,270**



Work in Progress List

- Finalization of the Monthly Progress Report
- Update to Placement Plans roles and responsibilities
- Update to the Invitation to Placement
- Develop training for VRS and partner staff on the E1 PBA and General PBA changes
- Clarify and train on the difference between fee for service job coaching and follow up services
- Continue to review E1 PBA data and outcome



Next Steps

- **More Training to Come from VRS on E1 PBA and General PBA changes**
- **Questions about today's presentation: [May 2021 Partner and VR Staff Forum Questions](#)**
- **For more information on E1 MN**
 - Attend a Coffee Chat
 - Visit the Disability HUB <https://disabilityhubmn.org/professionals/work/e1mn/>

Pre-ETS Authorizing, Invoicing and Reporting Process

Alyssa Klein, VRS Pre-ETS and Transition Specialist

- A message went out to all VRS staff and Community Partners on March 26 noting that service, prep and travel time need to be indicated on the authorization
- We heard your concerns! Starting today, we are making changes to this protocol as indicated in the following slides...

Communication between DEED-VRS & Community Partner

- Prior to any Pre-ETS authorization:
 - Which Pre-ETS services are needed?
 - Whether/how much: service time, travel time and/or prep time is needed



- Pre-ETS Reps & Counselors must case note the agreed upon Pre-ETS service, travel and prep time that is included on the authorization
- **Example:** After Wally's first meeting today, Jonquil (provider staff) and I agreed that the authorization will have a total of 8 hours Pre-ETS Job Exploration Counseling (to include 4 hours service time, 1 hour prep time and 3 hours travel time) and 8 hours Pre-ETS Postsecondary Education Counseling (to include 4 hours service time, 1 hour prep time and 3 hours travel time).

Authorizations

- Authorization detail can revert back to previous requirements. **This means that travel and prep time for Pre-ETS no longer need to be indicated on the authorization.** In other words, the total hours authorized for each Pre-ETS service type and title will be all that is needed without calling out how much is to be allocated to service, travel and prep time.
- [Authorization example](#) (Wally World)

- The report must include clear detail on the amount of time spent delivering:
 - Pre-ETS services (including detail on what occurred during that time);
 - Travel time (including the address of the start and destination points); and/or
 - Prep time (including detail on what occurred during that time) for each date of service.
- [Report example](#) (Wally World)

- Information included in the Community Partner invoice only needs to include the total number of hours billed for each Pre-ETS service type and title. There is no need to indicate how much of that time was spent on service, travel and prep time on the invoice.
- [Invoice example](#) (Wally World)

- Q: What if, as a Community Partner, I realize that the amount of service, prep or travel time needs to change?
 - A: Communication is key. Contact the VRS staff person so that they can case note that change. If more total hours are needed, then another authorization can be discussed.
- Q: Is the maximum prep time still at 50%?
 - A: Yes. The max amount of prep time that can be authorized and billed is 50% of the service time.

- The [Pre-ETS Authorizing, Reporting and Invoicing Guide](#) will be updated soon to reflect the changes described today.
- The updated guide will indicate “May 2021” at the bottom



Pre-ETS Resources

E1MN-Youth Listserv

- Please be sure to [click here to register](#) to get all state-level transition-related updates and resources!

The logo for E1MN - YOUTH is located in the top right corner of a light gray rectangular area. It consists of the text "E1MN - YOUTH" in a bold, dark blue, sans-serif font. The text is centered between two horizontal green lines.

- [DEED-VRS Pre-ETS page](#)
 - [Pre-ETS Hours Tracker](#)
 - Apprenticeship training (see: “Recorded Training” tab)
- Transition TN Course for Pre-ETS Providers: [Strategies for Effective Instruction](#)
- [LinkedIn Skills for In-Demand Jobs](#)
- [Grow Your Career with Google](#)

Contact Information

Alyssa Klein
VRS Transition and Pre-ETS Specialist
alyssa.klein@state.mn.us

Community Partnerships Updates

Kim Babine

VRS Community Partnerships Team

Supporting the VR Program

- Sara Sundeen, VRS Community Partnerships Specialist: Sara.Sundeen@state.mn.us, 651-259-7365
- Jess Outhwaite, VRS Community Partnerships Specialist: Jessica.Outhwaite@state.mn.us, 320-308-5243
- Janeen Oien, VRS Community Partnerships Specialist: Janeen.Oien@state.mn.us, 763-279-4440
- Anne Paulson, VRS Community Partnerships Specialist: Anne.Paulson@state.mn.us, 651-259-7135
- VRSPTContracts.DEED@state.mn.us
- <https://mn.gov/deed/job-seekers/disabilities/partners/listing/>

Supporting the Centers for Independent Living, the Extended Employment program, and Deaf and Hard of Hearing Grants

- Brad Westerlund, VRS Community Partnerships Specialist: Brad.Westerlund@state.mn.us, 651-259-7351

Supporting Behavioral Health and Individual Placement and Supports Grants

- Claire Courtney, VRS Senior Rehabilitation Program Consultant: Claire.Courtney@state.mn.us, 651-259-7351

Transportation Reimbursement

- When a Community Partner is ***transporting*** an individual:
 - VRS staff must consider an individual's Consumer Financial Participation (CFP)
 - This service also must be on an employment plan.
- When a Community Partner is ***traveling*** to and from where the individual is served and VRS is reimbursing the partner time to get to and from the individual:
 - The services does not have to be on an Employment Plan
 - CFP does not apply.
- Community Partnership staff will assist you in amending contracts

Driver's Permit Training Changes

- There has been a lot of thoughtful discussion about Driver's Permit Training and what the intent of the service is for the individuals served.
- With input and guidance from VRS policy staff we are changing Driver's Permit Training on all P/T contracts.
- This change will make it clear that the service is an accommodation and CFP does not apply.
- We are changing the service to: **Driver's Permit/License Preparation and Training as an Accommodation**
- Community Partnership staff will assist you in amending contracts

Potential VRS Community Partners

- VRS will soon invite organizations that are 245D licensed to apply to become a Community Partner with VRS.
- Information regarding becoming a partner with VRS can be found on [the VRS Community Partners webpage](#).
- Potential partners must apply to become a VR Community Partner. The application form will be posted on this webpage.
- Announcement that applications are open will come via the govdelivery VRS Community Partners email updates.
 - If you registered for today's forum, you'll be signed up for the email list.
 - For others wishing to receive email updates, please contact Karla Eckhoff, karla.f.eckhoff@state.mn.us.

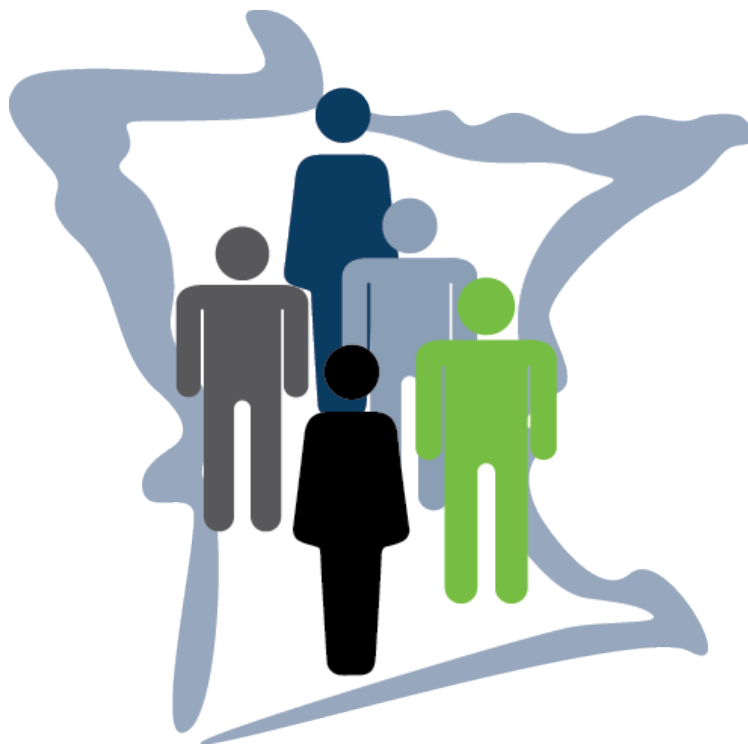
Discussion – Questions and Answers

Please submit questions using the Microsoft Form at [this link](#).

If you have questions regarding E1MN or the DHS/DEED MOU, please submit those questions to the [E1MN Coffee Chat question form](#).



Thank you



Funding Notice

- The VR program receives 74.05 percent of its funding through a grant from the U.S. Department of Education. For federal fiscal year 2019, the total amount of grant funds awarded were \$41,796,129. The remaining 25.5 percent of the costs (\$14,300,000) were funded by Minnesota state appropriations.