

COMMUNITY WORK TRANSITION PROGRAM (CWTP)

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VR ADMINISTRATOR OF CWTP

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WHO AM I?

- STARTED WORKING FOR OVR IN JANUARY 2014
 - VR ADMINISTRATOR FOR CWTP
 - VR COUNSELOR
 - MASTERS IN REHABILITATION COUNSELING (MRC)
 - CERTIFIED REHABILITATION COUNSELOR (CRC)
 - EMPLOYMENT SPECIALIST
 - BACHELOR'S BUSINESS & MARKETING EDUCATION
 - MASTERS IN SPECIAL EDUCATION (M. ED.)
- TEACHER
 - RANK I
 - LEARNING & BEHAVIORAL DISORDERS (LBD) CERTIFIED
 - BUSINESS & MARKETING EDUCATION CERTIFIED

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WHAT IS THE CWTP? (COMMUNITY WORK TRANSITION PROGRAM)

- STARTED IN 1984: FEE-FOR-SERVICE PROGRAM
- FORMERLY KNOWN AS COMMUNITY BASED WORK TRANSITION PROGRAM (CBWTP)
- CWTP PROVIDES INDIVIDUALIZED SERVICES TO STUDENTS WITH SIGNIFICANT DISABILITIES STATEWIDE (106 OF 172 SCHOOL DISTRICTS LAST YEAR PARTICIPATED)
- LOCAL EDUCATIONAL AGENCY (LEA) OR LOCAL SCHOOL DISTRICTS MUST HAVE CURRENT CONTRACT TO PARTICIPATE IN CWTP

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WHAT IS CWTP? (CONT.)

- THE CWTP IS A COOPERATIVE EFFORT BETWEEN PARTICIPATING LOCAL SCHOOL DISTRICTS, OVR, KENTUCKY DEPARTMENT OF EDUCATION (KDE), AND HUMAN DEVELOPMENT INSTITUTE (HDI)
- CWTP OBJECTIVES CURRENTLY ALIGNS WITH THE FOLLOWING LAWS:
 - WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) OF 2014
 - EVERY STUDENT SUCCEEDS ACT (ESSA) OF 2015
 - INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

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CWTP PARTNERS & FUNDING



OFFICE OF VOCATIONAL REHABILITATION

(OVR) (VR) (VOC REHAB)

KENTUCKY CAREER CENTER (KCC)

- PAY LOCAL SCHOOL DISTRICTS FOR AUTHORIZED SERVICES PROVIDED BY EMPLOYMENT SPECIALIST (ES) TO PARTICIPATING STUDENTS
- 2/3 FUNDING OF THE TECHNICAL ASSISTANCE PROVIDED BY HDI



KENTUCKY DEPARTMENT OF EDUCATION

(KDE)

- PROVIDES FUNDS FOR HDI PERSONNEL & TRAINING OPPORTUNITIES
- 1/3 FUNDING OF THE TECHNICAL ASSISTANCE PROVIDED BY HDI



HUMAN DEVELOPMENT INSTITUTE

(HDI)

UNIVERSITY OF KY (UK)

- PROVIDES TRAINING
- TECHNICAL ASSISTANCE
- MONITORING
- AUDITING

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GOAL OF CWTP

- FOR PARTICIPATING STUDENTS TO GAIN THE SKILLS NEEDED FOR COMPETITIVE INTEGRATED EMPLOYMENT BEFORE EXITING HIGH SCHOOL:
 - COMPETITIVE – EQUAL OR GREATER PAY AS OTHER EMPLOYEES JUST HIRED IN SAME POSITION AND AT LEAST MINIMUM WAGE
 - INTEGRATED – WORKING ALONGSIDE PEOPLE WITHOUT DISABILITIES AND NOT EXCLUSIVE FOR INDIVIDUALS WITH DISABILITIES
 - EMPLOYMENT – EMPLOYED BEFORE THEY EXIT/GRADUATE HIGH SCHOOL (HS)

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DIFFERENCES BETWEEN CWTP AND OTHER SCHOOL TRANSITION PROGRAMS

- SCHOOLS MUST HAVE CURRENT CWTP CONTRACT – EVERY YEAR
- CWTP HAS OWN REFERRAL FORM: PREFERABLY AT END OF 8TH GRADE (AGE 14 AT LEAST) OR BEGINNING OF 9TH GRADE
- PRE-EMPLOYMENT TRANSITION SERVICES CAN BE INDIVIDUAL OR GROUPS UP TO 4
- WE WANT THESE STUDENTS TO APPLY FOR OVR SERVICES BEGINNING JUNIOR YEAR
- WE WANT THESE STUDENTS TO HAVE COMPREHENSIVE VOCATIONAL ASSESSMENT

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DIFFERENCES BETWEEN CWTP AND OTHER SCHOOL TRANSITION PROGRAMS (CONT.)

- WE WANT TO MOVE STUDENT INTO IPE STATUS AROUND MID JUNIOR YEAR
- CWTP HAS INDIVIDUALIZED TRANSITION SERVICES
- WORK WITH EMPLOYMENT SPECIALIST (ES) WHO WORKS FOR LOCAL SCHOOL
- SPECIFIC TO EMPLOYMENT OUTCOMES: WE WANT THEM TO BE EMPLOYED BEFORE THEY EXIT/GRADUATE HIGH SCHOOL

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WHO SHOULD BE REFERRED TO CWTP?

STUDENT MUST:

- BE IN SECONDARY SCHOOL
- BE AGE 14 THROUGH 21
- HAVE A SIGNIFICANT DISABILITY
- BE INTERESTED IN EMPLOYMENT BEFORE AND AFTER THEY EXIT HIGH SCHOOL
- WANT TO WORK WITH AN EMPLOYMENT SPECIALIST
- HAVE TIME IN THEIR SCHEDULE TO PARTICIPATE FULLY

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Community Work Transition Program 2020-21 school year

Community Work Transition Program
Pre-Employment Transition Services Referral Form

To: OVR Counselor: _____

From/Email: _____

I understand that by completing and signing this document my student's school will provide the Office of Vocational Rehabilitation (OVR) a copy of this form. I understand that currently I am not applying for OVR services but only granting permission to participate in Pre-Employment Transition Services (Pre-ETS) through the Community Work Transition Program (CWTP) being offered through my student's school. I understand that I may apply for OVR services at any time should I (my student) need their services in the future. (Parent/legal guardian must also sign if student is under 18 years old or has legal guardianship paperwork).

Student Full Name: _____

School ID# _____

Date of Birth: _____ SSN (optional): _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Sex: Female Male

Ethnicity: Hispanic Latino Neither

Race: White Black or African American Native Hawaiian or Other Pacific
 American Indian or Alaskan Native Asian

Current High School: _____

Current Grade: _____ Expected Date to Exit School: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Choose One: Providing a copy of IEP, 504 plan, or disability documents

Must Attach: copy of IEP, or 504 plan, or documentation of disability

CWTP REFERRAL FORM

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**REFERRAL MUST HAVE AT LEAST ONE
SUPPORTING DOCUMENT FROM THIS LIST:**

**SUPPORTING
DOCUMENTATION
FOR
CWTP REFERRAL
FORM**

- COPY OF CURRENT IEP
- COPY OF CURRENT 504 PLAN
- COPY OF MEDICAL DOCUMENT THAT STATES DIAGNOSIS AND/OR DISABILITY
- STATEMENT FROM SCHOOL STAFF FROM A REVIEW OF SCHOOL RECORDS
- CASE NOTE DOCUMENTING COUNSELOR OBSERVATION
- LETTER VERIFYING STUDENT RECEIVES SOCIAL SECURITY BENEFITS

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**DIFFERENCE BETWEEN CWTP PRE-ETS REFERRAL FORM
AND PRE-ETS REFERRAL FORM...**
(SIMPLE BUT IMPORTANT TO RECOGNIZE EACH)

<u>CWTP PRE-ETS REFERRAL FORM</u>	<u>PRE-ETS REFERRAL FORM</u>
<ul style="list-style-type: none"> • IT SAYS CWTP AT TOP • DOES NOT HAVE LIST OF PRE-ETS PROVIDERS • DOES NOT HAVE PROVIDER SIGNATURE • STUDENT AND PARENT/GUARDIAN SIGNATURE CLOSE TO BOTTOM OF REFERRAL 	<ul style="list-style-type: none"> • IT DOES NOT SAY CWTP AT TOP • HAS LIST OF PRE-ETS PROVIDERS • PROVIDER SIGNATURE • IT STATES NOT FOR CWTP AT BOTTOM • STUDENT AND PARENT/GUARDIAN SIGNATURES IN MIDDLE OF REFERRAL

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DIFFERENCE BETWEEN REFERRAL FORMS

Community Work Transition Program 2019-21 school year

Community Work Transition Program
Pre-Employment Transition Services Referral Form

To: OVR Counselor: _____

From/Email: _____

I understand that by completing and signing this document my student's school will provide the Office of Vocational Rehabilitation (OVR) a copy of this form. I understand that currently I am not applying for OVR services but only granting permission to participate in Pre-Employment Transition Services (Pre-ETS) through the Community Work Transition Program (CWTP) being offered through my student's school. I understand that I may apply for OVR services at any time should I (my student) need their services in the future. (Parent/legal guardian must also sign if student is under 18 years old or has legal guardianship paperwork)

Student Full Name: _____

School ID#: _____

Date of Birth: _____ SSN (optional): _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Sex: Female Male

Ethnicity: Hispanic Latino Neither

Race: White Black or African American Native Hawaiian or Other Pacific
 American Indian or Alaskan Native Asian

Current High School: _____

Current Grade: _____ Expected Date to Exit School: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Choose One: Providing a copy of CIEP, C504 plan, or Disability documents
Must Attach: copy of IEP, or 504 plan, or documentation of disability

Kentucky Career Center Vocational Rehabilitation Revised 5/6/20

Pre-Employment Transition Services (Pre-ETS) Referral Form

Student's Full Name: _____ School: _____
District/County: _____ School: _____

I understand that by signing this document I am granting permission to provide the Office of Vocational Rehabilitation (OVR) my information below. I understand that currently this is not applying for OVR services. This is only granting permission to participate in pre-employment transition services being offered. I understand this form may be shared by school staff and the Office of Vocational Rehabilitation only when services are being implemented by the provider(s) noted below. I understand that I may apply for OVR services at any time should I need their services in the future. Photographs of participants in transition activities or transition functions are taken for publicity purposes for use in media publications. Participants or guardians who do not give permission to be photographed should contact the Transitions Coordinator at Referral.Entry@ovr.ky.gov to request access.

This student has a verified disability, as confirmed by the school district staff signature below, either by means of an Individual Education Program (IEP), 504 plan, or disability documentation as noted below for other acceptable supporting documentation. (Copies of documentation are not required for participation). This form will be communicated with OVR by email.

ALL SIGNATURES REQUIRED

Legal Guardian Signature: _____ Date: _____
Student Signature: _____ Date: _____
School Staff Signature: _____ Date: _____

Student Information, completed by school staff:

Name: _____ DOB: _____ Student ID#: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Email: _____ Social Security Number: _____

Gender: Female Male Does not self-identify Deaf/Hard of Hearing? Yes No

Ethnicity: Hispanic Latino Neither Blind/Visually Impaired? Yes No

Race: White Black or African American Native Hawaiian or Other Pacific
 American Indian or Alaskan Native Asian

Disability documentation: 504 plan IEP Not covered by 504 or IEP

School Name: _____ Current Grade: _____

Expected Date to Exit School: _____

Pre-ETS Provider

This form does not apply to Community Work Transition Project (CWTP):

Educational Cooperative (EC)

Kentucky Community Technical College System (KCTCS)

Community Rehabilitation Program (CRP)

Office for Kentucky's Graduates (OKG)

Office of Vocational Rehabilitation (to include Perkins Center (COP/TC) and McDowell Center)

Pre-ETS Provider Signature: _____ Date: _____

*Use only documentation (written observation, notes of school records, statements of education staff, copy of an individual education program (IEP) document, etc.) to verify a student's school personnel assessment, documentation of a diagnosis or disability determination or documentation meeting the state accommodations. Representative signature on this form may also serve as documentation of disability.

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CWTP PRE-ETS REFERRAL FORM

DON'T:

- ENTER IT INTO OUR CASE MANAGEMENT SYSTEM (CMS) IF:
 - NOT COMPLETED
 - NOT SIGNED BY STUDENT
 - NOT SIGNED BY PARENT/GUARDIAN IF UNDER 18
 - NO SUPPORTING DOCUMENTATION IS WITH REFERRAL

DO:

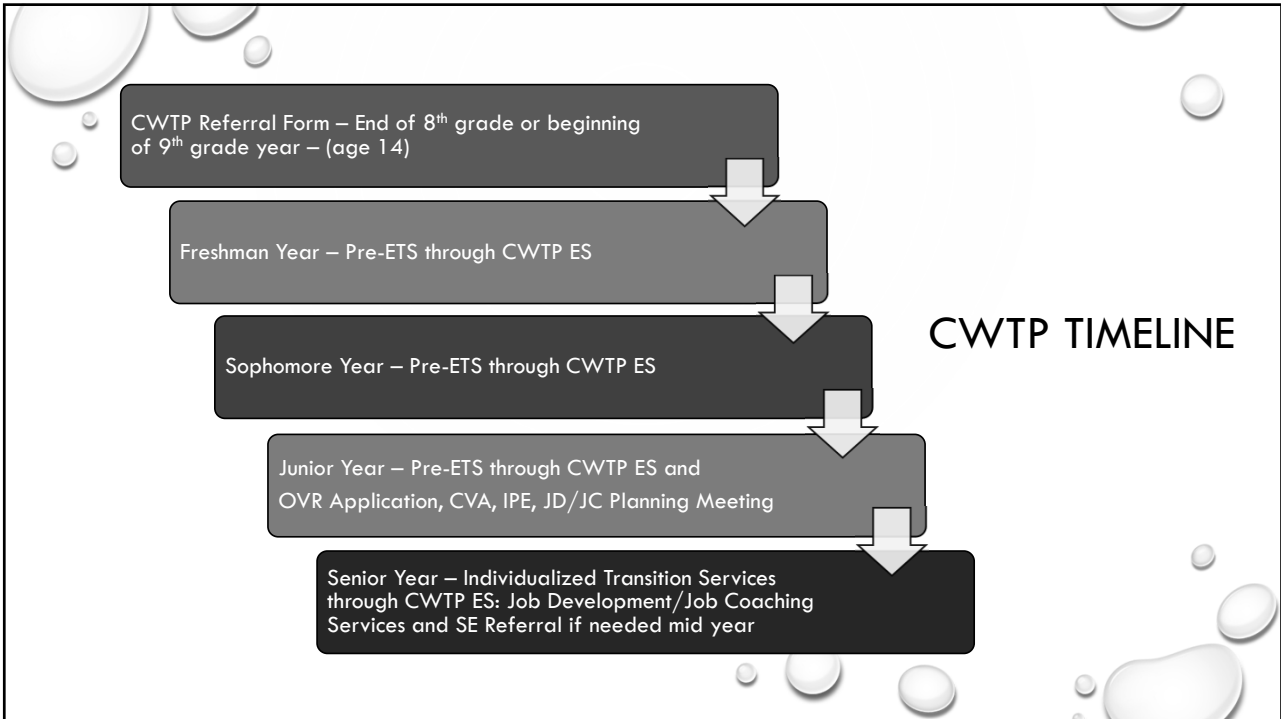
- LOG INTO CMS AND CHECK FOR DUPLICATE CASE FIRST:
 - IF NO DUPLICATE CASE, THEN ENTER REFERRAL AS POTENTIALLY ELIGIBLE-NEW CASE
 - SCAN ALL DOCUMENTS INTO EACH CMS CASE
 - THEN AUTHORIZE FOR ALL 5 PRE-ETS SERVICES FOR EACH STUDENT AND THEN EACH QUARTER
 - SEND EACH SIGNED AUTHORIZATION TO LOCAL SCHOOL/ES

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OVR APPLICATION:

STUDENTS (14 & UP) & PARENT/GUARDIANS CAN APPLY FOR OVR SERVICES AT ANY TIME BASED ON INDIVIDUAL NEED!

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CWTP VIRTUAL GUIDELINES & RESOURCES

- GUIDELINES FOR VIRTUAL SERVICES AGREEMENT
 - TAKES PLACE OF THE PROPOSAL
 - SIGNED BY CWTP ES AND PRIMARY CONTACT
 - HDI WILL HAVE COPY UPLOADED ON WEBSITE
 - HDI WILL HAVE COPY OF SIGNED AGREEMENT
 - HDI WILL PROVIDE TECHNICAL ASSISTANCE TO SCHOOLS
 - SENT OUT TO ALL OVR MANAGERS
- RESOURCES FOR VIRTUAL SERVICES
 - IDEAS AND WEBSITES FOR VIRTUAL ACTIVITIES
 - PROVIDED TO CWTP ES
 - HDI WILL HAVE COPY UPLOADED ON WEBSITE
 - HDI WILL PROVIDE TECHNICAL ASSISTANCE TO ES
 - SENT OUT TO ALL OVR MANAGERS

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IN-PERSON SERVICES

THE CWTP EMPLOYMENT SPECIALIST MUST FOLLOW ALL GUIDANCE FROM THEIR SPECIFIC SCHOOL DISTRICT ON HOW THEY CAN SAFELY PROVIDE IN-PERSON SERVICES FOR THE CWTP.

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PRE-EMPLOYMENT TRANSITION SERVICES THROUGH THE CWTP EMPLOYMENT SPECIALIST (ES)

- JOB EXPLORATION COUNSELING
- WORK BASED LEARNING EXPERIENCES
- POST SECONDARY OPPORTUNITIES
- WORK READINESS TRAINING
- SELF-ADVOCACY INSTRUCTION

ES SHOULD PROVIDE MONTHLY NOTES BY 5TH OF NEXT MONTH

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JOB EXPLORATION COUNSELING (INDIVIDUAL OR GROUPS OF UP TO 4)

SERVICES	EXAMPLES
<ul style="list-style-type: none"> • COUNSELING WITH THE STUDENT • VOCATIONAL INTEREST INVENTORY RESULTS • IN-DEMAND OCCUPATIONS • CAREER PATHWAYS • LOCAL LABOR MARKET INFORMATION <ul style="list-style-type: none"> • EXPOSURE • EXPLORATION 	<p>EXAMPLES MAY INCLUDE BUT ARE NOT LIMITED TO:</p> <ul style="list-style-type: none"> • INFORMATION REGARDING IN-DEMAND INDUSTRY SECTORS AND OCCUPATIONS • LABOR MARKET COMPOSITION • ADMINISTERING VOCATIONAL INTEREST INVENTORIES • IDENTIFICATION OF CAREER CLUSTERS AND INTERESTS OF THE STUDENT • INTERVIEW SKILLS

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WORK BASED LEARNING EXPERIENCE (INDIVIDUAL OR GROUPS UP TO 4)

EXAMPLES MAY INCLUDE BUT ARE NOT LIMITED TO:

- JOB SHADOWING
- TOUR EMPLOYMENT SITES
- INTERNSHIPS
- APPRENTICESHIPS
- SHORT-TERM (TEMPORARY) EMPLOYMENT

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POST SECONDARY COUNSELING (INDIVIDUAL OR GROUPS UP TO 4)

EXAMPLES MAY INCLUDE BUT ARE NOT LIMITED TO:

- COUNSELING ON COURSE OFFERINGS, CAREER OPTIONS, TYPES OF TRAININGS NEEDED
- POST-SECONDARY OPPORTUNITIES ASSOCIATED WITH CAREER FIELDS OR PATHWAYS, ADVISING STUDENTS/FAMILIES ON ACADEMIC CURRICULA
- COLLEGE APPLICATION AND ADMISSION PROCESS, COMPLETING THE FAFSA
- PROVIDING DISABILITY SUPPORT SERVICES RESOURCES

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WORKPLACE READINESS TRAINING

**(ACTIVITIES FOR DEVELOPMENT OF
SOCIAL SKILLS AND INDEPENDENT LIVING SKILLS)
(INDIVIDUAL OR GROUPS UP TO 4)**

EXAMPLES MAY INCLUDE BUT ARE NOT LIMITED TO:

- ESSENTIAL SKILLS TRAINING (E.G. SOFT SKILLS)
- COMMUNICATION AND INTERPERSONAL SKILLS
- FINANCIAL LITERACY
- JOB SEEKING SKILLS
- EMPLOYER EXPECTATIONS

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SELF-ADVOCACY INSTRUCTION

(INDIVIDUAL OR GROUPS UP TO 4)

EXAMPLES MAY INCLUDE BUT ARE NOT LIMITED TO:

- LEARN ABOUT STUDENT RIGHTS AND RESPONSIBILITIES
- LEARN HOW TO REQUEST ACCOMMODATIONS OR SERVICES AND SUPPORTS
- CONDUCT INFORMATIONAL INTERVIEWS
- PARTICIPATE IN MENTOR PROGRAM

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CWTP TRANSITION SERVICES

THESE ARE ALL INDIVIDUALIZED – NO GROUPS

- COMPREHENSIVE VOCATIONAL ASSESSMENT (CVA)
- JOB DEVELOPMENT/JOB COACHING PLANNING MEETING
- JOB DEVELOPMENT/JOB COACHING MONTHLY ACTIVITIES
- TRANSITION EXIT PLANNING MEETING
- JOB PLACEMENT
- EMPLOYMENT FOLLOW UP

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COMPREHENSIVE VOCATIONAL ASSESSMENT (CVA)

- | | |
|--|---|
| <ul style="list-style-type: none"> • WHO DOES THIS? <ul style="list-style-type: none"> • CWTP EMPLOYMENT SPECIALIST WHO IS WORKING WITH STUDENT AT LOCAL SCHOOL • HOW LONG DOES THIS TAKE TO COMPLETE? <ul style="list-style-type: none"> • CAN TAKE COUPLE WEEKS TO COUPLE MONTHS (PREFER WITHIN 45 DAYS) | <ul style="list-style-type: none"> • WHAT WILL THIS TELL ME? <ul style="list-style-type: none"> • STRENGTHS • ABILITIES • INTERESTS • VOCATIONAL/WORK EXPERIENCE • NEEDED SUPPORTS, ETC. • WHAT DO I DO WITH THIS INFORMATION? <ul style="list-style-type: none"> • HELP WITH VOCATIONAL PLANNING, CHOOSING WORK GOAL AND WRITE IPE |
|--|---|

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JOB DEVELOPMENT/JOB COACHING PLANNING MEETING

WHO ATTENDS?

- STUDENT
- VR COUNSELOR
- EMPLOYMENT SPECIALIST
- PARENT/GUARDIAN – OPTIONAL
- OTHER STAFF – OPTIONAL

WHEN DOES THIS HAPPEN?

- LAST QUARTER OF JUNIOR YEAR OR
YEAR BEFORE EXIT

WHAT DO WE DISCUSS?

- COMPREHENSIVE VOCATIONAL ASSESSMENT
- JOB DEVELOPMENT ACTIVITIES THAT PERTAIN TO VOCATIONAL GOAL
- JOB COACHING ACTIVITIES THAT PERTAIN TO VOCATIONAL GOAL
- INDIVIDUALIZED SUPPORTS NEEDED
- SUPPORTED EMPLOYMENT REFERRAL (OCCURS MID SENIOR YEAR)

ES WILL PROVIDE REPORT FOR BILLING

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JOB DEVELOPMENT MONTHLY ACTIVITIES

JOB DEVELOPMENT

- ACTIVELY SEEKING A JOB
 - RESUME DEVELOPMENT
 - JOB SEARCH FOR OPENINGS WITHIN VOCATIONAL GOAL
 - NETWORKING/CONTACTING EMPLOYERS
 - APPLICATIONS
 - FOLLOW UP WITH EMPLOYERS ON CURRENT APPLICATIONS
 - INTERVIEW PREP FOR SPECIFIC JOB APPLICATION

ES SHOULD PROVIDE MONTHLY NOTES BY 5TH OF NEXT MONTH

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JOB COACHING MONTHLY ACTIVITIES

JOB COACHING

- EMPLOYMENT GAINED
 - JOB TASK ANALYSIS
 - TEACHING/OBSERVATIONS WHILE PERFORMING JOB
 - ACCOMMODATIONS NEEDS
 - NATURAL SUPPORTS IN PLACE
 - SUPPORTS NEEDED

- ES SHOULD PROVIDE MONTHLY NOTES BY 5TH OF NEXT MONTH

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TRANSITION EXIT PLANNING MEETING

WHO ATTENDS?

- STUDENT
- VR COUNSELOR
- EMPLOYMENT SPECIALIST
- PARENT/GUARDIAN – OPTIONAL
- OTHER STAFF – OPTIONAL
- INVITE SE PROVIDER IF REFERRED

WHAT DO WE DISCUSS?

- EMPLOYMENT
- SUPPORTS IN PLACE
- FOLLOW UP
- WHAT IS NEXT AFTER HIGH SCHOOL
- SUPPORTED EMPLOYMENT
TRANSITION AND IF PCEP IS NEEDED

WHEN DOES THIS HAPPEN?

- LAST QUARTER OF SENIOR YEAR

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JOB PLACEMENT AND REPORT

EMPLOYMENT SPECIALIST:

- ES WILL WRITE/SUBMIT REPORT FOR BILLING
 - STUDENT MUST BE EMPLOYED AT LEAST ONE DAY BEFORE EXIT /GRADUATE FROM HIGH SCHOOL
 - COMPLETED WITH ALL INFORMATION ABOUT CURRENT JOB
 - ABSOLUTELY **CANNOT** WRITE/SUBMIT REPORT WITH PROJECTED POST-SCHOOL OUTCOME AS VOCATIONAL GOAL ON IPE
 - MUST BE EMPLOYED IN SPECIFIC VOCATIONAL GOAL AGREED UPON CURRENT IPE OR LATEST AMENDMENT

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JOB PLACEMENT AND REPORT

VR COUNSELOR:

- AUTHORIZE FOR SERVICE
- RECEIVE AND READ REPORT AND APPROVE EMPLOYMENT
- APPROVE BILLING STATEMENT FOR PAYMENT
- PROVIDE ANY ADDITIONAL SERVICES IDENTIFIED ON IPE AND/OR AMENDMENTS
- FOLLOW ALL CLOSURE PROCEDURES IN OVR POLICY & PROCEDURES MANUAL
- **CANNOT** ENTER EMPLOYED STATUS UNTIL ONE DAY AFTER STUDENT EXITS/GRADUATES HIGH SCHOOL

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EMPLOYMENT FOLLOW UP

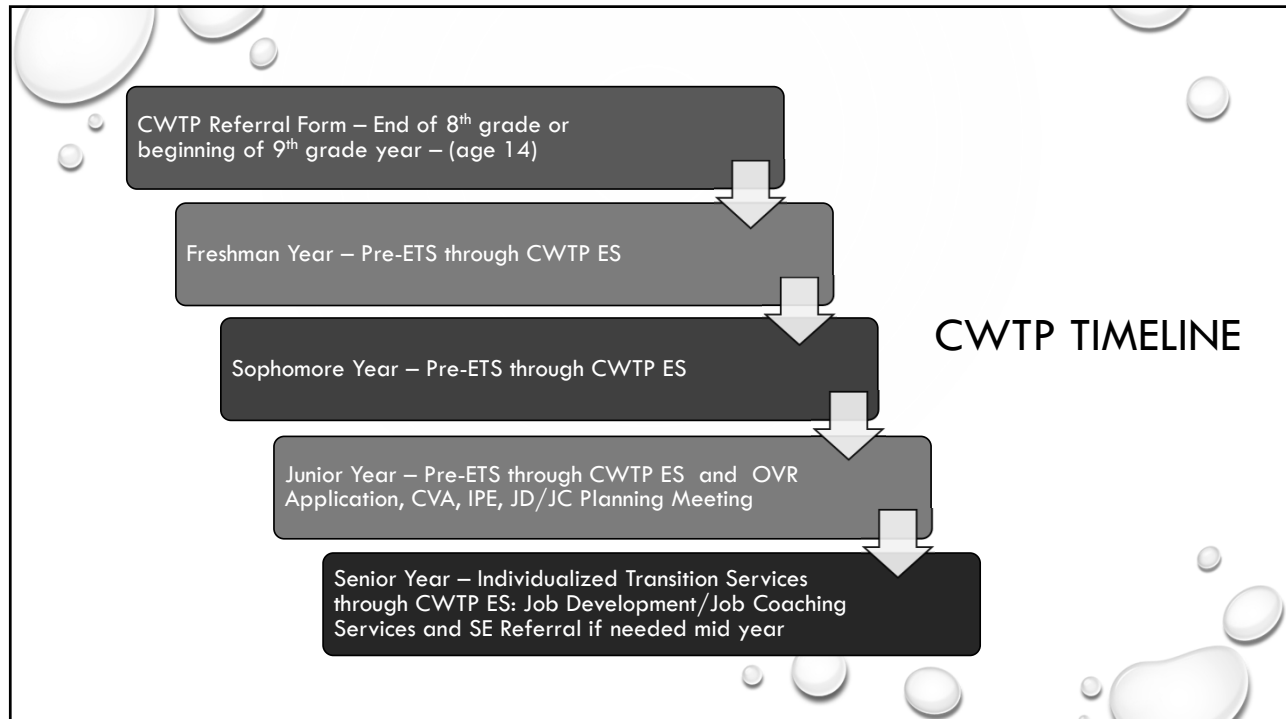
EMPLOYMENT SPECIALIST:

- MONITOR CONSUMER WORKING UP TO DAY 60 (DAY 1 STARTS THE DAY AFTER EXITING HIGH SCHOOL)
- WORK WITH SE PROVIDER
- PHASE OUT SUPPORTS
- ENSURE NATURAL SUPPORTS IN PLACE IN EMPLOYMENT
- WRITE/SUBMIT A REPORT FOR BILLING 60 DAYS OF STABLE EMPLOYMENT

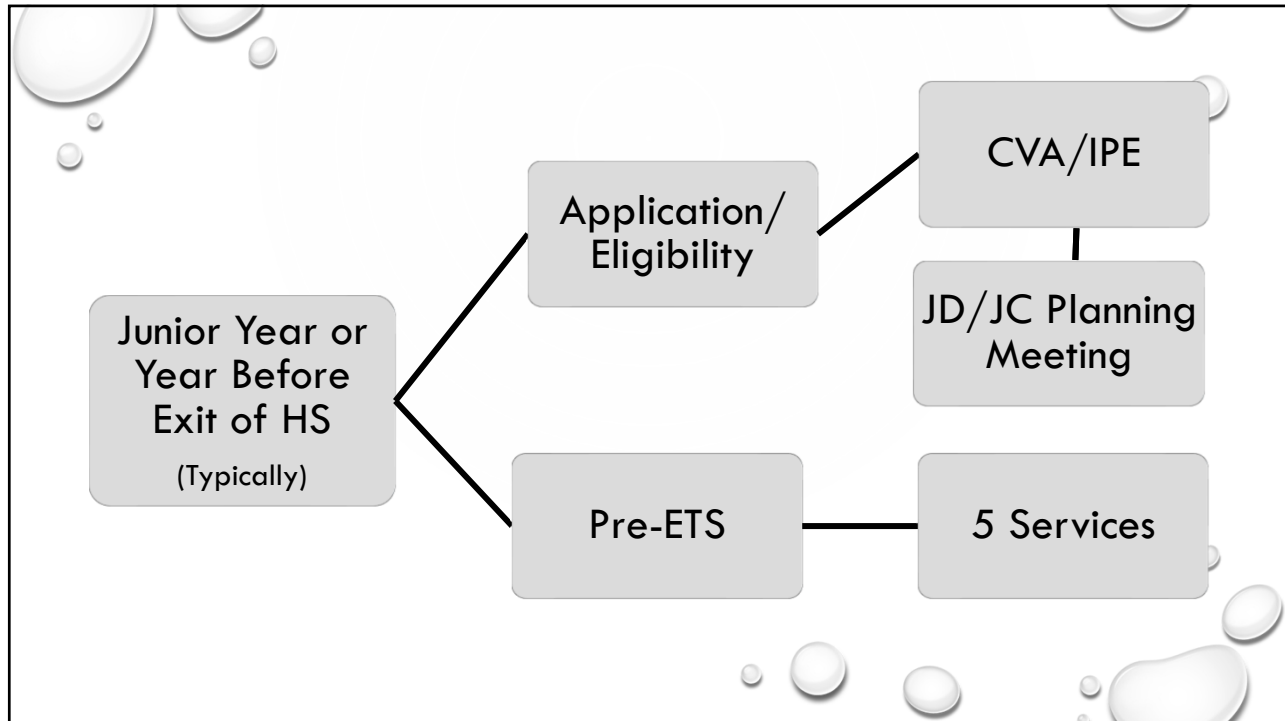
COUNSELOR:

- AUTHORIZE BEFORE JUNE 15
- RECEIVE REPORT (EITHER END OF JULY OR SOMETIME IN AUGUST)
- READ AND APPROVE REPORT
- APPROVE BILLING FOR PAYMENT
- FOLLOW UP WITH CONSUMER AND SE
- FOLLOW POSITIVE EMPLOYMENT OUTCOMES PROCEDURES BEFORE CLOSING CASE

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VOCATIONAL GOAL

SPECIFIC VOCATIONAL GOAL	PROJECTED POST-SCHOOL EMPLOYMENT OUTCOME
<ul style="list-style-type: none"> • BASED ON CVA • CONSUMER CHOICE • COUNSELOR APPROVED • WRITTEN ON IPE 	<ul style="list-style-type: none"> • GENERIC CODE - 099999 • TEMPORARY GOAL • CAN'T DECIDE OR CAN'T AGREE UPON • IPE PRIOR TO JUNIOR YEAR • CANNOT USE WHEN PUTTING EMPLOYED • IPE AMENDMENT WITH SPECIFIC VOCATIONAL GOAL SHOULD BE WRITTEN AND SIGNED BEFORE EXITING HS


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OVR COUNSELOR HAS FINAL DECISION

WHEN WRITING IPE -IS CWTP STILL APPROPRIATE FOR STUDENT?

(DOES STUDENT WANT TO GET A JOB BEFORE EXITING HIGH SCHOOL?)

- IF SO: STUDENT CONTINUES TO RECEIVE SERVICES
- IF NOT, COUNSELOR PROVIDES OTHER SERVICES/CHOICES FOR STUDENT

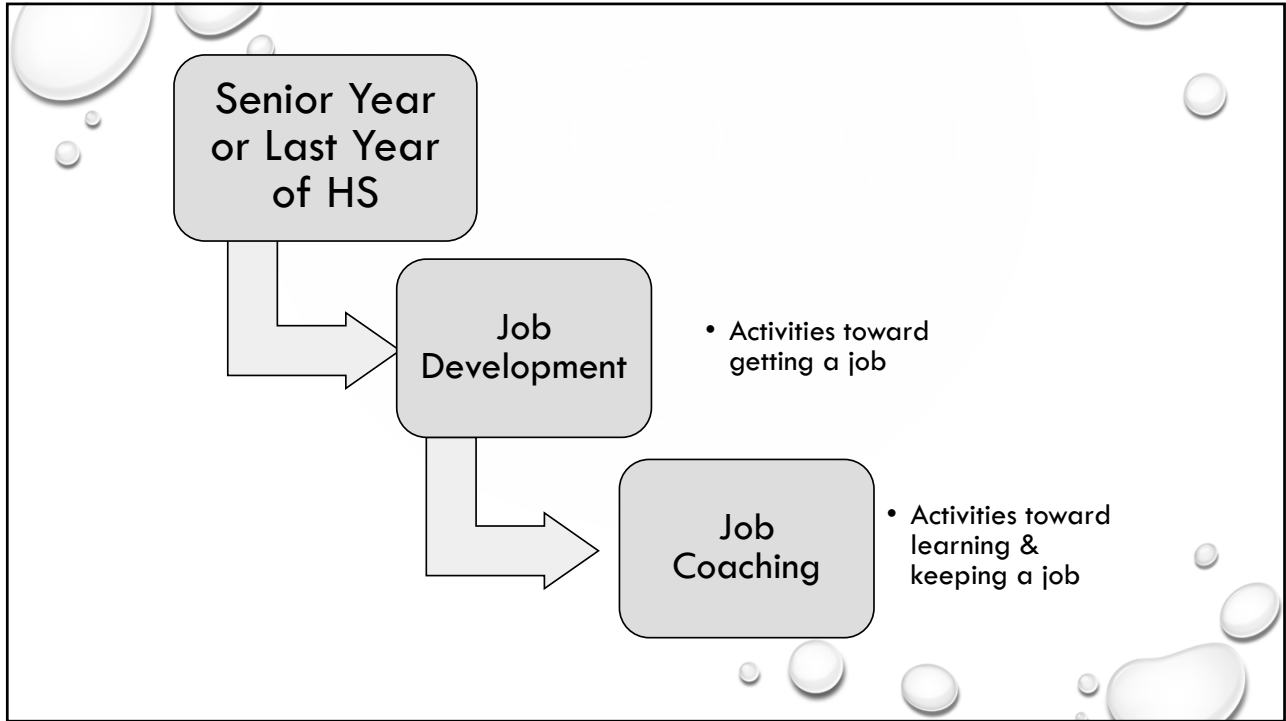


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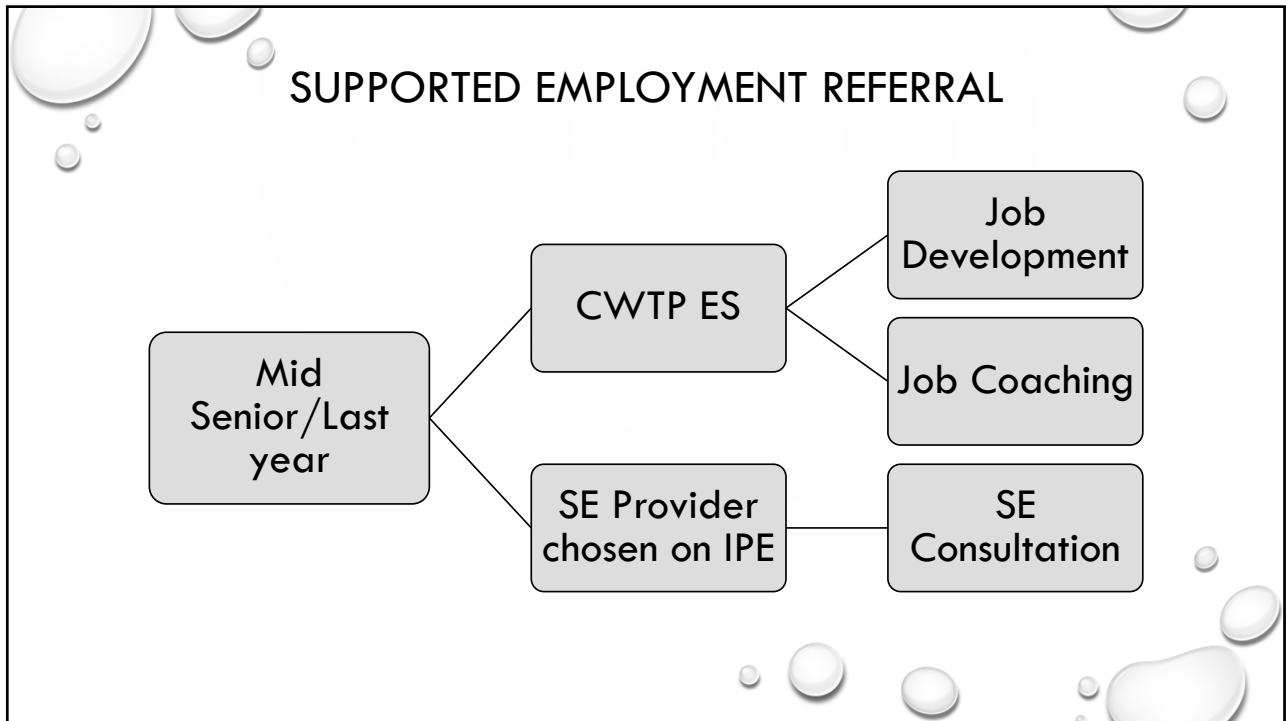
**JUNIOR YEAR (OR YEAR BEFORE EXIT):
WHILE STILL RECEIVING PRE-ETS:**

Application/ Eligibility	CVA/IPE	JD/JC Planning Meeting
<ul style="list-style-type: none"> • Intake and application for OVR beginning of Junior year • Gather documentation • Determine Eligibility, based on Policy & Procedure Manual • Once eligible, Authorize for CVA and send to ES 	<ul style="list-style-type: none"> • Receive (45 days) and review CVA & approve • Schedule IPE meeting • Vocational planning • Choose vocational goal • Choose all individualized services needed • IPE Implemented mid Junior year 	<ul style="list-style-type: none"> • Discuss Senior year and what are plans to get job they want before exiting HS • Discuss specific Job Development activities based on vocational goal • Discuss Supported Employment, if on IPE • End of Junior year

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SUPPORTED EMPLOYMENT AND THE CWTP

- YOU CAN FIND MORE SPECIFIC INFORMATION ABOUT SUPPORTED EMPLOYMENT REFERRAL AND THE CWTP IN OUR POLICY & PROCEDURE MANUAL
 - SUPPORTED EMPLOYMENT SERVICES SECTION: **SUPPORTED EMPLOYMENT CONSULTATION IN CONJUNCTION WITH COMMUNITY WORK TRANSITION PROGRAMS, PAGES 218-219**

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SENIOR YEAR OR LAST YEAR OF HS:

Job Development	Job Coaching	Transition Exit Planning Meeting
<ul style="list-style-type: none"> • Individualized activities to help student search for and apply for employment • Based on Vocational goal on IPE or IPE amendment • Interview prep and networking with employers 	<ul style="list-style-type: none"> • Employment gained • Job task analysis • Teaching/observations while working • Accommodation needs • Supports needed • Natural supports in place 	<ul style="list-style-type: none"> • Discuss Employment • Supports in place • What is follow up • What are next steps after high school • Supported Employment transition and SE process and PCEP • End of Senior/Last year

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IMPORTANT!

- IT'S IMPORTANT WHEN A CWTP STUDENT GETS A JOB IN HIGH SCHOOL; HOWEVER IT ONLY COUNTS THAT THEY HAVE A JOB **ONE DAY BEFORE** THEY EXIT HIGH SCHOOL.
- IT'S GREAT IF THE CWTP STUDENT HAS WORKED FOR MORE THAN 90 DAYS WHILE IN HIGH SCHOOL; HOWEVER FOR JOB PLACEMENT REPORT THAT **DAY 1 STARTS** THE DAY AFTER THEY EXIT HIGH SCHOOL.
- YOU **CANNOT** PUT HIGH SCHOOL STUDENTS IN EMPLOYED STATUS.
- DEPENDING ON LAST DAY OF HIGH SCHOOL, THAT WILL DETERMINE WHEN 60 DAY FOLLOW UP REPORT CAN BE RECEIVED.

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CWTP AUTHORIZATIONS

- PRE-AUTHORIZE AND SIGN EACH AUTHORIZATION FOR ALL FIVE PRE-ETS SERVICES FOR EACH CWTP POTENTIALLY ELIGIBLE STUDENT FOR EACH QUARTER
 - SEND TO CWTP ES OR PRIMARY CONTACT AT LOCAL SCHOOL
- PRE-AUTHORIZE AND SIGN EACH AUTHORIZATION FOR INDIVIDUALIZED TRANSITION SERVICES, AS NEEDED
 - AUTHORIZE AND SIGN FOR CVA IMMEDIATELY FOLLOWING ELIGIBILITY DURING JUNIOR YEAR
 - AUTHORIZE AND SIGN FOR JOB DEVELOPMENT/JOB COACHING AT BEGINNING OF SENIOR YEAR OR LAST YEAR OF HIGH SCHOOL
 - AUTHORIZE AND SIGN FOR EMPLOYMENT FOLLOW-UP BY JUNE 15TH
 - SEND TO CWTP ES OR PRIMARY CONTACT AT LOCAL SCHOOL

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BILLING STATEMENTS

- BEFORE APPROVING ANY BILLING STATEMENT FOR PAYMENTS EACH QUARTER: ENSURE ALL REPORTS HAVE BEEN RECEIVED, READ, & APPROVED
 - WHICH SPECIFICALLY MEANS YOU HAVE **READ AND APPROVED** ALL MONTHLY REPORTS, ALL MONTHLY ACTIVITIES, AND ALL OTHER REPORTS YOU RECEIVE FOR EACH BILLING STATEMENT PRIOR TO APPROVING PAYMENTS

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CWTP PRE-ETS BILLABLE SERVICES

- ALL 5 SERVICES CAN BE AUTHORIZED EACH QUARTER (3 MONTHS)
 - 1ST QUARTER: JULY – SEPTEMBER
 - 2ND QUARTER: OCTOBER – DECEMBER
 - 3RD QUARTER: JANUARY – MARCH
 - 4TH QUARTER: APRIL – JUNE
- CAN BE INDIVIDUAL OR GROUPS UP TO 4
- EACH SERVICE CAN BE BILLED UP TO 20 HOURS EACH QUARTER (**CANNOT** GO OVER 20 HOURS PER SERVICE PER QUARTER)
- LESS THAN 20 HOURS THEN PRORATED AT \$35 PER HOUR

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CWTP TRANSITION BILLABLE SERVICES

INDIVIDUALIZED SERVICES ARE AUTHORIZED FOR EACH QUARTER,
AS NEEDED:

- CVA – REPORT NEEDED: SHOULD BY MID JUNIOR YEAR, RIGHT AFTER ELIGIBILITY DETERMINATION OR YEAR BEFORE EXITING HS
- JD/JC PLANNING MEETING – REPORT NEEDED: SHOULD BE END OF JUNIOR YEAR/ YEAR BEFORE EXIT OF HS
- JD/JC ACTIVITIES – EACH QUARTER WITH APPROVED MONTHLY NOTES DESCRIBING ACTIVITIES: SHOULD START SENIOR YEAR OR LAST YEAR OF HS
- SUPPORTED EMPLOYMENT CONSULTATION – MID SENIOR YEAR/MID LAST YEAR OF HS AFTER REFERRAL – IF NEEDED

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CWTP TRANSITION BILLABLE SERVICES (CONT.)

- TRANSITION EXIT PLANNING MEETING – REPORT NEEDED: SHOULD BE END OF SENIOR YEAR OR LAST YEAR OF HIGH SCHOOL
- JOB PLACEMENT – REPORT NEEDED AND IT SHOULD BE RECEIVED AT LEAST ONE DAY AFTER EXITING HIGH SCHOOL
 - THIS REPORT **CANNOT** BE SUBMITTED FOR BILLING WHILE STUDENT IS STILL ENROLLED IN HIGH SCHOOL
 - MUST HAVE ALL COMPLETED INFORMATION ABOUT CURRENT JOB
- EMPLOYMENT FOLLOW UP – MUST BE AUTHORIZED BY JUNE 15 AND REPORT WILL BE RECEIVED AFTER 60 DAYS OF STABLE EMPLOYMENT

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CWTP BILLING STATEMENTS

PRE-ETS BILLING

- ALL MONTHLY REPORTS RECEIVED AND APPROVED FOR EACH QUARTER
- SCAN MONTHLY REPORTS IN CMS EACH MONTH FOR EACH STUDENT
- BILLING STATEMENT FOR EACH QUARTER MUST MATCH MONTHLY REPORTS/HOURS FOR EACH SERVICE
- APPROVE BILLING STATEMENT EACH QUARTER FOR PAYMENT

TRANSITION SERVICES BILLING

- ENSURE ALL REPORTS ARE RECEIVED FOR EACH SERVICE READ AND APPROVED
- FILE REPORTS IN CASE FILE, AS STATED IN POLICY AND PROCEDURES MANUAL
- APPROVE BILLING STATEMENT EACH QUARTER FOR PAYMENT

CWTP SERVICE FEE MEMORANDUM CP-BM-07-08-08

MATTHEW G. BROWN
Governor
DERICK K. ZIMMER
Lieutenant Governor



ROY LAMBERT
Commissioner
Casey M. News
Executive Director

EDUCATION AND WORKFORCE DEVELOPMENT CABINET
OFFICE OF VOCATIONAL REHABILITATION
305 East Main Street
Covington, KY 40303
Phone: (502) 596-6000
Fax: (502) 596-6000
TDD: (502) 596-6000
www.kvr.gov

SERIAL SERVICE FEE MEMORANDUM
CP-BM-07-08-08

TO: Office of Vocational Rehabilitation (OVR) Staff
Branch Managers, Counselors, and Assistants
CDPVIC Director, Case Management Director, and Counselor(s)

FROM: Pat Seick-Cruze, Program Administrator
Systems and Fiscal Management Branch
Sandy Conder, Transition Program Administrator
Division of Program Services - Transition

RE: Community Work Transition Program (CWTP) Fee Schedule

DATE: April 1, 2019 updated Pat Cruise
July 1, 2017 updated Pat Cruise
November 30, 2016 updated Pat Cruise
October 1, 2016
April 11, 2016 Update Pat Seick
June 30, 2014 updated
June 15, 2012 updated
August 1, 2009 updated
June 5, 2008 updated

The latest update reflects changes and updates to the program. CWTP has two components: **The Employment Transition Services** promoting exposure to and experiences in career and employment opportunities in the community and **Transition Services** promoting successful movement into competitive integrated employment prior to exiting high school.

Quarterly authorized services are: July-Sept, Oct-Dec, Jan-Mar, Apr-June

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<https://kcc.ky.gov/Vocational-Rehabilitation/staffresources/Pages/Service-Fee-Memorandums.aspx>

LINKS TO INFORMATION

- ESSA - [HTTPS://WWW.UNDERSTOOD.ORG/EN/SCHOOL-LEARNING/YOUR-CHILDS-RIGHTS/BASICS-ABOUT-CHILDS-RIGHTS/EVERY-STUDENT-SUCCEEDS-ACT-ESSA-WHAT-YOU-NEED-TO-KNOW](https://www.understood.org/en/school-learning/your-childs-rights/basics-about-childs-rights/every-student-succeeds-act-essa-what-you-need-to-know)
- WIOA - [HTTPS://WWW.CONGRESS.GOV/113/BILLS/HR803/BILLS-113HR803ENR.PDF](https://www.congress.gov/113/bills/hr803/bills-113/hr803/enr/pdf)
- CWTP SERVICE FEE MEMORANDUM – [HTTPS://KCC.KY.GOV/VOCATIONAL-REHABILITATION/STAFFRESOURCES/PAGES/SERVICE-FEE-MEMORANDUMS.ASPX](https://kcc.ky.gov/vocational-rehabilitation/staffresources/pages/service-fee-memorandums.aspx)
- OVR POLICY & PROCEDURES: SUPPORTED EMPLOYMENT CONSULTATION WITH REGARDS TO CWTP – PAGE 218-219 [HTTPS://KCC.KY.GOV/VOCATIONAL-REHABILITATION/STAFFRESOURCES/PAGES/FORMS.ASPX](https://kcc.ky.gov/vocational-rehabilitation/staffresources/pages/forms.aspx)
- COMMUNITY WORK TRANSITION PROGRAM POLICY & PROCEDURES MANUAL FROM HDI: - [HTTPS://WWW.HDI.UKY.EDU/WP-CONTENT/UPLOADS/2019/07/CWTPPOLICIESPROCEDURES MANUAL 2019_20_FINAL.PDF](https://www.hdi.uky.edu/wp-content/uploads/2019/07/CWTPPOLICIESPROCEDURES MANUAL 2019_20_FINAL.PDF)

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QUESTIONS?

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