

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/ partner 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/ Partner 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 and natural supports 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.