



VRS Community Partners + VRS Staff Forum

December 6, 2022

VRS Community Partners + VRS Staff Forum

Housekeeping

- Welcome to the VRS Community Partners + VRS Staff Forum.
- **ASL Interpreters** are designated as “co-hosts”, so they appear at the top of your participant list. If you need ability to “multi-pin” please message Sara.Sundeen@state.mn.us or Janeen.Oien@state.mn.us.
- **Closed Captioning** is available. A livestream is linked in the chat.
- **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.”
- **Questions and Comments:** Please submit feedback, questions, comments via Microsoft Form: [Q&A form](#) We will follow up with questions via email, no Q&A time in this forum.
- **Microphones:** Please keep your microphone muted throughout the meeting.
- **Technical Issues:** If you have technical issues, please contact Sara.Sundeen@state.mn.us or Janeen.Oien@state.mn.us.
- **Recording:** The session will be recorded and posted to the VRS website along with the agenda, presentation, and transcript.

Agenda

- **Welcome:** Kim Babine, VRS Director of Community Partnerships
- **Contracted Services Definitions Training:**
 - Kim Babine
 - Janeen Oien: Community Partnerships Program Specialist, Janeen.Oien@state.mn.us.
 - Jess Outhwaite: Community Partnerships Program Specialist, Jessica.Outhwaite@state.mn.us.
 - Anne Paulson: Community Partnerships Program Specialist, Anne.Paulson@state.mn.us.
 - Sara Sundeen: Community Partnerships Program Specialist, Sara.Sundeen@state.mn.us.
- **Contracted Service Review Cycle:** Janeen Oien
- **Discussion: Questions and Answers (If Time Allows):** Janeen Oien
- **Wrap Up:** Kim Babine

Where to Find Contracted Services Information

Online Resources for Community Partners and VRS Staff

mn.gov/deed/job-seekers/disabilities/partners/

The screenshot displays a web browser window with the URL mn.gov/deed/job-seekers/disabilities/partners/. The page features a navigation menu on the left and a main content area. The navigation menu includes the following items:

- For Job Seekers
 - Recently Unemployed
 - Find a Job
 - CareerForce
 - Blind or Visually Impaired
 - People with Disabilities
 - Counseling, Training, and Job Skills
 - Living Independently
 - Extended Employment
 - High School Students
 - Disability Councils and Committees
 - Community Partners
 - Community Partner Guide
 - VRS News
 - List of Community Partners
 - Grantees
 - Contact Information
 - Policies, Rules and Regulations
 - Research and Reports
 - Find VRS
 - Veterans Employment Programs
 - Job Search Guide
 - Data for Job Seekers

Community Partners



Minnesota Vocational Rehabilitation Services (VRS) relies upon a broad coalition of Community Partners to provide services to individuals with disabilities. Here you'll find documents, forms, instructions and other useful information.



The screenshot shows a web browser window with the address bar displaying mn.gov/deed/job-seekers/disabilities/partners/. The page title is "Community Partners / Minnesota". The main content area is titled "Community Partners" and features a blue banner with a pattern of hands. Below the banner, a paragraph states: "Minnesota Vocational Rehabilitation Services (VRS) relies upon a broad coalition of Community Partners to provide services to individuals with disabilities. Here you'll find documents, forms, instructions and other useful information." Three main navigation buttons are visible: "COMMUNITY PARTNER GUIDE FOR THE VR PROGRAM" (with a handshake icon), "VRS NEWS" (with a document icon, circled in red), and "GRANTEES" (with a person and checklist icon). A sidebar on the left lists various resources under the heading "For Job Seekers".

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Community Partners

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- COMMUNITY PARTNER GUIDE FOR THE VR PROGRAM**
- VRS NEWS**
- GRANTEES**

LIST OF COMMUNITY PARTNERS

Engagement Opportunities

<https://mn.gov/deed/job-seekers/disabilities/partners/updates/>

The screenshot shows a web browser window with the URL <https://mn.gov/deed/job-seekers/disabilities/partners/updates/>. The page header includes the Minnesota Department of Economic Development logo and a search bar. A navigation bar contains links for 'For Job Seekers', 'For Business', 'For Government', 'About Us', 'Data', and 'A-Z Index'. A breadcrumb trail shows 'Home', 'For Job Seekers', 'People with Disabilities', 'Community Partners', and 'VRS News'. The main content area is titled 'VRS News Overview' and contains a red-bordered box with the following text: 'Stay up-to-date by subscribing to receive new email messages from VRS and reviewing recent messages from VRS to Community Partners. To sign up for updates, please contact Karla Eckhoff, karla.f.eckhoff@state.mn.us.' Below this is a navigation bar with buttons for 'Forums', 'CP Conversations', 'Learning Connections', 'Messages', 'Opportunities', and 'Funding'. The 'Forums' button is highlighted with a red border. The 'Forums' section below contains the text: 'VRS is pleased to invite VRS Community Partners and VRS Staff to regular VRS Community Partners + VRS Staff Forums. To receive

List of Community Partners

mn.gov/deed/job-seekers/disabilities/partners/

Community Partners / Minnesota

mn.gov/deed/job-seekers/disabilities/partners/

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Community Partners / Minnesota x +

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Community Partners

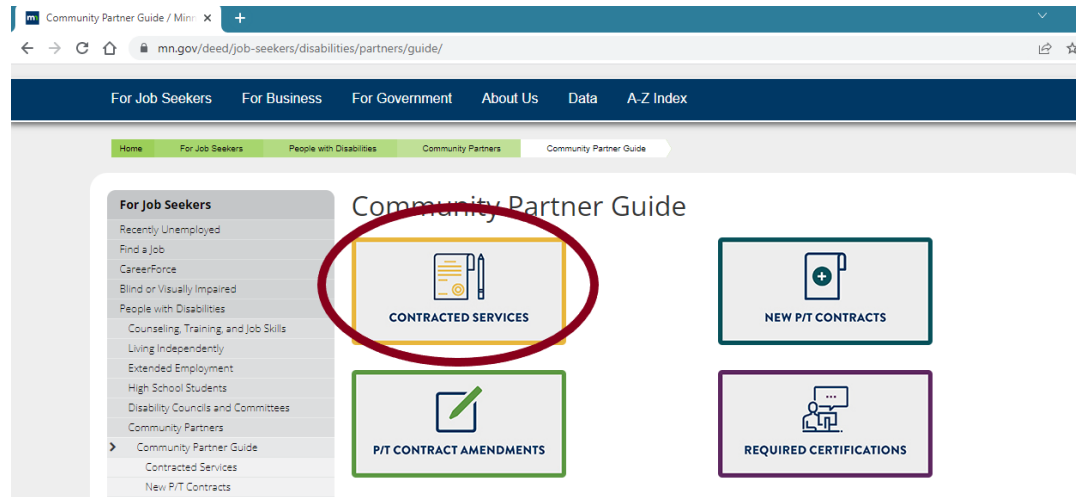
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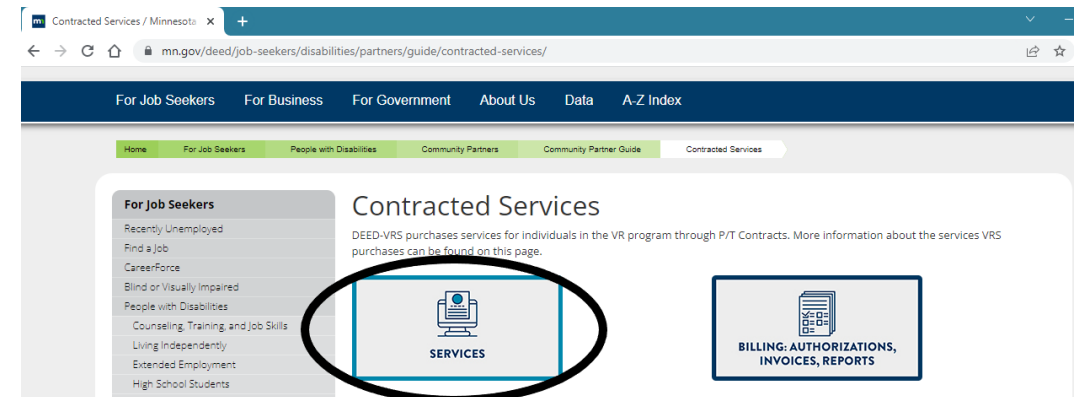
Search

Contracted Services

mn.gov/deed/job-seekers/disabilities/partners/guide



mn.gov/deed/job-seekers/disabilities/partners/guide/contracted-services/



CP Guide Contracted Services Information

mn.gov/deed/job-seekers/disabilities/partners/guide/contracted-services/services/

The screenshot shows a web browser window with the URL mn.gov/deed/job-seekers/disabilities/partners/guide/contracted-services/services/. The page title is "Job Related Services - General Services". A left-hand navigation menu lists various categories, with "Contracted Services" expanded to show a list of services. Two services, "Placement and Retention Services under a Performance Based Agreement (PBA)" and "Job Shadowing", are circled in black. The "Job Shadowing" service is selected, and its details are displayed below.

Job Related Services - General Services

- Placement and Retention Services under a Performance Based Agreement (PBA)
- Occupational Communication Specialist Services (OCSS)
- Customized Employment Discovery Services
- Informational Interview
- Job Coaching - Time Limited
- Job Seeking Skills Training
- Job Shadowing

Job Shadowing

Service Type
Medical, Vocational & Other Evaluation or Assessment

Service Title
Job Shadowing

Definition
VRS authorizes to a Community Partner for a Job Shadow in order for the Community Partner to provide opportunities for an individual in the VR program to observe different jobs and ask business questions about the skills, knowledge, and abilities needed

Contracted Services Definitions

Job-Related Services Definitions

Performance Based Agreement (PBA)

- VRS Placement Services may include, but are not limited to: identifying and developing job opportunities, assisting with creating and updating resumes, completing job applications, preparing for job interviews, completing cover and thank you letters, providing on site job analysis, assisting employers to identify and eliminate barriers to both competitive integrated employment and to the advancement of individuals with disabilities.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Placement and Retention Services under a Performance Based Agreement (PBA).

Performance Based Agreement (PBA)

Vocational Rehabilitation Services (VRS) purchases placement and follow-up services through a Performance Based Agreement (PBA) structure.

VRS has two PBA Structures:

- **General PBA:** used when authorizing for job placement and follow up services when participants **do not have a Medicaid waiver.**
- **E1 PBA:** used when authorizing for job placement and follow up services when participants **have a Medicaid waiver.**

Customized Employment

- VRS authorizes to a Community Partner for a Customized Employment Discovery Services in order for the Community Partner to collaborate with an individual in the VR program to conduct an individualized determination of the unique strengths, needs, and interests of the individual designed to meet the specific abilities of the individual and the business needs of the employer.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Customized Employment Discovery Services

Informational Interview

- VRS authorizes to a Community Partner for an Informational Interview in order for the Community Partner to facilitate opportunities for an individual in the VR program to conduct an informal conversation with someone working in a career area/job that interests the individual, with the intent that the conversation will give the individual information and advice. It is not a job interview, and the objective is not to find job openings. Support is provided to identify and set up the informational interview event with the individual, and to follow-up with debriefing.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Informational Interview.

- The job coach provides support, training, and consultation to the individual and the business to facilitate successful competitive integrated employment. Job coaching services may be provided to any individual needing more intensive services than the follow up services provided by the Placement Professional during Placement and Follow Up Services. Job coaching can be performed on or off the job site.
- Job Coaching services are training services provided up to point that employment stability is achieved and not beyond.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Job Coaching Time Limited

Job Seeking Skills Training

- VRS authorizes to a Community Partner for Job Seeking Skills Training services in order for the Community Partner to provide individuals in the VR program with counseling for and/or training on techniques to prepare for, secure, retain, advance in, or regain competitive integrated employment.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Job Seeking Skills Training

- VRS authorizes to a Community Partner for a Job Shadow in order for the Community Partner to provide opportunities for an individual in the VR program to observe different jobs and ask businesses questions about the skills, knowledge, and abilities needed to perform the tasks involved in the job. The Community Partner will support the individual to identify and create these opportunities at job sites and will debrief with Community Partner staff after the event.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Job Shadowing

On-the-Job Work and Training Opportunities Definitions

On-the-Job Evaluation

- Primarily used prior to the determination of a specific job goal. VRS authorizes to a Community Partner or an employer for an On-the-Job Evaluation (OJE) at a community employment site. Evaluative in nature, the purpose for the OJE is to provide VRS with an assessment of the suitability of a particular career or occupational area of interest, gain information on work skills, interests, work tolerance, and/or identify work supports.
- To find the full definition: Community Partner Guide – Contracted Services – Services – On-The-Job-Evaluation

- A short-term work tryout which allows an individual the opportunity to demonstrate to an employer their capacity to effectively perform in a job related to their specific employment goal. There must be a job opening at the employer with the possibility of getting hired if the Job Tryout is successful. Job Tryouts are typically 1 to 2 weeks in duration but may be extended as appropriate.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Job Tryout

Work Experience

- This experience is a short-term, time limited work opportunity. Experiential in nature, participants may explore careers, understand the nature of work, and/or build foundational soft and work skills. It serves as a “stepping-stone” on their career pathway and thus may or may not be aligned with their ultimate career goal identified on their EP. In addition, it will continue to serve as a carryover service when an individual is eligible for VR services but no longer eligible for Pre-ETS.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Work Experience Services (General Services)

Internships

- Internship (Paid or unpaid): a time-limited, professional learning opportunity that allows a person to gain relevant skills and experience in a particular career field that aligns with their job goal. Internships significantly enhance skill development and future opportunity for competitive integrated employment. Potential internship candidates may be: individuals who are ready to begin work but have a gap in work history or need relevant work experience related to their educational training, individuals in a training program, students, or recent post-secondary graduates.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Internship

On the Job Work and Training - Wages

- The Community Partner pays the individual a prevailing wage or minimum wage, whichever is higher.
- Prevailing wage: Average wage paid to similarly employed workers in a specific position in the area of intended employment.
 - Staff can refer to the [salary survey tool](#) or consult with a VRS Placement Coordinator/Specialist, as needed, when there are questions.
- Total cost reimbursement to a Community Partner equals 1.5 times the individual's hourly wage multiplied by the total hours worked. Cost reimbursement includes administrative expenses. For example, if the individual's wage is \$16 per hour, VRS reimburses the community partner \$24 per hour ($\$16 \times 1.5 = \24).

Benefits Services Definitions

Benefits Coaching: Hourly Services and Benefits Coaching Report

- VRS authorizes to a Community Partner for Benefits Coaching Hourly Services in order for the Community Partner to provide benefits information to an individual on an hourly basis. This service must be performed by a certified Benefits Coach who has completed the Disability HUB MN Benefits Coaching Training.
- VRS authorizes for completion of a Benefits Coaching Report and accompanying activities by a Benefits Coach on a per-report basis.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Benefits Coaching: Hourly Services and Benefits Coaching: Benefits Coaching Report

Benefits Planning: Hourly Services and Benefits Summary and Analysis (BS&A) Report

- VRS authorizes to a Community Partner for a Benefits Planning: Benefits Summary and Analysis (BS&A) Report in order for the Community Partner to provide in-depth benefits information to an individual with a complex benefit situation that results in a Benefits Summary and Analysis (BS&A) Report. This service must be performed by a CWIC, CPWIC, or WIP.
- VRS also authorizes for some stand-alone hourly Benefits Planning Services performed by a CWIC, CPWIC, or WIP.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Benefits Planning: both BS&A Report and Hourly Services

Independent Living Services Definition

Independent Living Services

- VRS authorizes to a Community Partner for Independent Living Services in order for the Community Partner to provide services to improve or maintain the ability of individuals to live as independently as possible in the community.
- Possible Services include, but are not limited to: Information and Referral, Skills Training, Peer Counseling, and Individual & Systems Advocacy
- To find the full definition: Community Partner Guide – Contracted Services – Services – Independent Living Services

Post Secondary Education Services

Post-Secondary Education Services

- VRS authorizes to a Community Partner for Post-Secondary Supports in order for the Community Partner to assist an individual to explore post-secondary education and training options; complete steps for enrolling in a post-secondary education or training; learn about post-secondary financial options and assisting with applying for financial aid or other financing opportunities; and explore how to successfully transition to post-secondary education.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Post-Secondary Supports

Pre-Employment Transition Services Information

Pre-ETS – All Categories

- To find the full definition: Left Navigation of DEED Job Seekers webpage where Community Partner Guide is located. Select High School Students – Pre-Employment Transition Services – Pre-ETS Resources for P/T Contracted Providers
- You can find a [one-page guide](#) with the five Pre-Employment Transition Services defined: Job Exploration Counseling, Post-Secondary Education Counseling, Workplace Readiness Training, Instruction in Self Advocacy, and Work-Based Learning. In addition, Pre-ETS Services encompass Work Experiences, Work-Based Learning Coaching, and Intake for VR eligible students.
- Full training was provided at the October 4, 2022 VRS Staff and Community Partner Forum. The recording, transcription, and presentation slides are posted at Community Partners – VRS NEWS - Forums

Rehabilitation Technology/Assistive Technology Services Driver's Permit/License Prep and Training

Small Business Services

Consultation for Small Business

- VRS authorizes to a Community Partner for Consultation for Small Business in order for the Community Partner to provide technical assistance and other consultation services to an individual as a means of achieving a small business career that provides competitive, integrated employment consistent with an individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Consultation for Small Business

Job Coaching for Small Business

- VRS authorizes to a Community Partner for Job Coaching for Small Business in order for the Community Partner to facilitate successful competitive, integrated employment for an individual as a small business owner. This service occurs after small business plan is approved by the Program Specialist and Vocational Rehabilitation professional.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Job Coaching for Small Business

Social Coaching Services Definition

Social Coaching Services

- VRS authorizes for Social Coaching services in order for a Community Partner to provide specific, time-limited training and techniques to assist an individual with social communication disorders (such as Autism Spectrum Disorder) to improve their understanding of social communicating and form stronger relationships with co-workers and others.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Social Coaching

Training Services

Employee Development Services

- **Integrated:** VRS authorizes to a Community Partner for Employee Development Services-Integrated in order for the Community Partner to provide individualized services that assist an individual seeking competitive integrated employment to develop or re-establish skills, attitudes, personal characteristics, interpersonal skills, work behaviors and functional capacities to achieve an employment outcome.
- **Non-Integrated:** VRS authorizes to a Community Partner for Employee Development Services: Non-Integrated in order for the Community Partner to provide individualized services that assist an individual seeking competitive integrated employment to develop or re-establish skills, attitudes, personal characteristics, interpersonal skills, work behaviors and functional capacities to achieve an employment outcome.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Employee Development Services (integrated and non-integrated)

Public Transportation Training

- VRS authorizes for Public Transportation Training in order for a Community Partner to arrange and provide opportunities for an individual to explore public transportation options and learn how to access and safely use public transportation.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Public Transportation Training

Other Provider Services

DHS Background Check

- VRS authorizes for a DHS-specific Background Check in order for the Community Partner to complete a DHS Background check on behalf of a VRS participant to assist with identifying possible employment goals.
- A DHS Background Check report must include clearance report (Blue, Yellow, or Red Card) for DHS employment opportunities and DHS licensed employment openings.
- To find the full definition: Community Partner Guide – Contracted Services – Services – DHS Background Check

- VRS authorizes for an intake in order for a Community Partner to conduct a scheduled meeting with the Community Partner, participant, and VRS staff to discuss the goals and parameters of the service. VRS will complete the VRS Referral Form.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Intake

Travel Expense to Provider (to/from Participant)

- Reimbursement to provide to travel to and from participant served for provision of services
- For Travel – no CFP
- To find the full definition: Community Partner Guide – Contracted Services – Services – Travel Expense to Provider

Other Provider Services – Transportation to Vendor (participant in vehicle)

- Reimbursement to provider for transporting the individual for purposes of their employment plan.
- For Transportation – CFP applies
- To find the full definition: Community Partner Guide – Contracted Services – Services – Transportation to Vendor

Work/Vocational Evaluation Services

- VRS authorizes to a Community Partner for a Work/Vocational Evaluation in order for the Community Partner to provide an assessment of a person's performance in a simulated or real work situation to determine the person's abilities, skills, attitudes toward work, and work behaviors.
- To find the full definition: Community Partner Guide – Contracted Services – Services – Work/Vocational Evaluation

Contracted Services Review Process

Contract Services Review Process - Overview

- VRS will conduct an on-going process to review contracted services.
- VRS will develop a tentative review schedule so partners and VRS staff know when to expect discussion on a particular service or set of services.
- VRS is defining the specifics of how the review process will work, how staff and community partners will provide input, and other details right now.
- We will communicate the new review process in early 2023.

Discussion – Questions and Answers

Please submit questions and comments using the Microsoft Form linked in the chat and listed below.

[MS Form for Q&A](#)



Thank You!



We'd love to hear your feedback on our VRS Community Partner + VRS Staff Forums.

Please provide your thoughts in the Microsoft Form below. The forum feedback questions are at the end of the form.

[MS Form for Q&A and Forum Feedback](#)

Funding Notice

The VR program receives 78.7 percent of its funding through a grant from the U.S. Department of Education. For federal fiscal year 2022, the total amount of grant funds is \$44,081,347. The required state match for these funds is \$11,930,529 (21.3 percent). The state of Minnesota has appropriated \$14.3 million to exceed the matching requirement.