

When the individual decides they want to work in an individual job in the community, the following process takes place.

Process	Support coordinator responsibilities	Louisiana Rehabilitation Services (LRS) responsibilities	Individual's responsibilities	Expectations of the provider
1. Support the individual in making contact with the local LRS office.	<ul style="list-style-type: none"> Assist the individual in making contact with their local LRS office either on the phone or in person to make a referral for services. Assist the individual to schedule the initial meeting. 	<ul style="list-style-type: none"> Collaborate with the SC and the individual to attend the initial meeting. Send the appointment letter to the individual with a copy to the SC. 	<ul style="list-style-type: none"> Make contact with LRS to make a referral for services via telephone or in person. Schedule an appointment. 	
2. Attend the initial meeting with LRS counselor.	<ul style="list-style-type: none"> Assist the individual to obtain the documents needed for the initial meeting. Assist the individual to attend the initial intake meeting to start the eligibility process. 	<ul style="list-style-type: none"> Complete the application process at the meeting. Obtain signatures on the consent form to share information with the SC. 	<ul style="list-style-type: none"> Take the required documents to the initial meeting. Attend the initial meeting in person. 	
3. Eligibility process	<ul style="list-style-type: none"> Assist the individual with scheduling a meeting with the LRS counselor after they receive the eligibility letter. If the individual receives a DENIAL LETTER, proceed with using waiver 	<ul style="list-style-type: none"> Complete the eligibility determination within 60 days of application. Notify the individual of the eligibility decision via letter and CC the SC. 	<ul style="list-style-type: none"> Cooperate with the LRS counselor if contacted during the process. Look for eligibility letter in the mail. If found eligible for LRS services, contact your SC to gain assistance in scheduling a meeting 	

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	<p>services to complete the SE process.</p> <ul style="list-style-type: none"> The letter of denial is filed in the individual's case record and proceed with team meeting to discuss next steps to employment. THE LRS PROCESS ENDS HERE. 		<p>with the LRS counselor.</p> <ul style="list-style-type: none"> If you receive a DENIAL LETTER for LRS services, contact the SC to discuss using waiver services for employment. THE LRS PROCESS ENDS HERE. 	
4. Attend the meeting with the LRS counselor.	<ul style="list-style-type: none"> Attend the meeting in person with the individual or virtually if unable to attend in person. 	<ul style="list-style-type: none"> Within 90 days of the eligibility, the LRS counselor will meet with the individual to start the conversation about employment, and develop an individual plan for employment (IPE). Have Individual choose a (vendor) provider to deliver SE services. 	<ul style="list-style-type: none"> Attend the meeting with your support team - can include your DSP, family members, SC, etc. If you have an idea for a job, you should voice this at the meeting. Choose a provider (LRS vendor) who will support you to find employment. 	
5. Participate in LRS services	<ul style="list-style-type: none"> Be an active and participating member of the support team. Adjust any waiver services as needed. An individual can have their DSP attend any meetings or assessments as needed. 	<ul style="list-style-type: none"> Authorize Supported Employment/Customized Employment services Document and communicate the progress Be active and participate in team meetings. Notify the SC if there are any concerns. 	<ul style="list-style-type: none"> Communicate with your job coach and your support team, including your SC regularly. Cooperate with the job coach and provide needed documents such as check stubs, complete and sign needed forms etc. for 	<ul style="list-style-type: none"> Meet with the individual and agree to support them through the employment process. Meet with the individual as needed to complete the initial assessments and also

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	<ul style="list-style-type: none"> • The DSP can support the individual through the process. • Attend meetings as much as possible either in person or virtually. 		<p>each milestone as defined.</p> <ul style="list-style-type: none"> • Attend and participate in all scheduled meetings. • Be a valuable employee. 	<ul style="list-style-type: none"> • Communicate with the SC along the way and keep the SC in the loop. • Notify the SC of any concerns. • Follow the LRS supported employment process from assessment to closure. • Contact the SC and the LRS counselor when the individual has reached their level of independence on the job. • After at least 90 days on the job, it's time to have the job stability transition meeting to discuss the transition from LRS to waiver extended employment services and/or follow along support services. • Once LRS services are complete, the individual can transition to the waiver services for continued support and/or follow along depending on what is needed.
<p>6. Transition Services: Prepare for waiver funding to pick up for extended</p>	<ul style="list-style-type: none"> • Attend the job stability meeting at least 30 days prior to 	<ul style="list-style-type: none"> • Conduct the Job Stability Transition Meeting. 	<ul style="list-style-type: none"> • Continue in your chosen job • Attend the meeting to discuss transitioning 	<ul style="list-style-type: none"> • Provide an impartial assessment of all the requested services after

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<p>employment services.</p>	<p>the transition to waiver funding.</p> <ul style="list-style-type: none"> • Collect the SE documents that the current SE provider has completed. • If the provider is also a waiver provider, the individual may choose to continue using the provider or choose another provider from FOC. If the provider is not a provider of waiver services, the individual will need to choose a provider for the extended employment services. • Amend the POC to include the extended support service or follow along support service are in place. • Include the additional wrap around supports as needed but may include a DSP to support on the job and/or transportation. Additional support services may include Community Life Engagement. 	<ul style="list-style-type: none"> • Compile the SE documents to ‘hand-off’ to the SC for the case record. 	<p>to continued waiver supports if needed.</p> <ul style="list-style-type: none"> • Communicate if you believe you need any changes in the supports at your job. • Communicate to the SC if you wish to continue with current SE provider if they are a waiver provider or choose a new provider from the FOC if they are not a provider. • If the current LRS SE vendor is not a waiver provider, the individual will choose a new provider for support. 	<p>LRS services are fully used.</p> <ul style="list-style-type: none"> • Review the documents with the team and present your decision on what is needed with the individual to continue in their current job. • Consider the person’s health and safety needs. • Discuss what supports are needed for the individual to continue in their job. • Decision will be made in conjunction with the team based on documentation. • If the current SE vendor is not a waiver provider, the LRS vendor will provide information to the new waiver provider for a smooth transition
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<p>7. Waiver employment services and/or any other waiver services are in place to support the individual on the job without a lapse in support.</p>	<ul style="list-style-type: none"> • POC has been signed by the individual and approved within 30 days of the transition meeting so as to have a smooth transition and no lapse in services. • Continue to follow the individual and ensure the appropriate supports are in place, including all wrap around supports. 	<ul style="list-style-type: none"> • Successful closure of the individual's case. 	<ul style="list-style-type: none"> • Sign the amended POC to begin waiver employment services and/or other services if needed. • Continue to work in your job. • Notify the SC if you have any concerns. • Notify the employment specialist if you have any concerns or need additional assistance. • Continue employment 	<ul style="list-style-type: none"> • If the current LRS vendor is also a waiver provider, they will continue to support the individual on the job as the frequency as determined and placed on the POC. • Contact the SC if there are any concerns. • IF THE LRS VENDOR IS NOT ALSO A WAIVER PROVIDER, THEIR SERVICES END AND THE NEW PROVIDER PICKS UP WITH THE FOLLOW ALONG SUPPORT SERVICES.
<p>8. Continued support or monitoring to ensure job stability</p>	<ul style="list-style-type: none"> • Quarterly meetings with individual and check-ins with the SE provider. • Continue to follow the individual and ensure the appropriate supports are in place, including all wrap around supports. • Amend POC as needed 	<ul style="list-style-type: none"> • NO further action 	<ul style="list-style-type: none"> • Quarterly meeting with the SC • Contact with the employment specialist as scheduled • If need additional support contact the SC or employment specialist • Continue employment 	<ul style="list-style-type: none"> • Provides support to the individual as determined on the POC • Provide support to the employer as needed • Notify the SC of any changes that may be needed or concerns • Quarterly meetings with the team

****If at any time, LRS is not accepting new consumers, there is a freeze in LRS spending, or the individual has waited longer than 90 days to enter into an Individual Plan for Employment (IPE) with LRS and/or hasn't received services, the individual may use the waiver services for employment services. Documentation of the reason must be placed in the individual's case record and all correspondence with LRS.***