

### **What is Initial Job Support and Job Stabilization?**

The **Initial Job Support and Stabilization** service provides the individual with the initial support needed at their new job to learn the job duties and expectations. The employment specialist will continue to work with the individual to determine what is needed for them to be as independent in the job as possible. The employment specialist may try out or implement various strategies, assistive technology, and other supports (including natural supports) to help the individual become more independent in their job duties. Depending on the required supports, they may be needed through natural supports on the job or through an individual's direct support worker (DSP).

Because the employment specialist will have supported the individual through the initial phase of learning the job and adjusting to its demands, they will determine the supports needed for the individual to maintain the job. They will then make a recommendation for the next phase of the process and will complete the **Job Stabilization Report** and the **Natural Supports Plan** if applicable.

If the employment specialist has successfully faded out and the individual is able to independently complete the assigned job duties (with or without natural supports or assistive technology), the typical next step would be the **Follow-Along Supports** service. However, if the individual still requires the support of a job coach for certain job duties more frequently than is allowed in the **Follow-Along Support** service, the employment specialist may recommend that an individual receive the **Extended Job Supports**. The employment specialist will ask the support coordinator to call a team meeting to discuss the next phase of the supported employment process. They will also present documentation of the individual's current work status, including the independence level for each job duty.

### **What is the goal of Job Support and Job Stabilization?**

The **Initial Job Support and Job Stabilization** helps an individual become as independent on the job as possible by implementing strategies and supports they need to complete the job duties to the employer's satisfaction. The employment specialist should determine the amount of support an individual needs to continue the job once they analyze whether the individual understands the job's expectations and is able to fulfill them at their highest independence level. The employment specialist will then implement either **Extended Job Supports** or **Follow-Along Supports** based on the individual's needs.

### **Who can receive this service?**

- Anyone who receives the NOW, ROW and Supports Wavier and has obtained a job and requires supports to learn the job duties

**Requirements for Job Support and Job Stabilization:**

- The **Initial Job Support Time Log** should be completed during the times job coaching is taking place and turned in monthly along with the Initial Job Support Monthly Report.
- Completion of the **Job Stabilization Report** and **Natural Supports Plan** once the individual is working at their highest level of independence
- Employment specialist will have a meeting to discuss the **Job Stabilization Report** and plan for the next phase in the supported employment process
- An employment specialist who has completed an approved 40-hour SE training is required to provide this service.
- If **Job Follow-Along** is the next phase, the team meeting may be held virtually or in-person
- If **Extended Job Supports** is the next phase, the team meeting must be in-person and must include the employer so the employer can discuss their concerns.
- Transportation may be billed if the individual is transported on the day this service is delivered.

**Facts for Initial Job Support and Job Stabilization:**

- Billing code: H2023 TS U1
- Service limits: 1,920 units
- Billing unit: 15-minute increments
- Rate of pay: \$18.50/15 minutes

**What are the provider requirements to provide this service?**

- Provider agency must be licensed for individual supported employment or have an ADC license with a provider type 98 module.
- The specialist who provides the service must have a certificate from an approved supported employment 40-hour core training and maintain the annual training requirements of 15 hours of employment-related training.