

3100 POST EMPLOYMENT SERVICES.

3101 Provision of Post Employment Services.

A. Post employment services are vocational rehabilitation (VR) services provided when:

1. The individual has achieved an employment outcome, i.e., the record of services has been closed rehabilitated;
2. Additional services are necessary to assist the individual in maintaining, regaining, or advancing in employment, consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, and interests;
3. Solution of the problem does not require a complex and comprehensive provision of services and is limited in scope and duration; and,
4. Services are related to the original disability.

B. Discrete post employment services are provided when necessary after transition to extended supported employment (see Section 4100).

3102 Circumstances Under Which Post Employment Services May Be Appropriate.

3102.1 Considerations for Provision. Post employment services are appropriate in situations including the following:

A. To maintain employment, e.g., the individual has had conflicts with supervisors and coworkers and requires mental health services and counseling to retain his/her job;

B. To regain employment, e.g., the individual's job is eliminated through reorganization and new placement services are needed; or,

C. To advance in employment, e.g., the employment is no longer consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, and interests.

3102.2 Circumstances Under Which Post Employment Services May Not Be Appropriate. If it is determined that the individual's needs would be better met through reopening the individual's record of services for more comprehensive service provision, the policies and procedures for intake and eligibility will be followed (see Sections 2400 and 2500).

3103 Timeframe for Provision. When a year or longer has elapsed since provision of rehabilitation services, the Rehabilitation Counselor will carefully reassess all factors to determine the exact nature of services needed and whether post employment services are appropriate. The period of time after which post employment services will be provided will not be arbitrarily limited, but will be determined on an individual basis. Factors to consider include:

- A. Relevance and current validity of previous data;
- B. Whether previous rehabilitation efforts have lost relevance or significance; and,
- C. Availability of the individual's original record of services.

3104 Required Documentation.

3104.1 Documentation of Need. The Rehabilitation Counselor will document the need for post employment services in the record of services. Information will be added to the original record of services including the individual's present employment situation and any additional relevant data.

3104.2 Amendment. An amendment to the original IPE will be developed with the individual who is to receive post employment services; therefore, a re-determination of eligibility for VR services is not required. The amendment will include, if appropriate, a statement of how post employment services will be provided or arranged through cooperative agreements with other service providers. Policies and procedures related to development of the original program and other amendments also apply to an amendment for post employment services.

3105 Limitations. The policies, procedures and conditions limiting or qualifying services provided under an IPE shall be applicable in the provision of post employment services. Vocational training may in no case be used as a post employment service to train the individual in a new occupation. Should that be required, the case will be reopened with a new determination of eligibility required. Training may be used to upgrade current skills to enable the individual to retain employment in the current occupation. Prescription medications may be provided as a post employment service only during the first twelve months following case closure.

3106 Transfer of Record. When an individual achieves an employment outcome after receiving VR services through the Division, moves out of state, and then requires post employment services, the record of services will be closed and referred to the receiving state. Pertinent information from the existing record of services shall be shared with the receiving state upon receipt of a request or consent form signed by the individual or, if appropriate, the individual's representative. Intra-state moves by the individual will entail a transfer of the record of services to the receiving Division district.

3107 Record of Services Closure.

3107.1 Determination. The decision to terminate post employment services will be made on an individual basis in consultation with the individual receiving such services. Factors to be considered in closing a post employment record of service include the following:

A. *Successful Outcome (Status 46).*

1. Satisfactory solution to the precipitating problem requiring post employment services;
2. Attainment of sufficient independence to function without continuing post employment services, or a Rehabilitation Counselor's professional judgment to discontinue services; and,
3. Employment continues at a suitable level in relation to the individual's skills and the particular locality and labor market, or can be realized by the individual's own initiative.

B. *Unsuccessful Outcome (Status 48).* The individual's condition or situation suggests that post employment services cannot maintain the individual's employment. Consideration should be given to re-opening the record of service (see Section 3000) or referral to community providers for services to address the issues impeding performance in employment.

C. *Post Employment Services Terminated with Case Reopened (Status 50).* This status denotes that the post employment services have been terminated, that services were not successful in assisting the individual in maintaining employment, and a new case will be opened. The case will be reopened whenever a new disabling condition or vocational situation not related to the original rehabilitation effort emerges while the case is in Status 32 and the condition or situation is seen to require a complex or comprehensive rehabilitation effort. If the individual elects to do so, a new application will be taken and a new determination of eligibility will be made.

3107.2 Documentation. The record of service will include:

- A. Documentation reflecting the participation of the individual in the development of the amendment for post employment services and in the closure decision;
- B. Documentation for the reason for closure; and,
- C. Completion of appropriate coding as required.