VRS Regional Transition/Pre-ETS Meetings
Afternoon Agenda

Welcome and Opening Remarks

P/T Contract Updates

Pre-ETS Authorizing and Invoicing Guidance

Discussion and Q&A
Welcome,
Opening Remarks

Dee Torgerson, VRS Director

Chris McVey, VRS Director of Strategic Initiatives

Kim Babine, VRS Director of Community Partnerships
P/T Contract
Updates
Amendment Period Open Now Thru 9/2

Click here for More Information

All contracts with Pre-ETS will be updated

- Announcements will be sent out to VRS staff by Anne Paulson as they are completed

More Community Partners are adding Pre-ETS to their contracts
Pre-ETS Changes to P/T Contracts

25% to 50% for administrative fee for wages
Reducing the # of titles (see next slide)
Removing travel differential
Pre-ETS intake and coaching for VR eligible students
Pre-ETS services as regular VR services
Special programming

Simplifying group rates: $30
<table>
<thead>
<tr>
<th>Service Type</th>
<th>Service Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ETS Job Exploration Counseling</td>
<td>Job Exploration Counseling Services (Same)</td>
</tr>
<tr>
<td>Pre-ETS Postsecondary Education</td>
<td>Postsecondary Education Counseling Services (Same)</td>
</tr>
<tr>
<td>Workplace Readiness Training</td>
<td><strong>Workplace Readiness Training Services (From 4 titles to 1)</strong></td>
</tr>
<tr>
<td>Pre-ETS Instruction in Self-Advocacy</td>
<td>Instruction in Self-Advocacy Services (Same)</td>
</tr>
<tr>
<td>Pre-ETS Work-Based Learning</td>
<td><strong>Introductory Work Activities (From 5 titles to 1)</strong></td>
</tr>
<tr>
<td></td>
<td>Work Experience-Services (Same)</td>
</tr>
<tr>
<td></td>
<td>Work Experience-Wages (Same)</td>
</tr>
</tbody>
</table>
Pre-ETS Authorizing and Invoicing Guidance
Resources

Stay Up-to-Date with VRS announcements

Webpage: Pre-ETS Resources for P/T Contracted Providers
- Webinars
- Minnesota Pre-ETS Toolkit
- Sample Reports and Invoices
- Coming Soon:
  - Pre-ETS Authorizing, Reporting and Invoicing Guide
  - Training Modules
VRS Provides or Arranges for Pre-ETS to:

Students who are potentially eligible for VR (served by a VRS Pre-ETS representative)

Students who are eligible for VR (served by a VRS counselor)
Contract Definitions

- Types/broad service categories: ie. “Pre-ETS Work-Based Learning”
- Titles/specific services: ie. “Introductory Work Activities”

Rates

- $75/hour for 1:1 services
- Group rate: $30/hour
New: Schedule for Authorizations

1. End Dates:
   - March 31*
   - June 30
   - September 30
   - December 31*

2. Any start date - but always use one of these 4 end dates

3. Start right away

4. Providers have 90 days from end date to invoice

*Authorizations ending on these dates with unused hours can be extended to next end date
Community Partners Can Invoice For:

**Service Time:** Providing Pre-ETS to students, individually or in groups

**First Meeting Time:** The time for the student who is potentially eligible for VR, VRS and provider to meet and talk about the services that will be provided. (Students eligible for VR will have a Pre-ETS intake authorized instead).

**Preparation Time:** Prepare/revise lesson plans; prepare content for 1:1 sessions; get materials for sessions ready; communications/attempted communications with students/parents/schools to get meetings set or plan for/coordinate services; edit resumes, cover letters and other documents related to work experiences.

**Employer Development Time:** Calls/emails/visits to arrange for work-based learning opportunities, internet search for job leads, etc.

**Travel Time:** Round trip time traveling from primary work location to where services to a student or group of students is provided. Can include time for a provider to pick up/drop off a student.

- **NOTE:** For Pre-ETS only, providers CAN bill for travel time even when a student doesn’t show up for their appointment. However, VRS asks providers to remind students of appointments that are scheduled and to communicate no-shows to VRS staff.
Limit on Preparation Time

Providers can bill up to 50% of the service time for prep time

Example: A Job Exploration Counseling session will last one hour. The provider can invoice VRS up to 30 minutes for prep time for that session.
(continued)

Community Partners CANNOT Bill For: Time writing reports and preparing invoices

Example: Pathways is a VRS contracted Pre-ETS provider that will be assisting a student with looking for an “intermediate” work experience/job where an employer will be paying the student’s wages. Pathways and VRS decided that VRS will authorize for 20 hours of Pre-ETS Work-Based Learning/Work Experience-Services at $75/hour x 20 hours = $1,500 for the first authorization. This authorization includes time for the first meeting, services, preparation, employer development and travel time.
Pre-ETS Work-Based Learning

Introductory Work Activities
- Career Mentorship
- Info. Interview
- Job Shadow
- Service Learning
- Workplace Tour/Field Trip

Work Experience-Services

Work Experience-Wages
<table>
<thead>
<tr>
<th>Type</th>
<th>Hours</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Job</td>
<td>up to 30</td>
<td>- Authorize up to 30 hours</td>
</tr>
<tr>
<td>(Employer Pays Wages)</td>
<td></td>
<td>- Includes: job search, orientation, follow-up</td>
</tr>
<tr>
<td>Short-Term: Site to be</td>
<td>up to 20</td>
<td>- Authorize up to 20 hours</td>
</tr>
<tr>
<td>Developed</td>
<td></td>
<td>- Includes: site development, orientation, follow-up</td>
</tr>
<tr>
<td>(Provider Pays Wages)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-Term: Set Site</td>
<td>up to 10</td>
<td>- Authorize up to 10 hours</td>
</tr>
<tr>
<td>(Provider Pays Wages)</td>
<td></td>
<td>- Includes: orientation, follow-up</td>
</tr>
</tbody>
</table>
Short-Term Work Experiences and “Intermediate” Jobs: Work Experience-Services

“Final” Jobs: PBA
Coaching: Students Eligible for VR ONLY

For Work Experiences:
Work-Based Learning Coaching
(Pre-ETS funds)

For “Final Jobs”:
Job Coaching
(Regular VR funds)
Short-Term Work Experience: 120 hours

- This is just a *suggested* timeframe.
- Can be more or less depending on needs of student.
- Wouldn’t be ongoing, however: Consider assisting the student to obtain intermediate job as a next step.
- No need for RAM approval for more hours.
Work Experience Authorizing Flow Chart

Pre-ETS Work Experience Authorizing Process-flow chart version

Pre-ETS Work Experience Authorizing Process-accessible version
Estimating Time for Authorizations

Less than full hours are authorized and billed by the quarter hour.

VRS will work with Community Partners to estimate the number of hours necessary to complete the services requested.
VRS and Community Partners should estimate the travel time for the authorization together by using an online mapping service such as Google Maps to determine the most direct and efficient route and the expected transportation time given anticipating delays such as weather and rush hour traffic.

Transportation time may be authorized from the Community Partner staff’s primary work location.

When the Community Partner staff does not start from the primary work location, the allowable transportation time is either a) the time from the Community Partner staff residence to the appointment or b) from the primary work location to the appointment, whichever is less.
Example #1: Stephen
Assist in finding an intermediate job

Stephen is a senior in high school who has never had a job. He would like assistance to get a Pre-ETS work experience/intermediate job (where the employer pays his wages) doing stocking at a retail store. He has chosen to work with a Community Partner named “Pathways” to help him find the job.
Authorization(s) for Stephen

1-2 hours for a “first meeting” under Work Experience-Services (if he is potentially eligible for VR) or Pre-ETS Intake (if he is eligible for VR)

Up to 30 Hours at $75/hour

• **Type:** Pre-ETS Work-Based Learning
• **Title:** Work Experience-Services
• Can include time for:
  • Services: **job search assistance, orienting to job, follow-up**
  • Preparation
  • Employer development
  • Travel
Example #2 Sadie: Develop a short-term site

Sadie is a junior in high school whose long-term goal is Auto Mechanic. She would like to have a short-term work experience (where the provider pays the wages) at an auto shop over the summer to see what that work environment is like. She has also chosen to work with Pathways to assist her with this work experience.
1-2 hours for a “first meeting” under Work Experience-Services (if she is potentially eligible for VR) or Pre-ETS Intake (if she is eligible for VR)

Up to 20 Hours at $75/hour
- **Type:** Pre-ETS Work-Based Learning
- **Title:** Work Experience-Services
- Can include time for:
  - **Services:** develop a short-term site, orient to experience, follow-up
  - Preparation
  - Employer development
  - Travel

Authorization(s) for Sadie
Authorization for Sadie Continued

Since Pathways will be paying the wages to Sadie during this experience, VRS must authorize for those wages under Work Experience-Wages.

Let’s say that Pathways developed a site at an auto shop. The wage for entry shop helpers is $11/ hour. Thus, the hourly fee to Pathways is $11 plus 25% (soon to be 50% when contracts are amended) administrative costs (which comes to $2.75/hour) for a total of $13.75/hour. She will work 80 hours this month, thus the authorization will be for $13.75 x 80 = $1100.
Example #3 Houa: Short-term site already developed

Houa is a 10th grader who dreams of becoming a chef. Pathways has a relationship with a nearby restaurant that will allow students to try out jobs they have. Houa will participate in a 120-hour experience where she will do prep work in the kitchen.
Authorization(s) for Houa

1-2 hours for a “first meeting” under Work Experience-Services (if she is potentially eligible for VR) or Pre-ETS Intake (if she is eligible for VR)

Up to 10 Hours at $75/hour

- **Type:** Pre-ETS Work-Based Learning
- **Title:** Work Experience-Services
- Can include time for:
  - Services: *orient to work experience, follow-up*
  - Preparation
  - Employer development

Work Experience-Wages at $10/hour (entry level pay at the restaurant) plus 25% admin. fee (soon to be 50%) ($2.50/hour) = $12.50/hour x 120 hours = $1,500.
NEW! VRS Invoice and Report Checklist
Discussion and Q & A
What do VRS counselors and Pre-ETS Representatives see as Pre-ETS needs of students and schools that they serve that Community Partners could assist with?

What Pre-ETS services is each Community Partner able to provide? Please address how virtual and face to face services are available.

How can Business Engagement Network (BEN) meetings best support partners in feeling confident to provide Pre-ETS services and connect to students?

What are our questions right now?