

PROVISION OF SERVICES TO REAL PAY FOR REAL JOBS EPIC PARTICIPANTS

This Appendix defines general expectations applicable to the provision of services purchased by DARS counselors for DARS VR eligible clients who are participating in the RPRJ EPIC Project. The Services the Organization is approved to provide are identified on the Organization's rate sheet.

I. SCOPE OF SERVICES

- A. The organization shall provide the following services to EPIC participants with disabilities with vocational rehabilitation (VR) DARS cases or in application for vocational rehabilitation.

- 1. **Peer Mentor Supports.** Experienced, trained mentors, who are actively employed in Community Integrated Employment, support EPIC participants by providing information, resources, guidance, and support to assist the individual to engage in Competitive Integrated Employment. This service is delivered by individuals with developmental disabilities who have shared experiences with the individual.

Peer Mentor Supports share their knowledge and experiences to empower the individual job seeker to make informed choices regarding pursuit of competitive integrated employment so that they may more readily access the competitive integrated employment.

The service is delivered based upon the needs of the individual as outlined in the individual's Individualized Plan for Employment (IPE). The service is designed to be short-term and periodic in nature.

At a minimum, services must include:

- a. Peer to peer matching and follow up to ensure that matches meet the expectations of the individual served.
- b. The peer mentor has face-to-face or virtual contact (online virtual platforms such as Zoom or Teams) with the individual to discuss their specific interests for employment/ desired outcomes related to competitive integrated employment and barriers to achieving these outcomes

- c. Discussing services, programs, and strategies to achieve competitive integrated employment outcomes and overcome barriers to these outcomes.
- d. The peer mentor provides information from his/her experiences to help the individual in problem solving, decision making, developing supportive community relationships and exploring specific community resources that promote complete integrated employment; and/or
- e. The peer mentor assists the individual in developing a personal plan for accessing complete integrated employment, supports, services and or/resources to facilitate competitive integrated employment.

All activities may be conducted in either a face-to-face or via a Health Information Portability and Accountability Act of 1996 (HIPPA) -compliant telemedicine method of delivery that allows the Peer Mentor to view the individual and converse with them. Allowable peer mentor activities that can be performed using telemedicine can be performed for up to 100% of the service hours. The interactive audio/video connection must be of sufficient audio quality and visual clarity to be functionally equivalent to a face-to- face encounter, conducted in a confidential manner and any information sharing consistent with applicable federal and state laws and regulations and DARS policy. HIPPA confidentiality requirements are applicable.

Peer Mentors cannot mentor their own family members. Peer Mentors must be at least 21 years of age. This service is only available to individuals 16 years of age and older.

The organization must be approved to provide these services through the EPIC grant. Peer mentoring services must be agreed upon in writing in advance of the peer mentoring services (in the form of an authorization from DARS for peer mentoring). Though peer mentors may provide peer mentoring services through waiver, peer mentors providing EPIC based peer mentoring must be specifically trained to provide EPIC peer mentoring.

Peer mentoring cannot exceed 40 hours per individual recipient without approval of the Real Pay for Real Jobs EPIC Model Project Manager or Project Director via written authorization. Of the EPIC Project Manager

- B. The DARS counselor shall write the service into the individual participant's plan as part of their Individualized Plan for Employment (IPE) and shall inform the organization of the participant's needs/goals/purpose for participating in the organization services.
- C. RPRJ EPIC services shall be provided on a short-term basis while the participant is enrolled in the EPIC project. A participant may participate in multiple services provided by the organization.

- D. The organization shall maintain, for DARS review, an individual case record for each participant served that is clear, complete, and current. At a minimum, records shall include participant identifying information, participant with a disability status, services provided and progress reports.

II. REPORTING AND BILLING REQUIREMENTS

- A. The organization shall provide the participant's DARS counselor with monthly reports by the 10th day of the month following services provided. If a participant misses three (3) days of authorized services in any month, the organization shall immediately notify the participant's DARS counselor in writing.

1. Report requirements:

- a. A separate monthly report shall be submitted for each participant for each month the participant participates in EPIC services. The report shall include:
- Number of hours the service was provided during the billing period
 - Dates the service was provided during the billing period
 - Summary of the service provided to include:
 - Basic topics addressed through Peer Mentoring during the month
 - Narrative regarding suggestions of Peer Mentor in topics relevant to employment
 - Provider signature and date.

- B. The organization shall provide the participant's DARS counselor with a monthly invoice for authorized services provided to the participant. Such bill shall be signed by the organization certifying the participant received the authorized services included in the bill. DARS shall not be obligated to pay for services when the organization fails to submit an accurate invoice within thirty days after the close of the calendar month in which services were delivered. DARS reserves the right to withhold payment to the organization when the service provided falls outside the scope of services and more specifically, outside the scope of the service(s) authorized.

1. Invoice Requirements:

- a. Invoices shall list the total number of hours spent providing individual services. Invoices shall not be itemized beyond this.

IV. EVALUATION CRITERIA

Services delivered under this Appendix to the Agreement shall be evaluated in accordance with the Scope of Services articulated in this document. Program reviews shall focus on, but not limited to:

The extent to which the organization effectively supports EPIC participants' peer mentoring needs as evidenced in the EPIC participants' progress reports and post-service surveys.

B. The provision of a summary report following completion of a service that provides: an overview of the participant's experience in the service; comments on level of change in the participant's ability to make informed decisions as they relate to careers and adult life; and recommendations/considerations for purposeful goals, additional service needs, and, if applicable, educational, vocational rehabilitation, and other community resources/services the participant would benefit from to enrich service and vocational planning and support preparation for a career and adult life.

C. The organization submitting to the DARS counselor a copy of all materials created by the participant/products resulting from the service (e.g., resume, completed sample application, disability disclosure script, personal budget, elevator speech, etc.).

D. The timely submission of all invoices and reports.

E. The maintenance of and compliance with a current organization agreement.