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# Division of Vocational Rehabilitation Statewide Service Updates

Internship/Temporary Work

Spring 2022 Release

# Questions?

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Questions can be directed to:

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# Training Objectives

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- Understand the purpose of the service
- Understand all services in the category and how they are related
- Identify important elements of each service and important changes



# Training Objectives

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Show Resources for:

- Reporting
- DVR Statewide Service Fee Schedule
- Service-related tools

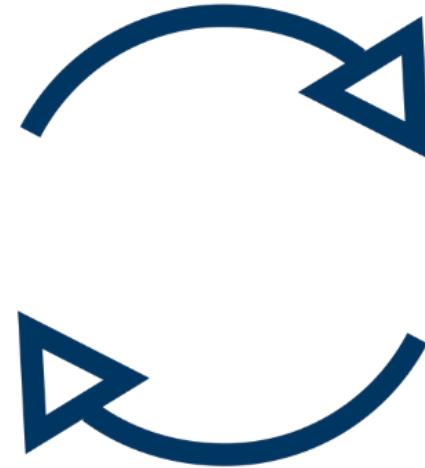


# Technical Specifications and Fees

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## Process for changes:

- Research
- Feedback
- Workgroups
- Stakeholder Feedback
- Editing



# DVR Service Provider Webpages

Main Page Link:  
<https://dwd.wisconsin.gov/dvr/service-providers/>



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- Service Provider Home
- Announcements
- Covid-19 Information
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- Statewide Service Fee Structure
- Technical Specifications**

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Or you can reach us by phone at: 800-442-3477 (Toll Free)

## Technical Specifications & Sample Reports

Statewide Services    Other Services    Resources/Links

### List of Services

- **Customized Employment Services** is a set of services that uses an approach called Discovery to identify the strengths of an individual in community settings. The role of the service provider in Customized Employment is to facilitate customizing a job for the individual matching those strengths to a business's needs. Customized Employment is an option when typical supported employment strategies have not been successful, or when customized employment strategies may more successfully meet a consumer's individualized support needs.
- **Individualized Placement and Support (IPS) Services** is an evidence-based model of Supported Employment services for consumers with the most significant disabilities (Category 1) who have a primary diagnosis of serious and persistent mental illness or substance use disorders and need long-term support to maintain a job. IPS services are provided in a working alliance with mental health services and include planning for employment, job development, job placement, on-the-job support, transition to long-term support, and successful employment. To build ongoing collaboration, DVR attendance at meetings and continued use of information from the IPS Employment Center is encouraged, including resources on implementation of the IPS model, agency guidance, fidelity reviews and recommendations, policies, and regulations.
- **Internship/Temporary Work (I/TW)** is a time-limited, paid work experience. This service is designed to provide DVR consumers in-depth knowledge of day-to-day work requirements in a competitive integrated setting. Possible purposes may be to try out a job, determine an appropriate vocational goal, determine needs for rehabilitation technology or job accommodations, assist with work hardening, or develop a current work reference or new skills.



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## Supported Employment

About    Service Details    Fee Schedule    Reports/Forms    Resources/Links

### About

**Supported Employment** is competitive integrated employment in an integrated work setting in which an individual with a most significant disability, including a youth with a most significant disability, is working consistent with their unique strengths, abilities, interests, and informed choice, with ongoing support services.

Service	Purpose	Timeframes	Deliverables	Payment
<b>Supported Employment Career Profile</b>	To gather employment information about the consumer and those on the support team.	90 days	1. Career Profile Report. 2. Required meeting with all parties in-person, by phone, or virtually.	\$950
<b>Supported Employment Job Development Plan</b>	Develop a plan for the consumer to obtain, maintain, and sustain employment.	30 days	1. Job Development Plan. 2. Resume or completed sample job application. 3. Optional meeting.	\$250
<b>Supported Employment Job Development and Hire</b>	To engage local businesses in systematic job development leading to a good job match for the consumer.	Review every 90 days with all parties in-person, by phone, or virtually. Case notes required if review is not in person.  Job Development Monthly Report(s).  Hire Report.	1. Review every 90 days with all parties in-person, by phone, virtually. Case notes required if review is not in person. 2. Job Development Monthly Report(s). 3. Hire Report.	\$2,100 35+ hours per week and health insurance benefits or 35+ hours per week and \$12 per hour minimum  -or-  \$1,900 20+ hours per week and health insurance benefits or 20+ hours per week and \$9 per hour minimum



# Statewide Service Process

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- How a service is authorized
- How a referral is made to the provider
- Role of communication
- Reporting
- Invoicing





# Internship Temporary Work (I/TW)

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## About **Internship/Temporary Work (I/TW)**

A time-limited, paid work experience designed to provide DVR consumers in-depth knowledge of day-to-day work requirements in competitive integrated settings. Possible purposes include:

- Try out a job
- Determine an appropriate vocational goal
- Determine needs for rehabilitation technology or job accommodations
- Assist with work hardening
- Develop a current work reference
- Develop new skills.



# Internship Temporary Work (I/TW)

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- Range from two weeks to three months and **should not** exceed 90 calendar days.
- The timeframe should be individualized, based on consumer and employer input and the purpose
- Should not be provided for the purpose of maintenance (i.e., to meet the financial needs of the consumer)
- Not more than 40 hours per week or earn overtime



# Internship Temporary Work (I/TW)

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- Only after deliberate consideration of how it will advance the consumer toward competitive integrated employment.
- The service provider, DVR, and the consumer must agree on the purpose of the internship before it begins
- The service provider should not develop dedicated positions for temporary work at a set location or employer which become, in effect, a non-integrated position or “slot” for a consumer.



# Internship Temporary Work (I/TW)

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- I/TWs may be used as a stand-alone service or in conjunction with Systematic Instruction, Supported Employment, Job Search and Hire, or other services.
- When a potential I/TW site is identified, the service provider must contact the DVR counselor and consumer for approval.
- **The consumer and DVR must agree the site is an appropriate placement, consistent with technical specifications and the consumer's job goal.**



# Case Curveballs

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- Hires from I/TWs
- I/TWs at providers
- I/TW not complete
- Exceptions



# Reports/Forms

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- [Job Development Plan and Monthly Report \(DVR-18028-E\)](#)
- [Internship/Temporary work Report \(DVR-18025-E\)](#)



# Fee Schedule/Service Notes

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When requested and approved by DVR:

- Hourly SI – this service is frequently requested with an I/TW. Please communicate anticipated support needs at the time the I/TW proposal is submitted.
- Hires resulting from an I/TW will receive the balance of the Hire payment less the I/TW fee.



# Purchase Orders and Invoicing

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- DVR will issue POs to reflect the timeframe to deliver the service, extending POs as needed.
- DVR staff should follow PO construction guidance and policy.
- Service Providers may not seek or accept payments from another source for the same consumer and service funded in the same timeframe as DVR.
- Providers should have supplemental documentation to justify service delivery invoiced to DVR.

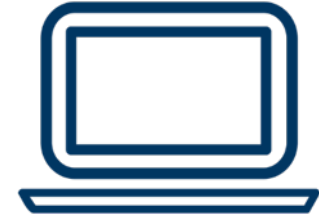




# Resources/Links

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- [Internship/Temporary Work Guidance](#)
- [DVR Business Services](#)
- [Competitive Integrated Employment Guidance](#)
- [Job Center of Wisconsin](#)
- [Role and Responsibilities document](#)
- [Wisconsin Association for Persons Supporting Employment First](#)
- [Wisconsin Board for People with Developmental Disabilities](#)
- [Wisconsin Job Center Publications](#) (Multiple titles for viewing or printing)
- Wisconsin labor market information: [Visit WisConomy.com](#)



# Qualifications and Metrics

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- Qualifications: New training expectation in 2024.
  - Providers will be expected to demonstrate that their team members have either previous experience or have received training in best practices
- Metrics: DVR has identified criteria for establishing baseline quality information and will eventually establish goals for quality improvement with our provider partners.

Details and discussion will take place in the future for both updates



# Contact Us

QUESTIONS AND COMMENTS:  
[DVRServiceProviders@dwd.wisconsin.gov](mailto:DVRServiceProviders@dwd.wisconsin.gov)

