

Procedural and Reporting Requirements for Pre-ETS Contracts

1. Contract Referral:

- 1) If a new student:
 - i. Contractor will search to see if student exists in Pre-ETS Dashboard.
 - ii. If not, the Contractor initiates a request using the Request for Pre-ETS feature of the Pre-ETS Dashboard.
 - iii. As part of the request, a completed Request for Pre-ETS form must be uploaded in the Pre-ETS Dashboard.
- 2) If a returning student:
 - i. Contractor will search to see if student exists in Pre-ETS Dashboard.
 - ii. If the student exists in Pre-ETS Dashboard, contractor will verify which Pre-ETS categories have been approved. If additional Pre-ETS categories are needed, the contractor will submit a request for additional Pre-ETS categories.

2. Manual Process [Potential Aware Interface for data]-Youth Service Coordinator Review:

- 1) The Youth Service Coordinator reviews the form and returns it if in need of corrections or clarifications.
- 2) Once the form is accurate and complete, the Youth Service Coordinator checks to see if the student is already in ORCA.
 - i. Determination of Assigned VR Employee who will authorize Pre-ETS
 1. For students in IPE when services are being provided by contracted vendors, VRC is assigned VR employee.
 2. For any students prior to an IPE, including students in application and eligible status, the Youth Service Coordinator is assigned VR Employee.
- 3) If the student is eligible and has an approved Individual Plan for Employment (IPE), they notify the VRC of the referral.
- 4) For any students prior to an IPE, including potentially eligible students, the Youth Service Coordinator handles the referral.
- 5) If the student is not yet in ORCA (no open pre-case or VR case), the assigned youth team member opens a new Pre-Case for the student being referred and adds school and education information in the educational goal in ORCA.
- 6) The assigned VR employee determines the student meets the definition of a student with a disability and is indicated as a 'Student with a disability (SWD) in the system.
 - i. Ages 14 through 21.
 - ii. Has IEP, 504 or other documented disability.
 - iii. Is enrolled in a school which leads to credential or certification (high school or post high school).

3. Authorization of Pre-ETS:

- 1) The assigned VR staff determines need for Pre-ETS by assessing the request information and authorizes specific Pre-ETS services for the student. The authorization may also include any auxiliary aids or services necessary for the student to access the Pre-ETS authorized.
 - i. The authorization ensures services are not duplicative of school services and that authorized Pre-ETS are reasonable, allocable, and necessary.

- ii. In the event that the student needs additional services in order to participate in Pre-ETS, the youth coordinator will refer the student to a VRC counselor to apply for VR services, determine eligibility and develop an IPE.

4. VR staff notifies vendor of authorized services for the student. [Potential Aware Interface for data] Service Provision by Contractor:

- 1) The Contractor provides services as authorized, collecting required documentation (See Step 5).

5. Reporting of Pre-ETS services by Contractor:

By the 5th calendar day of the month following the month of service, the contractor submits all reporting for each student served with verification documentation into the Pre-ETS Dashboard. For each student this includes:

- 1) Services provided for each student, uploading required documentation:
 - i. Any supporting documents that serve as evidence of completion of Pre-ETS as authorized.
 1. If producing something, provide the product (resume, results from interest inventory, etc.)
 2. If an experience, use a dated student reflection or a dated sign in sheet.

2) Travel and Supplies

- i. Receipts for supplies
- ii. Receipts for lodging
- iii. Mileage logs
- iv. Per Diem reimbursements as outlined in Contractor expense report

3) Student Wages

- i. Student Pay Stubs

Note: Quarterly Progress: Progress toward completion of services, outcomes, recommendations for further services, and plan for when to submit application for VR if applicable should be discussed no less than quarterly at Pre-ETS Contract Staffing meetings coordinated by Youth Services Coordinator for each branch in their assigned region.

6. Approval of Pre-ETS Services for Payment:

- 1) The assigned VR employee reviews service(s) reported and supporting documentation. If additional information documentation is needed, the VR employee contacts the Contractor to communicate the need.
- 2) Manual Process [Potential Aware Interface for data]-Once the assigned VR employee determines the supporting documentation provided is acceptable, the VR employee flags the service for approval in Pre-ETS Dashboard

7. Invoicing and Payment:

1. On the 16th day of each month, Service Reports will be generated out of the Pre-ETS dashboard based on what the Contractor has submitted for Pre-ETS Services and Pre-ETS Coordination Activities in the Pre-ETS Dashboard, which includes all services reported by the Contractor and approved by the assigned VR employee.

- i. This report is organized by Contractor, student, and sub-category with reported hours and costs.
2. The Contractor will have 10 calendar days to review the Service Report, seek clarification and/or request adjustments, create the invoice, and submit to the Pre-ETS Dashboard.
3. Within 45 days of submission of the invoice, VR staff checks for accuracy.
 - i. If there are discrepancies, the Youth Contracts Coordinator reaches out to the Contractor to address.
 - ii. The assigned VR employee downloads the invoice and corresponding services report, creates a payment request, and VR processes for payment.

For Pre-ETS Coordination reports and invoices (non-student specific):

- 3)** By the 5th day of each month the contractor will submit monthly coordination reports for the prior month with required documentation in the Pre-ETS Dashboard detailing:
 1. Total coordination activities and hours
 - i. Pre-ETS Coordination Activities:
 1. Name of activity
 2. Date of activity
 3. Purpose of activity
 4. Which of the two allowable Coordination Activities this represents
 5. Total hours spent on activity. *Note: Hours for Pre-ETS Coordination Activities may not exceed 40% of the total hours for the budget period.*
 2. Total travel cost
 3. Total supply costs
- 4)** VR staff will review overnight travel and supply costs to ensure they match what was approved.
- 5)** Invoice is processed for payment following the schedule outlined in Step 7.