

Division of Rehabilitation Services Pre-ETS Temporary Operational Procedures for Providers/Partners

Updated 3/5/21

Prior guidance indicated DORS' support for solely virtual delivery of Pre-Employment Transition Services (Pre-ETS) for the Fall 2020 and Spring 2021 academic year (with the exception of Work-Based Learning Experiences). In response to the continued need for Pre-ETS and Maryland's updated guidance around the pandemic, DORS-funded Pre-ETS may be provided in-person, **effective April 5, 2021**, if all parties involved in the service are in support of in-person programming. Virtual Pre-ETS programming may continue to be offered, if previously approved by DORS Central Office.

DORS Student Referrals

Referrals can be made through the [DORS Online Referral](#).

Pre-ETS Delivery

All Pre-ETS partners who have confirmed with DORS the virtual/remote delivery of their previously approved Pre-ETS program may continue to offer their Pre-ETS program virtually/ remotely. Beginning April 5, 2021, Pre-ETS partners with current agreements confirming the provision of specific Pre-ETS programming may also offer those approved Pre-ETS programming in-person, to include Work-Based Learning Experiences. Student participation in these services must be approved by DORS prior to service delivery via written authorization. Virtual/remote Pre-ETS delivery shall continue to follow DORS CRP teleconference guidelines.

Reporting

No changes. Reporting is still required for all Pre-ETS delivered. Providers/Partners shall indicate on individual reports how the service was provided (in-person, phone, FaceTime, etc.).

Invoicing

Rates for Pre-ETS remain as documented on the provider/partner's fee schedule or Memorandum of Understanding, unless otherwise indicated via DORS Central Office. Invoices will **only** be accepted for Pre-ETS in which the provider/partner has received prior DORS written approval (typically through a purchase authorization or written notice).

Question & Answers

Can a student be referred for a Pre-ETS program at this time?

Yes, if the provider/partner agrees to accept referrals and the program is willing and able to provide previously approved DORS-funded Pre-ETS.

Are on-site Work-Based Learning Experiences (WBLEs) still suspended?

Beginning April 5, 2021, DORS will resume support of in-person Pre-ETS, to include Work-Based Learning Experiences. Please note that although DORS will resume support of in-person WBLEs, employer partners reserve the right to deny in-person programming in their facilities.

Will DORS support virtual/remote WBLEs for students?

DORS will support telework work experiences tied to an agreeable employer for all previously approved employer based work experience programs/services, to include individualized 4-8 week WBLEs. Telework work experiences **must** be tied to an employer and consist of actual work tasks (not simulated work tasks).

Additionally, DORS will continue to support additional virtual/remote work experience activities through Explore-Work (www.explore-work.com), as well as other previously approved provider-specific WBLE programs, as authorized.

If a student participates in a Pre-ETS program virtually, is the rate the same as an in-person program?

Yes, unless otherwise indicated by DORS Central Office, rates for Pre-ETS remain as documented on the provider/partner's fee schedule or Memorandum of Understanding. Invoices will only be accepted for Pre-ETS in which the provider/partner has received prior DORS written approval (typically through a purchase authorization or written notice).

Will DORS support the delivery of virtual/remote Pre-ETS long-term?

DORS will support the virtual/remote facilitation of Explore-Work (www.explore-work.com) long-term. DORS support of other virtual/remote Pre-ETS programs will continue to be provided, unless otherwise noted by DORS Central Office.

Can the provider/partner bill DORS for software, hardware, or other technology it purchases in order to provide services virtually/remotely?

No. Providers/partners may not bill DORS for any additional expenses related to the provision of virtual/remote services.

Is the approval for the delivery of in-person Pre-ETS subject to change?

Yes. DORS reserves the right to discontinue support of in-person Pre-ETS programming in response to the evolving pandemic. Pre-ETS partners would be notified of such a change.

Tips for Pre-ETS Delivery

- Email your DORS offices to let them know that you are still providing Pre-ETS and whether those services will be remote/virtual, in-person, or both.
- Consider providing virtual/remote services to students statewide.
- For students with the most significant disabilities, reach out to the DORS counselor regarding recommendations on how to engage the students.
- Utilize the use of free secure platforms such as FaceTime, Google Hangouts, and phone calls.

Thank you for your patience and dedication as we work together to continue to serve students and navigate Pre-Employment Transition Services under these unique circumstances. Additional guidance will be provided as needed.

Contact Jill Hill, Jillr.Hill@maryland.gov, with any questions.