

Pre-ETS Temporary Operational Procedures for Providers/Partners

Updated 8/10/20

Prior guidance indicated DORS' support for the virtual delivery of Pre-Employment Transition Services (Pre-ETS), up to September 1, 2020 (with the exception of Work-Based Learning Experiences). In anticipation of the need for continued virtual Pre-ETS for the Fall 2020/ Spring 2021 academic year, DORS is requesting that our community partners and providers confirm their ability and intent to continue serving students through virtual/remote service delivery. The "confirmation" will be in the form of an email to Jill Hill (DORS Staff Specialist), from an identified lead contact at the partner/provider. Any questions or concerns regarding the provision of services will be discussed with individual providers/partners. Unless an exception is made, DORS funded Pre-ETS should not be provided in-person until further notice.

DORS Student Referrals

No changes. Referrals can be made through the Referral Portal or by calling the local DORS office.

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 to all DORS offices for the upcoming academic school year (Fall 2020/Spring 2021). Student participation in these services must be approved by DORS prior to service delivery via written authorization. Virtual/remote Pre-ETS delivery shall 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 (phone, FaceTime, etc.).

Invoicing

Rates for Pre-ETS remain as documented on the provider/partner's fee schedule or Memorandum of Understanding (MOU), 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

Are on-site work-based learning experiences (WBLEs) still suspended?

Yes, unless a program exception is made, all Pre-ETS on-site work experiences continue to be suspended until further notice.

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 has been approved by DORS to be provided virtually/remotely. However, on-site WBLEs are suspended at this time. If it is unreasonable for a program to be provided virtually, or for a student to participate virtually, then that referral is not appropriate at this time.

Can a provider work remotely to develop an on-site WBLE for a student?

No, on-site WBLEs (i.e., 4-8 week WBLEs) are suspended at this time. This suspension includes the development of on-site WBLEs.

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 MOU. 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 on-site WBLEs for students during the Fall of 2020?

Unless a program exception has been made, DORS will *not* be supporting in-person services to students during the Fall of 2020.

Will DORS support virtual/remote WBLEs for students during the Fall of 2020?

DORS will not be supporting a virtual/remote option for statewide standard WBLEs (i.e., DORS 4-8 week WBLEs) for the Fall of 2020. DORS will re-evaluate options for support of statewide standard WBLEs for the Spring of 2021.

DORS will be supporting virtual/remote work experience activities through Explore-Work (www.explore-work.com), as well as previously approved provider-specific WBLE programs, as authorized.

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 virtual/remote support of other Pre-ETS programs will be provided until the end of the 2020/2021 academic school year (date is subject to change in response to the evolving impact of COVID-19).

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.

Tips for Virtual Pre-ETS Delivery

- Email your DORS offices to let them know that you are still providing Pre-ETS.
- 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, for any questions.