

Division of Rehabilitation Services
EBP Supported Employment Job Coaching Services
Milestone Payment System Fact Sheet

Background

The Maryland State Department of Education, Division of Rehabilitation Services (DORS) provides time-limited supported employment job coaching services through approved community providers to individuals with most significant disabilities as needed to achieve competitive employment. Findings from implementation of a two-phase pilot confirmed that the Milestone Payment System significantly streamlines provision of services for DORS and provider staff by reducing preparation of authorizations, invoicing and tracking hours of service, and simplifying reporting.

Milestone Payment Participants

The Milestone Payment System applies to all Evidence-Based Practice in Supported Employment sites, excluding ACT sites (see RSM 5, Section 200).

Main Elements of the Milestone Payment System

Milestone Payments and Timing:

- Prior to initiation of services, DORS forwards an authorization to the provider for **\$1,400 for job development** activities.
 - The provider may send DORS an invoice for **\$1,400 as job development is initiated inclusive of a job placement plan and an updated resume.**
 - The **job placement plan** will include the individual's employment goal as stated on their Individualized Plan for Employment (IPE), the agreed-upon number of meetings per week, the responsibilities/activities to be completed by the individual and the provider staff and the signature of the individual.
- Once a job is secured for the consumer and the provider confirms the job with the DORS counselor, DORS forwards an authorization for **\$1,800 to the provider for job coaching.**
 - The provider may send DORS an invoice for **\$1,000 as job coaching is initiated.**
 - The provider may send DORS an invoice for **\$800 once the individual has worked a minimum of 45 days and transitioned to BHA extended services funding.**

Reporting Requirements:

Instead of submitting the DORS Job Coaching Progress Report on a monthly basis as previously required, providers submit a copy of the monthly narrative report already being completed as required by BHA, attaching relevant employment information regarding the individual's progress that is already available. It is no longer necessary for provider staff to track and report hours of service.

Case Closure:

It is important for DORS counselors to close the individual's case once successful employment has been achieved for 90 days in order to facilitate the CRP receiving BHA extended funding.

Frequency for Consumers:

It is the intent of the three-part milestone payment system that each payment be authorized by the VR Specialist for an individual consumer no more often than **once per rolling calendar year**. The VR Specialist may reauthorize a particular milestone payment(s) for a consumer in subsequent calendar years corresponding to the month (or after) in which the initial/previous authorization was issued, should the consumer require intensive services to achieve or maintain employment. For example: An initial authorization is issued for Milestone 1 in July 2015. The individual will not be eligible for another Milestone 1 authorization until July 2016.

Exceptions:

Reauthorization of a milestone payment or consideration of a partial payment within a rolling calendar year requires written justification by the provider and approval of the DORS Regional/Program Director. Partial payments may be considered only when requesting a re-issue within the same rolling calendar year. The justification for reauthorization within the same rolling calendar year must include an explanation of the change in circumstances and/or disability factors which would require additional intensive services in order for the consumer to achieve competitive employment.

Incentive Availability

EBP providers are eligible for all job placement incentives after the individual has maintained 90 days of employment stability following transition to BHA funding. (Incentives are not applicable when a consumer is placed in a position funded by AbilityOne or Maryland Employment Works or with a CRP as the employer of record.)

Reference: [DORS Job Placement Incentive Fact Sheet \(RS-7j\)](#) for complete information regarding incentive availability, incentive options, the CRP process, and the DORS process.

Questions?

- Contact [Kate Drake](#) 410-554-9440 re: the Designated Population, Rapid Placement, 25% Above Minimum Wage Incentives, and Supported Employment Natural Supports Incentive
- Contact [Eric Schmidt](#) 410-554-9295 re: the Ticket to Work SGA Incentive