

**RSM 2  
VR & IL POLICIES AND PROCEDURES MANUAL  
SECTION 1100**

## **POST-EMPLOYMENT SERVICES**

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### **1101 Provision of Post-Employment Services**

Post-employment services (PES) are defined as one or more vocational rehabilitation (VR) services that are provided subsequent to the achievement of an employment outcome and that are necessary for an individual with a disability to maintain, regain, or advance in employment, consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Post-employment services are VR services (see **RSM 2, Section 600** and **Section 700**) provided when:

- a. Subsequent to the achievement of an employment outcome but before the individual is reported as having exited the VR program.
- b. Additional services are necessary to assist the individual in maintaining, regaining, or advancing in competitive integrated employment, consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
- c. Solution of the problem does not require a complex and comprehensive provision of services and is limited in scope and duration.
- d. PES must be provided under an amended Individualized Plan For Employment (IPE) following documentation of employment in AWARE™ (**Service-E** or **Employed** status).

### **1102 Examples of Circumstances Under Which Post-Employment Services May Be Appropriate**

PES are available in situations including the following:

- a. To maintain competitive integrated employment (e.g., the individual has had conflicts with supervisors and co-workers and requires mental health services and counseling to retain the individual's job).

- b. To regain competitive integrated employment (e.g., the individual's job is eliminated through reorganization and new placement services are needed).
- c. To advance in competitive integrated employment (e.g., the employment is no longer consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, and interests).

### **1103 Time Frame for Provision of Post-Employment Services**

PES may be provided after the employment outcome has been achieved but before the individual is reported as having exited the VR program. This is the period of time that the individual is most likely to need discrete short-term services (i.e., PES) to ensure that the employment outcome can be maintained.

### **1104 Required Documentation of Need**

There will be documentation in the record of services to support the need for PES. Information will be added to the original record of services including the individual's present employment situation and any additional relevant data.

### **1105 Limitations on Post-Employment Services**

The policies, procedures and conditions limiting or qualifying services provided under an IPE shall be applicable in the provision of post-employment services under a PES Plan (see **RSM 2, Section 700**).

### **1106 Transfer of Record for Post-Employment Services**

The record of services of an individual who achieves an employment outcome after receiving VR services through Maryland DORS, moves out of state, and then requires PES will be processed as a new referral by the receiving state. Pertinent information from the existing record of services shall be shared with the receiving state upon receipt of a request or consent form signed by the individual (or, if appropriate, the individual's representative).

Intra-state moves by the individual will entail a transfer of the record of services to the receiving DORS region/district.

### **1107 Record of Services Closure for Post-Employment**

#### **1107.01 Determination**

The decision to terminate post-employment services will be made on an individual basis in consultation with the individual receiving such services. Factors to be considered in closing a post-employment record of services include the following:

- a. **Successful outcome:**

1. Satisfactory solution to the precipitating problem requiring PES.
2. Attainment of sufficient independence to function without continuing PES, or a counselor's professional judgment to discontinue services.

3. Employment continues at a suitable level in relation to the individual's skills and the particular locality and labor market, or can be realized by the individual's own initiative.
- b. **Unsuccessful outcome** – The individual's condition or situation suggests that PES cannot maintain the individual's employment. Consideration should be given to re-opening the record of services for VR services (see **Section 1001.13**) or referral to community providers for services to address the issues impeding performance in employment.

#### **1107.02 Documentation**

The record of services will include:

- a. Documentation reflecting the participation of the individual in the development of the amended IPE, services provided, and in the closure decision.
- b. Completed AWARE™ closure documentation.