Reporting DVR Plan Hours

eJAS Codes

We Community Service Division (CSD) works with the Division of Vocational Rehabilitation (DVR) to incorporate a parent's DVR Plan into her or histheir IRP. When verifying and reporting hours of participation in a parent's IRP:

- Use the eJAS code that best describes the activity.
- Enter the start and end date of each IRP activity into eJAS, not to exceed 12 months.
- Require participation verification from whoever provides the activity.

Using the XD Code

Use the XD (in a DVR Plan) eJAS component code, which is a fully countable core activity, for the following activities:

- Time spent with the DVR counselor in assessment, diagnostic or evaluation activities, including: developing the DVR plan and monitoring progress.
  - o Assessments
  - o Diagnostic or evaluation activities
  - o Developing the DVR plan and monitoring progress
  - o Accessing services to get or keep a job[1]
  - o Worker retraining programs[1]
  - o Obtaining support services
- Time spent in DVR-related rehabilitation activities (such as physical therapy). (XM could also be used, but the hours would notwouldn't count towards participation.)
- As desired, to indicate the parent has a DVR plan. (When used only as a plan indicator, report out zero hours of DVR participation each month).

[1]These services may be contracted through ESD, Commerce, or SBCTC and will be appropriately tracked and monitored in eJAS by the contractor (not DVR or CSD staff).

Referring a WorkFirst Participant to DVR

When a WorkFirst participant has met the criteria in the Social Services Manual, the WFSSS will refer the participant using the XD component with 2 hours per week for 90 days. —There are some situations where it may take longer than 90 days for the participant to havebe in a DVR plan. —DVR and CSD staff will communicate these delays as needed. This will allocate hours for any appointments, orientations, and

assessments needed to develop the DVR plan. —

Verifying and Reporting Hours

The method used to report hours of participation will depend on who is providing the activity. Providers who ~~do not~~don't have eJAS or CATS access will use the WorkFirst Participation Verification form.

- ~~•~~ *WorkFirst Partners/Contractors*: Monitors participation and enters verified hours into eJAS or CATS after the end of each month.
- *~~DVR Counselors, by the 10th of the following month DVR Counselors will excuse absences in eJAS actual hour reporting when a parent has a good reason for not attending scheduled activities.~~* *DVR Counselors, DVR ~~Contractors~~Vendors, Medical Professionals and Community Partners:* Monitors participation and sends the WorkFirst Participation Verification form to DSHS at the end of each month. The vendor or DVR staff may send the form by:
    - Fax - 888-338-7410,
    - Mail - PO Box 11699, Tacoma, WA 98411, or
    - In-person delivery to the WFPS/WFSSS

The WFPS ~~or~~/WFS~~W~~SS will enter the actual hours into eJAS. ~~DVR Counselors will only verify and report hours when they are working with the parent for 20 hours or more per week. DVR Counselors or c~~Contractors Providers may also excuse absences on the WorkFirst participation Verification form when a parent has a good reason for not attending scheduled activities.

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DVR Plan/IRP Examples

Example One

The participantparent's DVR/IRP Plan requires them to be in 30 hours of vocational education from the community college and attend 1 hour of physical therapy each week. The DVR counselor does NOT meet with the parent on a regular weekly basis.

Activity	eJAS Code	Weekly Hours	Who Verifies	How Verified
Vocational education	VE	30	SBCTC	eJAS input
Physical therapy	XD	1	Physical therapist	WorkFirst Participation Verification Form form

Example Two

The parent's participant's DVR Plan and IRP require the participant parent to be in 12 hours of computer keyboarding training from a WorkFirst contractor, attend a 1 hour1-hour meeting with their DVR counselor and engage in 20 hours of job search each week.

Activity	eJAS Code	Weekly Hours	Who Verifies	How Verified
Skills enhancement training	JT	12	WF Contractor	eJAS input
Job Search	JS	20	ESD	CATS input
DVR appointment	XD	1	DVR Counselor	WorkFirst Participation Verification Form

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Example Three

The ~~parent's~~ participant's DVR Plan and IRP require the ~~parent~~ participant to be in 30 hours of high-wage, high demand training and 2 hours of mental health counseling each week. The DVR counselor does NOT meet with the parent on a regular _weekly basis.

Activity	eJAS Code	Weekly Hours	Who Verifies	How Verified
High-wage, high-demand training	HW	30	SBCTC	eJAS input
Counseling	XG	2	Counselor	WorkFirst Participation Verification Fform
DVR Plan	XD	0	N/A	N/A

Example Four

The participant's DVR Plan and IRP require the parent to be in 5 hours of Life Skills from a WorkFirst contractor, attend a 1-hour meeting with their DVR counselor and engage in 20 hours of job search with the DVR counselor each week.

Activity	eJAS Code	Weekly Hours	Who Verifies	How Verified
Life Skills	LS	5	WF Contractor	eJAS input
Job Search	XD	20	VRC	WorkFirst Participation Verification Form
DVR Appointment	XD	1	VRC	WorkFirst Participation Verification Form

Example Five
The participant submits a DVR application and must be assessed for DVR eligibility and vocational activities, and then develop a DVR plan as appropriate. This can take up to 90 days.

Activity	eJAS Code	Weekly Hours	Who Verifies	How Verified
DVR Eligibility	XD	2	VRC	WorkFirst Participation Verification Form

~~Example Four~~

~~The parent's DVR Plan and IRP require the parent to be in 5 hours of Life Skills from a WorkFirst~~

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contractor, attend a 1-hour meeting with their DVR counselor and engage in 20 hours of job search with the DVR counselor each week.

Activity	eJAS Code	Weekly Hours	Who Verifies	How Verified
Life Skills	LS	5	WF Contractor	eJAS input
Job Search	XD	20	Counselor	eJAS input
DVR Appointment	XD	1	Counselor	eJAS input

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