

Pre-Employment Transition Services Time Allocation Guide

This document is to assist IDB staff in accurately and consistently complete the work report on time sheets in Workday.

Staff time should only be counted when providing pre-employment transition services to students with disabilities. In Iowa, the age range for a student with a disability is 14-21 years of age. **Students with disabilities must be connected or participating in an educational program.

1. Direct Services/Required Activities:

Work Reporting Code: 131 - [Division Code] - PREQ [Div] Pre-ETS Required

a. The five “required” activities of pre-employment transition services are:

- Job exploration counseling;
- Work-based learning experiences, which may include in-school, after school, or community-based opportunities;
- Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at Institutions of Higher Education (IHEs);
- Workplace readiness training to develop social skills and independent living; and
- Instruction in self-advocacy, including peer mentoring.

b. Tracking time for providing or arranging pre-employment transition services directly toward the required activities:

- Staff will document the time spent directly providing the required pre-employment transition service activities, but do not need to track time spent on each of the required activities. The specific pre-employment transition services the student receives would be tracked in the student’s case record.
- This can include staff travel time.
- Staff may also document the time spent arranging for the provision of pre-employment transition services.
- This may include time spent working with the student and providers to identify and arrange the service(s) that best meet the student’s needs.

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Example A: If the counselor is providing job exploration counseling off site from 1:00-2:00 pm and they left their office at 12:30 to travel to the site and returned at 2:30 from providing the service, then they would document 2 hours of direct staff time providing pre-employment transition services.

*Note that if the counselor spent an additional hour meeting with this student or another to discuss any other service (other than pre-employment transition services), that additional time cannot be counted toward the pre-ets **direct** service time.*

Example B: If the counselor spent an hour researching providers and coordinating availability of pre-employment transition services for the student, the counselor would then document 1 hour of staff time arranging for the provision of pre-employment transition services.

Example C: If the staff person spends an hour developing a pre-employment training activity or reviewing curriculum for the student, the staff person would document 1 hour of staff time arranging for the provision of pre-employment transition services.

2. Coordination Activities:

**Work Reporting Code: 131- [Division Code] - PREQ [Div] Pre-ETS
Coordination**

a. Pre-employment transition coordination consists of:

- Attending individualized education program meetings for students with disabilities, when invited;
- Working with the local workforce development boards, one-stop centers, and employers to develop work opportunities for students with disabilities, including internships, summer employment and other employment opportunities available throughout the school year, and apprenticeships;
- Working with schools, including those carrying out activities under section 614(d) of the IDEA, to coordinate and ensure the provision of pre-employment transition services;
- When invited, attending person-centered planning meetings for individuals receiving services under title XIX of the Social Security Act (42 U.S.C. 1396 et seq.);

b. Tracking time for coordination activities:

- Staff will document the time they spend conducting these four specific

coordination activities.

Example A: If the counselor attended three IEP meetings for students with disabilities from 9:00 am to 12 noon, the counselor could document 3 hours under pre-employment transition services as a coordination activity.

Note that if the counselor was at the high school until 1pm discussing other students receiving other additional VR services, they would not be able to charge that additional one hour to pre-employment transition services.

Example B: If the staff person participates in a 3 hour meeting with the local one-stop center to develop a summer work experience or job exploration program for a group of students with disabilities, the staff person could document 3 hours as a coordination activity.

Note that if the staff person was at the one-stop for 4 hours discussing other partner activities such as regional plan development work, they would not be able to charge that additional one hour to pre-employment transition services.

3. Authorized Activities:

Work Reporting Code: 131-[Division Code]-POTH [Div] Pre-ETS Other

Authorized

- a. The authorized activities are those pre-employment transition services that may be provided only after a state has determined that funds remain after provision of the required and coordination activities.**

The Iowa Department for the Blind is currently working to determine how we will be providing the following authorized activities:

- These authorized activities include:
 - implement effective strategies that increase independent living and inclusion in their communities and competitive integrated workplaces;
 - develop and improve strategies for individuals with intellectual and significant disabilities to live independently, participate in postsecondary education experiences, and obtain and retain competitive integrated employment;
 - provide training to vocational rehabilitation counselors, school transition staff, and others supporting students with disabilities;

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- disseminate information on innovative, effective, and efficient approaches to implement pre-employment transition services;
- coordinate activities with transition services provided by local educational agencies under IDEA;
- apply evidence-based findings to improve policy, procedure, practice, and the preparation of personnel;
- develop model transition demonstration projects;
- establish or support multistate or regional partnerships that involve States, local educational agencies, designated State units, developmental disability agencies, private businesses, or others; and
- disseminate information and strategies to improve the transition to postsecondary activities of those who are traditionally unserved.

b. Tracking time for authorized activities:

- Staff will document the time they spend carrying out ****name of **** authorized activities identified in the Rehabilitation Act, as amended by WIOA.

Example: Staff will track the time spent preparing and providing staff training to VR and DE staff on supporting students who are blind. A staff training workshop conducted by VR for LEA staff about students who are blind on self-advocacy and independent living, including financial literacy, Counselor X spent 5 hours preparing for and conducting this workshop. The counselor's time to develop the materials can be reported as an "authorized" activity, for pre-employment transition services. *Note: Clerical time may not be charged to provision of pre-employment transition services because their time meets the definition of "administrative costs" which is not an allowable charge to pre-employment transition services.*

4. All Other Activities and Services Provided:

a. Note the following are examples of activities that staff would track time as other than pre-employment transition services:

- Case management
- Creating case notes or authorizations
- IPE development
- Providing or arranging other VR services such as:
 - Guidance and Counseling
 - Vocational training

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- Job Coaching
- Job development and placement services
- Diagnosis and treatment
- Transportation
- Maintenance
- Assessment for the purpose of determining eligibility or to determine individual services needs for purpose of developing the IPE.

Questions or inquiries on tracking staff time should be directed to your Supervisor.