

New Mexico Supported Employment: a practical guide to coordinated referrals, timelines, and funding between NMDVR and DOH/DDSD

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What we hope you'll take from this session:

1. Recognize there is structure in place to work with NMDVR and then DDDSD in support of individuals with disabilities as they seek employment.
2. You understand who you reach out to in your area.
3. Participants will learn the policies and procedures for the coordination of Supported Employment services between NMDVR and DDDSD.

CESP Domain #1: Policy, regulations, and resources guiding the practice of Supported Employment

Roles of Each Partner: Developmental Disabilities Supports Division (DDSD)

Long-Term Employment Supports

- Medicaid is the payor of last resort.
- Education and Vocational Rehabilitation funds must be used first.
- As a person is successful on the job, the team should plan for long-term supports.
- Long-term supports must be added to waiver budgets.

Roles of Each Partner: Division of Vocational Rehabilitation (NMDVR)

Short-Term, First Dollar Employment Supports

- Vocational Rehabilitation and/or Educational Agency funds must be used prior to Medicaid funding.
- Medicaid funds can only be used if Vocational Rehabilitation funds are not otherwise available.

NMDVR-DDSD MOU

Under the MOU, no Request of Information (ROI) is needed for client information between NMDVR and DDSD staff.

- DDSD staff: Community Inclusion Coordinators, Intake and Eligibility
- NMDVR staff: Counselors, techs, program managers, SE liaisons

These are NOT DDSD Staff; an ROI will be required by NMDVR

- Case Managers (DD, Medically Fragile, and Supports Waiver)
- Consultants (Mi Via waiver)

What is Supported Employment?

SE DEFINITIONS

- Competitive Integrated Employment (CIE)
 - Competitive: **Paid at least minimum wage (NM: \$12.00/hr.)** or the prevailing wage of other new hires. Full-time or Part-time
 - Integrated: Where the jobs happen for people without disabilities.

Not a sheltered workshop not an enclave (group work setting; employer is the sheltered employment agency) but works in the community setting, where the jobs are, and interacts mostly with people without disabilities.

- Transitional employment: series of short-term temporary jobs. Used until a permanent position is located.

NMDVR SUPPORTED EMPLOYMENT SERVICES ARE FOR:

Individuals:

- With Intellectual Disabilities or Physical Disabilities
- Who meet the criteria of:
 - Most Significant Disability (MSD).
 - With none or intermittent or interrupted competitive employment.
 - And need intensive SE services and extended services after transition to perform the job.

AND for whom NMDVR has assurance of long-term funding supports.

DDSD Waivers*

- **DD Waiver**—Has a variety of service categories. Therapies, residential, day program, employment. Use DDSD approved vendors. (ISP) case manager coordinates.
- **Mi Via Waiver**—A self-directed waiver. It allows the person to choose their provider. (SSP) Client/family coordinates the services through the Consultants.

*For purposes of this presentation, we are only going to focus on the traditional DD Waiver and the Mi Via Waiver as they represent the majority of job seekers.

3. Referral to
NMDVR
employment
services.

- DDSD Case Manager/Consultant contact your closest NMDVR Office (21) or online: www.dvr.state.nm.us.
- Complete the NMDVR Referral Sheet and add Release of Information
- Name, DOB, address, contact info, guardian, who's referring, contact information
- **Can upload ROI, ISP/SSP, IEP, medical, psychological information to speed process**

4. NMDVR conducts initial interview & presumptive eligibility process. The VRC will conduct a comprehensive assessment (which may include discovery).

Begin the NMDVR Process

- DDSD Case Manager/Consultant should be prepared with Individual Service Plan/Service and Support Plan (ISP/SSP), Social Security Award Letter, any other pertinent info.
- Attend initial interview
- Complete required forms
- At this point, NMDVR will determine eligibility.
- If individual is eligible for VR services, the Vocational Rehabilitation Counselor (VRC) will conduct a Comprehensive Assessment which may include discovery.

5. Employment Discussion & IPE Developed to include Guidance and Counseling and JD

IPE DEVELOPMENT

- Who should attend? Applicant, guardian, family, friends, case manager/consultant, residential (for transport or hours issues), others?
- Includes at least:
 - Counseling and Guidance
 - Information and Referral
 - Benefits Advisement
 - Job Development/ Job Placement and Short-term Job Coaching Services.
 - Assistive technology (AVAIL)
- May include:
 - Job tryouts, on-the-job training (OJT), temporary/short-term jobs, job shadowing, customized employment, apprenticeships

6. JD Services will focus on the IPE employment goal. May include customized employment

JOB DEVELOPMENT

- Once IPE is developed and approved.
- VRC completes and sends the Referral and Authorization to the vendor.
- Must be looking for the IPE job goal.

6. JD Services will focus on the IPE employment goal. May include customized employment

- VRC will meet with the Job Developer every 4 weeks. Ideally the participant, guardian (if applicable), and case manager also participate in the meeting. Together they review what is working, not working, and develop a new plan as needed. This time is billable.

7. Job Placement. then Job Coaching begins and can be provided for up to 90 days (Further JC negotiated case-by-case)

Job Placement goal is met when:

- Earning at least minimum wage (competitive).
- Working in an integrated environment.
- Working part-time or full-time.
- Job matches vocational goal on the IPE.

JOB PLACEMENT

- Job Development Vendor must notify both NMDVR counselor and DDS/CM/CT of placement and the following info:
 - Where the participant is working
 - Job title
 - Hourly wage
 - Start date
 - Hours/week

7. Job Placement, then Job Coaching begins and can be provided for up to 90 days (Further JC negotiated case-by-case)

8. Conduct SFOC process and add long-term job supports to service plan and budget at job placement.

Job Placement

Upon placement:

1. The Long-Term Employment Provider must notify NMDVR of the need for Long-Term Support.
2. NMDVR must be provided a copy of the pay stub and this will be shared with DDSD case manager/consultant for DDSD to request the budget.

Note:

- If the individual is receiving Mi Via waiver services, the individual/guardian “Employer of Record” needs to contact their Mi Via consultant to initiate a change to their budget to support long-term employment services.
- Further job coaching from NMDVR will be negotiated on a case-by-case basis.

9. Waiver works with VRC to ensure transition to DDSD Long Term job supports

10. VR employment for at least 90 days. Then transition to DDSD funding. VR file to remain open.

NMDVR/DDSD coordination at the point of job placement and initiation of follow-along support:

1. Upon employment, The Secondary Freedom of Choice form (SFOC) should be signed and the long-term budget process should begin.
2. NMDVR pays for the Job Coaching for **AT LEAST ninety (90) days**. Written reports are received monthly, but VRC will schedule regular meetings with the JD/JC and case manager/consultant to review the progress and needs of the participant.
3. Once DDSD starts paying for job coaching, NMDVR will be following the participant for an additional **ninety (90) days**. This is to ensure a successful transition from DVR to DDSD. If all is going well and the job is stable, only then will NMDVR close the case. Follow-up during these last 90 days should be 2 times/month.

11. DDSD
Long-term
Job supports
start/restart

12. VR successful case closure: after employment with long-term funding has been in place for 90 days, VR follow-along was provided, and a successful transition from NMDVR services to long-term funding has occurred.

- To ensure successful transition from NMDVR to DDSD, an individual's NMDVR case remains open for 90 days, during which time DDSD is paying for long-term employment supports.

Who can I reach out to
if I have questions or
get stuck?

DDSD Community Inclusion Team

METRO

- Jaclyn Sanchez
- Terry Ann Moore
- Anna Zollinger
- Anne Montoya

Jaclyn.Sanchez@doh.nm.gov 505-452-6891
TerryA.Moore@doh.nm.gov 505-331-6365
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NORTHEAST

- Kristy Roybal
- Vacant

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NORTHWEST

- Katherine Herrera-Johnson
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SOUTHWEST

- Arlean Murillo
- David Chavez

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SOUTHEAST

- Eugene Vigil
- Maira Chairez

Eugene.Vigil@doh.nm.gov 575-246-0027
Maira.Chairez@doh.nm.gov 575-246-6108

If you have questions about NMDVR processes, reach out to the Supported Employment Liaison in your area:

Area 1	Española/Santa Fe	Alix.Dean@dvr.nm.gov 505-383-6778
Area 2	Farmington/Rio Rancho	Hotona.Secatero@dvr.nm.gov 505-388-6801
Area 3	Alamogordo/LasCruces/Silver City	Les.Flores@dvr.nm.gov 505-383-6801 Lisa.Jones@dvr.nm.gov 505-383-6744
Area 4	Carlsbad/Clovis/Hobbs/Roswell	Kayla.Damron@dvr.nm.gov 505-383-6774
Area 5	Albuquerque-Lomas	Juliana.Lujan@dvr.nm.gov 505-383-6611
Area 6	Gallup/Albuquerque-Quail	Marcelina.Shetima@dvr.nm.gov 505-383-6781
Area 7	Los Lunas/Socorro/South Valley	April.Baca@dvr.nm.gov 505-383-6795
Area 8	Albuquerque-Research	(Scott) Brian.Miller@dvr.nm.gov 505-383-6719
Area 9	Las Vegas/Taos	Cindy.Branch@dvr.nm.gov 505-383-6828



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