



State of Rhode Island and Providence Plantations
Department of Human Services
Office of Rehabilitation Services

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TO: Community Providers, Counselors, Supervisors and Staff.

FROM: Karen Davis, Assistant Administrator, Supported Employment

RE: To give guidance to providers about the provision of Supported Employment Services during a period of state-mandated mitigation strategies for slowing the spread of Coronavirus Disease - 2019 (COVID-19).

ISSUED: April 24, 2020

DISCUSSION: The Office of Rehabilitation Services (ORS) is committed to providing quality services to Rhode Islanders with Disabilities. During this unprecedented time, the health and safety of our customers, staff, and community partners remain our top priority. All businesses should follow the most recent guidance issued by the Governor's Office. Please reference the guidance issued at <https://health.ri.gov/covid/for> updated information. Vendors are responsible for ensuring that they are adhering to the Governor's direction, universal precautions, and social distancing requirements. This information is intended to be a guide regarding the allowable services and service provision methodologies ORS will be adhering to during the COVID-19 mitigation response and does not apply to any other circumstance.

This document only applies to Supported Employment services. Additional guidance regarding general services and pre-employment transition services will be issued separately.

The following services are approved for the duration of the enforced mitigation procedures and inability to conduct in person services. We are requesting that all services include the discussion of social distancing, personal protection, and the severity of COVID-19 to help reinforce the individual's understanding of the severity of this virus. We request that all reports include documentation that this has been completed.

1. **VOCATIONAL EVALUATION (VIRTUAL) —\$1000.00 and approved for adult vocational evaluations, (SE and non-SE.)** This is a virtual/remote service that can consist of but is not limited to exploration, interest inventory testing and virtual job shadowing. Care should be taken to include social distancing and Covid-19 Safety precautions.
2. **CBWE** — (Not Provided at this time). For CBWE's that have been started but temporarily stopped, reports and invoices may be submitted for services already provided.
3. **Virtual Job Preparation (SE)- \$1850.** Consists of 9 hours per week for 4 weeks; scheduling of classes is up to the Provider as long as 9 hours per week. All other services similar to non-virtual job prep and should include a resume and interviewing skills as part of reporting. Care should be taken to include social distancing and Covid-19 Safety precautions.

4. **Job Retention (SE)** - \$200 per week. Service can be provided virtually and would include at least weekly phone calls/video conferencing to check in with the employer (if necessary) and the client. Care should be taken to include social distancing and Covid-19 Safety precautions.
5. **Job Coaching Services (SE)** - \$30 per hour, provided virtually and telephonically. Care should be taken to include social distancing and Covid-19 Safety precautions.
6. **Virtual Travel Training (SE)**- \$150. Review travel safety, how to read a bus schedule, YouTube videos on public transportation, social distancing, Covid-19 Safety precautions.