

Policy # Employment Services Plus – Autism Spectrum Disorder

1. Scope of Service

Employment Services Plus – Autism Spectrum Disorder (ESP-ASD) is designed to assist individuals on the Autism Spectrum with a reasonable vocational goal and a demonstrated ability, availability and interest in seeking, obtaining and retaining employment. This service is not for individuals better served through Supported Employment Services.

Services delivery area includes a ten-county area: Audrain, Boone, Callaway, Cole, Cooper, Gasconade, Howard, Moniteau, Osage, and Randolph Counties. The scope of services for this program includes:

- a) Populations Served: Persons diagnosed with Autism Spectrum Disorder and referred by Vocational Rehabilitation; those, who are, at least, 16 years of age, able to tend to or address activities of daily living needs, pose no threat to themselves or others, and accept responsibility for benefitting from services.
- b) Settings: MORE Group serves a ten county area, and services occur within the individual's community of choice.
- c) Hours of Services: Business hours are from 8:00 a.m. to 4:30 p.m. However, services may extend beyond regular office hours based on the needs of the person being served.
- d) Days of Service: The office is officially open Monday through Friday each week throughout the year. However, under special circumstances services may extend beyond regular days of service based on the individual needs of person being served.
- e) Frequency of Services: Services are scheduled to occur based on individual need and as directed by the Individual Plan for Employment.
- f) Referral Sources: Typically, persons served are referred by Missouri Vocational Rehabilitation.
- g) Referral Process: Referrals to the ASD Advisor serving the individual's geographical territory is the preferred referral procedure. Advisor service designations are as follows:
Donna Vanover - Cole, Gasconade, Moniteau and Osage Counties,
Mitchell Jenkins - Audrain, Boone, Callaway, Cooper, Howard and Randolph Counties
- h) Fees: As approved by Missouri Vocational Rehabilitation, fees are universal state-wide and are paid for specific outcome. Payment outcomes are as follows:
 - 1. Plan Development..... \$2,500
 - 2. Job Placement..... \$2,600
 - 3. Retention at 30 days... \$3,100
 - 4. Retention at 90 days... \$4,100
- i) Payer Sources: Typically, fees for service outcomes are paid by a third party payer. In most cases, this will be Vocational Rehabilitation. Persons with disabilities who are not served by Vocational Rehabilitation or do not have a third party payer, may pay for services themselves directly under an agreed upon payment plan. The self-pay fee must be the same as for Vocational Rehabilitation, if the service is the same. However, services may be modified to best meet the individual's needs.

- j) Specific Services Provided: May include but are not necessarily limited to:
1. Vocational evaluation – interest testing
 2. Community-based assessment
 3. Job shadows
 4. Informational interviews
 5. Working interviews
 6. Assistive Technology review
 7. Group or individual social skills training
 8. Resume development
 9. Interviewing and soft skills enhancement
 10. Assistance in completing applications
 11. Provision of job leads
 12. Employer contacts
 13. OJT development
 14. Vocational counseling
 15. Problem solving
 16. Community referral
 17. Placement
 18. Employment Supports
 19. Retention and follow-up services
2. Entrance Criteria: In addition to the organizational Entrance Criteria, persons deemed eligible for Employment Services shall also meet the following criteria:
- a. Persons must have a reasonable vocational goal based on availability, aptitude and interests.
 - b. Persons must have minimal barriers to employment and must be willing and able to resolve existing barriers with support during services.
 - c. Persons must have reliable transportation.
 - d. Persons with criminal backgrounds are eligible for services and considered on an individual basis just as every referral is; however, persons with pending legal issues will not be accepted until the legal matter has been resolved and is no longer pending.
 - e. Persons with physical disabilities or conditions must be medically released to work and be compliant with treatment recommendations.
 - f. Based on job goal, persons must be able to pass an employer mandated drug screen.
 - g. Services must be authorized by Missouri Vocational Rehabilitation, with payment milestones identified or, in the case of a self-pay situation, under a written agreement with the self-paying individual and the organization. .

The above information will be contained within referral documentation prior to meeting the individual in the planning conference along with the VR counselor.

Revised: 7/17

Adopted: 4/17