

Reporting DVR Plan Hours

DVR Plan/IRP Examples

eJAS Codes

We work with Division of Vocational Rehabilitation (DVR) to incorporate a participant's DVR plan into their IRP. When verifying and reporting hours of participation in a participant's IRP:

- Use the eJAS code that best describes that 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 in DVR-related rehabilitation activities (such as physical therapy). (XM could also be used, but the hours wouldn'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.)

Verifying and Reporting Hours

Actual Hours Reporting and Case Management

1. A WorkFirst Social Service Specialist can refer a participant using the DVR Warm Handoff process [per this procedure](#).
2. Once a participant has met with DVR, the DVR staff (Vocational Rehabilitation Counselor, or VRC) completes the CSD / DVR Referral and Reporting Document (DSHS 01-123), prints a permanent copy of the form for the participant's file, and faxes the form as completed to CSD via Central Fax (1 – 888 – 338 – 7410).
3. Once a participant receives an eligibility determination, DVR staff completes the CSD / DVR Reporting Supplement (DSHS 01-123A), saves a copy of the form for the participant's file, and faxes the completed form to CSD via Central Fax (1 – 888 – 338 – 7410).
4. DVR staff monitors and reports actual hours for WorkFirst participants to CSD by completing the CSD / DVR Reporting Supplement (DSHS 01-123A). Important things to note:
 - a. Actual Hours are due to WorkFirst staff by the 5th of the month following participation. Each form submission should include one month of participation; months cannot overlap on a single report.
 - b. These hours only include services and activities provided by DVR staff. Any hours reported by *noncontracted* WorkFirst providers (DVR contracted providers (CRPs), some colleges, and some other local community providers) may use the **WorkFirst Participation Verification** form. It is the participant's responsibility to have documentation completed by the provider and returned to CSD. (If DVR staff does

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receive it, they can fax it to CSD at 1 – 888 – 338 – 7410.) WorkFirst *contracted* providers (Commerce, ESD, community and technical colleges, and some other local community providers) will continue entering hours into eJAS (CSD’s WorkFirst case management system).

- c. **Other Specific Activity/Hours/Date** is for additional services provided directly by DVR staff.
5. DVR staff reports progress on a monthly basis with the CSD / DVR Reporting Supplement (DSHS 01-123A), specifying the period for reporting.
6. DVR staff reports any positive accomplishments or concerns they would like to share with the WorkFirst case manager in a DSHS 01-123A form.
7. DVR staff *may request* CSD to schedule a case staffing appointment with the participant by completing DSHS 01-123A form, along with a request for an estimated timeframe.
8. DVR staff faxes the DSHS 01-123A form via Central Fax (1 – 888 – 338 – 7410) on a monthly basis, prior to the 5th of each month.
9. Barcode assigns the imaged DSHS 01-123A form to the WorkFirst Worker of Record to complete.
10. CSD WorkFirst staff:
 - a. Enters actual hours into eJAS;
 - b. Documents any information in the DSHS 01-123A form into eJAS notes; and
 - c. Schedules case staffing as needed with DVR and WorkFirst participant.

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

- **WorkFirst Partners/Contractors:** Monitor participation and enters verified hours into eJAS after the end of each month.
- **DVR Counselors:** Monitors participation and sends the Referral and Reporting document (DSHS 14-0123) to DSHS by the 5th of the following month. The WFPS / WFSSS enters the actual hours into eJAS. DVR staff may also excuse absences when a participant has a good reason for not attending scheduled activities.
- **DVR Contractors, Medical Professionals, and Community Partners:** Monitor participation and send the WorkFirst Participation Verification form to DSHS at the end of each month. The WFPS / WFSSS enters the actual hours into eJAS. Contractors may also excuse absences on the WorkFirst Participation Verification form when a participant has a good reason for not attending scheduled activities.

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Examples of WorkFirst Actual Hours

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

2. The participant's DVR plan and IRP require the participant to be in 12 hours of computer keyboard training from a WorkFirst contractor, attend a one-hour meeting with their DVR counselor, and engage in 20 hours of job search with a WorkFirst contractor 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	eJAS input
DVR appointment	XD	1	VRC	DSHS 01-123

3. The participant's DVR plan and IRP require the participant to be in 30 hours of high-wage, high demand training and two hours of mental health counseling each week. The DVR counselor does NOT meet with the participant 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 form
DVR Plan	XD	0	N/A	N/A

4. The participant's DVR plan and IRP require the participant to be in five hours of Life Skills from a WorkFirst contractor, attend a one-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	21	VRC	DSHS 01-123

5. 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	XD	2	VRC	DSHS 01-123