

Reporting DVR Plan Hours

eJAS Codes

We work with the 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.
- To indicate the parent has a DVR plan. When used only as a plan indicator, report zero hours of DVR participation.

Verifying and Reporting Hours

Actual Hours Reporting and Case Management

1. WorkFirst staff can refer a participant using the DVR Warm Handoff [procedure](#).
2. Once a participant has met with DVR, the DVR staff (Vocational Rehabilitation Counselor, or VRC) completes section 3 of the CSD / DVR Referral and Reporting Document (DSHS 01-123), retains a copy of the form for the participant's file, and faxes the form to CSD via Central Fax (1-888-338-7410).
3. Once a participant receives an eligibility determination, DVR staff completes section 4 of the CSD / DVR Reporting Document (DSHS 01-123), retains a copy of the form for the participant's file, and faxes the form to CSD via Central Fax (1-888-338-7410).
4. DVR staff may be asked by WorkFirst participants for actual hours. Important things to note:
 - a. Actual Hours are due to WorkFirst staff by the 5th of the month following the calendar month of 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 directly by DVR staff. Any hours reported by DVR contracted providers (Community Rehabilitation Programs) may use additional **WorkFirst Participation Verification** forms. The participant is responsible for having documentation completed by the provider and returned to CSD. If DVR staff receive it, they can fax it to CSD at 1-888-338-7410.



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5. DVR staff report any positive accomplishments or concerns they would like to share with the WorkFirst case manager in a DSHS 01-123 form.
6. DVR staff *may request* CSD to schedule a case staffing appointment with the participant by completing DSHS 01-123 form, along with a request for an estimated timeframe.
7. DVR staff faxes the DSHS 01-123 form via Central Fax (1–888–338–7410) monthly, prior to the 5th of each month.
8. Barcode assigns the imaged DSHS 01-123 form to the WorkFirst Worker of Record to complete.
9. CSD WorkFirst staff:
 - a. Enters actual hours into eJAS;
 - b. Documents any information in the DSHS 01-123 form into eJAS notes; and
 - c. Schedules case staffing as needed with DVR and WorkFirst participant.

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

- **WorkFirst Partners/Contractors:** Monitor participation and enters verified hours into eJAS after the end of each month.
- **DVR Counselors:** Sends the Referral and Reporting document (DSHS 01-123) to DSHS after intake and again after eligibility determination. WorkFirst staff enters the actual hours into eJAS. DVR staff may 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. WorkFirst staff enters the actual hours into eJAS. Contractors may 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 IRP and DVR plan requires 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 IRP and DVR plan requires 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 IRP and DVR plan requires 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 IRP and DVR plan and requires 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

