**Community Work Transition Program (CWTP)**

**Virtual Services Guidelines for 2020-2021 School Year**

**Due to COVID-19 Restrictions**

How to provide CWTP services that are billable through the COVID-19 restrictions? If your school district has reopened and are providing educational experiences to students in the school building(s): the CWTP Employment Specialist must follow all guidance from their specific school district on how they can safely provide in-person services for the CWTP. For all schools who need to provide virtual services, please read and agree to all of the following:

**Virtual communication** between CWTP Employment Specialist (ES) and student:

* + Acceptable options include: Google Classroom, Google hangout, Zoom, Skype, Skype for Business, Microsoft Teams, Private groups on face book, smart phone, or any platform that allows the ES and student to see one another.
    - We would recommend the school continue to use whatever they are already using with students. Some schools may require one specific way of virtual communication.
  + Must document specific type of virtual communication with CWTP student in all monthly notes and reports.
  + Can email materials to CWTP students to download and open during virtual communication.
  + Electronic signatures are approved.
  + For **students without Technology access**:
    - CWTP ES can mail CWTP Packets to student, or pick up/drop off options may be available through local school/CWTP ES.
    - CWTP ES can then call student and they can work through packet together: the student must not be expected to complete and return packet on their own.
    - Phone calls should only be utilized if the student does not have access to internet and/or technology outside of the school building. The ES must document this at the beginning of monthly note and continue to monitor should the student gain access at some point. This type of communication should discontinue immediately after the student gains internet/technology access.
    - Packets can contain, paper copy of activity, game, questions, answer sheet, list of skills, jobs, question prompts, personal journal pages, practice application sheets, mock interview questions and answers, job descriptions, employer information, and/or any other documents that the ES will be using during activities.
  + Must keep documentation that verifies services happen, example: screen shot of meeting with date and time of service, include URL of website, and specific description of each activity in monthly notes.
  + Must be able to verify virtual communication, when requested.
  + Many lessons can be converted to a virtual format, but some may not. Keep in mind that all activities that are virtual (during this time) of COVID-19 restrictions) must be related to employment, so preparation and planning are crucial to the activity success.
  + Recorded lessons (DVD, YouTube, or other video type recording) is acceptable to provide to students; however, the ES must be able to speak to student by phone for the activity and discussion based on the recorded lesson for the specific hours to be billable. This may be considered an option for students who don’t have access to internet services and/or computer outside the school building.
  + Appropriate virtual games for CWTP students must not be the only activity each week and the CWTP ES needs to be facilitating them via approved virtual communication. Each specific game must be included in monthly notes as well as how the activity identified learning objectives for the CWTP student.
  + Must provide CWTP Pre-ETS and Transition services to meet the unique needs of each student, although this may be virtual, everything still needs to link to employment. No virtual activity will be approved if it’s part of the initial school instruction.
  + All activities are with CWTP ES present for questions and discussions throughout activity, and through approved virtual communication.
  + **CWTP Transition Services**:
    - Modified Vocational Assessment can be used during COVID-19 restrictions (HDI can assist with instructions). This will **NOT** be accepted when these restrictions are lifted.
    - Job Development/Job Coaching Planning Meeting – This meeting should occur at the end of the student’s Junior Year or year before exiting high school and this can be completed virtually, with an approved virtual communication.
    - Job Development/Job Coaching monthly Activities – These activities are to assist the CWTP student to attain and maintain competitive integrated employment prior to exit of high school; and some of the activities can be done virtually. However, see below for any in-person service, out in the community, that would be considered essential.
    - Essential Services for individuals are those services that are required in order for an individual to obtain and maintain their employment. In cases where an individual is in danger of losing their employment due to behavior or performance issues those services are deemed necessary. This means any service that, if it were not provided, would result in the individual losing their employment. Therefore; any in-person Transition service (out in the community) that is deemed essential must be approved by the VR Counselor prior to providing service and must be deemed essential.
    - Transition Exit Planning Meeting – this service should occur in the final quarter of the CWTP student’s final year in high school and it can be completed virtually, with an approved virtual communication.
    - Job Placement and Employment Follow Up Transition Services – If a CWTP student becomes employed in a competitive integrated employment, that is within the student’s OVR specific vocational goal prior to exiting high school; the ES should follow previous guidance with regards to providing in-person essential services, and if the ES must provide virtual services during the student’s last final quarter of high school.

Please keep in mind that the CWTP are unique services. All services should go above and beyond what is required to learn through IDEA and what the school typically provides. The key is finding the ones that keep your CWTP students engaged.

Due to the outbreak of the COVID-19 virus, the Office of Vocational Rehabilitation has been instructed to cease all in-person services. Our primary concern is the health and safety of our consumers, staff, and partners.  During the contractual timeframe of July 1, 2020 through June 30, 2021, if Executive Order # 2020-215 is in place which prevents in – person services, the vendor must comply with the specific procedures outlined in the Community Work Transition Program 2020-2021 Memorandum of Understanding.

* Substantive services must continue to be provided to consumers. Substantive services may include but are not limited to resources for distance service delivery listed at:  [http://www.wintac.org/content/resources-distance-service-delivery#tech](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.wintac.org%2Fcontent%2Fresources-distance-service-delivery%23tech&data=02%7C01%7Cjill.griffiths%40uky.edu%7C4f5df944d12449b7a2c608d7fe61c6a9%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C637257568213256033&sdata=ewVudGuVoR6HoX1fEC2fF4dHVBPPcxVhy8PDlCseuxc%3D&reserved=0)
* In order for services to be reimbursed substantive services must be rendered.

I understand and agree to commit to providing Virtual CWTP services within these guidelines and also agree to provide the necessary documentation that verifies services happen, when requested.

CWTP ES Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CWTP Primary Contact Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_