



APPENDIX F-1: SCOPE OF SERVICES:
Vocational Futures Planning and Support (VFPS)

Service Definition
Vocational Futures Planning and Support (VFPS) is a person-centered, team based comprehensive employment planning and support service that provides assistance for members to obtain, maintain or advance in competitive integrated employment. CIE is defined at: https://dwd.wisconsin.gov/dvr/partners/cie/definition.htm. This service assists a member in identifying a pathway to CIE and addresses barriers to employment due to the member's disability, benefits, or life circumstances. The expected outcome of this service is measurable gains in knowledge, skills, personal strengths, and experiences that contribute to the member obtaining and sustaining CIE with the highest possible wage. This service includes seven (7) elements available as needed to the member: 1. Coordination of the VFPS process; 2. Development of a written employment plan based on an individualized determination of the member's strengths, assets, need, interests, and barriers to CIE; 3. An assistive technology pre-screen or in-depth assessment; 4. Work incentive benefits analysis; 5. Career exploration; 6. Job seeking support, including customized job negotiation or business plan development and launch; and 7. Job coaching, including systematic instruction to stabilize in CIE or workplace personal assistance (WPA) support to maintain CIE.
Provider Qualifications
• VFPS must be provided by qualified professionals that include, for example, an employment specialist, a benefit specialist, and an assistive technology consultant. • When this service is provided, the member record must contain activity reports, completed by the appropriate VFPS team member(s), within thirty (30) days of completing a particular service strategy. • When ongoing support is provided, monthly ongoing support reports must be completed by the provider of the ongoing support. • Personal care provided to a member during the receipt of this service may be included in the reimbursement paid to the provider or may be covered and reimbursed under another waiver service so long as there is no duplication of payment. • Additionally, the agency must meet at least one of the following provider qualifications: i. A DVR contracted provider of supported employment and/or customized employment services, or ii. Accreditation by a nationally recognized accreditation agency, or iii. A minimum of two years of experience working with the target population providing employment-related services. Additionally, if personal care services are provided, the provider must meet the Training and Documentation Standards for Supportive Home Care.

Applicable Service Limitations

- This service may not be used to support volunteering, regardless of where the service takes place.
- This service may not be provided in small group format. The ratio is always 1:1 for this service.
- VFPS excludes services that could be provided as prevocational or as supported employment. Such services may be used to supplement, but may not duplicate any VFPS services provided under the waiver.
- VFPS may supplement, but not duplicate, any service provided to the member under an approved Individualized Plan for Employment (IPE) funded under the Rehabilitation Act of 1973, as amended, and, for members ages 18-22, under an approved Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1401(16 and 17)).
- Prior to authorizing this service, the member's record documents that this service is not otherwise available to the member through a program funded by Vocational Rehabilitation under section 110 of the Rehabilitation Act of 1973, as amended, and for members ages 18-22, not available through a program funded under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1401 et seq).
- This service may not be authorized for a member who has already obtained CIE outside the VFPS process or does not have a goal to advance in CIE.
- The VFPS agency provider must offer all seven elements of the services.