

# SES ASSESSMENT (SES AS) Forms Checklist

## SUBMIT WITH REQUIRED DOCUMENTATION FOR PAYMENT

CID#: \_\_\_\_\_

Date: \_\_\_\_\_

ESS-C-801 Authorization Request & Invoice Form submitted to counselor for SES AS? ☐ Yes ☐ No

Date request for authorization submitted: \_\_\_\_\_

List other services requested on ESS-C-801 Authorization Request and Invoice: \_\_\_\_\_

Was the **Authorization** for requested services received? ☐ Yes ☐ No Authorization #: \_\_\_\_\_

Date received: \_\_\_\_\_ Date Request resubmitted if not received: \_\_\_\_\_

If not approved by Counselor, date resubmitted to Counselor with changes: \_\_\_\_\_

Date resubmission approved: \_\_\_\_\_ Submit email approval with required forms for payment.

**\*Authorization for Purchase must be received by contractor (CRP) before services can be provided to individual.**

☐ Verified the contract services on authorization are listed on Individualized Plan for Employment (IPE).

**\*Contact counselor and rehabilitation technician if authorization is not received within one week after ESS-C-801 Authorization Request and Invoice form is submitted. This is important so there is not a delay in service provision to the individual.**

**\*\*\* Travel (mileage) must be pre-authorized in writing before you travel to provide services. Travel can be included on the SES AS authorization or as a separate authorization. Travel can be requested if the EC travels over 35 miles one-way to provide services but must be requested and approved by the Counselor prior to beginning services. Travel (mileage) can only be requested and paid on one participant per trip.**

Travel requested & approved: ☐ Yes ☐ No Authorization #: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Verify the authorization for ANY service to be provided is received before beginning service. \*\***

**Refer to section D. Service Rates for complete of list SES contract services and rates.**

**\*Note: Up to 3 services may be requested on one ESS-C-801 Authorization Request and Invoice. For example:**

1. SES AS
2. SES AS and SES VP
2. SES AS, SES JDPL and SE R4
3. SES AS, SES JDPL and ER R4
4. SES AS, SES JDPL and JP EM

**Send in the request for the next services to be provided before SE R4 or ER R4 ends.**

For example:

1. SE R8 and SE EM
2. ER EM

## **Supplemental Employment Services (SES)**

**Choose either SES AS Tier 1 or SES AS Tier 2 and submit the check list with invoice:**

☐ **SES AS Tier 1 (PG 1) Two Situational Assessments Required** - The Contractor is required to complete a **minimum of two (2)** situational assessments, at least two (2) hours each, in two (2) different integrated work settings. The Contractor will use the individual's **IPE vocational goal** to identify two (2) appropriate work settings for the situational assessments.

**Was the ESS-C-278 *Plan for Assessment* developed with the individual to include their priorities such as IPE goal, work location, work environment, shift, transportation to work, weekly hours preferred or required, pay rate etc.**

☐ Yes ☐ No If No, explain why: \_\_\_\_\_

Date **ESS-C-278 *Plan for Assessment*** submitted to Counselor: \_\_\_\_\_

**Date response received from Counselor:** \_\_\_\_\_ (Counselor has 5 business days to respond as approved, not approved or with other comments. If no response is received from the counselor, the EC may proceed with planned assessments.)

**Required Case Documentation Submitted for Payment of SES AS Tier 1 (PG1) Service:**

☐ **ESS-C-117 *Travel Log and Invoice* (when travel is authorized. See C. Service Rates)**  
(Request pre-authorization of travel when EC is traveling over 35 miles one-way to provide services)

☐ **ESS-C-133 *DRS Counselor Monthly Update Form(s)* (required only when SES AS Service lasts more than one (1) month, email the form each month to DRS Counselor, submit separately required from case documentation for payment)**

☐ **ESS-C-139 *Situational Assessment Report***

☐ **ESS-C-161 *Job Analysis* (**completed before each situational assessment**)**

☐ **ESS-C-278 *Plan for Assessment* (email to DRS Counselor before starting the assessments)**

☐ **ESS-C-278n DRS Counselor email/written response to Plan for Assessment, when received.**  
(Required when both assessments are **NOT related** to the IPE vocational goal)

☐ **ESS-C-285n *Electronic Résumé* (email to DRS Counselor) (word format and/or visual**  
For ex: Such as a recording of the client performing tasks and explaining skills)

☐ **ESS-C-289n *Job Description of actual job within CRP business* (required when a in-house situational assessment is completed)**

☐ **ESS-C-297 *Compatibility Analysis* (**compares the two jobs from the Situational Assessment**)**

☐ **ESS-C-413 *Highly Challenged Criteria Form* with documentation (email to DRS Counselor)**  
(Email to ESS TA only if choosing "OTHER" on the form and ESS TA approval is required)

☐ **ESS-C-801 *Authorization Request & Invoice***

☐ **SES AS Tier 2 (PG 2 and PG 3) One Situational Assessment and one additional assessment Required** - The Contractor is required to complete at least **one situational assessment** in an integrated work setting for a minimum of two (2) hours, and **one (1) additional assessment from the list below**:

- i) **ESS-C-329 Comprehensive Vocational Profile and/or**
- ii) **ESS-C-305n Customized Assessment(s)** (approved by DRS Counselor). and/or
- iii) **Community-Based Situational Assessment** and/or
- iv) **In-House Situational Assessment (must include Job Description used for job recruitment).**

**Was the ESS-C-278 Plan for Assessment developed with the individual to include their priorities such as IPE goal, work location, work environment, shift, transportation to work, weekly hours preferred or required, pay rate etc.**

☐ Yes ☐ No If No, explain why: \_\_\_\_\_

Date **ESS-C-278 Plan for Assessment** submitted to Counselor: \_\_\_\_\_

Date response received from Counselor: \_\_\_\_\_ (Counselor has 5 business days to respond as approved, not approved or with other comments. If no response is received from the counselor, the EC may proceed with planned assessments.)

**Required Case Documentation Submitted for Payment of SES AS Tier 2 (PG2 & PG3) Service:**

- ☐ **ESS-C-117 Travel Log and Invoice (when travel is authorized. See C. Service Rates)**  
(Request pre-authorization of travel when EC is traveling over 35 miles one-way to provide services)
- ☐ **ESS-C-133 DRS Counselor Monthly Update Form(s)** (required only when SES AS Service lasts more than one (1) month, email the form each month to DRS Counselor, submit separately required from case documentation for payment)
- ☐ **ESS-C-139 Situational Assessment Report**
- ☐ **ESS-C-161 Job Analysis (completed before each situational assessment)**
- ☐ **ESS-C-278 Plan for Assessment** (email to DRS Counselor before starting the assessments)
- ☐ **ESS-C-278n DRS Counselor email/written response to Plan for Assessment, when received.**  
(Required when both assessments are **NOT related** to the IPE vocational goal)
- ☐ **ESS-C-285n Electronic Résumé (email to DRS Counselor)** (word format and/or visual  
For ex: Such as a recording of the client performing tasks and explaining skills)
- ☐ **ESS-C-289n Job Description of actual job within CRP business (required when a in-house situational assessment is completed)**
- ☐ **ESS-C-297 Compatibility Analysis (compares the two jobs from the Situational Assessment)**
- ☐ **ESS-C-413 Highly Challenged Criteria Form with documentation (email to DRS Counselor)**  
(Email to ESS TA only if choosing “OTHER” on the form and ESS TA approval is required)
- ☐ **ESS-C-801 Authorization Request & Invoice**