

# Summer Youth Work Experience 2023

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The Best. Summer. Yet.

Presented by the Provider & Contract Management Unit

# Training Topics

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- Implementing Summer Youth Work Experience (SYWE) Level 1 & 2
- Complete Referrals, Timing of Referrals & Referral Estimates
- Provider Flyers and Open Houses
- Background Checks for provider staff
- A Word of Caution re: Work Tasks
- Transportation
- Site Collection Tool
- Holidays
- Meal Periods



# Implementing SYWE Level 1 & 2

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## VR Fee Schedule Definitions:

Level 1: 10-12 hours per week, may be structured between 2-5 weeks

Level 2: 18-20 hours per week, shall be 5 weeks



# Providers: Implementing SYWE Level 1 & 2

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- Providers will determine the levels they can offer
- Summer Youth Collection Tool will have a column to indicate which levels are available at each worksite
- Services must be approved in the Provider Management Program (PMP) prior to sites being approved



# Providers: Implementing SYWE Level 1 & 2

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- The provider may choose to develop separate sites for Level 1 and Level 2 or may allow participants with Level 1 and Level 2 authorizations to utilize the same site
- This decision is a provider choice as they consider their own staffing needs, not a counselor or participant choice



# VR Staff: Determining Appropriate Level

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## Disability Related Need Should Be Primary Concern

- ❖ focus, endurance, and stamina
- ❖ complex medical needs
- ❖ availability of a Personal Care Assistant (PCA)

## Non-Disability Related Factors May Also Need To Be Considered:

- ❖ participant scheduling conflicts due to vacation, summer school or camp
- ❖ transportation needs (one site works better for family transportation)
- ❖ maturity level, past work experience



# VR Staff: Authorizing Appropriate Level

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The VRC, in communication with the participant and family, will decide which level is appropriate for the student based on past work experience, level of focus, anticipated level of endurance, disability related needs, and their availability. The SYWE authorization must be authorized for either Level 1 or Level 2.

If the provider, after meeting with the participant, recommends a different level as more appropriate, the provider should reach out to the counselor to share that recommendation any associated observations. The counselor may agree with the provider and amend the authorization to the other level or decide to keep the original level.



# VR Staff: Complete Referrals

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- VRC should provide essential information in referral:
  - Strengths
  - Work history
  - Behavioral concerns or medical needs (such as required medical treatments that may be needed during the shift)
  - PCA needs
  - Any required accommodations
  - Known success strategies (interventions)
- Review information on Ohio ISP if applicable





# VR Staff: Complete Referrals

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- VRC should clearly discuss the commitment and importance of Summer Youth to the participant and family
- Identify any scheduling conflicts prior to sending a referral to the provider
- Consider asking questions such as:
  - "Do you have any travel plans this summer?"
  - "Are you expecting to attend summer school?"
  - "Do you have any day camps you will be attending?"
  - "Are you involved in school extracurriculars that meet in the summer (band camp, football practice, etc.)?"



# Providers: Reviewing Referrals and Intakes

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- Providers should review referrals with all relevant background information, including any cautions or behavioral history
- Discuss any concerns, individual needs, or success strategies with the counselor or coordinator
- Providers should note any updated information they received during the Intake that is different from the information provided in the referral
- Providers should contact the counselor to share the new information and any concerns



# Providers: Complex Cases

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- Providers should ensure they have capability and capacity to accept the referral
- If there are questions, they should contact the referring VR staff
- Can the participant's needs be met?
- Does the site meet the accessibility needs of the participant?
- Is there a place for the PCA to care for the needs of the participant?
- Discuss the potential need for 1:1 services with VRC
- Significant incidents: follow the SIRF instructions; reference the Safe & Sound Training



# Providers: Alternate Planning

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- SYWE 2022 had some instances statewide where the job coach was not onsite with participants at their scheduled time due to illness or unfortunate circumstances
- Providers **MUST** have a process in place for when staff call-off so that participants are not left unsupervised at the worksite.
- Provide the participants with the job coach's cell phone number, supervisor's cell phone number, instructions not to begin work if the job coach is not there, ensure that the worksite has provider contact information



# Holding a SYWE Slot

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- OOD Supervisors may provide referral estimates to assist with provider planning for site development
- Providers should no longer permit “informal holds”
- Consider: Informal holds create situations where providers may be given a false sense of referrals
  - This contradicts OOD’s overall authorization guidance, it allows for some “line cutting”, and it takes away from the equity of a consistent starting line
  - Slots held for participants without their knowledge or agreement
  - VRCs requesting multiple informal holds for one participant



# Holding a SYWE Slot

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- An Intake authorization (or just a referral if an Intake occurred within 12 months in conjunction with a previous service) from the VRC holds the spot for the Summer Youth Experience
- VRCs should NOT send emails as their way to hold a spot
- Enforce a consistent “starting line” for SYWE referrals
- VR staff work to provide SYWE referrals in a timely manner for planning purposes. If late referrals occur, providers can decide if they have the capacity to accept the referral.



# Provider Summer Youth Flyers

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- Summer Youth flyers help VRCs provide informed choice to participants, and it offers the provider a way to showcase their program
- Providers can submit flyers (only once) to [pcmu@ood.ohio.gov](mailto:pcmu@ood.ohio.gov) for approval
- Approved flyers will be made available to VR Staff
- Requirements:
  - The OOD logo cannot be utilized
  - Email as a PDF
  - Providers should carefully review their flyer before sending to OOD
  - Do not include a statement that transportation is available or provided



# Provider Open Houses

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- OOD will provide parameters for open houses that are consistent with OOD practices, procedures, and the VR Fee Schedule to allow providers to organize open houses virtually (e.g. Microsoft Teams) or in person (outside of OOD offices, such as in their own offices, or in the community, such as at a library meeting room)
- The Site Collection Tool will include a column so providers can include details about their SY open house (including date, location, Teams link, etc.)
- VRCs may share open house information with students, families, schools and community partners as part of informed choice
- Providers will be entirely responsible for coordinating and running open houses and will work within guidelines provided by OOD





# Background Checks for Provider Staff

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- Rule 3304-2-53 | Qualifications and standards for service providers and vendors. <https://codes.ohio.gov/ohio-administrative-code/rule-3304-2-53>
- Provider staff shall be at least eighteen years of age; and hold a high school diploma or high school equivalence diploma, or the equivalent.
- Providers shall perform background checks for provider staff which shall include a check of the databases (see Rule for list and details)
- Provider staff transporting participants are subject to additional requirements



## Caution: Illegal Work Task

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### **Violation of Law**

Participants may not handle/stock alcoholic beverages.

By law, only employees of the business which holds the liquor license may do these work activities.

# Important Dates

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**January 30:** Providers may begin submitting work sites on the Site Collection Tool

**February 13:** Site Collection Tool will be available to VR Staff, posted to SharePoint

**March 1:** Referrals/Authorizations for Intake can be issued

**April 3:** SYWE service Authorizations can be issued



# Service Reports

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- Select the service name in the corresponding field (cell A12)
  - Summer Youth Work Experience Level 1
  - Summer Youth Work Experience Level 2
- If prorating under 20 hours (i.e., 15 hours for the week instead of 20 hours due to a holiday), the week would still be a SYWE Level 2
- L1 and L2 cannot be documented on the same report. They would have to be reported separately if there is a change in service
- The Summer Youth Work Experience Service Reports (provider forms) will be available in the Spring on the OOD Provider Forms webpage



# Transportation

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Transportation is an auxiliary service.

Transportation services are used in conjunction with Summer Youth Work Experience in order to pick up an individual and take them to and/or from work.

Billing begins once the individual has been picked up and should end once the individual has been dropped off.

Providers shall divide the total amount of time for transportation, from the point when the first individual is picked up and until the last individual is dropped off, amongst the total number of individuals receiving transportation for the trip regardless of funding sources.



# Transportation

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- The VRC cannot offer “approval” or “waivers” on:
  - Transporting youth for longer than an hour
  - Anything that might go against ODH or CDC guidance such as not requiring masks while in the car
- Transportation will remain on its own authorization.

**OOD recommends that 250 UOS generally be authorized by VR Staff for Summer Youth transportation.** Providers will bill for actual time (UOS) transportation was provided. *VR Staff may reference Vocational Rehabilitation Transportation Services Procedure #:80-VR-11-11.*



# Transportation

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## Options

- Personal or family/legal guardian transportation
- Provider transportation (when available)
- Authorization to private or public transportation service
- Authorization for travel training ahead of SYWE services
- Fuel only cards (e.g., Speedway)
- Mileage reimbursement, when other options are not feasible

## Not an Option

- Uber/Lyft gift cards; neither directly or as a pass-through



# Transportation Report

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- Reports for all participants in a single vehicle will be identical
- Start with the 1<sup>st</sup> participant picked up; end with the final location
- The time is divided amongst all participants
- Do not put exact addresses on the reports to protect CPI; only report the street name and city



# Transportation Report

PROVIDER INFORMATION	
Provider Name	ABC Provider

SERVICE DETAILS	
Individual's Name	John Doe
Direct Service Staff Name(s) & Initials	Sally Mae (SM)
Person Completing Report	Sally Mae (SM)
VR Counselor/Contractor	Jose Goodworker

Authorization #	6543215
Provider Invoice #	
Service	Transportation
Invoice Date	6/30/23
Service Start Date	6/5/23
Service End Date	6/23/23
Invoice Total	\$ 54.13
Invoice Status	Final

DATE	START TIME	END TIME	UNITS	# IN VEHICLE PER TRIP	START LOCATION (STREET/CITY)	END LOCATION (STREET/CITY)	STAFF INITIALS
6/5/23	9:00 am	9:42 am	7	3	Main Street NW, Altonville	Willson Ave. SE, Altonville	SM
6/6/23	12:30 pm	1:18 pm	8	3	Willson Ave. SE, Altonville	Main Street NW, Altonville	SM
6/7/23	9:00 am	9:36 am	6	3	Main Street NW, Altonville	Willson Ave. SE, Altonville	SM
6/12/23	12:30 pm	1:18 pm	8	3	Willson Ave. SE, Altonville	Main Street NW, Altonville	SM



# Transportation Report

PROVIDER INFORMATION	
Provider Name	ABC Provider

Authorization #	6543220
Provider Invoice #	

SERVICE DETAILS	
Individual's Name	Elmer Gluson
Direct Service Staff Name(s) & Initials	Sally Mae (SM)
Person Completing Report	Sally Mae (SM)
VR Counselor/Contractor	Micha Sully

PROVIDER INFORMATION	
Provider Name	ABC Provider

Authorization #	6543223
Provider Invoice #	
Service	Transportation
Invoice Date	6/30/23

SERVICE DETAILS	
Individual's Name	Noah P
Direct Service Staff Name(s) & Initials	Sally M
Person Completing Report	Sally M
VR Counselor/Contractor	Micha

PROVIDER INFORMATION	
Provider Name	ABC Provider

Authorization #	6543215
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Service	Transportation
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SERVICE DETAILS	
Individual's Name	John Doe
Direct Service Staff Name(s) & Initials	Sally Mae (SM)
Person Completing Report	Sally Mae (SM)
VR Counselor/Contractor	Jose Goodworker

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6/7/23	9:00 am	9:36 am	6	3	Main Street NW, Altonville	Willson Ave. SE, Altonville	SM
6/12/23	12:30 pm	1:18 pm	8	3	Willson Ave. SE, Altonville	Main Street NW, Altonville	SM



# Site Collection Tool



New  
Procedure

- Providers will email their Summer Youth Site Collection Tools to [pcmu@ood.ohio.gov](mailto:pcmu@ood.ohio.gov)
- ONLY email the initial list and worksite detail updates
- DO NOT email lists to update slots → **This is the BIG CHANGE**
- AE2s will update the slots on the Site Collection Tool as Intake authorizations are issued and official referrals are made; a training will occur closer to Summer Youth for AE2s
- Any changes with participant assignments should be communicated to the local field office so that the Site Collection Tool can be updated
- If a worksite is no longer an option, contact the field office to zero out the slots; DO NOT send an update to PCMU to delete the worksite

# Site Collection Tool

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- There will be a tab on the Tool for Pre-Employment Transition Services
- Email the list to [pcmu@ood.ohio.gov](mailto:pcmu@ood.ohio.gov) If you have both SYWE and Pre-ETS, send them in one Excel workbook
- Only very basic information will be collected
- Available slots/group size will not be updated by OOD at any time



# Summer Holidays

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- Be mindful of the holidays when scheduling worksites
- Note any work schedule differences on the Site Collection Tool
- The weeks can be prorated or the hours can be made up the during the same week (work week = Sunday through Saturday)
  - Memorial Day- Monday, May 29
  - Juneteenth- Monday, June 19
  - Independence Day- Tuesday, July 4



# Meal Periods

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- A 30-minute meal period is required and must be documented when the individual works from 11:00 AM - 1:30 PM, and 4:30 PM - 6:30 PM
- The 30-minute meal period should be excluded from the SYWE hours billed.
- The 30-minute meal period should be excluded from the VTS hours billed.
- Site Collection Tools will be rejected if a required meal period is not built into the time



# Summer Youth Support



**Specific case questions:** Contact the referring counselor or coordinator



**Questions regarding billings:** Contact the Invoice Payment Team AE2



**Programmatic or service questions:** Contact the Provider and Contract Management Unit (PCMU)



# Provider and Contract Management Unit

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- **PCMU@ood.ohio.gov**
- Northeast: Ronna Woods, 216.310.4017, [ronna.woods@ood.ohio.gov](mailto:ronna.woods@ood.ohio.gov)
- East Central: Melanie Seckler, 330.203.3670, [melanie.seckler@ood.ohio.gov](mailto:melanie.seckler@ood.ohio.gov)
- Southeast: Jennifer Pollard, 740.517.3635, [jennifer.pollard@ood.ohio.gov](mailto:jennifer.pollard@ood.ohio.gov)
- Southwest: Ginger Scaife, 513.453.2707, [ginger.scaife@ood.ohio.gov](mailto:ginger.scaife@ood.ohio.gov)
- Northwest: Jennifer Cosgrove, 419.277.6754, [jennifer.cosgrove@ood.ohio.gov](mailto:jennifer.cosgrove@ood.ohio.gov)
- Jay Burns, Supervisor, 614.507.3761, [jay.burns@ood.ohio.gov](mailto:jay.burns@ood.ohio.gov)

