

# Reporting DVR Plan Hours

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## eJAS Codes

Community Service Division (CSD) works with the Division of Vocational Rehabilitation (DVR) to incorporate a parent's DVR Plan into their IRP. When verifying and reporting hours of participation in a parent's IRP:

- Use the eJAS code that best describes the 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 with the DVR counselor in:
  - Assessments
  - Diagnostic or evaluation activities
  - Developing the DVR plan and monitoring progress
  - Accessing services to get or keep a job<sup>1</sup>
  - Worker retraining programs<sup>1</sup>
  - Obtaining support services
- Time spent in DVR-related rehabilitation activities (such as physical therapy). (XM could also be used, but the hours wouldn't count towards participation.)
- As desired, to indicate the parent has a DVR plan. (When used only as a plan indicator, report out zero hours of DVR participation).

<sup>1</sup>These services may be contracted through ESD, Commerce, or SBCTC and will be appropriately tracked and monitored in eJAS by the contractor (not DVR or CSD staff).

## Referring a WorkFirst Participant to DVR

When a WorkFirst participant has met the criteria in the [Social Services Manual](#), the WFSSS will refer the participant using the XD component with 2 hours per week for 90 days. There are some situations where it may take longer than 90 days for the participant to have a DVR plan. DVR and CSD staff will communicate these delays as needed. This will allocate hours for any appointments, orientations, and assessments needed to develop the DVR plan.

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## Verifying and Reporting Hours

The method used to report hours of participation will depend on who is providing the activity. Providers who don't have eJAS or CATS access will use the WorkFirst Participation Verification form.

- **WorkFirst Partners/Contractors:** Monitors participation and enters verified hours into eJAS or CATS after the end of each month.
- **DVR Counselors, DVR Vendors, Medical Professionals and Community Partners:** Monitors participation and sends the WorkFirst Participation Verification form to DSHS at the end of each month. The vendor or DVR staff may send the form by:
  - Fax - 888-338-7410,
  - Mail - PO Box 11699, Tacoma, WA 98411, or
  - In-person delivery to the WFPS/WFSSS

The WFPS/WFSSS will enter the actual hours into eJAS. Providers may also excuse absences on the WorkFirst participation Verification form when a parent has a good reason for not attending scheduled activities.

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## ***DVR Plan/IRP Examples***

### **Example One**

The participant's DVR/IRP Plan requires them to be in 30 hours of vocational education from the community college and attend 1 hour of physical therapy each week. The DVR counselor does NOT meet with the parent on a regular weekly basis.

<b>Activity</b>	<b>eJAS Code</b>	<b>Weekly Hours</b>	<b>Who Verifies</b>	<b>How Verified</b>
<b>Vocational education</b>	VE	30	SBCTC	eJAS input
<b>Physical therapy</b>	XD	1	Physical therapist	WorkFirst Participation Verification Form

### **Example Two**

The participant's DVR Plan and IRP require the participant to be in 12 hours of computer keyboarding training from a WorkFirst contractor, attend a 1-hour meeting with their DVR counselor and engage in 20 hours of job search each week.

<b>Activity</b>	<b>eJAS Code</b>	<b>Weekly Hours</b>	<b>Who Verifies</b>	<b>How Verified</b>
<b>Skills enhancement training</b>	JT	12	WF Contractor	eJAS input
<b>Job Search</b>	JS	20	ESD	CATS input
<b>DVR appointment</b>	XD	1	DVR Counselor	WorkFirst Participation Verification Form

### **Example Three**

The participant's DVR Plan and IRP require the participant to be in 30 hours of high-wage, high demand training and 2 hours of mental health counseling each week. The DVR counselor does NOT meet with the parent on a regular weekly basis.

<b>Activity</b>	<b>eJAS Code</b>	<b>Weekly Hours</b>	<b>Who Verifies</b>	<b>How Verified</b>
<b>High-wage, high-demand training</b>	HW	30	SBCTC	eJAS input
<b>Counseling</b>	XG	2	Counselor	WorkFirst Participation Verification Form
<b>DVR Plan</b>	XD	0	N/A	N/A

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## Example Four

The participant's DVR Plan and IRP require the parent to be in 5 hours of Life Skills from a WorkFirst contractor, attend a 1-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	20	VRC	WorkFirst Participation Verification Form
DVR Appointment	XD	1	VRC	WorkFirst Participation Verification Form

## Example Five

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 Eligibility	XD	2	VRC	WorkFirst Participation Verification Form