

# Pre-ETS Work Experiences

*Service Procedure Codes, Authorization Limits and Essential Deliverables for Student Work Experiences*

## Work Experience Service Procedure Code Descriptions

**\*new\* WEcoord** – This Pre-ETS code is to be used for payment of coordination activities only in combination with Work Experiences (S11001WE, S11001WEgH, S11001WEg). Authorized coordination activities to fund using this code include the following:

- the initial vendor intake/team meeting;
- coordinating activities with student, family, and school (as appropriate);
- arranging the work experience & completing the Work Experience Agreement;
- skills trainer travel time to & from the service location;
- report writing time; and
- coordinating & attending a post-WE reflection meeting with the student, DARS counselor, and as appropriate family and school representatives.

Please note: For Group Full- or Half-Day Work Experiences, the Pre-ETS Vendor **must** estimate a total amount of hours needed for the service inclusion activities for the month and divide that total by the number of students in the group. The vendor will use the resulting number of hours as the number of requested service units authorized per student. The vendor shall not exceed this amount of authorized hours, and shall only follow the same procedure to arrive at a billable number of units per student at the end of the month.

*For Example: Pre-ETS Vendor will need 12 total hours in May for coordination activities (WEcoord) prior to the start of the work experience in June. These hours will be used to conduct initial intake meetings and complete the Work Experience Agreement forms for 4 students in a group work experience. The Pre-ETS vendor requests 3 units of WEcoord for each student by the 15<sup>th</sup> of May. The vendor only uses 10 total hours, and subsequently invoices for 2.5 units of WEcoord for each student by the 10<sup>th</sup> of June.*

**S11001WE** – This Pre-ETS code is to be used for skills trainers’ onsite orientation and oversight support provided to students engaged in individual work experiences within a host business. An onsite skills training support plan should be indicated in the Work Experience Agreement, adhered to, and only be changed with counselor approval. Students may work no more than 120 hours, and therefore may not be authorized more than 120 units of this Service Procedure Code in a single work experience.

**S11001WEg** – This Pre-ETS code is to be used for skills trainers’ onsite orientation and oversight support provided to a group of 2 or more students engaged in the same work experience in a host business for a full-day (greater than 3 hours daily). There must be 100% onsite skills trainer support for a group work experience. Students must not work any more than 120 hours in a single work experience, or 40 days (units), whichever occurs first.

**S11001WEgH** – This Pre-ETS code is to be used for skills trainers’ onsite orientation and oversight support provided to a group of 2 or more students engaged in the same work experience in a host business for a half-day (3 or fewer hours daily). There must be 100% onsite skills trainer support for a group work experience. Students must not work any more than 120 hours in a single work experience, or 40 days (units), whichever occurs first.

**WEwage** – This Pre-ETS code is to be used for reimbursement of student work experience payments made by vendors who have been authorized by DARS to provide this service.

## Service Authorization Codes & Limits

The amounts listed below are to show the limits of what DARS counselors may authorize for each procedure code in order to support the different stages of Summer Work Experiences (before, during, and after). Exceptions to these limits may be authorized if counselors receive prior approval from the DARS Transition & Education Services Coordinator. Vendors are expected to submit authorization requests for the actual amount of units they'll need to (a) arrange and provide the services and (b) to complete the [deliverables of the service](#). Providers can request additional authorized units if needed.

### I. Individual Work Experiences

| Stages of WE →    | PRIOR TO START |           | DURING    |              | AFTER     |           |
|-------------------|----------------|-----------|-----------|--------------|-----------|-----------|
| Procedure Codes ↓ | Use Code?      | Max Units | Use Code? | Max Units    | Use Code? | Max Units |
| WEcoord           | ✓              | 14 hours  | ✓         | 16 hrs/month | ✓         | 4 hours   |
| S11001WE          | ✗              | ✗         | ✓         | 120 hours    | ✗         | ✗         |

*If WE is Paid by Approved Vendor:*

|        |   |   |   |           |   |   |
|--------|---|---|---|-----------|---|---|
| WEwage | ✗ | ✗ | ✓ | 120 hours | ✗ | ✗ |
|--------|---|---|---|-----------|---|---|

### II. Group Half-Day Work Experiences

| Stages of WE →    | PRIOR TO START |                         | DURING    |                         | AFTER     |                         |
|-------------------|----------------|-------------------------|-----------|-------------------------|-----------|-------------------------|
| Procedure Codes ↓ | Use Code?      | Max Units (per student) | Use Code? | Max Units (per student) | Use Code? | Max Units (per student) |
| WEcoord           | ✓              | 4 hours                 | ✓         | 4 hrs/month             | ✓         | 4 hours                 |
| S11001WEgH        | ✗              | ✗                       | ✓         | 40 days                 | ✗         | ✗                       |

*If WE is Paid by Approved Vendor:*

|        |   |   |   |           |   |   |
|--------|---|---|---|-----------|---|---|
| WEwage | ✗ | ✗ | ✓ | 120 hours | ✗ | ✗ |
|--------|---|---|---|-----------|---|---|

### III. Group Full-Day Work Experiences

| Stages of WE →    | PRIOR TO START |                         | DURING    |                         | AFTER     |                         |
|-------------------|----------------|-------------------------|-----------|-------------------------|-----------|-------------------------|
| Procedure Codes ↓ | Use Code?      | Max Units (per student) | Use Code? | Max Units (per student) | Use Code? | Max Units (per student) |
| WEcoord           | ✓              | 4 hours                 | ✓         | 4 hrs/month             | ✓         | 4 hours                 |
| S11001WEg         | ✗              | ✗                       | ✓         | 40 days                 | ✗         | ✗                       |

*If WE is Paid by Approved Vendor:*

|        |   |   |   |           |   |   |
|--------|---|---|---|-----------|---|---|
| WEwage | ✗ | ✗ | ✓ | 120 hours | ✗ | ✗ |
|--------|---|---|---|-----------|---|---|

## Essential Deliverables: Reports & Forms for Services



1. Pre-ETS Vendors must complete and submit a Pre-ETS Work Experience Services Request for Authorization Forms by the 15<sup>th</sup> of the month prior to services beginning.
  - a. **Pre-ETS Work Experience Services RFA Form (PreETS-13) is strongly encouraged.**
2. Every Work Experience (S11001WE, S11001WEg, and S11001WEgH) **\*requires\*** a completed Pre-ETS Work Experience Agreement (form PreETS-2) prior to the start of the work experience.
  - a. **Pre-ETS Vendor Work Experience Agreement (PreETS-2) is required.**
3. The Work Experience Service (S11001WE, S11001WEg, and S11001WEgH, WEcoord, WEwage) Invoice and Report must be submitted by the 10<sup>th</sup> of the month following the month of service.
  - a. **Pre-ETS Work Experience Services Invoice & Report (PreETS-4) is required.**