



State of Rhode Island  
**Department of Human Services**  
**Office of Rehabilitation Services**

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***JOB PREPARATION /  
SUPPORTED EMPLOYMENT JOB PREPARATION***

PURPOSE AND STRUCTURE OF SERVICE:

**Job Preparation** is a service intended to prepare ORS clients for competitive integrated employment. This service consists of a **four-week structured program (three hours, three days per week for a total of 36 hours)** to address job-seeking skills, interviewing, appearance/hygiene, barriers to employment, interpersonal skills, resume development, work-history issues, work habits, and work relationships replicating a work-routine structure. The Community Rehabilitation Provider (CRP) will be authorized **\$1,850**.

STEPS FOR IMPLEMENTATION:

1. ORS Rehabilitation Counselor discusses referral with client, facilitates a signed Release of Information, completes the ORS Referral Form, and generates an authorization for **Job Preparation: \$1,850**. Copies of each of these forms are placed in the client's file and a set of originals are forwarded to the vendor.
2. CRP meets with client to explain the procedures, schedule, and expectations of attendance.
3. At conclusion of program, the CRP generates a report using ORS approved format and schedules a meeting with client and ORS Rehabilitation Counselor to review participation, progress, and identify next steps.

Next steps can include job placement, community-based work experience, and/or skill training. In select situations, requiring ORS Rehabilitation Counselor approval, a second Job Preparation Services can be authorized.

4. CRP will bill for Job Preparation services provided at **\$1,850**. The invoice is pro-rated by a weekly amount—which is **\$462.50** per week.