# VR Standards for Providers Chapter 14: Work Experience

**Revised June 01, 2018**

## 14.5 Work Experience Training

### 14.5.1 Service Description

Work Experience training services are provided by a Work Experience trainer when a customer needs more training and support than is occurring at the Work Experience site.

Training provided by the Work Experience trainer can include:

* teaching skills;
* reinforcing skills; and
* establishing and setting up accommodations and/or compensatory techniques to increase the customer's independence and ability to meet the Work Experience site's expectations.

Work Experience training occurs after Work Experience placement services is secured . Work Experience training can be authorized when the customer gains work experience on his or her own, with assistance from a teacher, friends, family, VR staff member, or provider. Work Experience training cannot be purchased simultaneously with Work Experience monitoring.

### 14.5.2 Process and Procedure

Work Experience training can be authorized for a customer based on the amount of assistance and/or supervision a customer will need to meet the job expectations. VR counselors will make a determination when Work Experience training is needed and the number of hours to be included in the service authorization.

If Work Experience training is authorized by VR, the [DARS1600, Work Experience Referral](http://www.texasworkforce.org/forms/DARS1600.docx), is completed by the VR counselor and sent to the provider. If only Work Experience training is being purchased from a provider (excluding students participating in Summer Earn and Learn (SEAL) and approved Group Skills Training (GST)), the VR counselor and customer complete the [DARS1601, Work Experience Plan](http://www.texasworkforce.org/forms/DARS1601.docx), and include it with the referral.

The Work Experience site, the customer, the VR counselor, and Work Experience trainer should be involved in the training plan to identify goals to be addressed with the customer on the DARS1600, Work Experience Referral, and [DARS1604, Work Experience Training Report](http://www.texasworkforce.org/forms/DARS1604.docx).

The Work Experience trainer records the customer's abilities and challenges as well as observations and recommendations related to the Work Experience training goals on the DARS1604, Work Experience Training Report.

The provider must submit a complete and accurate DARS1604, Work Experience Training Report, with the invoice. Once the form and invoice have been approved by the VR counselor, the invoice is paid.

### 14.5.3 Outcomes Required for Payment

The Work Experience trainer will:

* address the goals on the [DARS1600, Work Experience Referral](http://www.texasworkforce.org/forms/DARS1600.docx), and discuss with the VR counselor any additional goals or changes that may be necessary;
* use structured intervention techniques that employ the most effective, but least intrusive, methods possible to help the customer learn the essential soft and hard skills of the Work Experience;
* use structured intervention techniques that employ the most effective, but least intrusive, methods possible to help the customer learn the skills necessary to arrange and use transportation to get to and from the Work Experience site;
* work with the customer, employer, and VR staff members to establish the support services, accommodations, compensatory techniques, and training necessary to address barriers and ensure the customer's successful participation in the Work Experience;
* monitor the customer's performance to foster improvement; and
* gradually reduce the time spent with the customer at the Work Experience site as the customer becomes better adjusted and more independent and no longer needs training support.

Using the [DARS1604, Work Experience Training Report](http://www.texasworkforce.org/forms/DARS1604.docx), the Work Experience trainer documents, in descriptive terms, the following:

* The Work Experience training goals and focus areas as prescribed on the DARS1600, Work Experience Referral, and/or service authorizations
* Total time of all sessions recorded on the DARS1604, Work Experience Training Report
* Complete progress log of all training sessions with each entry, including:
  + date the service was provided (MM-DD-YY);
  + start time of session (hh:mm a.m. or p.m.);
  + end time of session (hh:mm a.m. or p.m.);
  + total time of the session using quarter hour (.25) increments (Note: .25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes, and 1.0 = 60 minutes. Use 0 for nonbillable notation.);
  + number corresponding to the goal addressed in the training session; and
  + a narrative description of the services provided by the Work Experience trainer and the customer's performance of skills in relation to the customer's goals.

Payment for Work Experience training is made when the VR counselor approves a complete, accurate, signed, and dated:

* [DARS1604, Work Experience Training Report](http://www.texasworkforce.org/forms/DARS1604.docx); and
* invoice.

### 14.5.4 Fees

For more information, refer to [14.6 Work Experience Services Fee Schedule](http://www.texasworkforce.org/standards-manual/vr-sfp-chapter-14#s146)