

Rehabilitation Services Policy Manual

SECTION Pre-Employment Transition Services (Pre-ETS)
PART Processing Referrals and Requests for Services

SECTION NO. 7-3
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Section 7 Pre-Employment Transition Services (Pre-ETS)

Part 3 Processing Referrals and Requests for Services

A student with a disability may be referred for Pre-ETS services by a third party, such as the school, a foster care service provider, or other individual or entity.

Referral Forms

[Referral from school to East Region](#)

[Referral from school to West Region](#)

[Referral from school to Wichita Region](#)

[Referral from school to Kansas City Region](#)

[General Referral form for DCF personnel to send Pre-ETS](#)

A student with a disability, his or her parents, legal representatives or guardians may also request services directly.

[Request for Services Form](#)

Referrals or Request for Services may be faxed, emailed if encrypted to protect confidentiality, or mailed to the Pre-ETS Manager for the region. Pre-ETS Transition Specialists may also receive Referrals or Requests for Services at meetings with school personnel, schools or families.

All Referrals and Requests for Services shall be date stamped when the documents are first received by any part of DCF. If the Transition Specialist receives a verbal referral for a student, the Transition Specialist would enter the information into KMIS for the referral and document in the narrative when the verbal referral was received.

The student and parent/guardian (if applicable) must sign the Request for Services. If Pre-ETS staff receive a request for services signed by a parent without the student's signature, Pre-ETS staff may move forward with that request for services. Pre-ETS staff would need to get the student's signature as soon as possible. At the point students turn 18 years of age, assume they are their own guardians unless the family or school informed Rehabilitation Services otherwise. The student can request to have a representative for his or her case. If the student is 18 years of age or older and has a guardian or representative, the Pre-ETS Transition Specialist will obtain pertinent guardianship or other documentation for the file. If the student is 18 or older and wants Pre-ETS to share case information with parents or others, get the required release of information form signed.

Processing Referrals and Requests for Services

- The Manager enters the information into the Pre-ETS Kansas Management Information System (KMIS) database as soon as possible, but no later than seven calendar days from the date DCF received the Referral or Request for Services. The Manager will assign the case to the appropriate Transition Specialist.

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- If a Transition Specialist receives a Referral or Request for Services in person or through other means, the Transition Specialist shall enter the information into the KMIS database as soon as possible, but no later than seven calendar days from the date DCF received the Referral or Request for Services. In these circumstances, the Transition Specialists will assign such cases on KMIS to themselves.
- The Transition Specialist will contact the school contact or other referral source (if they referred) student, and parent/guardians (if applicable) as soon as possible, but no later than 15 calendar days from receiving the Referral or Request for Services and send a follow-up letter confirming appointment date, next steps, and additional Pre-ETS information. If the Transition Specialist schedules an appointment within five calendar days from contact date the follow up letter is not required because the referral source and parent/guardians (if applicable) would likely not receive it prior to the meeting. In such situations the same information contained in the follow up letter would be discussed in the first appointment and documented in the narrative.
- Once contact is made, the Transition Specialist will:
 - Schedule an appointment within 15 calendar days or sooner unless the student's or parent/guardian's (if applicable) schedule does not permit. The appointment could be at the school, DCF office, or public location.
- Send a Request for Services to be completed (if it has not already been provided) and appointment letter. If the Transition Specialist schedules an appointment within five calendar days from contact date the follow up letter is not required because the referral source and parent/guardians (if applicable) would likely not receive it prior to the meeting. In such situations the same information contained in the follow up letter would be discussed in the first appointment.
- The Pre-ETS Transition Specialist will maintain their outlook calendar to include detailed appointment information identifying the dates, times, name of the student(s), and location of where they will be working.
- Contact in the policy means to attempt by phone to reach the student or parent if applicable before just sending a letter or email.

The Pre-ETS Transition Specialist can send letters through email if the student, parent, or other party has identified they would like to receive the letter in that format, and document the conversation in the case narrative.

The Pre-ETS Transition Specialist shall make every effort to reach the student as quickly as possible. The Transition Specialist shall use all methods available from the information that was provided: phone, address, email address, school contact, DCF programs, etc.

The Transition Specialist may not screen out a referral during breaks from school.

If the student indicates he or she is not interested in Pre-ETS services, the Transition Specialist will reconnect with the student at least two times at six-month intervals each as long as the student would still meet criteria. (The two attempts need to be six months apart after the initial referral. Therefore, Pre-ETS will try to reconnect with the student to determine if his/her interest has changed two times during the first year following the referral date). After two attempts and if the student is still not interested, the student's Pre-ETS case may be closed due to lack of interest. The Transition

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Specialist will send a referral closure letter as soon as possible, but no later than five calendar days. The Transition Specialist is required to enter a referral follow up in KMIS at initial, 6 month follow up, and 12 month follow up for referrals. This needs to be completed in KMIS as soon as possible, but no later than 15 calendar days. KMIS will be used to provide a reminder tracking system for referral follow-ups. If the parent and/or student request to not be contacted, then the Transition Specialist may close out the referral without attempting to contact two times at six-month intervals.

If the student indicates he or she is not interested in Pre-ETS services after submitting a **request for services** or after the Transition Specialist **completes the determination**, the Transition Specialist will reconnect with the student at least two times at six-month intervals each as long as the student would still meet criteria. (The two attempts need to be six months apart after the date received on the request for services. Therefore, Pre-ETS will try to reconnect with the student to determine if his/her interest has changed two times during the first year following the request for services). After two attempts and if the student is still not interested, the student's Pre-ETS case may be closed due to lack of interest. The Transition Specialist will send a closure letter as soon as possible, but no later than five calendar days. The Transition Specialist is required to narrate the attempts in the case file. If the parent and/or student request to not be contacted, then the Transition Specialist can close out the referral without attempting to contact two times at six-month intervals.

Guidance for the above policy

If this situation occurs for the Pre-ETS Transition Specialist, he/she will consult their Pre-ETS Manager to ensure various methods have been used to contact the student/parent (if applicable). If the Pre-ETS Manager agrees that the Pre-ETS Transition Specialist has made adequate attempts, then the Pre-ETS Transition Specialist will do the following:

- Close the 02 or 03 case as a status 15, and then reopen it as a Status 01.
- Record the last attempt to contact as the "initial referral follow-up" in KMIS referral follow-up.
- Reconnect with the student at least 2 times at six-month intervals each as long as the student would still meet criteria.

(The two attempts need to be six months apart after the initial referral. Therefore, Pre-ETS will try to reconnect with the student to determine if his/her interest has changed two times during the first year following the referral date.)

- After two attempts and if the student is still not interested, the student's Pre-ETS case may be close due to "lack of interest."

(The Pre-ETS Transition Specialist is required to enter a referral follow-up into KMIS at initial, 6-month follow-up, and 12-month follow-up for referrals. This needs to be completed in KMIS as soon as possible, but no later than 15 calendar days.)

- Send a Referral Closure letters as soon as possible, but no later than five calendar days.

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- Close the referral in KMIS. This needs to be completed in KMIS as soon as possible, but no later than 15 calendar days.

KMIS will be used to provide a reminder tracking system for referral follow-ups. If the parent and/or student requests not to be contacted, then the Pre-ETS Transition Specialist may close the out the referral without attempting to contact two times at six-month intervals.

Determining if criteria for participation in Pre-ETS are met

Key documents that may be used to verify that student meets the criteria to participate in Pre-ETS services are:

- The student's IEP. (The IEP should be based on disability, and therefore this criteria does not include IEPs for students in gifted programs unless they also have a disability).
- The 504 Plan.
- Medical records documenting disability.
- Verification of eligibility of Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) based on the student's disability. (For this criteria, the student must be *eligible* for SSI or SSDI based on disability. However, it does not mean that the student must *currently be receiving* a benefit or cash payment.) Students may request verification using the Social Security website. See instructions.
- Verification for enrollment in post-secondary education for individuals who meet the age range for a student with a disability. If a student with a disability is taking a "gap year" there are four pieces of documentation the individual needs to be considered enrolled in a recognized post-secondary education program. 1. Documentation that the individual with a disability graduated from secondary ed. 2. Documentation that the individual with a disability has been accepted into a post-secondary education institution/program. 3. Documentation of the individual with a disability's intention or confirmation that they have accepted the invitation to enter the post-secondary program. 4. Documentation that the individual with a disability has been informed by the institution that their "seat" or "spot" is being held for them. If a student with a disability is taking a typical summer break there are three pieces of documentation required to verify that the individual continues to be considered enrolled in a recognized education program. 1. Documentation that the individual with a disability graduated from secondary ed. 2. Documentation that the individual with a disability has been accepted into a post-secondary education institution/program. 3. Documentation of the individual with a disability intention or confirmation that they have accepted the invitation to enter the post-secondary program.

Instructions: [Social Security Administration Benefit Verification letter instructions](#)

If the school, student, or parent/guardian sent the IEP, 504 Plan, medical records or SSI/SSDI verification to be reviewed, then the Transition Specialist should proceed to making a determination of whether the criteria for participation are met. ([See Section 7/Part 2](#)). The Transition Specialist has 15 calendar days to complete determination from the date the Request for Services was received.

If there was no documentation provided for determination then the Transition Specialist shall request the documentation as soon as possible, but no later than five calendar days. If information was provided but it is not sufficient to make a determination, then the Pre-ETS Transition Specialist will

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ask for documentation to review from the parent or school. In these circumstances, the Pre-ETS Transition Specialist has 30 calendar days to complete determination from the date the Request for Services was received.

The Transition Specialist will send a letter to the student and parents, if applicable, to notify them of the determination decision as soon as possible, but no later than five calendar days. If the student does not meet the criteria to participate, the Transition Specialist will notify the parent/guardian (if applicable), student, and school (if referred and have an ROI) by phone and letter with the reason with their appeal rights as soon as possible, but no later than five calendar days.

If the student meets the criteria to participate, then the Transition Specialist will schedule an appointment to work with the student and parent/guardian, if appropriate, to jointly develop and complete the Pre-ETS plan, and enter into KMIS within 30 calendar days.