

Effective Date: 10/1/2024  
Use Service Code 462  
Empower ME Workshop

## **Service Description**

### **Empower ME workshop for Pre-Employment Transition Services (Pre- ETS) Students**

**KANSAS DEPARTMENT FOR CHILDREN AND FAMILIES**  
**Rehabilitation Services**

### **Empower ME Workshop**

Rehabilitation Services (RS) is a state agency which provides Pre-Employment Transition Services (Pre-ETS) to help students with disabilities ages 14-21 years of age explore post-secondary education options leading to career track employment and/or options for direct entry into employment after exiting high school. Pre-ETS services include job exploration counseling, work-based learning experiences, counseling on comprehensive training or postsecondary programs, workplace readiness training, and instruction on self-advocacy.

Participating in an Empower ME workshop is an excellent way for students with disabilities to develop job skills, explore various types of employment and work environments, gain self-advocacy skills, and investigate post-secondary education and training programs—all within a one-day event.

The service provider will offer a total of 10 workshops throughout the state each year, with a maximum of 30 students allowed in each workshop. Additionally, the provider will conduct 5 mini workshops in rural communities, each accommodating up to 15 students.

Students must be committed to completing the entire one-day workshop.

Rehabilitation Services will make referrals of students with disabilities to attend or participate in the Empower ME workshop. Prior to referral, Pre-ETS Specialists will determine if the student meets the criteria for participation in Pre-ETS.

This payment-for-performance model specifies points of payment to the Service Provider based on successful completion of the workshop. The Pre-ETS transition specialist will notify the Service Provider of a referral for the workshop.

Under this provider agreement the Service Provider is expected to accept all referrals from

RS unless there are extenuating circumstances or the Service Provider has exceeded its capacity. The Service Provider will communicate with Pre-ETS transition specialist the locations and dates of the scheduled Empower ME workshops. The Pre-ETS transition specialist will authorize the Empower ME components and send the prior written service authorizations with the referral.

The Pre-ETS transition specialist will approve payment upon receipt of the required documentation, invoice, and signed authorizations. Important Notice for prior written service authorizations

RS must provide a prior written service authorization for the Empower ME workshop before the Service Provider can expect payment. The Pre-ETS transition specialist will provide prior written service authorization similar to a purchase order.

The following will be included in all Empower ME workshops:

### **Job Exploration**

- The student will explore jobs that interest them.
- The student will learn to begin to make plans about their future including careers that interest them.
- The student will learn about high demand jobs in their community.
- The student will learn about resources in the community.

### **Self-Advocacy**

- The student will learn about their disability.
- The student will learn about how the effects of their disability can impact their ability to obtain and maintain employment.
- The student will learn about disability pride, history, and rights.
- The student will learn how to ask for accommodations, auxiliary aids, and services in a school, post-secondary education, and employment setting.

### **Work Readiness Skills**

- The student will learn the elements of effective communication and positive interactions with the employer and co-workers.
- The student will learn how to complete a resume and how to effectively interview for employment.
- The student will learn resources to find employment opportunities in his or her community.
- The student will understand employer expectations for punctuality and performance.
- The student will learn basic soft skills necessary for employment, including customer service, being on time, receiving and accepting supervisory instruction, and positive relationships with co-workers.
- The student will learn about appropriate personal appearance for the workplace, including clothing, and personal hygiene. The student will learn how to address body art as appropriate for the workplace.
- The student will learn about the importance of teamwork and cooperation on the job.
- The student will learn stress management strategies for work.

## **Counseling on post-secondary training**

- The student will learn how to ask for reasonable accommodations, auxiliary aids and services in school and post-secondary training.
- The student will learn about training programs in their area.
- The student will learn about resources that connect them to training programs.
- The student will learn how to plan and apply for training programs.

## **Rate per student \$424.**

Payment will be authorized when the Service Provider meets the above stated expectations, and provides the completed required written report, invoice, and signed authorizations.

## **GENERAL TERMS**

The purpose of this provider agreement is to provide the Empower Me Workshop statewide for Pre-Employment Transition Services students referred by Rehabilitation Services. Empower Me is an interactive training and mentoring approach to help students with disabilities develop skills to successfully complete high school and prepare for competitive integrated employment and independent living as adults. Other programs may not be substituted. The service provider must demonstrate experience and expertise in programs designed specifically for youth with disabilities and in providing opportunities for youth leadership development.

**RS must pre-authorize in writing any and all services before the service begins. The Service Provider should not expect payment for any services or components that were not prior authorized in writing.**

Communication between the Pre-ETS transition specialist and Service Provider about student progress is essential to the success of this service. RS will use a release of information form (ROI) to facilitate an open communication process. The Pre-ETS transition specialist will assess and address auxiliary aids and services necessary for the student to participate in Empower Me workshop under this agreement.

Provider agreements may not be subcontracted.

In case of a disagreement over services and benefits between the Pre-Employment Specialist and Service Provider, the issue will be brought to the RS Pre-Employment Transition Services Statewide Manager.