



**SKOOKUM**  
Contract Services

*Exceptional Results with Extraordinary People*

**CES Service Overview**

DDA Services							
Service Type	Service Description	Service Schedule & Frequency	Service Setting(s)	Population(s) Served	Funding Source(s)	Referral Source(s)	Fees
Community Engagement	Short-term services meant to identify client goals and connect clients with resources in their local community.	Number of hours determined based on individual DDA waiver. Hours and days determined according to client support needs and preferences.	Locations within the community and/or surrounding area(s) chosen by the client.	DDA clients of who meet eligibility criteria and request Community Engagement services.	DDA	DDA	Fees are billed hourly for eligible activities and transportation (mileage) are determined by the funding source.

**DDA Services**

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Community Inclusion (CI)	Clients receive support in connecting with and contributing to their local community through volunteer and/or community activities as determined by client interest and choice.	Number of hours determined based on individual DDA waiver. Hours and days determined according to client support needs and preferences.	Locations within the client’s community chosen by the client.	DDA clients who request Community Inclusion services and meet all necessary DDA eligibility criteria.	DDA	DDA, County Coordinator	Fees are billed hourly for eligible activities and are determined by the funding source.

**DDA Services**

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Group Supported Employment (GSE)	Clients are supported in a group setting by a job coach, receiving both individual support and shared support on the job site. Skookum’s GSE services are provided to individuals employed as Laborers at Skookum’s Jefferson County Recycling site in Port Townsend.	Clients working at the Skookum GSE site have a normal work schedule of three 4-hour shifts per week.	Jefferson County Recycle Center.	DDA clients who have applied for and been hired by Skookum and have been approved for GSE services.	DDA	DDA	Fees are billed hourly for eligible activities and are determined by the funding source.

## DDA Services

Service Type	Service Description	Service Schedule & Frequency	Service Setting(s)	Population(s) Served	Funding Source(s)	Referral Source(s)	Fees
Individualized Employment (IE)	Help obtaining and/or retaining employment. Services include Person-Centered Planning, Skills Assessments, job development, on-site job coaching, and ongoing job support designed to help clients identify natural supports, meet employer expectations, and advance in their jobs/careers.	Number of support hours are determined by Acuity Level and client need. Hours and days are flexible according to client needs and preferences, including client's work schedule.	Employment support activities take place at various business sites throughout the community and/or remotely. Ongoing support is often conducted at the client's place of employment.	DDA clients who request IE services and meet all necessary DDA eligibility criteria.	DDA	DDA	Fees are billed hourly for eligible activities and are determined by the funding source.

**DVR Services**

<b>Service Type</b>	<b>Service Description</b>	<b>Service Schedule &amp; Frequency</b>	<b>Service Setting(s)</b>	<b>Population(s) Served</b>	<b>Funding Source(s)</b>	<b>Referral Source(s)</b>	<b>Fees</b>
Community-Based Assessment (CBA)	Clients are placed into short-term volunteer positions which match their skills and job interests. An assessment is conducted to determine what supports & accommodations the client may need on the job and help determine their job interests and goals.	Service schedule, frequency, and duration are determined individually per client, as agreed upon by the client, VRC, and service provider in the SDOP.	Nonprofit(s) identified by Skookum and agreed to by client which will allow client to complete a relevant volunteer position for assessment.	Approved DVR clients whose barriers to employment, vocational goal(s), and/or VR service & support needs are unknown.	DVR	DVR	Fees are outcome-based and determined by the funding source according to the client's Service Level.

**DVR Services**

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Independent Living Skills Training (IL)	Clients receive help meeting specific goals and learning/improving a variety of independent living skills. Services are designed to remove barriers to employment.	Service hours and frequency vary depending on the individual client's Service Level and required or requested level of services & supports. Total number of billable direct service hours determined by the VRC, as agreed upon in the SDOP.	Service location(s) vary based on individual client need & preference. Services may be provided at a Skookum office, the client's home, and/or other locations.	Approved DVR clients who need help addressing or overcoming barriers to employment to help them become job-ready.	DVR	DVR	Fees are paid hourly upon successful outcome and are determined by the funding source according to the client's Service Level.

**DVR Services**

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Intensive Training Services (ITS)	Clients receive one-on-one, extensive skills training and support to help them become job stable, meet employer expectations, and transition to receiving long-term services through an agency other than DVR.	Service hours and frequency vary depending on the individual client's Service Level and required or requested level of services & supports. Services typically last for at least 90 days and are generally conducted during a client's work hours.	Most services conducted on-site at client's place of employment. Some services may be conducted at Skookum office and/or remotely.	Approved DVR clients who are working in a paid Integrated Work Setting or Customized Employment, have an employment goal that requires Supported Employment, and need to become job-stable in order to transition to long-term services through another agency.	DVR	DVR	Fees are outcome-based and determined by the funding source according to the client's Service Level.

**DVR Services**

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Job Placement (JP)	Job-ready clients receive assistance with job search skills (resumes, interviews), applying to jobs, contacting potential employers, addressing barriers, and any/all other aspects of the job search process and hiring process as needed/requested by the client.	Service hours and frequency vary depending on the individual client's Service Level and required or requested level of services & supports.	Most services conducted at Skookum office, remotely, or at a public location agreed upon by both parties.	Approved DVR clients who are job-ready but require services and supports to obtain a paid, integrated job.	DVR	DVR	Fees are activity- and outcome-based and determined by the funding source according to the client's Service Level.



## DVR Services

Service Type	Service Description	Service Schedule & Frequency	Service Setting(s)	Population(s) Served	Funding Source(s)	Referral Source(s)	Fees
Job Retention	On-the-job support and assistance with onboarding, training, mastering job tasks, and meeting employer expectations. Services are designed to stabilize the client in their new job & help them maintain employment for at least 90 days after hire.	Service hours and frequency vary depending on the individual client's Service Level and required or requested level of services & supports. Services typically last for at least 90 days and are generally conducted during a client's work hours.	Most services conducted on-site at client's place of employment. Some services may be conducted at Skookum office and/or remotely.	Approved DVR clients who need individualized training and support to learn the essential job functions and meet the employer's expected level of job performance for at least 90 days.	DVR	DVR	Fees are outcome-based and determined by the funding source according to the client's Service Level.
Trial Work Experience (TWE)	Clients are placed into short-term volunteer positions which match their skills and job interests. Services are designed to assess whether a client would benefit from VR services.	Service schedule, frequency, and duration are determined individually per client, as agreed upon by the client, VRC, and service provider in the SDOP.	Nonprofit(s) identified by Skookum and agreed to by client which will allow client to complete a relevant volunteer position for assessment.	Approved DVR clients whose ability to benefit from VR services is unknown or in question.	DVR	DVR	Fees are outcome-based and determined by the funding source according to the client's Service Level.

FCS Services							
Service Type	Service Description	Service Schedule & Frequency	Service Setting(s)	Population(s) Served	Funding Source(s)	Referral Source(s)	Fees
Job Placement	Assistance with identifying job/career goals and interests, identifying & applying for relevant jobs, improving job search skills (resume writing, interviewing, etc.), and addressing barriers to employment. Upon request, Skookum also contacts potential employers on the clients' behalf.	Services are provided at hour(s) and day(s) according to client need. Maximum of 120 (15-minute) units per client for each 180-day authorization period without an authorized exception.	Job placement activities typically occur in the Skookum office and/or remotely. Job development may be conducted at various employers in the community.	Individuals with a behavioral health need (mental health or substance use disorder), who require assistance with ADLs, and who meet at least one risk factor as specified by Amerigroup.	Medicaid (Amerigroup)	Behavioral health providers and/or chemical dependency treatment centers who are partnered with Skookum to provide wrap-around support	Fees are billed in 15-minute increments for eligible activities. Rate is determined by Amerigroup.

FCS Services							
Service Type	Service Description	Service Schedule & Frequency	Service Setting(s)	Population(s) Served	Funding Source(s)	Referral Source(s)	Fees
Job Supports	<p>Clients who are already employed or newly employed receive support and assistance with learning their job tasks, addressing barriers to long-term success, and meeting employer expectations. Services are designed to help the client become job stable.</p>	<p>Services are provided at hour(s) and day(s) according to clients' work schedules. Services are time-unlimited, and follow-along support is provided for as long as the client wants/needs the support. Maximum of 120 (15-minute) units per client for each 180-day authorization period without an authorized exception.</p>	<p>Job support services may be provided remotely, at a Skookum office, or at the client's place of employment.</p>	<p>Individuals with a behavioral health need (mental health or substance use disorder), who require assistance with ADLs, and who meet at least one risk factor as specified by Amerigroup.</p>	<p>Medicaid (Amerigroup)</p>	<p>Behavioral health providers and/or chemical dependency treatment centers who are partnered with Skookum to provide wrap-around support</p>	<p>Fees are billed in 15-minute increments for eligible activities. Rate is determined by Amerigroup.</p>

**TTW Services**

<b>Service Type</b>	<b>Service Description</b>	<b>Service Schedule &amp; Frequency</b>	<b>Service Setting(s)</b>	<b>Population(s) Served</b>	<b>Funding Source(s)</b>	<b>Referral Source(s)</b>	<b>Fees</b>
Job Placement, Job Supports	A variety of services designed to help beneficiaries set job/career goals, obtain necessary education/training, obtain and maintain employment, advance in their careers, and become financially self-sufficient. Services are designed to help beneficiaries reduce or eliminate their reliance on SSI/SSDI cash benefits.	Services day(s) and hour(s) vary according to client need. During the Initial Job Acquisition Phase, clients receive check-ins on at least a monthly basis. During the Ongoing Support Phase, clients receive check-ins on at least a quarterly basis.	Services are typically provided in a Skookum office, remotely, and/or at the client's work site.	Beneficiaries in Washington state ages 18 to 64 who have an active ticket and would like assistance with transitioning off SSI/SSDI cash benefits and becoming more financially self-sufficient.	SSA	DVR, Ticket to Work Help Line, or self-referred	Fees are outcome-based and billable for eligible claim months where clients achieve at least TWL or SGA-level earnings. Fees determined by SSA on an annual basis.