**Pre-ETS Program: Explore-Work (**[**www.explore-work.com**](http://www.explore-work.com)**)**

Explore-Work was developed by the Workforce Innovation Technical Assistance Center (WINTAC) as a resource for states to use when delivering Pre-ETS remotely to students. Explore-Work has the option for the student to choose either the VR counselor or provider to be receiving email notices of student progress from the site.

**Providers facilitating and supporting student participation in Explore-Work modules *must* participate in the below webinar prior to initial service delivery. This webinar provides direction on use of the website,** [**www.explore-work.com**](http://www.explore-work.com)**.**

<http://www.wintac.org/whats-new/recorded-webinar-using-explore-workcom-pre-employment-transition-services-online-modules>

**SUMMARY OF SERVICES/FEES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rate** | **Lessons** | **Service** | **Outcome** |
| $50 per lesson | 4 | Individualized (1:1) virtual facilitation and support of Explore-Work’s (www.explore-work.com) Career Planning module consisting of 4 lessons | * Receipt of: DORS Pre-ETS Progress Report, Copy of completed lesson(s), Certificate of Course Completion |
| $50 per lesson | 3 | Individualized (1:1) virtual facilitation and support of Explore-Work’s (www.explore-work.com) Workplace Readiness module consisting of 3 lessons | * Receipt of: DORS Pre-ETS Progress Report, Copy of completed lesson(s), Certificate of Course Completion |
| $50 per lesson | 3 | Individualized (1:1) virtual facilitation and support of Explore-Work’s (www.explore-work.com) Your First Work Experiences module consisting of 3 lessons | * Receipt of: DORS Pre-ETS Progress Report, Copy of completed lesson(s), Certificate of Course Completion |
| $50 per lesson | 3 | Individualized (1:1) virtual facilitation and support of Explore-Work’s (www.explore-work.com) School Beyond High School module consisting of 3 lessons | * Receipt of: DORS Pre-ETS Progress Report, Copy of completed lesson(s), Certificate of Course Completion |
| $50 per lesson | 4 | Individualized (1:1) virtual facilitation and support of Explore-Work’s (www.explore-work.com) Self-Advocacy module consisting of 4 lessons | * Receipt of: DORS Pre-ETS Progress Report, Copy of completed lesson(s), Certificate of Course Completion |

**Referral Process for Virtual Explore-Work:**

DORS will refer interested students to the provider through an AWARE vendor authorization outlining services authorized to be facilitated.

**Service Delivery Expectations:**

It is expected that the Pre-ETS provider will:

* Work with students statewide with varying degrees of need.
* Coordinate individualized one-to-one virtual facilitation of Explore-Work modules authorized by the DORS counselor, via a service authorization, in order for the student to complete each lesson, within 10 days of receipt of the DORS referral.
  + Coordination should be flexible taking into account student/parent availability.
* Work with the student/family to identify an appropriate virtual platform for both parties. When utilizing electronic means, the Pre-ETS provider will:
  + Secure their own virtual platform and assure that PII and confidentiality is protected in a secure environment using passwords or other features that support security;
  + Follow DORS guidance regarding virtual service delivery <https://dors.maryland.gov/crps/Documents/CRP_teleconf_guidlelines2.pdf>; and
  + Coordinate with the student/parent to identify a virtual means that take into consideration the level of support required for student completion of the lessons as well as assistive technology and accommodation needs.
* Virtually facilitate and support the DORS authorized Explore-Work module(s) with the student, one-on-one, via electronic means available to the student/parent. Provider facilitation and support activities *shall* include:
  + Reading the questions and answer options to the student, as needed;
  + Clarifying lesson questions;
  + Clarifying lesson answers;
  + Being present on-line with the student for as long as needed for the student to successfully understand and complete each authorized lesson with a *minimum of one virtual voice and/or face contact per lesson*; and
  + Conducting a final conversation with the student, per module authorized, to elicit information from the student identifying what they have learned, how the lesson content will be applied vocationally, and identifying possible next steps in preparing for employment and/or post-secondary opportunities.

Additional provider facilitation and support activities *may* be provided as needed.

* Provide the referring DORS counselor with the required reporting documents within 10 days of service provision.

**Reporting Documents: The following documents are required (as applicable) when invoicing the DORS counselor.**

* Pre-Employment Transition Services Progress Report, RS 10-f (attached)
  + Report *must* note:
    - Summary of final discussion, per module, with student identifying what the student learned, how the information will be applied vocationally, and potential next steps for the student;
    - Virtual platform used;
    - Facilitation activities; and
    - Amount of direct provider facilitation time.
* Certificate of Course Completion
* Copy of completed lessons