**Basic Employment Skills Training Extension Process (BEST)**

Before a request for an extension for the Basic Employment Skills Training (BEST) is submitted to DODD on behalf of an individual, an SSA must ensure the following items are met.

* The person is place 1, 2, or 3 on the Path to Community Employment
* The person’s plan has an outcome of obtaining competitive, integrated employment.
* The person’s plan specifies the general skills intended to be obtained through BEST in order to obtain competitive, integrated employment.
* The employment provider’s written progress report reflects ongoing progress with the objectives specified in the plan.
* The person receiving BEST service is earning less than 50% of Ohio’s minimum per the most recent employment provider written progress report.

If the team determines the person meets the criteria specified above and will require a BEST authorization beyond 60 months, the county board will enter the proposed extended authorization in MSS and will respond to the following questions for review by DODD:

1. Does the person’s ISP include an outcome of obtaining competitive, integrated employment? Y/N
2. The individual’s Place on the Path to Community Employment is 1, 2 or 3? Y/N
3. Does the county board support this extension request? Y or N
4. If no, an explanation is required. (open box)
5. Does DODD have electronic access to documents required for extension process? Y or N If N, documents must be provided

DODD will first review claims/utilization data. If someone has received more than 60 months of the BEST service, DODD will progress to the next step. If they have received less than 60 months of the BEST service, then the service will be #1-authorized for a shortened period or returned to the county to be submitted later (as an extension may not be needed).

After the utilization review, if the person has received 60 months or more of the BEST service, DODD will approve if the following are met:

* The response to question 1 is “yes;”
* The CRM/IDS System reflects the individual is on Place 1, 2, or 3 on the Path to Community Employment
* DODD has access to a copy of the individual’s ISP page(s) that reflect the supports necessary for the individual to achieve community employment, the identified barriers toward achieving desired outcomes, and the action steps to overcome the identified barriers.
* DODD has access to a copy of the most recent employment provider’s written progress report demonstrating that services provided are consistent with the individual’s desired community employment outcome. The written progress report shall identify the anticipated timeframe and tangible progress made toward achievement of each desired outcome.

Additional extensions may be requested for future spans if the team determines the person continues to meet the authorization criteria specified above and the authorization is approved by DODD.