

# Program Review, Program Summary and Exits Guidelines

**V 1.1**

**Disclaimer**
This document is not a stand-alone document and does not contain the entirety of Disability Employment Services Providers' obligations. It should be read in conjunction with the Disability Employment Services Grant Agreement and any relevant guidelines or reference material issued by the Department of Social Services under or in connection with the Disability Employment Services Grant Agreement.

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Program Review, Program Summary and Exits Guidelines

### Document Change History

| Version | Effective Date | End Date | Change & Location |
| --- | --- | --- | --- |
| 1.0 | 1 July 2018 | 2 December 2018 | Original version of document. |
| 1.1 | 3 December 2018 |  | Clause references updated to reflect Grant Agreement Direction 2. |

### Background

These Guidelines provide an overview of Program Reviews, the Program Summary, and Disability Employment Services (DES) Provider Exits.

The Program Review is conducted for each Participant (excluding Work Assist Participants) once they have received approximately 78 weeks of Employment Assistance. The Program Review is conducted by a Department of Human Services (DHS) Employment Services Assessor, unless the Participant is participating in Employment or significant Education or Training, in which case it may be conducted by the DES Provider.

The Program Summary must be completed by Providers prior to a Program Review conducted by an Assessor or when a Participant Exits DES. The Program Summary provides Assessors and DHS with information on the Participant’s progress in DES, achievements, and barriers to achieving and/or maintaining sustainable employment. The Program Summary may also be used by the Department for monitoring purposes.

There are two types of Exits in DES, Effective Exits and Provider Exits.

Effective Exits occur via the Department’s IT Systems. DES Providers are not required to trigger an Effective Exit, however, they must complete a Program Summary in relation to the Exited Participant.

Provider Exits are completed by the Provider where the DES Participant is eligible for an Exit. DES Provider Exits are only performed by a DES Provider for Participants who do not have participation requirements, or who are fulfilling, or on an Exemption from, their participation requirements, or who otherwise must be Exited from DES.

### Disability Employment Services Grant Agreement Clauses:

Clause 93 – Contact Services

Clause 117 – Program Review

Clause 125 – Provider Exit from Ongoing Support

Clause 137 – Suspensions

Clause 139 – Exits

Clause 140 – Other Suspensions and Exits

### Reference documents relevant to this guideline:

Documentary Evidence Guidelines

Working Right Checklist

Department of Home Affairs Visa Entitlement Verification Online website

### Explanatory Note:

All capitalised terms have the same meaning as in Disability Employment Services Grant Agreement.

In this document, “must” means that compliance is mandatory and “should” means that compliance represents best practice.

### Triggering and conducting a Program Review

| **Who is Responsible:** | **What is Required:** |
| --- | --- |
| 1. The Provider

DES Provider identifies Participant who is nearing 78 weeks of Employment Assistance.Disability Employment Services Grant Agreement Clauses References:* Clause 117.1
* Clause 140.1
 | Once a Participant (excluding Work Assist Participants) has received approximately 78 weeks of Employment Assistance they must have a Program Review. In most circumstances this will be completed by a DHS Assessor.DES Providers cannot initiate a Program Review in the Department’s IT Systems prior to the Participant receiving 74 weeks of Employment Assistance. At 74 weeks of Employment Assistance, a noticeboard message in the Department’s IT Systems will identify that a Participant will require a Program Review within the next four weeks.The DES Provider must review the Participant’s circumstances and determine the most appropriate time to conduct the Program Review in the next four weeks, noting that it should be completed by 78 weeks of Employment Assistance.Service Fees beyond 78 weeks must not be claimed until the Program Review has been completed and the result is Extended Employment Assistance. If the Program Review is delayed beyond 78 weeks of Employment Assistance, the Participant will be automatically suspended in DES until the Program Review is finalised.If the DES Provider wishes to trigger the Program Review at this time,* **Proceed to Step 2.**

If it is not appropriate to trigger or complete a Program Review for the Participant at this time e.g. Participant is currently suspended, the DES Provider should review the Participant’s circumstances again at their next Contact and * **Exit the Program Review process here.**

Note: a Program Review cannot be triggered if the Participant is awaiting the completion of a previously requested Program Review; or has an Employment Services Assessment (ESAt) already pending. If the Participant is not eligible for a Program Review, a message will be displayed in the Departments IT Systems advising that a Program Review for this Participant is not able to be conducted at this time. |
| 1. The Provider

DES Provider records who should do the Program Review, and triggers the review in the Department’s IT Systems.Disability Employment Services Grant Agreement Clauses References:* Clause 117.1
* Clause 117.2
 | The DES Provider must record in the Participant’s record on the Department’s IT Systems that the Program Review is required. This then ‘triggers’ the Program Review on the Department’s IT Systems.If after 74 weeks of Employment Assistance the DES Provider and Participant agree that Extended Employment Assistance is not appropriate or not likely to result in an Employment Outcome, the DES Provider must Exit the Participant and complete the Program Summary.* **End of Process.**

If after 74 weeks of Employment Assistance the Participant is:* not participating in Employment or significant Education or Training; or
* the DES Provider and Participant do not agree that Extended Employment Assistance is appropriate or is likely to result in an Employment Outcome,

the DES Provider must refer the Participant to an Employment Services Assessor for their Program Review.* **Proceed to Step 3.**

If after 74 weeks of Employment Assistance the Participant is participating in:* Employment, or
* Significant Education or Training,

the DES Provider may conduct the Program Review. The Participant’s participation in Employment, Education or Training will be verified by the Department’s IT Systems.* **Proceed to Step 7**.

**Note**: “Significant” Education or Training means that which:* has been identified and agreed to in the Participant’s Job Plan;
* will provide the Participant with a qualification or statement of attainment upon completion;
* will enhance the Participant’s employability; and
* represents a reasonable investment of the Participant’s time, noting their assessed work capacity, and any other activities in which they may be participating.
 |
| 1. The Provider

DES Provider arranges Program review ESAtDisability Employment Services Grant Agreement Clauses References:* Clause 117
 | The Employment Services Assessor will conduct the Program Review for all Participants other than in those limited circumstances where the DES Provider undertakes the Program Review.The DES Provider will book the Participant into an ESAt appointment through the Electronic Diary, and advise the Participant of the Appointment. The DES Provider must also advise the Participant of the ESAt appeal process, in the event that the Participant wishes to dispute the result of their Program Review.The DES Provider must indicate the referral reason for the ESAt in the Department’s IT Systems. The DES Provider must select either:* Program Review; or
* DSP Volunteer Program Review.

The Department’s IT Systems will automatically suspend the Participant at 78 weeks of Employment Assistance and the suspension will be lifted once the Program Review is finalised. If for any reason 78 weeks of Employment Assistance elapse and the automatic suspension has not occurred, the DES Provider must manually Suspend the Participant until the Program Review is completed.If a Participant who is on income support does not attend an appointment to complete the Program Review, and does not have a reasonable excuse, their Income Support Payments may be suspended – see the *Job Seeker Compliance Framework Guidelines* for more information.**Medical Evidence**DES Providers should encourage job seekers to take any new medical evidence to their assessment to ensure the best possible assessment can be conducted.Generally for a DES Program Review, DHS Assessment Services will have access to medical information used for previous assessments and in most cases will complete their assessment using the evidence already available.Where new medical evidence is available when conducting a DES Program Review, DHS Assessment Services will consider the medical evidence when conducting Program Review to ensure the best possible assessment of the job seeker’s circumstances at that time.* **Proceed to Step 4**.
 |
| 1. The Provider

DES Provider completes Program Summary.Disability Employment Services Grant Agreement Clauses References:* Clause 117.1(b)
* Clause 140
 | If the Program Review is to be conducted by an Employment Services Assessor, the DES Provider must complete and finalise a Program Summary for the Participant in the Department’s IT Systems.This must be organised at least two Business Days prior to the date of the Program Review.* **Proceed to Step 5**.
 |
| 1. The Provider

Employment Services Assessor determines result of Program Review and books future Appointment with DES Provider if one is not already arranged.Disability Employment Services Grant Agreement Clauses References:* Clause 117.3
 | Once the Employment Services Assessor has assessed the Participant’s circumstances, they will submit the ESAt report in the Department’s IT Systems with their recommendation. After the report is submitted, the Program Review result will be displayed.The possible results of the Program Review following an ESAt are:* Extended Employment Assistance;
* Recommended referral to another DES Provider or another employment service; or
* No service recommended.

The Employment Services Assessor may make a recommended referral for another service, which can include *jobactive* or Australian Disability Enterprises.When the result of the Program Review is displayed in the Department’s IT Systems, the Employment Services Assessor may also receive a message stating that they are required to book an Appointment for the Participant with their DES Provider. This message will only be displayed if the Participant does not have a regular Contact already arranged with their DES Provider.In these circumstances, the Employment Services Assessor should book this Appointment through the DES Provider’s Electronic Diary and advise the Participant of their Appointment time and details.**Note**: Unless the Employment Services Assessor has already booked an Appointment in the DES Provider’s diary, the DES Provider will need to book an Appointment and action the result for the Participant, once they receive the noticeboard message stating the result of the Program Review.* If the Participant is assessed as remaining in DES **Proceed to Step 6a**.
* If the Participant is to be referred to another employment service **Proceed to Step 6b**.
* If the Participant is not assessed as having the capacity to benefit from any employment services **Proceed to Step 6c.**
 |
| 1. The Provider

DES Provider actions Program Review result at next regular Contact.Disability Employment Services Grant Agreement Clauses References:* Clause 117.3
 | Once the Program Review has been conducted the DES Provider will receive a noticeboard message to notify them of the result. The DES Provider must action the result at the Participant’s next regular Contact. This may include:* providing Extended Employment Assistance; or
* facilitating a transfer to another DES Provider.

Please see the *Transfers Guidelines* for more information.DES Providers should ensure when they receive notification of a Program Review result that they review the Participant’s ESAt report, to ensure they are delivering appropriate services to the Participant following their Program Review.* **End of Process.**
 |
| 1. The Provider

DES Provider actions Program Review result at next regular Contact.Disability Employment Services Grant Agreement Clauses References:* Clause 117.3(b)
 | Employment Services Assessor may determine that a Participant requires assistance from other services including:* *jobactive;* or
* Australian Disability Enterprises (ADE).

If the Employment Services Assessor records a recommended referral of the Participant to *jobactive* or ADE, the Employment Services Assessor will usually facilitate the referral for the Participant.DES Providers will receive a noticeboard message notifying them when the ESAt report has been submitted and will need to review the report, including recommended referrals. Participants will be automatically Exited from DES when they commence in *jobactive* or ADE. DES Providers will receive a noticeboard message when Participants are Exited, and must update the Program Summary in relation to the Participant’s Exit.* **End of Process.**
 |
| 1. The Provider

DES Provider actions Program Review result.Disability Employment Services Grant Agreement Clauses References:* Clause 117
 | The DES Provider must manually Exit the Participant and complete a Program Summary if, as a result of a Program Review ESAt, the Assessor determines that a Participant would not benefit from participation in any program within the next two years.* **End of Process.**
 |
| 1. The Provider

DES Provider conducts Program Review.Disability Employment Services Grant Agreement Clauses References:* Clause 117
 | The DES Provider will conduct the Program Review if the Participant is participating in Employment or significant Education or Training and the Provider considers that providing Extended Employment Assistance to the Participant is likely to result in an Employment Outcome.**Note:** “Significant” Education or Training means that which: * Has been identified and agreed to in the Participant’s Job Plan;
* Will provide the Participant with a qualification or statement of attainment upon completion;
* Will enhance the Participant’s employability; and
* Represents a reasonable investment of the Participant’s time, noting their assessed work capacity, and any other activities in which they have participated.

The DES Provider may conduct the Program Review for the Participant at a regular Contact. To complete the Program Review, DES Providers must record that the Participant was undertaking Employment, or significant Education or Training after 74 weeks of Employment Assistance, and the reasons why the DES Provider considers that Extended Employment Assistance is likely to result in the Participant achieving an Employment Outcome. The DES Provider must record the result of the Program Review in the Department’s IT Systems.Where the Program Review result of Extended Employment Assistance has been recorded,* **Proceed to Step 8.**
 |
| 1. The Provider

The DES Provider delivers Extended Employment Assistance to the Participant.Disability Employment Services Grant Agreement Clauses References:* Clause 106
* Clause 117
 | The DES Provider must deliver Extended Employment Assistance to the Participant, and review and update the Participant’s Job Plan if necessary.* **End of Process.**
 |

### Completing a Program Summary

| Who is Responsible: | What is Required: |
| --- | --- |
| 1. The Provider

When a Program Summary is needed.Disability Employment Services Grant Agreement Clause Reference:* Clause 117.1(b)
 | **Purpose of the Program Summary**The Program Summary is intended to inform DHS and Assessors of the Participant’s progress in DES, and assist in making decisions about the appropriate next steps for the Participant.A Program Summary is needed:* Before a Program Review
* When a Participant is about to Exit or has Exited.

The Program Summary is available through the Program Summary screen. Program Summaries can be updated and saved in ‘Draft’ status until required to be finalised.Before starting a new Program Summary, the DES Provider should check if there is an existing finalised Program Summary for this Participant (for example, a Program Summary completed for a previous Program Review).**Before a Program Review**The DES Provider must prepare and finalise the Program Summary in the Department’s IT Systems at least two Business Days before the date of the scheduled Program Review. This will allow the Assessor time to access and review the Program Summary.**When a Participant is about to Exit or has Exited**Where a DES Provider is aware that a Participant is about to Exit (for example, the Participant may be about to complete 24 months in Employment Assistance without achieving an Outcome), or is notified of a Participant’s Exit by a noticeboard message, the DES Provider must complete a Program Summary.DES Providers must prepare and finalise the Program Summary in the Department’s IT Systems within the following timeframes:* Within 20 Business Days after:
	+ - DHS Exits the Participant; or
		- The Participant transfers to another DES Provider or to Australian Disability Enterprises; or
* Within 5 Business Days after any other Exit.
* **Proceed to Step 2.**
 |
| 1. The Provider

Completing the Program Summary Disability Employment Services Grant Agreement Clause Reference:* Clause 139.15
 | The DES Provider will either complete a new Program Summary or update an existing Program Summary.Where there is an existing Program Summary, the Provider must change the ‘Finalised’ status of the existing Program Summary back to ‘Draft’. This will allow further information to be added (although previous text cannot be updated).When creating or updating the Program Summary, the Provider should enter information about the Participant’s progress in DES, including:* Information about how the Participant is progressing against their Job Plan;
* Notes about the assistance provided/purchased and activities undertaken by the Participant;
* Any barriers to current/future employment and support required;
* If the Program Summary is being prepared for a Program Review, there is an option to provide information about whether, in the DES Provider’s view, the Participant would benefit from an additional six months in DES. Where the Provider is recommending Extended Employment Assistance the Provider must provide supporting comments; and
* Any additional relevant information.

DES Providers should ensure that information recorded in the Program Summary is a factual account of the Participant’s behaviour and does not include any judgements or personal opinions. Information recorded should include the:* DES Provider’s observation of the Participant’s progress and barriers, the regularity with which these barriers are observed, and the time period over which they have been observed;
* servicing strategies or interventions delivered by the DES Provider and the results of these interventions.; and
* date on which new information is entered in the free text fields.

The DES Provider may choose to update a Program Summary several times before submitting it as “Finalised”. Each time a DES Provider updates information, they should record the date on which information was added. This will assist an Employment Services or JCA Assessor and/or DHS to understand the Participant’s history in services. Each information field has a limit of 3000 characters. If this character limit is exceeded, an error message will be displayed when the DES Provider “Submits” the Program Summary.If the Program Summary is being prepared in relation to an Exit, the Department’s IT Systems will auto populate the Exit reason.* **Proceed to Step 3.**
 |
| 1. The Provider

Submitting and finalising the Program Summary.Disability Employment Services Grant Agreement Clauses References:* Clause 139.15
* Clause 117.1(b)
 | The Program Summary must be finalised in the Department’s IT Systems before it can be viewed by DHS. The DES Provider should check that all information is complete and accurate, and then finalise the Program Summary.The Department’s IT Systems validate the Program Summary and confirm its status as Finalised. The Program Summary cannot be finalised until information has been entered in all the free text fields, with the exception of ‘Additional Information’ and ‘Recommendation for Job Seeker’ (these are optional fields).Once the Program Summary is finalised, it can no longer be edited.* **End of Process.**
 |

### Provider Exit - for Volunteers and Participants with Mutual Obligations

| Who is Responsible: | What is Required: |
| --- | --- |
| 1. The Provider

Volunteer Participant routinely fails to attend Appointments or activities with their DES Provider.Disability Employment Services Grant Agreement Clause Reference:* Clause 137.14
 | Volunteer Participants may cease participating, or may routinely fail to attend Appointments or activities with their DES Provider.* **Proceed to Step 3**
 |
| 1. The Provider

Volunteer advises they no longer wish to participateDisability Employment Services Grant Agreement Clause Reference:* Clause 139.9
 | A Volunteer Participant may choose to no longer participate in Disability Employment Services, and advise their DES Provider of their decision.* **Proceed to Step 9**
 |
| 1. The Provider

Other circumstance occurs which requires a manual Provider Exit for both Volunteer and Participants with Mutual Obligation Requirements.Disability Employment Services Grant Agreement Clauses References:* Clause 86.3
* Clause 117.3
* Clause 118
* Clause 121
* Clause 140
* Clause 129.1
* Clause 139.1
* Clause 139.14
* Clause 140.1
* Clause 140.2
* Clause 139.3
 | There are a number of other circumstances under which a DES Provider **must** Exit a Participant. These include where:**Following a 26-week Outcome*** A Participant is no longer in employment (with the exception of a Change in Employment – see *Outcome Guidelines*);
* A Participant in Moderate or High Ongoing Support is Suspended for more than 12 months;
* A Work Assist Participant does not require Ongoing Support following a 26-week Work Assist Outcome.

**Following a 52 Week Outcome*** A Participant has achieved a 52-week Employment Outcome and does not require Ongoing Support.

**Following an Assessment*** A Participant has an ESAt or JCA, and is assessed as having a future work capacity of 0-7 hours per week.

**Note:** the following Participants with a future work capacity of 0-7 hours are excluded from this requirement to be Exited:* Participants in the Ongoing Support phase;
* Participants in the Post Placement Support phase;
* Participants in the Employment Assistance phase who are referred to a Vacancy or confirmed in a Job Placement;
* Work Assist Participants; and
* Participants that have had an Ongoing Support Assessment, and they are assessed as no longer requiring Ongoing Support.

**Work Assist Participants**Where a Work Assist Participant ceases the Employment that was in jeopardy, the DES Provider must Exit the Participant.Where a Work Assist Participant has been in DES for 52 weeks but has not achieved a Work Assist Outcome, the DES Provider **may** perform a Provider Exit if they consider that it is appropriate to the Participant’s circumstances.The DES Provider may choose to keep the Work Assist Participant in DES if they wish to continue to work towards a potential Work Assist Outcome, however no further Work Assist Service Fees are payable (see *Work Assist Guidelines* and *Service Fee Guidelines*).Following an ESAt, JCA or Ongoing Support Assessment, the DES Provider will receive a noticeboard message informing them that the ESAt, JCA or Ongoing Support Assessment report has been submitted. The DES Provider will also receive a noticeboard message if the Participant has had a change in their Employment Benchmark. The DES Provider should check the report and action a Provider Exit if any of the aforementioned exit reasons apply.**Disability Support Pension recipient under 35 years with compulsory requirements**It may be appropriate to Exit a compulsory DSP recipient from their program under certain circumstances, but in order for the person to remain qualified for DSP, a Job Plan must always be in place (refer to the Disability Support Pension recipients under 35 years guidelines for more information).* **Proceed to Step 2**
 |
| 1. The Provider

Review eligibility for Exit and discuss reasons with Participant.Disability Employment Services Grant Agreement Clauses References:* Clause 86.3
* Clause 117.3
* Clause 118
* Clause 121
* Clause 140
* Clause 129.1
* Clause 139.1
* Clause 139.14
* Clause 140.1
* Clause 140.2
* Clause 140.3
 | The DES Provider should review the Participant’s circumstances and decide if they are eligible for Exit.* If Participant meets one of the circumstances in Step 1, the DES Provider should discuss the reason for the Exit with the Participant, if possible, and **Proceed to Step 9**
* If Participant does not meet any Exit criteria, the Participant is not Exited. **End of Process**.
 |
| 1. The Provider

DES Provider attempts contact with Volunteer Participant at least once on each of two consecutive Business Days.Disability Employment Services Grant Agreement Clauses References:* Clause 137.14
 | Participants with Mutual Obligation Requirements who are Suspended become Volunteers once the DES Provider records in the Department’s IT Systems that they wish to volunteer.The DES Provider must, immediately after they become aware of the non-attendance, attempt to contact the Volunteer Participant at least once on each of two consecutive Business Days.The DES Provider should make a record of these attempts in the Department’s IT Systems, including the date and time of the attempted contact, and details if the contact was successful.* If contact with the Participant is successful, **Proceed to Step 4.**
* If contacting the Participant is unsuccessful, **Proceed to Step 5.**
 |
| 1. The Provider

DES Provider discusses participation in Disability Employment Services with the Volunteer Participant.Disability Employment Services Grant Agreement Clauses References:* Clause 137.13
* Clause 137.14
* Clause 139.9
 | If the DES Provider is successful in contacting the Volunteer Participant, they should discuss their participation in Disability Employment Services.* If the Volunteer Participant wishes to continue to volunteer in Disability Employment Services, **continue delivering services in accordance with the Grant Agreement**.
* If the Volunteer Participant does not wish to continue to participate in Disability Employment Services for a set period of time or is experiencing a situation that impacts their ability to participate in voluntary activities, **Proceed to Step 7.**
* If the Volunteer Participant advises the DES Provider that they do not wish to continue to participate, the DES Provider must perform a Provider Exit, **Proceed to Step 9**.
 |
| 1. The Department

DES Provider ends the volunteer period (re-instating Disability Employment Services after Suspension) on the Department’s IT Systems.Disability Employment Services Grant Agreement Clauses References:* Clause 137.11
* Clause 139.8
 | Once the Volunteer Participant has advised the DES Provider they no longer wish to volunteer for Disability Employment Services, the DES Provider must end the Participant’s volunteer period on the Department’s IT Systems. This will reinstate the Participant’s Suspension.* If the Participant wishes to Exit, or the DES Provider was unable to contact them **, Proceed to Step 6**

**Note:** If the DES Provider is unable to contact the Participant, they should also consider whether it is appropriate to Exit them or take further action in accordance with their participation obligations.* If the Participant wishes to stay connected in the future, **Proceed to Step 7.**
 |
| 1. The Provider

DES Provider may review eligibility for Exit and discuss reasons with Participant.Disability Employment Services Grant Agreement Clauses References:* Clause 139.8
* Clause 137.3
 | The DES Provider should review if the Suspended Participant with Mutual Obligation Requirements is eligible for Exit.Participants who may be eligible for Provider Exit include:* Participants with Partial Capacity to Work (PCW) of 15 or more hours per week who are meeting their quarterly Mutual Obligation Requirements through 30 or more hours per fortnight of paid work or study, and participation in the approved activity is likely to be ongoing, or last more than 13-weeks;
* Participants with PCW of less than 15 hours per week who are meeting their quarterly Mutual Obligation Requirements;
* Principal Carer Parent (PCP) Participants who are meeting their quarterly Mutual Obligation Requirements through 30 or more hours per fortnight of paid work or full-time study, and participation in the approved activity is likely to be ongoing, or last more than 13-weeks; or
* PCPs with long term Exemptions (end date longer than 16-weeks), for reasons such as:
	+ Large Family;
	+ Foster Care Provider;
	+ Home Schooling, or
	+ Facilitating Distance Education.

**Note:** Mature age (55+) Participants with full time activity test requirements who are satisfying their Mutual Obligation Requirements are not eligible for a Provider Exit and are still required to accept appropriate full-time employment and remain connected to their Employment Provider under Social Security Law (Please see the Mutual Obligation Requirements Guideline for more information).If the Provider determines that the Participant with Mutual Obligation Requirements is eligible for Exit, they should discuss the reason for the Exit with the Participant and confirm that they wish to Exit.* If the Participant is eligible to be Exited, **proceed to Step 9**
* If the Participant is not eligible for Exit, **proceed to Step 12**
 |
| 1. The Provider

Volunteer Participant does not wish to participate for a specified period of time, but does not wish to ExitDisability Employment Services Grant Agreement Clauses References:* Clause 137.15
* Clause 120
* Clause 129
 | After discussion with the Volunteer Participant it may be evident that they do not wish to Exit but are experiencing a situation that impacts their ability to participate in Disability Employment Services for a specified period of time. In such cases, the Provider may determine that a Suspension is appropriate or may consider that a Change of Circumstances Reassessment is appropriate.* If the Participant is Suspended, **End of Process**
* If the Provider believes a Change of Circumstances Reassessment may be appropriate,refer to the *Referral for an Employment Services Assessment Guidelines*.
 |
| 1. The Provider

DES Provider continues to provide services and records the Suspension for Volunteer ParticipantDisability Employment Services Grant Agreement Clauses References:* Clause 137.13
* Clause 137.15
 | DES Providers must resume delivery of Services and must continue to deliver regular Contacts to the Participant at the end of the Suspension or may revisit Step 5 above, if the Participant indicates that they no longer wish to participate.The DES Provider must manually Suspend the Volunteer Participant in the Department’s IT Systems, for a period of up to 13 weeks, or for multiple periods of 13 weeks at a time, and record the reason for the Suspension during this period.* Participant does not Exit, **End of Process**
 |
| 1. The Provider

DES Provider records request to Exit and reasons on the Department’s IT Systems.Disability Employment Services Grant Agreement Clauses References:* Clause 137.14
* Clause 139.9
 | If a volunteer Participant advises their DES Provider that they do not wish to participate, or the DES Provider otherwise considers that an Exit is appropriate, the DES Provider must immediately record a request to Exit and the reason for the Exit in the Department’s IT Systems.* **Proceed to Step 10**
 |
| 1. The Provider

The Department’s IT Systems confirms the Participant’s eligibility for Provider Exit.This is an automated process. | The Department’s IT Systems will perform a check to ensure that the Participant is eligible for a Provider Exit.The system will check to ensure that the Participant with Mutual Obligation Requirements is eligible for Exit.The system will check:* that the Participant with Mutual Obligation Requirements is a volunteer in DES; and
* if they are a Volunteer Participant, that they are still meeting their Mutual Obligation Requirements, or are on a long-term Exemption, and are no longer required to maintain connection with a DES Provider.
* If the Department’s IT Systems determine that the Participant is **not** eligible for Exit, the Participant will remain in DES with a Suspension. **Proceed to Step 12**
* If the request to Exit is successful, **Proceed to Step 11**
 |
| 1. The Provider

The Department’s IT Systems Exit the Participant (and notifies DHS if relevant).This is an automated process. | Once the Department’s IT Systems have confirmed that the Participant is eligible for Exit, and that the DES Provider has submitted all of the required information, the Participant will be Exited.Once the Participant is Exited, the Department’s IT Systems will notify DHS if relevant that the Participant is no longer participating in DES.* **Proceed to Step 12**
 |
| 1. The Provider

DES Provider completes Program SummaryDisability Employment Services Grant Agreement Clauses References:* Clause 139.15
 | The DES Provider must complete a Program Summary on the Department’s IT Systems in relation to the Exited Participant within five Business Days after the Exit (see Program Summary section of these guidelines).* If the Exited Participant was in Disability Management Service, **Proceed to Step 13**
* If the Exited Participant was in Employment Support Service, **End of Process.**
 |
| 1. The Provider

DES Provider provides an Exit notification.Disability Employment Services Grant Agreement Clauses References:* Clause 139.16
 | When a DMS Participant is Exited, the DES Provider must provide them with an Exit notification within 14 calendar days of the Exit. DES Providers should use the DES Exit Notification Form found on the Department’s IT Systems. Where possible, this should be provided to the Participant at their final Contact with the DES Provider.When an Employment Support Services Participant is Exited, the DES Provider should advise them of the Exit within 14 calendar days of the Exit.Exit Notifications **should not** be provided where the Participant has Exited because they:* are deceased;
* requested to be Exited;
* have exited the DES Provider’s caseload but not DES (transfers); or
* were never commenced in DES.
* Participant is Exited**, End of Process.**
 |

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### Attachment A - Recommencing a Participant in DES after an Exit

Under Clause 135.4 of the Disability Employment Services Grant Agreement, Participants (other than Work Assist Participants) wishing to return to DES after certain Exits (see below) must first be referred to an ESAt. For information about Work Assist Participant’s, refer to the Work Assist Guidelines.

**Clause 139.4**

Unless the Participant is returning as a Work Assist Participant, where an Exit occurs and the Participant subsequently returns to the Program Services, the Participant must have a Valid ESAt or JCA, except where:

* + 1. the Exit occurred while the Participant was receiving Ongoing Support or Work Based Personal Assistance Only;
		2. the Participant Exited as an Independent Worker;
		3. the Participant Exited in accordance with clause 113.3(c);
		4. the Participant achieved a 26-week Employment Outcome, following which the Participant ceased Employment and Exited; or
		5. the Exit was an Exit referred to in items (b) or (d) of the definition of an Effective Exit,

in which case the Participant must receive a New ESAt and, subject to that ESAt, begin a new Period of Service.