



MRC Pre-Employment Transition Services for Potentially Eligible Students

Formstack Service Authorization and Reporting Form Job Aid

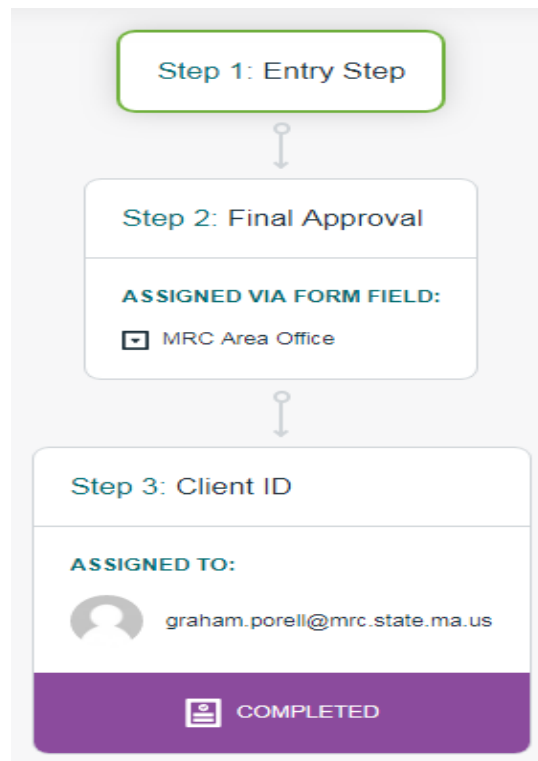
For all potentially eligible students aged 16-22 who are being referred for Pre-ETS services, providers will use the Pre-ETS Formstack form to enter the student's demographics and upload supporting documentation into Formstack for MRC reporting purposes and documentation.

Once submitted by providers, MRC Unit Supervisors will approve or deny the referral once it is submitted by Formstack- they will have 5 days to do so. Providers will receive confirmation emails that their forms have been submitted to MRC for approval, and will receive notification emails that services have been approved or denied by MRC.

To access the Pre-ETS Formstack form, please use the following link:

<https://mrc.formstack.com/workflows/preets>

Formstack Workflow Process



Section 1: Student Information and Demographics

1. Student Information:

Please enter the student's full name, age, address, phone number, email address, current school, and date of birth.

Please make every effort to ensure the student's contact information and DOB is correct.

2. Provider Information:

Please enter the name of your organization, the name of the staff member completing the form, and the email address of the staff member completing the form.

Please be sure that the staff email address is correct as this email address will be used to deliver notification emails to your organization, both a copy of the form submitted plus confirmation of approval or denial of Pre-ETS services by MRC.

Select the MRC Area Office whose catchment area includes the City/Town where the student resides and the date that you are completing the form.

Please use the separate City/Town to Area Office list or the MRC website at mass.gov/mrc/vr to select the appropriate area office for the student.

Pre-employment Transition Services - Request for Services

Please fill out all required fields below.

Student Name *

<input type="text" value="John"/>	<input type="text" value="S"/>	<input type="text" value="Smith"/>
First Name	Initial	Last Name

Student Age *

Student Address *

<input type="text" value="100 Anywhere St"/>		
<input type="text"/>		
<input type="text" value="Boston"/>	<input type="text" value="Massachusetts"/>	<input type="text" value="02111"/>
City	State	ZIP Code

Student Phone *

Student's Date of Birth *

<input type="text" value="Nov"/>	<input type="text" value="17"/>	<input type="text" value="2004"/>	
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Student Email *

Student's Name of School *

Name of provider *

Name of Provider Staff Member Completing Form *

Email of Provider Staff Completing Form *

MRC Area Office *

Please visit <http://www.mass.gov/mrc/vr> or refer to the town/office job aid to find the correct area office.

Date Form Completed *

<input type="text" value="Nov"/>	<input type="text" value="14"/>	<input type="text" value="2018"/>	
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Section 2: Race and Ethnicity

Race and Ethnicity is required for MRC's reporting for students receiving Pre-ETS services. Please select 1 (the individual is of the particular race or ethnicity) or 0 (the individual is not of the particular race or ethnicity). For multi-racial individuals, please choose all variables that apply).

Note: Ethnicity (Hispanic/Latino) is a separate reporting category, so please be sure to choose 0 or 1 in this field for all students.

Please select one under each box.

American Indian or Alaska Native *

0 - Individual is not American Indian or Alaska Native

Asian *

0 - Individual is not Asian

Black or African American *

1 - Individual is Black or African American

Native Hawaiian or Other Pacific Islander *

0 - Individual is not Native Hawaiian or Other Pacific Islander

White *

0 - Individual is not White

Hispanic or Latino *

1 - Individual is Hispanic or Latino

Section 3: Disability Information

1. Please choose from the drop down the applicable choice for the student's disability status based on the following coding options:
 - 1 – Student with a disability with a 504 Accommodation Plan
 - 2 – Student with a disability who is receiving transition services under an IEP
 - 3 – Student with a disability who does not have an IEP or 504 Accommodation Plan

2. Please provide an explanation of the student’s disability and their functional limitations and upload supporting documentation by clicking on the “Choose File” box. The documentation will likely be provided by the schools, but could from a doctor or other professional.

Student's Disability Status *

3 - Individual is a student with a disability who does not have a section 504 accommodation and is not

If possible, please explain the student's disability and functional limitations (leave blank if above status is 0).

Explanation of the student's disability and their functional limitations

Supporting Documentation

Choose File No file chosen

Click here to upload disability documentation to the form.

Section 4: Pre-Employment Transition Services Requested

In this section, you will provide the pre-ETS services the student is interested in receiving, of which there could be one or more of the five listed below. **Please note that each time the student needs a new service beyond this plan, you will need to submit this entire form again.**

1. Provide the service start and service end dates for the Pre-ETS Services requested for the student.
2. Complete the service fields for the Pre-ETS services being requested. **Please only complete the service section fields for the particular services being requested.**
 - a. Job Exploration Counseling (JEC)
 - b. Work-Based Learning Experiences (WBLE)
 - c. Counseling on Enrollment Opportunities in Post-Secondary Education and other training programs (CEO)
 - d. Workplace Readiness Training (WRT)
 - e. Instruction in Self Advocacy (SAI)
3. Service Field Instructions:
 - a. Purchased by MRC – always select the following value in the drop-down:
1 – Service was purchased whole or in part by MRC
 - b. Purchased Provider Type – always select the following value in the drop-down:
2 – Private CRP – Private CRPs are programs that are operated as not-for-profit organizations
 - c. Consent – please check off this box for each service to indicate you have received consent from the student and/or their parent and guardian to participate in Pre-ETS services. Please maintain documentation of consent for record keeping and MRC review if requested.

- d. Rationale – provide a rationale for the particular Pre-ETS services being requested for the student.

Job Exploration Counseling

Please fill out all applicable fields below (if the service is requested).

Purchased by MRC (JEC)?

1 - Service was purchased in whole or part by MRC

Purchased Provider Type (JEC)

2 - Private CRP: Private CRPs are programs that are operated as not-for-profit organizations.

Consent (JEC)

By checking this box, the student and/or their parent or guardian have given their consent to participate in Pre-ETS services. (Documentation of this consent must be maintained for record-keeping purposes and for MRC review if needed.)

Please explain the rationale (JEC).

Brief rationale for the particular Pre-ETS service being requested

After you have completed the service sections, please click next. You will be taken to a new screen where you can go back if needed to correct data by clicking “Previous” or you can go ahead and submit the form to MRC by clicking “Submit Form”.

You will receive a confirmation that the form has been submitted to MRC for approval at the email address entered into the form. MRC Unit Supervisors will have 5 days to approve or deny the form. You will receive an email notification once the services have been approved or denied by MRC noting the approval or denial.

If you have any technical questions, issues, or need assistance, please contact Scott Leung at 617-204-3894 or scott.leung@massmail.state.ma.us or Graham Porell at 617-204-3789 or graham.porell@massmail.state.ma.us

