

ECF CHOICES

Provider Orientation Training

May-June, 2016



Welcome and Introductions



ECF Employment Services

Part One: 9:45-11:00

- Exploration
- Benefits Counseling
- Discovery
- Situational Observation and Assessment

Part Two: 11:10-12:30

- Job Development or Self-Employment Plan
- Job Development or Self-Employment Start-Up
- Career Advancement (Supported Employment-Individual Employment Supports)



ECF Employment Services

Part Three: 1:15-2:30

- Job Coaching for Individualized, Integrated Employment (Wage Employment)
- Job Coaching for Individualized, Integrated Self-Employment
- Co-Worker Supports

Part Four: 2:45 to 4:00

- Supported Employment – Small Group Supports
- Integrated Employment Path Services (Time-Limited, Community-Based Prevocational Training)



Supported Employment-Individual Employment Supports (SE-IES)

What type of employment can be supported with this service category?

- Individualized Integrated Employment: Sustained paid employment in a competitive or customized job with an employer for which an individual is compensated at or above the state's minimum wage, with the optimal goal being not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.
- Individualized Integrated Self-Employment: Sustained paid self-employment that is home-based or conducted in an integrated setting(s) where net income in relation to hours worked is equivalent to no less than the state's minimum wage, after a reasonable self-employment start-up period.



Supported Employment-Individual Employment Supports (SE-IES)

- These services can only be provided on an individual basis.
- A DSP cannot provide this service to two or more people at the same time.
- Expected outcome is people getting and keeping jobs.



Supported Employment-Individual Employment Supports (SE-IES)

- Work incentives are expected to be used to assist people to maximize earnings.
- If you aren't an approved ECF provider for benefits counseling, you need to have a good working relationship with work incentives benefits counselors
- Make sure your DSPs know the basics about work incentives



Supported Employment-Individual Employment Supports (SE-IES)

- Includes personal assistance if needed by person receiving this service. (PAS provider quals must be met; except PSSA license not required.)
- If person only needs personal assistance to work (person no longer needs Supported Employment service), please talk to ECF Support Coordinator to get authorization changed to Personal Assistance service.



Supported Employment-Individual Employment Supports (SE-IES)

- Transportation of the individual to and from these services is not included in the rates paid for these services.
- Transportation during the provision of these services is included in the rates paid for these services.



Supported Employment-Individual Employment Supports (SE-IES)

- An individual's person-centered support plan may include more than one non-residential habilitation service; however, they may not be billed for during the same period of time (e.g., the same 15 min/hour unit of time).
- If you are being paid for a SE-IES service on an outcome basis, you could be putting in time that isn't face-to-face with person at the same time the person is receiving a different service on a face-to-face basis.
- Two face-to-face services being delivered to a person cannot be billed during the same unit of time (15 mins; hour) *A person can only receive one face-to-face service at a time.*

Supported Employment-Individual Employment Supports (SE-IES)

- Determining service is not available to person through VR is responsibility of MCO Support Coordinator.
- If you get authorization to provide service, you can go ahead and do that.

Supported Employment-Individual Employment Supports (SE-IES)

- Providers may not use this funding for:
 - Incentive payments made to an employer to encourage or subsidize the employer's participation in supported employment (Co-Worker Supports is not considered an incentive payment);
 - Payments that are passed through to users of supported employment services (wages; attendance bonus, etc.); or
 - Payments for training that is not directly related to an individual's supported employment program.



Supported Employment-Individual Employment Supports (SE-IES)

Providers may also receive Ticket to Work funding for milestones earned if:

- The provider is an Employment Network (EN); and
- The person has assigned the provider his/her Ticket.



Supported Employment-Individual Employment Supports (SE-IES)

Service Limitations:

- These services are not for group employment of any size or variation. (Even 2 people)
- Job Coaching services do not include supports for volunteering or any form of unpaid internship, work experience or employment.
- These services do not include supporting paid employment or training in a sheltered workshop or similar facility-based setting.
- These services do not include supporting paid employment or training in a business enterprise owned or operated by a provider of these services.
- These services do not include payment for supervisory activities rendered as a normal part of the business setting and supports otherwise available to employees without disabilities filling the same or similar positions in the business.



SE-IES: Exploration

Service Definition Highlights:

- Activities to identify a person's specific interests and aptitudes for paid work, including experience and skills transferable to individualized integrated employment or self-employment.
- Exploration of individualized integrated employment or self-employment opportunities in the local area that are specifically related to the person's identified interests, experiences and/or skills through **four to five uniquely arranged business tours, informational interviews and/or job shadows**, uniquely selected based on the person's individual interests, aptitudes, experiences, and skills most transferable to employment.
- Each business tour, informational interview and/or job shadow shall include time for set-up, prepping the person for participation, and debriefing with the person after each opportunity.

SE-IES: Exploration

Service Definition Highlights:

- Introductory education on the numerous work incentives for individuals receiving publicly funded benefits (e.g. SSI, SSDI, Medicaid, Medicare, etc.).
- Introductory education on how Supported Employment services work (including Vocational Rehabilitation services).
- Educational information is provided to the person and the conservator and/or most involved family member(s), if applicable, to ensure conservator and/or family support for the person's choice to pursue individualized integrated employment or self-employment.
- The educational aspects of this service shall include **addressing any concerns, hesitations or objections** of the person and the legal guardian/conservator and/or most involved family member(s), if applicable.



SE-IES: Exploration

Caps/Limitations: Re-authorization may occur a maximum of once every 365 days and only if the person, at the time of re-authorization, is not already engaged in individualized integrated employment or self-employment, or other services to obtain such employment.

This service not appropriate for person who want to work (or is not opposed to working) in individualized integrated employment or self-employment. (Even if person doesn't know exactly what they want to do.)



SE-IES: Exploration

Service Delivery Expectations:

- 30 calendar days to complete once started
- Report due no later than 14 days after service completed
- Report must be in required template
- Outcome payment paid upon receipt of acceptable report (required template; no sections unaddressed; evidence that complete service has been delivered)
- Outcome payment assumes average 40 hours to complete service and write report. (All hours – not just face-to-face time)

SE-IES: Exploration

Outcome Payment:

- \$1,091. (40 hours – assumes Job Coach qualification level)

DSP Minimum Qualifications/Training:

- Same as for Job Coach



SE-IES: Discovery

Service Definition Highlights:

- For an individual who wants to pursue individualized integrated employment or self-employment but for whom more information is needed about:
 - **Strongest interests** toward one or more specific aspects of the labor market;
 - **Skills, strengths and other contributions** likely to be valuable to employers or valuable to the community if offered through self-employment;
 - **Conditions** necessary for successful employment or self-employment.



SE-IES: Discovery

Service Definition Highlights:

- Activities include observation of person in familiar places and activities, interviews with family, friends and others who know the person well, observation of the person in an unfamiliar place and activity, identification of the person's strong interests and existing strengths and skills that are transferable to individualized integrated employment or self-employment.
- Also involves identification of conditions for success based on experience shared by the person and others who know the person well, and observation of the person during Discovery process.



SE-IES: Discovery

Service Definition Highlights:

- Written Profile summarizes the process, learning and recommendations to inform identification of the person's individualized integrated employment or self-employment goal(s) and strategies to be used in securing this employment or self-employment for the person.
- If ECF paying for Discovery, person should be assisted to apply to Vocational Rehabilitation (VR) for services to obtain individualized integrated employment or self-employment **at the beginning of the Discovery process** so that VR ready to write the Plan (IPE) when Discovery is completed.
- The Discovery Profile should be shared with VR staff to facilitate the timely development of an Individual Plan for Employment (IPE).

Caps/Limitations: May be reauthorized once every three (3) years.



SE-IES: Discovery

Service Delivery Expectations:

- No more than 90 calendar days to complete once started
- Profile due no later than 14 days after service completed
- Profile must be in required template
- Outcome payment paid upon receipt of acceptable profile (required template; no sections unaddressed; evidence that complete service has been delivered)
- Outcome payment assumes average 50 hours to complete service and write profile. (All hours – not just face-to-face time)

SE-IES: Discovery

Outcome Payment:

- \$1,500. (50 hours – assumes Job Developer qualification level)

DSP Minimum Qualifications/Training:

- Same as for Job Developer



SE-IES: Situational Observation & Assessment

Service Definition Highlights:

Observation and assessment of an individual's interpersonal skills, work habits and vocational skills through practical experiential, community integrated volunteer experiences and/or paid individualized, integrated work experiences that are uniquely arranged and specifically related to the interests, preferences and transferable skills of the job seeker as established through Discovery or a similar process.

- If paid experience, pay must be minimum wage or higher.



SE-IES: Situational Observation & Assessment

Service Definition Highlights:

Involves comparison of the actual performance of the individual being assessed with core job competencies and duties required of a skilled worker in order to further determine the work competencies and skills needed by the individual to be successful in environments similar to where the experience is taking place.

Purpose is NOT to conclude person is not employable.

SE-IES: Situational Observation & Assessment

Caps/Limitations: May be reauthorized once every three (3) years.

Service Delivery Expectations:

- 30 calendar days to complete once started
- Up to 4 separate experiences can be authorized
- Report due no later than 7 days after service completed

SE-IES: Situational Observation & Assessment

Service Delivery Expectations:

- Outcome payment paid per experience upon receipt of acceptable report (no required template; include service log; summary of experience and what was learned)
- Outcome payment assumes average 12 hours to complete each experience and write report. (All hours – not just face-to-face time)
- Could submit one report for multiple experiences as long as report addresses each experience separately.

SE-IES: Situational Observation & Assessment

Outcome Payment:

- \$327 per experience (12 hours – assumes Job Coach qualification level)

DSP Minimum Qualifications/Training:

- Same as for Job Coach



SE-IES: Job Development Plan or Self-Employment Plan

Service Definition Highlights:

- Designed to create a clear and detailed plan for Job Development or for the start-up phase of Self-Employment
- Includes a planning meeting involving the individual and other key people who will be instrumental in supporting the individual to obtain work
- Incorporates the results of Exploration, Discovery, and/or Situational Observation and Assessment, if previously authorized

SE-IES: Job Development Plan or Self-Employment Plan

Caps/Limitations: May be reauthorized once every three (3) years.

Service Delivery Expectations:

- 30 calendar days to complete once started
- Plan due no later than 30 days after service start date
- Plan must be in required template (select correct template).

SE-IES: Job Development Plan or Self-Employment Plan

Service Delivery Expectations:

- Outcome payment paid upon receipt of acceptable plan (required template; no sections unaddressed; evidence that complete service has been delivered)
- Outcome payment assumes average 6-8 hours to complete service and write plan. (All hours – not just face-to-face time)

SE-IES: Job Development Plan or Self-Employment Plan

Outcome Payment:

- \$240 (6-8 hours – assumes Job Developer qualification level)

DSP Minimum Qualifications/Training:

- Same as for Job Developer



SE-IES: Job Development or Self-Employment Start-Up

Service Definition Highlights:

- Support to obtain an individualized competitive or customized job in an integrated employment setting in the general workforce, for which an individual is compensated at or above the minimum wage.
- Support to launch self-employment business where net income in relation to hours worked is equivalent to at least minimum wage after reasonable start-up period.



SE-IES: Job Development or Self-Employment Start-Up

Caps/Limitations: May be reauthorized once every 365 days (if person doesn't already have job/self-employment and wants it within 9 months).

Service Delivery Expectations:

- Expectation is the Job Development or Self-Employment Plan is implemented.
- Outcome must be consistent with the individual's personal and career goals, as identified in Plan.

SE-IES: Job Development or Self-Employment Start-Up

- Outcome payments – three amounts based on disability tier
 - Tier A assumes average of 80 hours of service (not including Job Coaching)
 - Tier B assumes average of 60 hours of service (not including Job Coaching)
 - Tier C assumes average of 40 hours of service (not including Job Coaching)
- Outcome payment paid in three phases:
 - Two weeks successful employment or self-employment (60% paid)
 - Six weeks successful employment or self-employment (25% paid)
 - Ten weeks successful employment or self-employment (15% paid)

SE-IES: Job Development or Self-Employment Start-Up

Total Outcome Payment: Assuming 10 weeks retention achieved

- \$2400 (80 hours)
- \$1800 (60 hours)
- \$1200 (40 hours)

DSP Minimum Qualifications/Training:

- Same as for Job Developer



SE-IES: Career Advancement

Service Definition Highlights:

- For persons currently engaged in individualized integrated employment or self-employment who wish to obtain a promotion and/or a second individualized integrated employment or self-employment opportunity.
- Not for people who just want more hours in existing job or self-employment venture.

SE-IES: Career Advancement

Service Definition Highlights:

Two outcomes are expected:

1. The identification of the person's specific career advancement objective and development of a viable plan to achieve this objective;
2. Implementation of the plan which results in the person successfully achieving his/her specific career advancement objective.

SE-IES: Career Advancement

Caps/Limitations: May be reauthorized once every three (3) years.

Exception: Only when o/c #1 was paid and o/c #2 was never achieved. Then units may be reauthorized after a min of 365 days only if new/different provider is used.

This service may not be included on an Individual Service Plan (ISP) if the ISP also includes any other services to obtain employment or self-employment. This service may not be authorized retroactive to a promotion or second job being made available to a person.



SE-IES: Career Advancement

Service Delivery Expectations:

- Outcome payment #1 (\$240) paid upon receipt of acceptable written plan for career advancement
- Outcome payment #2 (\$1,200) paid when person achieves career advancement objective and has been in new position or second job for a minimum of 2 weeks.



SE-IES: Career Advancement

Total Outcome Payment:

- \$1,440 (40-48 hours – assumes Job Developer qualification level)

DSP Minimum Qualifications/Training:

- Same as for Job Developer



SE-IES: Job Coaching for Individual Wage Employment

Service Definition Highlights:

- Includes identifying, through job analysis, and providing services and supports that assist the individual in maintaining individualized integrated employment or self-employment.
- Job coaching includes supports provided to the individual and his/her supervisor and/or co-workers, either remotely (via technology) or face-to-face.



SE-IES: Job Coaching for Individual Wage Employment

Service Definition Highlights:

- Supports during each phase of employment must be guided by a **Job Coaching Fading Plan** which incorporates an appropriate mix of best practices for the individual to achieve fading goals as identified in the Plan (e.g. systematic instruction utilizing task analysis to teach the individual to independently complete as much of his/her job duties as possible; high or low tech assistive technology; and effective engagement of natural supports including co-workers and supervisor(s) as needed).

SE-IES: Job Coaching for Individual Wage Employment

Service Definition Highlights:

- If progress on fading ceases at some point, adaptations to job duties, negotiated with the supervisor/employer, or transition to Co-Worker Supports **may** be utilized if no reduction in hours or hourly pay results.
- Transportation of the supported employee to and from the job site is not included in the rate paid for the service. Transportation of the supported employee, if necessary, during the provision of job coaching is included in the rate paid for the service.



SE-IES: Job Coaching for Individual Self Employment

Service Definition Highlights:

- includes identification and provision of services and supports that assist the individual in maintaining self-employment., Job coaching for self-employment includes supports provided to the individual, either remotely (via technology) or face-to-face. Supports must enable the individual to successfully operate the business (with assistance from other sources of professional services or suppliers of goods necessary for the type of business). Job Coaching supports should never supplant the individual's role or responsibility in all aspects of the business.



SE-IES: Job Coaching for Individual Self Employment

Service Definition Highlights:

- Supports during each phase of self-employment must be guided by a **Job Coaching Fading Plan** which incorporates an appropriate mix of best practices for the individual to achieve fading goals as identified in the Plan (e.g. systematic instruction utilizing task analysis to teach the individual to independently complete as much of his/her roles and responsibilities as possible; high or low tech assistive technology; and effective engagement of any business partners and/or associates and/or suppliers of goods or services.



SE-IES: Job Coaching for Individual Self Employment

Service Definition Highlights:

- If progress on fading ceases at some point, business plan adaptations may be utilized if no reduction in paid hours or net hourly pay results.
- Transportation of the supported self-employed person to and from the place of work is not included in the rate paid for the service.
Transportation of the person, if necessary, during the provision of job coaching is included in the rate paid for the service.



SE-IES: Job Coaching

Service Delivery Expectations:

The amount of time authorized for this service is **a percentage of the individual's hours worked** and is tiered, based on the individual's level of disability and the length of time the person has been employed on the job. An exception policy applies for individuals with exceptional circumstances.

Caps/Limitations: Max 40 hrs/week in combination with other non-residential expanded habilitation services; 50 hrs/week if employed at least 30 hours



SE-IES: Job Coaching

- 15 minute unit payments – three levels based on person's disability tier
 - Tier A
 - Tier B
 - Tier C
- Unit payments change based on length of time person has held job and amount of fading that has been accomplished.

Payment is higher per hour if fading achieved is greater, and vice versa.

Months on job	% of hours	Tier A	% of hours	Tier B	% of hours	Tier C
1 - 6 months		\$7 (\$28)		\$6.50 (\$26)		\$6 (\$24)
7 - 12 months	90-100%	\$5.25 (\$21)	80-100%	\$5.25 (\$21)	60-100%	\$5.25 (\$21)
	80-89%	\$6 (\$24)	60-79%	\$5.75 (\$23)	40-59%	\$5.50 (\$22)
	< 80%	\$7 (\$28)	< 60%	\$6.50 (\$26)	< 40%	\$6 (\$24)
13 - 18 months	75-100%	\$5.25 (\$21)	60-100%	\$5.25 (\$21)	50-100%	\$5.25 (\$21)
	60-74%	\$6 (\$24)	40-59%	\$5.75 (\$23)	30-49%	\$5.50 (\$22)
	< 60%	\$7 (\$28)	< 40%	\$6.50 (\$26)	< 30%	\$6 (\$24)
19 - 24 months	65-100%	\$5.25 (\$21)	50-100%	\$5.25 (\$21)	40-100%	\$5.25 (\$21)
	40-64%	\$6 (\$24)	30-49%	\$5.75 (\$23)	20-39%	\$5.50 (\$22)
	< 40%	\$7 (\$28)	< 30%	\$6.50 (\$26)	< 20%	\$6 (\$24)
25 + months		\$5.25 (\$21)		\$5.25 (\$21)		\$5.25 (\$21)

Stabilization & Monitoring	~ 1/wk	\$130/month	~ 1/wk	\$130/month	~ 1/wk	\$130/month
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SE-IES: Job Coaching

DSP Minimum Qualifications/Training:

➤ Same as for Job Coach



SE-IES: Co-Worker Supports

Service Definition Highlights:

- Involves a provider of Job Coaching for Individualized Integrated Employment entering into an agreement with an individual's employer to reimburse the employer for supports provided by one or more supervisors and/or co-workers, acceptable to the individual, to enable the person to maintain individualized integrated employment with the employer.



SE-IES: Co-Worker Supports

Service Definition Highlights:

- Only supports that must otherwise be provided by a Job Coach may be reimbursed.
- Supervisory and co-worker supports rendered as a normal part of the business setting and that would otherwise be provided to an employee without a disability cannot be reimbursed.
- Additional natural supports for the individual, already negotiated with the employer, and provided through supervisors and co-workers, are not eligible for reimbursement.



SE-IES: Co-Worker Supports

When Co-Worker Supports can be utilized:

1. From the start of employment or at any point during employment, if the employer prefers (or the individual prefers and the employer agrees) this type of approach.
2. At any point in the individual's employment where needed Job Coaching supports can be **most cost effectively** provided by Co-Worker Supports and both the employer and individual agree to the use of Co-Worker Supports.



SE-IES: Co-Worker Supports

When Co-Worker Supports can be utilized:

- Fading expectations should still be in place to maximize independence of the employed individual.
- Co-Worker Supports should always be considered when ongoing fading of Job Coaching has stopped occurring.

SE-IES: Co-Worker Supports

When Co-Worker Supports can be utilized:

3. For individuals who are expected to be able to transition to working only with employer supports available to any employee and additional negotiated natural supports if applicable.
- In this situation, Co-Worker Supports are authorized as a temporary (maximum twelve months) **bridge** to relying only on employer supports, and additional negotiated natural (unpaid) supports if applicable, to maintain employment.



SE-IES: Co-Worker Supports

Service Delivery Expectations:

The amount of time authorized for this service is negotiated with the employer and reflective of the specific needs the individual has for co-workers supports above and beyond negotiated natural supports and supervisory/co-worker supports otherwise available to employees without disabilities.

SE-IES: Co-Worker Supports

- **Caps/Limitations:** Max 40 hrs/week in combination with other non-residential expanded habilitation services; 50 hrs/week if employed at least 30 hours
- 15 minute unit of service
- An add-on to the 15 minute unit rate for the employer is applied to cover the service provider's role in administering Co-Worker Supports

SE-IES: Co-Worker Supports

- Rate based on gross cost to employer for co-worker support (payment to co-worker plus applicable employer taxes).
- Rate also includes a flat \$.60 provider admin fee per 15 minute unit of co-worker support (\$2.40/hour).



SE-IES: Co-Worker Supports

Minimum Qualifications/Training:

The supervisor(s) and/or co-worker(s) identified to provide the support to the individual must pass background checks otherwise required for DSP Job Coach.

The provider is responsible for ensuring these checks are done and also for initial training of co-workers providing supports.



SE-IES: Co-Worker Supports

Minimum Training for Co-Workers:

- Overview of Supported Employment, including values and best practices
- Explanation of the Co-Worker Supports – what is covered/not covered; expected outcomes
- Overview of best practices for coaching to promote maximum independence/performance
- Training specific to the ECF member, including support plan, communication style, learning style, support needs and specific needed related to performing/maintaining his/her job that the co-worker (s) is expected to address;
- Role and availability of ECF employment service provider in supporting the ECF member, the employer/supervisor, and co-worker(s) providing support to the ECF member;
- Contact information for ECF provider, including emergency/back-up cell phone numbers;
- Documentation
 - Service delivery time
 - Progress reports



Supported Employment-Small Group Supports

Service Definition Highlights:

- Employment services and training activities to **support successful transition** to individualized integrated employment or self-employment, or to **supplement** such employment and/or self-employment when it is only part-time. *These are expected outcomes of service.*
- Service may involve small group career planning and exploration, small group Discovery classes/activities, other educational opportunities related to successful job acquisition and working successfully in individualized integrated employment.



Supported Employment-Small Group Supports

Service Definition Highlights:

- Service may also include employment in integrated business, industry and community settings. Examples include mobile crews, small enclaves and other small groups participating in integrated employment
 - Specifically related to the identified interests, experiences and/or skills of each of the persons in the small group
 - Results in acquisition of knowledge, skills and experiences that support transition to or participation in individualized integrated employment or self-employment
 - **Paid at minimum wage or higher**



Supported Employment-Small Group Supports

- Max group size is 3 people.
- Minimum staffing ratio is 1:3 for this service.

Caps/Limitations: Max 30 hours/week in combination with other non-residential expanded habilitation services



Supported Employment-Small Group Supports

- Service must be conducted in:
 - Appropriate non-disability-specific settings (e.g. Job Centers, businesses, post-secondary education campuses, libraries, etc.), and/or
 - In integrated business, industry or community settings
- All settings must meet all HCBS setting standards and must not isolate participants from others who do not have disabilities.

Supported Employment-Small Group Supports

- Enclaves should allow opportunities for routine interactions with others without disabilities in the setting and involvement from supervisors and co-workers without disabilities (and not paid to deliver this service) in the supervision and support of individuals receiving this service.
- Crews should allow opportunities for routine interactions with people without disabilities (including fellow crew members, customers, etc.) in the course of performing services.

Supported Employment-Small Group Supports

- Does not include vocational or prevocational services, employment or training provided in facility based work settings or supports for volunteering.
- Cannot be delivered in provider-owned, leased or operated settings.
- Must be provided in a way that presumes all participants are capable of working in individualized integrated employment and/or self-employment.



Supported Employment-Small Group Supports

- Participants in this service shall be encouraged, on an ongoing basis, to explore and develop their interests, strengths, and abilities relating to individualized integrated employment and/or self-employment.
- In order to reauthorize this service, the Person-Centered Support Plan (PCSP) must document that such opportunities are being provided through this service, to the individual, on an on-going basis.



Supported Employment-Small Group Supports

- The ISP shall also document and address any barriers to the individual transitioning to individualized integrated employment or self-employment if the person is not already participating in individualized integrated employment or self-employment.
- Small Group service providers shall support individuals in identifying and pursuing opportunities that will move them into individualized integrated employment or self-employment.



Supported Employment-Small Group Supports

- A one-time incentive payment (\$500) is available for full transition of a person from Supported Employment-Small Group services to individualized integrated employment or self-employment.
- Person must have been in Supported Employment-Small Group for at least six (6) months, and obtained/retained individualized integrated employment or self-employment for at least seven (7) months.



Supported Employment-Small Group Supports

- Transportation of participants to and from the service is not included in the rate paid for the service; however transportation provided during the course of Supported Employment—Small Group services is considered a component part of the service and the cost of this transportation is included in the rate paid to providers of this service.
- Service includes personal assistance if not only support need the person has. (PAS provider quals must be met; except PSSA license not required.)



Supported Employment-Small Group Supports

Providers may not use this funding for:

- Incentive payments made to an employer to encourage or subsidize the employer's participation in supported employment-small group;
- Payments that are passed through to users of supported employment services (wages; attendance bonus, etc.); or
- Payments for training that is not directly related to an individual's supported employment program.



Supported Employment-Small Group Supports

Reimbursement Rates:

- 1:3 \$2.50 per 15 minute unit (\$10/hour/person)
- 1:2 \$3.50 per 15 minute unit (\$14/hour/person)

DSP Minimum Qualifications/Training:

- Same as for Job Coach



Integrated Employment Path Services

Service Definition Highlights:

- Work experiences and learning experiences, including volunteer opportunities, where a person can develop general strengths and skills that contribute to employability in individualized integrated employment or self-employment.
- Services are expected to specifically involve strategies that facilitate a participant's successful transition to individualized integrated employment or self-employment.



Integrated Employment Path Services

Service Definition Highlights:

- Individuals receiving Integrated Employment Path Services must have a goal to obtain some type of individualized integrated employment or self-employment and this goal must be documented in the ISP as the goal that Integrated Employment Path Services are specifically authorized to address.
- If people don't have a goal, Exploration is the appropriate service.



Integrated Employment Path Services

Service Definition Highlights:

- Services should be customized to provide opportunities for increased knowledge, skills and experiences **relevant to the person's specific individualized integrated employment and/or self-employment goals.**
- If such *specific* goals are not known, this service can also be used to assist a person to identifying his/her specific individualized integrated employment and/or self-employment goals and career goals. *Similar to Discovery.*

Integrated Employment Path Services

Service Definition Highlights:

- The expected outcome of this service is measurable gains in knowledge, skills and experiences **that contribute to** the individual achieving individualized integrated employment or self-employment.
- References from volunteering or work experiences.

Integrated Employment Path Services

Service Definition Highlights:

- Address skills including but not limited to: ability to communicate effectively with supervisors, co-workers and customers; generally accepted community workplace conduct and dress; ability to follow directions; ability to attend to tasks; workplace problem solving skills and strategies; general workplace safety; and mobility training.



Integrated Employment Path Services

- Max group size is 2 people.
- Minimum staffing ratio is 1:2 for this service.



Integrated Employment Path Services

Caps/Limitations: Max 12 months

One 12 month extension is possible only if the individual is actively pursuing individualized integrated employment or self-employment and has documentation that a service(s) is concurrently authorized for this purpose.

The twelve (12) month authorization and one twelve (12) month reauthorization may be repeated only if a person loses individualized integrated employment or self-employment and is seeking replacement opportunities.



Integrated Employment Path Services

Caps/Limitations:

Max in combination with other non-residential expanded habilitation services: 20 hours/week

- 30 hours if receiving at least one employment service



Integrated Employment Path Services

Caps/Limitations:

- Must be delivered in integrated, community settings and may not be provided in sheltered workshops or other segregated facility-based settings.
- Shall not be authorized if the person is receiving SE-Individual Job Coaching, Co-Worker Supports or is working in individualized integrated employment or self-employment without any paid supports.



Integrated Employment Path Services

- Transportation of the individual to and from this service is not included in the rate paid for this service but transportation during the service is included in the rate.

Integrated Employment Path Services

Reimbursement Rates:

- 1:1 \$22 per hour
- 1:2 \$14 per hour

DSP Minimum Qualifications/Training:

- Same as for Job Coach



Presenter Contact Information

Lisa A. Mills, PhD

Consultant, TennCare ECF Program

lisamills@mtdd.onmicrosoft.com

608 225 4326

