

ECF Employment Services Documentation & Authorization Requirements

<u>Service</u>	<u>Documentation & Authorization Required</u>	<u>Duration & Payment</u>	<u>Documentation/Results Looking For in Reports</u>
<p>Exploration</p> <p><i>Outcome-Based Service</i></p>	<p>TennCare prescribed template</p> <p>Referral Authorization, SC approves template, tasks MA to complete authorization for billing</p>	<p><i>Expected time to complete:</i> 40 hours over 30 days</p> <p>Outcome Payment: \$1,091</p>	<p><u>MAIN POINTS TO LOOK FOR:</u></p> <ul style="list-style-type: none"> ➤ What were the results from the 4-5 uniquely arranged business tours, informational interviews and/or job shadows, uniquely selected based on the person’s individual interests ➤ How were concerns/hesitations/objections addressed <p><u>HIGH QUALITY REPORT WILL INCLUDE:</u></p> <ul style="list-style-type: none"> ➤ Correct Template? ➤ Complete? ➤ Submitted within 44 days of date service started? ➤ Was service start date soon enough after date service authorized? ➤ Are all key people that should have been engaged properly identified? ➤ What was the outcome? YES OR NO ➤ What questions were answered “no” - was a reason given or does this seem ok; <u>or</u> does it appear to be a “missed opportunity” on part of provider? ➤ Important to verify experience and outcome with member (and family/conservator if applicable) ➤ If concerned that provider did not do thorough job – look at service log: are hours at least 40? ➤ Are next steps you should take with the member recommended by the provider and/or clear to you?
<p>Discovery</p> <p><i>Outcome-Based Service</i></p>	<p>TennCare prescribed template</p> <p>Referral Authorization, SC approves template, tasks MA to complete authorization for billing</p>	<p><i>Expected time to complete:</i> 50 hours over 90 days</p> <p>Outcome Payment: \$1,500</p>	<p><u>MAIN POINTS TO LOOK FOR:</u></p> <ul style="list-style-type: none"> – 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. <p><u>HIGH QUALITY REPORT WILL INCLUDE:</u></p> <ul style="list-style-type: none"> ➤ Service Definition Says: 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. ➤ Correct Template? ➤ Complete? ➤ Submitted within 104 days of date service started?

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			<ul style="list-style-type: none"> ➤ Was service start date soon enough after date service authorized? ➤ Are all key people that should have been engaged properly identified? ➤ Is the information on strong interests, skills and conditions RICH and MEANINGFUL...do you see a path(s) to success for the person? ➤ Can you see that the information on strong interests, skills and conditions was VERIFIED DURING DISCOVERY SERVICE? ➤ Important to verify experience of service with member (and family/conservator if applicable) and get their views on the written Discovery Profile. (They should have seen it and had a chance to comment on it before it was finalized and submitted to the MCO.) ➤ If concerned that provider did not do thorough job – look at service log: are hours at least 50? ➤ Are next steps you should take with the member recommended by the provider and/or clear to you?
Situational Observation & Assessment Outcome-Based Service	TennCare prescribed template Referral Authorization, SC approves template, tasks MA to complete authorization for billing	Expected time to complete: 12 hours per experience (up to 4 separate experiences) over 30 days Outcome Payment: \$327 per experience	<u>HIGH QUALITY REPORT WILL INCLUDE:</u> <ul style="list-style-type: none"> ➤ Correct Template? ➤ Complete? ➤ Submitted within 37 days of date service started? ➤ Was service start date soon enough after date service authorized? ➤ Did the provider complete the number of experiences authorized (up to 4 can be authorized)? ➤ Do the types of experiences the member participated in: <ul style="list-style-type: none"> ➤ Make sense for the member, from what you know about the member regarding employment interests, skills, etc.? ➤ NOT look like the same experiences other members have participated in when receiving this service from this provider? ➤ Is the report clear about what was learned from each experience that can inform the work of finding the person a job and training/coaching the person to be successful on that job? ➤ Important to verify experiences of service with member (and family/conservator if applicable) and get their views on each experience ➤ If concerned that provider did not do thorough job – look at service log: are hours at least 12 per experience? ➤ Are next steps you should take with the member recommended by the provider and/or clear to you?

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Job Development Plan <i>Outcome-Based Service</i>	TennCare prescribed template <i>Referral Authorization</i> , SC approves template, tasks MA to complete authorization for billing	<i>Expected time to complete:</i> 5-8 hours over 30 days <i>Outcome Payment:</i> \$240	<u>HIGH QUALITY REPORT WILL INCLUDE:</u> <ul style="list-style-type: none"> ➤ Correct Template? ➤ Complete? ➤ Submitted within 30 days of date service started? ➤ Was service start date soon enough after date service authorized? ➤ Are all key people that should have been engaged properly identified? ➤ Did the provider convene a meeting of key people who can help and support the member achieve individualized integrated employment? ➤ Part 4: Are there strong options for Job Duties, Tasks and Titles identified which combine the member's specific interests and skills? ➤ Part 5: Do the things identified as <u>Essential</u> Conditions and Preferences make sense to you based on your knowledge of the member? ➤ Parts 7 & 8: Did the provider do a good job of identifying and prioritizing employers likely to have interest in hiring the member? ➤ Part 9: Are at least two types of tools going to be utilized in Job Development? ➤ Important to verify experience of service with member (and family/conservator if applicable) and get their views on the meeting ➤ If concerned that provider did not do thorough job – look at service log: are hours at least 6-8 hours? ➤ Are the next steps that you (or VR) should take with the member recommended in the plan and/or clear to you after reading the plan?
Self-Employment Plan <i>Outcome-Based Service</i>	TennCare prescribed template <i>Referral Authorization</i> , SC approves template, tasks MA to complete authorization for billing	<i>Expected time to complete:</i> 5-8 hours over 30 days <i>Outcome Payment:</i> \$240	<u>HIGH QUALITY REPORT WILL INCLUDE:</u> <ul style="list-style-type: none"> ➤ Correct Template? ➤ Complete? ➤ Submitted within 30 days of date service started? ➤ Was service start date soon enough after date service authorized? ➤ Are all key people that should have been engaged properly identified? ➤ Did the provider convene a meeting of key people who can help and support the member achieve individualized integrated employment? ➤ Part 4: Are the proposed product or services (that the member would sell) strongly related to the member's specific interests and skills? ➤ Part 6: Is the information in this section complete and thorough; does the information suggest to you that the business idea is viable and achievable by the member with

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			<p>support? <i>This is most important part of this plan.</i></p> <ul style="list-style-type: none"> ➤ Part 7: Do the things identified as <u>Essential</u> Conditions and Preferences make sense to you based on your knowledge of the member? ➤ Part 8: Did the provider do a good job of identifying next steps, key people who must be involved and a reasonable timeline for taking the self-employment plan forward? 																
Job Development Start-Up	<p>No Report Required</p> <p><i>Authorization</i>, SC updates PCSP & CND, tasks MA to complete authorization for billing</p>	<p>Tier A: \$2,400 total Tier B: \$1,800 total Tier C: \$1,200 total</p> <p>2 weeks: 60% paid 6 weeks: 25% paid 10 weeks: 15% paid</p>	<p>Support Coordinator obtains pay stub, job offer document, speaks with member about his/her job, visits member's job site, and/or speaks with provider about new job.</p> <ul style="list-style-type: none"> – Is the job well defined? – Are the job tasks well matched to the person's skills and ability to learn? – Does the company have well-developed training/teaching methods they use for all new hires? – Will natural supports be present? – Is the culture and approach to supervision supportive and positive? – Are there opportunities to use technology (low or high), including remote use? <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="font-size: small;">Tier</th> <th style="font-size: small;">Phase 1 (60%)</th> <th style="font-size: small;">Phase 2 (25%)</th> <th style="font-size: small;">Phase 3 (15%)</th> </tr> </thead> <tbody> <tr> <td style="font-size: x-small;">A</td> <td style="font-size: x-small;">\$1,440</td> <td style="font-size: x-small;">\$600</td> <td style="font-size: x-small;">\$360</td> </tr> <tr> <td style="font-size: x-small;">B</td> <td style="font-size: x-small;">\$1,080</td> <td style="font-size: x-small;">\$450</td> <td style="font-size: x-small;">\$270</td> </tr> <tr> <td style="font-size: x-small;">C</td> <td style="font-size: x-small;">\$720</td> <td style="font-size: x-small;">\$300</td> <td style="font-size: x-small;">\$180</td> </tr> </tbody> </table>	Tier	Phase 1 (60%)	Phase 2 (25%)	Phase 3 (15%)	A	\$1,440	\$600	\$360	B	\$1,080	\$450	\$270	C	\$720	\$300	\$180
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A	\$1,440	\$600	\$360																
B	\$1,080	\$450	\$270																
C	\$720	\$300	\$180																
<p>Career Advancement</p> <p><i>Outcome-Based Service</i></p>	<p>TennCare prescribed template</p> <p><i>Referral Authorization</i>, SC approves template, tasks MA to complete authorization for billing</p>	<p>Expected time to complete: 40-48 hours</p> <p>Outcome Payment #1: \$240 for plan Outcome Payment #2: \$1,200 for career advancement</p>	<p>HIGH QUALITY REPORT WILL INCLUDE:</p> <ul style="list-style-type: none"> ➤ Correct Template? ➤ Complete? ➤ Submitted within timeframe listed in authorization? <i>Note TennCare has not established a timeframe for when the Career Advancement Plan is due</i> ➤ Was service start date soon enough after date service authorized? ➤ Part 3: Are all key people that should have been engaged properly identified? ➤ Does it appear the provider convened a meeting of key people who can help and support the member achieve individualized integrated employment? <i>Note TennCare not requiring a meeting to be convened for creation of this type of plan; but this would be a best practice.</i> ➤ Part 4: Is the member's specific career advancement goal(s) clearly identified and does the specifics about the goal(s) [E.g. Job Tasks, Duties, Titles] make sense in relation to the member's strong interests and skills? ➤ Part 5: Do the things identified as <u>Essential</u> Conditions and Preferences make sense to you based on your knowledge of the member <u>and his/her current employment or self-</u> 																

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			<p><u>employment?</u></p> <ul style="list-style-type: none"> ➤ Parts 7 & 8: Did the provider do a good job of identifying and prioritizing options for career advancement either at the member's current employer or at other employer(s) likely to have interest in hiring the member? ➤ Part 9: Are at least three types of tools going to be utilized in seeking Career Advancement for this member?
Job Coaching	<p>Job Coaching Fading Plan required for re-authorization</p> <p><i>Authorization</i>, SC updates PCSP & CND, tasks MA to complete authorization for billing</p> <p>For <i>Re-authorization</i>, SC approves plan and updates PCSP & CND, tasks MA to complete re-authorization for billing</p>	Based on month on job, time job coach is needed and assigned tier	<p>Support Coordinator receives a Job Coaching Fading Plan from the provider and updates PCSP and CND Workbook. Initial authorization for Job Coaching for 2 months, Fading Plan required to re-authorize for next 5months, than every 6 months.</p> <p>Fading plan should include a timeline, goal and method(s) for fading. Methods should include strategies from the following:</p> <ul style="list-style-type: none"> – Removing Barriers to Independence from Environment/Reasonable Accommodations – Training/Teaching – Assistive Technology (Lo and High Tech) – Engaging Natural Support – Paying for Co-Worker Supports to Replace Job Coaching
Co-Worker Supports	<p>No Report Required</p> <p><i>Authorization</i>, SC updates PCSP & CND,</p>	Rate based on gross cost to employer -- a flat \$0.60 provider admin fee/15	Support Coordinator receives specifics from provider about hours needed and gross cost to employer for co-worker support to determine rate paid and update PCSP and CND Workbook.

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	tasks MA to complete authorization for billing	min. Rate paid to worker cannot exceed the lesser of 50% of the co-workers current hourly wage or \$12 per hour	
Supported Employment Small Group (Small Group – Max 2 or 3 persons)	No Report Required <i>Authorization</i> , SC updates PCSP & CND, tasks MA to complete authorization for billing	1:3: \$2.50/15 min. unit (\$10/hr./person) 1:2: \$3.50/15 min. unit (\$14/hr./person)	Support Coordinator discusses with the provider and member the results of the service -- barriers to employment, the plan for overcoming them and strategies used to explore and develop interests, strengths and abilities related to individualized integrated employment -- and updates the PCSP and CND Workbook.
Transition from small group to individual employment	No Report Required <i>Authorization</i> , SC updates PCSP & CND, tasks MA to complete authorization for billing	\$500 one time incentive	Support Coordinator discusses with the provider and member and updates the PCSP and CND Workbook to identify next steps. Person must have been in Supported Employment-Small Group for at least 6 months, and obtained/retained individualized integrated employment or self-employment for at least 7 months.



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Integrated Employment Path Services	<p>No Report Required</p> <p><i>Authorization</i>, SC updates PCSP & CND, tasks MA to complete authorization for billing</p>	<p>1:1-- \$22/hr. 1:2 -- \$14/hr.</p>	<p>Support Coordinator discusses with the provider and member the results of the service -- measurable gains in knowledge, skills and experiences -- and updates the PCSP and CND Workbook.</p>

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