


Supported Employment Services

Compliance Standards


September 2014
Presenters: Gayla Harken
Lisa Schwanke






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What we will cover:

- Iowa Employment Services Redesign
- Provider Accreditation/ Certification Requirements
- Scope of Supported Employment Services



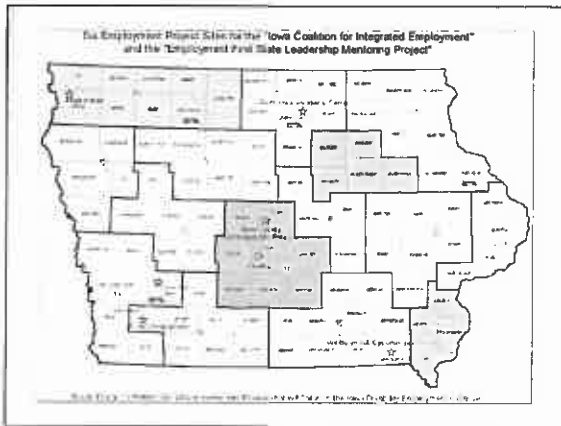
**Employment Services
for Iowans with disabilities
Redesign Update**



Employment First:

The Goal of the Employment First Initiative is that competitive employment will be the first priority and the expected and preferred outcome of all Iowans with disabilities.






<http://www.ivrs.iowa.gov/CustomizedEmploymentStrategies.html>

Accreditation/Certification

- IAC 441 Chapter 77
 - IAC 77.25 (9) – Habilitation Services
 - IAC 77.37 (16) – ID Waiver Services
 - IAC 77.39 (15) – BI Wavier Services



Accreditation/Certification

- **Habilitation Supported Employment:**
 - An agency certified under the HCBS ID or BI Waiver to provide supported employment
 - An agency that is accredited by CARF as an organizational employment service provider or a community employment service provider.
 - An agency that is accredited by the Council on Accreditation of Services for Families and Children.

Accreditation/Certification

- **Habilitation Supported Employment (Cont.):**
 - An agency that is accredited by the Joint Commission on Accreditation of Healthcare Organizations.
 - An agency that is accredited by the CQL in Supports for People with Disabilities.
 - An agency that is accredited by the International Center for Clubhouse Development.
 - Must be enrolled as a provider of Habilitation services with Magellan of Iowa

Accreditation/Certification


- **HCBS ID & BI Waiver:** The following agencies may provide supported employment services:
 - An agency that is accredited by CARF as an organizational employment service provider, a community employment service provider, or a provider of a similar service.
 - An agency that is accredited by the Council on Accreditation of Services for Families and Children for similar services.

Accreditation/Certification

- **HCBS ID & BI Waiver:** The following agencies may provide supported employment services:
 - An agency that is accredited by the JACHO for similar services.
 - An agency that is accredited by the CQL in Supports for People with Disabilities for similar services.
 - An agency that is accredited by the International Center for Clubhouse Development.

Scope of Service


- Supported employment services are individualized services associated with obtaining and maintaining competitive paid employment in the least restrictive environment possible, provided to individuals for whom competitive employment at or above minimum wage is unlikely and who, because of their disability, need intense and ongoing support to perform in a work setting. Individual placements are the preferred service model. to securing and keeping a job.



Service Components


These services are provided to or on behalf of the member.

- Activities to Obtain a job.
- Supports to maintain employment




Activities to obtain a job:

- Job Development
 - Job procurement training
 - Job retention training
 - A unit of service is a job placement that the member holds for 30 consecutive calendar days or more.
 - Limited to 2 units per 12 month period
 - Payment may occur when service is authorized



Activities to obtain a job:

- Employer Development - Service focus on supporting employers in hiring and retaining members and to communicate employer expectations to the team and my include:



Activities to obtain a job:

- Developing relationships with employers
- Job Analysis for a specific job
- Developing a customized training plan
- Identifying and arranging reasonable accommodations
- Providing disability awareness as needed
- TA on members customized training plan
– usually provided by IVRS.

Activities to obtain a job:

–A unit of service is a job placement that the member holds for 30 consecutive calendar days or more.

–Limited to 2 units per 12 month period

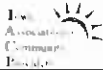
Activities to obtain a job:

- **Enhanced Job Search Activities**
 - Provided after job development services have been provided for 30 days, or with assisting the member in changing jobs.
 - The team must review & update IVRS – SE Readiness Analysis
 - Includes job identification, assistance with applying and interviewing, work site assessment and job accommodation evaluation.
 - A unit is 15 minutes– maximum of 104 units in a 12 month period



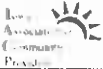
Supports to Maintain Employment

- Individual work-related behavioral management.
- Job coaching.
- On-the-job or work-related crisis intervention.
- Assisting the member to use skills related to sustaining competitive paid employment, including assistance with communication skills, problem solving, and safety.
- Consumer-directed attendant care services.
- Assistance with time management.



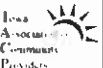
Supports to Maintain Employment

- Assistance with appropriate grooming.
- Employment-related supportive contacts.
- Employment-related transportation between work and home and to or from activities related to employment. Other forms of community transportation (including car pools, coworkers, self or public transportation, families, and volunteers) must be attempted before transportation is provided as a supported employment service.




Supports to Maintain Employment

- Assessment after employment.
- Employer consultation.
- A unit of service is 15 minutes with a maximum of 160 units/week




Supported Employment - Individual

- **Individual**
 - **Individual employment support services are the supports to participants who, due to disabilities, need ongoing support to obtain and maintain an individual job. These jobs are ordinarily in competitive or customized employment, or self-employment, in an integrated work setting in the general workforce.**




Supported Employment - Individual

- **Participants are compensated at or above the minimum wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.**
- **The outcome of this service is sustained paid employment, in a job that meets personal and career goals.**



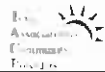
Supported Employment - Individual

- **Members may also receive educational, prevocational or day habilitation services and career planning services. A member's person-centered services and supports plan may include two or more types of non-residential habilitation services. However, different types of non-residential habilitation services may not be billed during the same period of time.**



Supported Employment - Group

- Enclave employment support are services and training activities provided in regular business, industry, and community settings for groups of two to eight workers with disabilities. Examples include mobile crews and other business-based workgroups employing small groups of workers with disabilities in employment in the community.



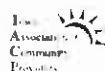
Supported Employment - Group

- Enclave employment support must be provided in a manner that promotes integration into the workplace and interaction between members and people without disabilities in those workplaces.



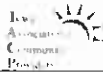
Supported Employment - Group

- The new manual does not specifically mention sub-minimum wage in group (enclave) employment. However this is allowable under a sub-minimum wage certificate. The following slides are clarification we received from LeAnn Moskowitz, Program Manager, IME Policy unit.



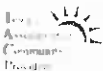
Supported Employment - Group

- This is CMS language re Small group employment.
- **The outcome of this service is sustained paid employment and work experience leading to further career development and individual integrated community-based employment for which an individual is compensated at or above the minimum wage, but 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. If the member is working in an enclave the employer must follow the FLSA re wages.**




Supported Employment - Group

- **Enclave Work Site: A work site of a competitive employer where a worker with a disability or a group of workers with disabilities are working and supervised by staff from the work center staff . The workers remain on the work center's payroll and authorization to pay a SMW is based on the work center's certificate. (See FOH 64d00(e)(1)c).**
- <http://www.dol.gov/whd/FOH/ch64/64k00.htm>



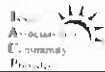
Requirements of all SE Service

- Adaptations shall be provided by the provider as part of the services.
- Transportation shall be provided by the provider as part of the services. Community transportation options shall be attempted before the service provider provides transportation.
- The majority of coworkers must be persons without disabilities.
- Member must have daily contact with other employees or the general public



Requirements of all SE Service

- All SE services shall provide individualized and ongoing support contacts to promote successful job retention.
- Each provider contact shall be documented.
- Documentation is maintained that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).
- All services shall be identified in the member's service plan.



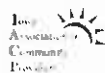
Exclusions

- Federal financial participation is not claimed for incentive payments, subsidies, or unrelated vocational training expenses such as the following:
 - Incentive payments made to an employer to encourage or subsidize the employer's participation in supported employment; or
 - Payments that are passed through to users of supported employment services.



Exclusions

- Payment for supervision, training, support, and adaptations typically available to other workers without disabilities filling similar positions in the business.
- Volunteer work. Such volunteer learning and training activities that prepare a person for entry into the paid workforce are addressed through prevocational services.



Example of Services

- Due to his bi-polar disorder, Member B has never been employed, but he would like to work. His provider finds that Member B has an interest and aptitude for working with animals.
- The provider contacts local pet stores to explain Member B's situation and arranges for a job interview for Member B. These activities would be considered job procurement training and are reimbursable as "job development services."



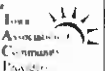
Example of Services

- The employer hires Member B to help take care of the animals. Provider staff works with Member B to assist him in learning his job duties. During the first two weeks, the provider works with Member B at the job site for an hour per day. For the next two weeks, staff assists him every other day.
- Staff also makes periodic contact with the employer to check on Member B's performance and identify any trouble areas.
- These activities are considered job coaching and employer consultation and would be reimbursable as "supports to maintain employment."




Example of Services

- One day, Member B becomes agitated while at work and yells at another employee. Provider staff responds by coming to the job site and assisting Member B in regaining his composure. The staff finds that Member B was confused about some of his duties and became upset when his co-worker pointed out some things Member B had not done.
- Provider staff then assists Member B in communicating about the problem with the employer and co-worker and in clarifying his duties.
- These activities are considered work-related crisis intervention and assistance with communication skills and are reimbursable as "supports to maintain employment."



Questions



Law
Analytics
Community
Provider
