

1/18/2013 - DRAFT
SELN Work Service Definitions

1. **Supported Employment**
 - a. **Individual Employment Support**
 - b. **Follow Along Support**
 - c. **Co-Worker Support**
 - d. **Small Group Employment Support**
2. **Job Discovery/Job Preparation**
3. **Day Services**
 - a. **Adult Day Health**
 - b. **Day Supports and Activities**

SUPPORTED EMPLOYMENT SERVICES

Individual Employment Support

Individual Employment Support consists of habilitation services and staff supports needed by a person to acquire a job/position or career advancement in the general workforce at or above the state's minimum wage, with a goal of 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.

Supported Employment - Individual Employment Support is delivered in a competitive, customized, or self-employment setting.

The outcome of this service is paid employment in a competitive, customized, or self-employment setting within the general workforce that meets personal and career goals, as documented in the plan of care. Supported Employment –Individual Employment Support services are person-centered to address the person's particular needs.

REIMBURSABLE ACTIVITIES: Individual Employment Support:

1. Person-centered employment planning (assisting an individual in identifying wants and needs for supports and in developing a plan for achieving integrated employment),
2. Job development,
3. Negotiation with prospective employers,
4. Job carving,
5. Job placement,
6. Career advancement activities,
7. Job analysis,

8. Training, support, coordination and communication in related skills needed to obtain and retain employment such as using community resources and public transportation,
9. Job coaching,
10. Job loss - the person may need to be referred to, or back to, Vocational Rehabilitation for services and reimbursement, in which case, concurrent reimbursement for Supported Employment – Individual Employment Support and Vocational Rehabilitation Services will not be allowed,
11. Benefits planning support,

People may utilize Job Discovery/Job Preparation, Small Group Employment Support, Follow Along Support, Co Worker Support, and Day Supports & Activities in conjunction with Individual Employment Support.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

ACTIVITIES NOT REIMBURSABLE: Individual Employment Support:

1. Transportation of a person to and from the job site.
2. Any service that is otherwise available under the Rehabilitation Act of 1973.
3. Employment activities taking place in a group, i.e., work crews or enclaves.
4. Public relations activities.
5. Staff continuing education - In-service meetings, department meetings, individual staff development.
6. Incentive payments made to an employer to subsidize the employer's participation in a supported employment program.
7. Payments that are passed through to users of supported employment programs.
8. Payments for vocational training that is not directly related to a person's supported employment program.
9. Any other activities that are non-participant specific, i.e., the person has the job and can't work their scheduled hours so the job coach is working the job instead of the person.
10. Any activities which are not directly related to the person's career plan.
11. Services furnished to a minor by a parent(s), step-parent(s) or legal guardian.
12. Services furnished to a person by the person's spouse.

This service will not overlap with, supplant, or duplicate other services provided through the waiver or Medicaid State plan services.

The waiver will not cover vocational rehabilitation services, which are otherwise available under section 110 of the Rehabilitation Act of 1973. Therefore Documentation is required to ensure that the service is not available or is no longer available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).

Income from customized home-based businesses may not be commensurate with minimum wage requirements with other employment.

Federal financial participation is not claimed for incentive payments, subsidies, or unrelated vocational training expenses such as the following:

1. Incentive payments made to an employer to encourage or subsidize the employer's participation in supported employment; or
2. Payments that are passed through to users of supported employment services. 3

Follow Along Support

Supported Employment - Follow Along Support consists of services and supports that enable a person who is paid at or above the state's minimum wage, with a goal of 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 to maintain employment in a competitive, customized, or self-employment setting.

Supported Employment – Follow Along Support includes habilitation services needed to stabilize and support an individual in a competitive, customized, or self-employment setting. Examples of stabilization and support may include, but are not limited to, the following situations described below.

1. Job in jeopardy – the person will lose his/her job without additional intervention.
2. Job promotion within same employment setting - it is determined that the new job requires more complex, comprehensive, intensive supports that can be offered under the waiver. Extended ongoing or intermittent services needed to maintain and support an individual in a competitive, customized, or self-employment setting. Outcomes and Actions needed for the person to maintain employment must be identified in the plan of care.

REIMBURSABLE ACTIVITIES: Follow Along Support:

1. Person-centered employment planning with or on behalf of the person supported,
2. Development of skills that will make the person employable for more hours or for additional duties,
3. Job promotion activities,
4. Extended supports allow for time spent at the person's work site: Observation and supervision of the person, teaching job tasks and monitoring at the work site to ascertain the success of the job placement,
5. The provision of job coaches who accompany the person for short-term job skill training at the work site to help maintain employment,
6. Regular contact and/or follow-up with the employers, co-workers, person, parents, family members, guardians, advocates or authorized representatives of the person, and other appropriate professionals, in order to reinforce and stabilize the job placement,
7. Facilitation of natural supports at the work site,
8. Individual program development, writing task analyses, monthly reviews, and behavioral intervention programs,
9. Advocating for the person at the employment site (i.e., employers, co-workers, customers) and only for purposes directly related to employment; OR with persons not directly affiliated with the employment site (i.e., parents, bus drivers, case managers, school personnel, landlords, etc.) if the person is hired and currently working,
10. Assistance with financial paperwork and management related to the person's employment and/or maintaining Medicaid eligibility,

People may utilize Job Discovery/Job Preparation, Individual and Small Group Employment Support, Co Worker Support and Day Supports & Activities in conjunction with Follow Along Support.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

A person who is unable to sustain competitive, customized, or self-employment may be considered inappropriately placed and movement to a better-fit employment setting should be considered or the person may need to be referred to, or back to, Vocational Rehabilitation for services and reimbursement, in which case, reimbursement for Supported Employment - Follow Along Support and Vocational Rehabilitation Services will not be allowed concurrently for the same job placement.

ACTIVITIES NOT REIMBURSABLE: Follow Along Support:

1. Transportation of a person to and from the job site.
2. Any service that is otherwise available under the Rehabilitation Act of 1973.
3. Activities taking place in a group, (i.e., work crews or enclaves).
4. Public relations activities.
5. Staff continuing education - In-service meetings, department meetings, individual staff development.
6. Incentive payments made to an employer to subsidize the employer's participation in a supported employment program.
7. Payments that are passed through to users of supported employment programs.
8. Payments for vocational training that is not directly related to a person's supported employment program.
9. The job coach is working the job instead of the person (i.e. Person is not present, or training is not occurring).
10. Any activities which are not directly related to the person's career plan.
11. Services furnished to a minor by a parent(s), step-parent(s) or legal guardian.
12. Services furnished to a person by the person's spouse.

The waiver will not cover vocational rehabilitation services, which are otherwise available under section 110 of the Rehabilitation Act of 1973. Therefore Documentation is required to ensure that the service is not available or is no longer available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).

Co-worker Support

Co-Worker Support allows the DD Program and DD provider agencies to contract with a business to provide employer provided job supports as a part of the natural workplace. The supports will be provided directly to the person and may include:

1. the development of positive work-related habits, attitudes, skills,
2. work etiquette directly related to their specific employment,
3. health and safety aspects/requirements of their particular job,
4. assisting the individual to become a part of the informal culture of the workplace,
5. job skill maintenance or assistance with incorporating new tasks,
6. facilitation of other supports at the work site.

Individuals participating in this service are employed by a business and are paid at or above the state's minimum wage, with a goal of 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. 5

This service differs from Supported Employment – Follow Along Support in that it creates opportunity for services/supports to be provided by the local business' employee where the person is employed. Receiving mentoring from a fellow employee increases opportunities for acceptance into and thus success in the workplace community. This service is intended to provide ongoing Co-Worker Support allowing Follow Along Support to be decreased. People may utilize Job Discovery/Job Preparation, Individual and Small Group Employment Support, Follow Along Support and Day Supports & Activities in conjunction with Co-Worker Support.

Service Limitations:

The activities of this service are over and above the obligations an employer has for an employee without a disability, and does not duplicate nor supplant those provided under the provisions of the Individuals with Disabilities Education Improvement Act, or Section 110 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Small Group Employment Support

Supported Employment - Small Group Employment Support is habilitation services and staff supports needed for groups of two (2) to eight (8) workers with disabilities to acquire and maintain a job/position in the general workforce at or above the state's minimum wage, with a goal of 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. Small Group Employment examples include enclaves, mobile crews and other business-based workgroups employing small groups of workers with disabilities in employment in the community.

Supported Employment - Small Group Employment Support must be provided in a manner that promotes integration into the workplace and interaction between people with and without disabilities in those workplaces. Work occurs in business settings and hours typical for the industry.

Supported Employment - Small Group Employment Support may include:

1. Person-centered employment planning with or on behalf of the person supported
2. Job development,
3. Negotiation with prospective employers,
4. Job carving,
5. Job placement,
6. Job analysis,
7. Training and support in related skills needed to obtain and retain employment such as using community resources and public transportation.
8. Job coaching,
9. Benefits planning support
10. Assistance with financial paperwork and management related to the person's employment and/or maintaining Medicaid eligibility.
11. Job promotion support
12. Career advancement support.

JOB DISCOVERY/JOB PREPARATION

Job Discovery

Job discovery is intended to result in the development of a career profile and employment goal or career plan of which Job Preparation or Supported Employment may be an identified need. Job discovery services include but are not limited to the following activities with the person supported.

1. Person centered employment planning (assisting an individual in identifying wants and needs for supports and in developing a plan for achieving integrated employment),
2. Job exploration,
3. Job shadowing,
4. Informational interviewing,
5. Job and task analysis activities,
6. Employment preparation (i.e. resume development, work procedures),
7. Business plan development for self-employment,
8. Volunteerism.

Job Preparation

Job preparation services provide formalized training and work experiences intended to teach a person the skills necessary to succeed in a paid competitive, customized, or self-employment setting. Job preparation activities are based on goals identified during job discovery. Supports and skill training may include:

1. Following directions,
2. Focusing on tasks,
3. Completing tasks,
4. Achieving productivity standards and quality results,
5. Responding appropriately to supervisors/co-workers,
6. Attendance and punctuality,
7. Problem solving,
8. Safety,
9. Mobility,
10. Skills such as accessing transportation and connecting to community resources as it relates to obtaining employment,
11. Short term work trials,
12. Volunteerism.

Training may also address workplace social skills necessary for successful competitive, customized, or self-employment such as:

1. Appropriate work place attire,
2. Hygiene,
3. Appropriate interactions with supervisors/co-workers,
4. Acceptable work behaviors.

If, after two years of receiving Job Preparation with no employment, the Job Discovery process is repeated and a community work experience completed. Refusal by the person to participate in the Job Discovery process must be clearly documented in the plan of care. 7

The need for services must be documented in the plan of care and must be primarily habilitation in nature. This service should be a pathway towards individualized employment and is dependent on individuals demonstrating progress towards employment over time.

For traditional agency based - Services may be provided in a community setting or in a congregate setting at a DD provider agency site.

For self-directed common law employer authority and self-directed agency with choice employer authority - Services may only be provided in a community setting with 1:1 staff.

People may utilize Individual and Small Group Employment Support, Follow Along Support, Co Worker Support, and Day Supports & Activities in conjunction with Job Discovery/ Job Preparation.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Job Discovery is limited to 40 hours of service per year, except with DDP prior approval.

Total hours for a person's attendance at Job Preparation services shall not include time spent during transporting to/from the person's residence.

After 5 unsuccessful attempts of job discovery and work experiences or if it becomes clear that competitive, customized, or self-employment is not a reasonable goal and the individual does not plan to move forward toward employment, then other supports and services which are designed to continue on a long term basis should be considered.

The waiver will not cover vocational rehabilitation services, which are otherwise available under section 110 of the Rehabilitation Act of 1973. Therefore Documentation is maintained for the person that the service is not available (denial letter from Voc Rehab) or is no longer available (closure from Voc Rehab services) under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).

DAY SERVICES

Adult Day Health

Adult Day Health services are targeted to people who are of the typical retirement age (age 62 or older) or are limited due to health and safety issues. Participants of this service are no longer able to maintain employment due to health and safety risks OR are of retirement age. Adult Day Health services are structured services consisting of day activities and residential support. Adult Day Health services are provided in a residential or community day activity setting. The outcome of Adult Day Health services is to treat each person with dignity and respect, to the maximum extent possible maintain skills and abilities, and to keep the person engaged in their environment and community through optimal care and support. Adult Day Health services are designed to actively stimulate, encourage and enable active participation; develop, maintain, and increase awareness of time, place, weather, persons, and things in the environment; introduce new leisure pursuits; establish new relationships; improve or maintain flexibility, mobility, and strength; develop and maintain the senses; and to maintain and build on previously learned skills.

Adult Day Health services must be furnished in a way which fosters the independence of each individual. Strategies for the delivery of Adult Day Health services must be person centered and person directed to the maximum extent possible and is identified in the plan of care.

Adult Day Health services may be provided as a continuous or intermittent service.

When adult Day Health services are delivered in a provider operated residence, staff must meet scheduled or unpredictable needs in a way that promotes maximum dignity and independence, to provide supervision, safety and security, and to provide activities to keep the person engaged in their environment.

The personal living space and belongings of individuals living at the provider operated residence must not be utilized by those receiving Adult Day Health services at the residence. Only shared living spaces such as the living room, kitchen, bathroom, and recreational areas may be utilized.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Payments for Adult Day Health services are not made for room and board.

Day Supports and Activities

Day Supports and Activities are targeted at people who are of working age. It consists of formalized habilitation services, and staff support for the acquisition, retention, or improvement in self-help, behavioral, educational, socialization, and adaptive skills. Day Supports and Activities must also include community inclusion activities. Day Supports and Activities are person centered, preplanned, purposeful, documented and scheduled activities which take place during typical working hours, in a non-residential setting, separate from the individual's private residence or other residential living arrangement. Day Support and Activities may occur within a facility, in the community, or in both settings. Day Supports & Activities may be provided as a continuous or intermittent service.

Day Supports and Activities are expected to be evaluated based upon the following criteria:

1. It is considered by the person to be a meaningful day.
2. It is an actual learning or skill building experience.
3. It is something the person, wants, chooses, or needs to do.
4. It supports deep connections to ordinary community life.
5. It is something useful to themselves or a contribution to others.
6. It is of significant exercise or health value.
7. It is building friendships and social relationships.

Day Supports and Activities include but are not limited to:

1. The discovery and identification of skills, interests and potential for community contribution and people and places where a person's interest, culture, talent, and gifts can be contributed and shared with others with similar interests;
2. The identification and provision of support necessary for each person's personal success and achievement of plan of care outcomes. Supports may include but are not be limited to; the identification of resources necessary for transportation, social participation, inclusion, and independence;
3. Support as needed, for a person's communication, personal care and safety as needed;
4. Increased awareness and exposure to self-determination and self-advocacy; and
5. For persons of working age, an annual conversation to determine interest in a Path to Employment

People may utilize Individual and Small Group Employment Support, Follow Along Support, Co Worker Support, and Job Discovery/ Job Preparation in conjunction with Day Supports & Activities.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Total hours for a person's attendance shall not include time spent during transporting to/from the person's residence.

As these are draft definitions there are likely to be changes up to the point of CMS approval.

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