

OPWDD Guidance Documents with Payment Standards

This guidance document contains payment standards, with all payment standards shaded in grey. Any requirement in this guidance document which is not shaded in grey is a program standard or an explanation, illumination or illustration to aid auditors in interpreting the documents. Please note that there may be instances where materials may be partially shaded in a sentence, paragraph or beneath a header. It is OPWDD's intent that only those words that are shaded shall be considered part of a payment standard and any other words within a sentence or paragraph or below a header that are not shaded should be construed to be a program standard or an explanation, illumination or illustration to aid auditors in interpreting the document.

Appendix B: Service Documentation Requirements for Enhanced Supported Employment Pilots

Purpose

This Appendix describes the documentation requirements for Enhanced Supported Employment services within Enhanced Supported Employment Pilots. The service documentation requirements set forth in this Appendix are based on the fiscal audit service documentation requirements addressed in Administrative Memorandum 2007-01(Supported Employment Service Delivery and Documentation Requirements), but include additional specific requirements for services delivered through Enhanced Supported Employment Pilots.

Quality service standards for Enhanced Supported Employment Pilots continue to be described in the Key to Individualized Services, OMRDD's Policy Manual. Quality service standards remain the same. The requirements for Habilitation Plans described in Administrative Memorandum 2003-03 also remain in effect. Agencies are expected to provide all services and supports needed to assist the person in the Enhanced Supported Employment Pilot to find and maintain employment. The provisions described in this document are the minimum billing standards to support payment for service.

Service Definition for Enhanced Supported Employment Pilots

The unit of service for Enhanced Supported Employment Pilots is a month. There are three different documentation requirements for Enhanced Supported Employment Pilots provided to individuals who are employed, individuals who are not employed, and individuals who are partially employed during the month. For a given month, an individual is considered employed if he or she is competitively employed in a community setting for at least eight days during the month. Individuals served through the pilot are expected to work a **minimum of 8 hours/week**. It is assumed that individuals served through the pilot will not work one 8 hour shift/week to meet this requirement.

In order to be paid for a unit of Enhanced Supported Employment provided to **an individual employed for the full calendar month, the agency must document the provision of at least eight face-to-face services/staff actions that are provided to the person at the job site on separate days during the month.** These services/staff actions must be derived from the individual's Enhanced Supported Employment Plan.

In order to be paid for a unit of Enhanced Supported Employment provided to **an individual who is not employed at any time during the month, the agency must document the provision of at least eight services/staff actions which have been provided during the month on separate days. At least four of these services must be face-to-face services.** These services/staff actions must be derived from the individual's Enhanced Supported Employment Plan.

In order to be paid for a unit of Enhanced Supported Employment provided to **an individual who is partially employed during the month** (that is, employed for less than the full calendar month), **the agency must document the provision of at least eight**

face-to-face services/staff actions that are provided at the job site on separate days during the month OR at least eight services/staff actions provided during the month on separate days, at least four of which must be face-to-face services but do not need to be at the job site. These services/staff actions must be derived from the individual's Enhanced Supported Employment Plan.

NOTE: Job placement is expected within 90 days of the initiation of the individual's participation in the Pilot. Individuals may receive funding for up to 90 days of job development services through the duration of their participation in this pilot. This 90 day limit applies to those individuals who have secured employment through the pilot and subsequently lose or wish to change their jobs. If the placement outcome is not met within 90 days, the provider may request an additional 90 days of enhanced supported employment funding for the person. Funding extensions are not automatic, the DDSO will decide such requests on an individual basis. The DDSO may grant only one funding request for an additional 90 days per person.

The format for requesting a one time extension is attached.

Format for Documenting Enhanced Supported Employment Services

The agency will use the OMRDD-developed Enhanced Supported Employment Documentation Record (also known as the "checklist") format for documenting the provision of Enhanced Supported Employment services. A copy of the checklist is included with this Appendix. In addition to the checklist, there are other documents that are required to support the agency's request for payment for Enhanced Supported Employment services. Please see the section entitled "Instructions for Service Documentation" for further information (page 3).

Instructions for Billing

- **Enrollment in Enhanced Supported Employment Services in the Tracking and Billing System (TABS)**

In order for the agency to be eligible for the payment for Enhanced Supported Employment Pilot services, VESID will have determined that the participation in the Enhanced Supported Employment Pilot Project is the most appropriate service for each of the individuals for whom services are being billed. Individuals can be enrolled in the agency's Enhanced Supported Employment Pilot program in TABS only if this requirement is met.

- **Reporting Enhanced Supported Employment Services**

The Enhanced Supported Employment payment will be issued automatically to the provider based on the service information that the provider submits to OMRDD

via a secure web application. For each month, the agency must answer two questions for each individual enrolled in Enhanced Supported Employment Pilots.

- **Individual Employed?**
The agency enters “Y” (for yes) if the individual is employed for at least eight days during the month. If that condition is not met, the agency enters “N” (for no).
- **Required Services Delivered?**
The agency enters “Y” (for yes) if at least eight face-to-face Enhanced Supported Employment Pilot services are delivered on separate days during the month at the individual’s work site. The agency also enters “Y” if at least eight Enhanced Supported Employment Pilot services were delivered on separate days during the month to an individual who was not employed or was partially employed, and at least four of these services were face-to-face.

Instructions for Service Documentation

The agency must maintain the following documentation to support payment for Enhanced Supported Employment services:

- A **copy of the individual’s ISP** covering the time period of the claim developed by the individual’s Medicaid Service Coordination (MSC) or Plan of Care Support Services (PCSS) coordinator.

The Enhanced Supported Employment service must be identified in the “HCB Service Summary” section of the ISP as **Supported Employment** and the required information must be completed as follows:

<p>Name of Provider: <u>Agency’s Name Here</u></p> <p>Type of Medicaid Service: <u>Supported Employment</u></p> <p>Frequency: <u>Month</u> Duration: <u>Ongoing</u> Effective Date: <u>No later than the 1st day of service delivery.</u></p> <p>Person’s Valued Outcome or Reason for Receiving the Service: <u>Is derived from the list of valued outcomes identified in section 1 of the ISP</u></p> <p>_____</p>

- The **Enhanced Supported Employment Plan** covering the time period of the reported services. This Plan should be entitled, “**Enhanced Supported Employment Plan**,” and is attached to the ISP. A copy of the Administrative Memorandum (ADM 2003-03, as pages 1 through 6 without an alphabetical prefix) describing the requirements for Habilitation Plans is included as part of this Appendix. In addition to the general Habilitation Plan requirements described in ADM 2003-03, the following additional requirements must be included in an Enhanced Supported Employment Plan:
 - Statement that each person selected for participation in the Enhanced Supported Employment Pilot Project has been reviewed by VESID as part of the Pilot review and selection process. The Plan will also state that VESID agrees that the Enhanced Supported Employment Pilot Project is the most appropriate service for the person at the current time.
 - Range of service frequency (e.g., for an employed individual Enhanced Supported Employment staff will provide between 8 and 16 services during the month.)
 - Locations where the service will be provided (for example, at the job site or at the supported employment office).

- The **Enhanced Supported Employment Documentation Record (also known as a “checklist”)** which demonstrates:
 - The contemporaneous documentation of face-to-face Enhanced Supported Employment services that are provided by staff.
 - A contemporaneous record of the service duration.

- **A record of the individual’s response to the Enhanced Supported Employment Plan described in a monthly summary note.** This summary note must summarize the implementation of the person’s Enhanced Supported Employment Plan, discuss the individual’s response to services, and discuss any issues or concerns about the plan or the person. A copy of the monthly summary note format is included with this Appendix.

Documentation Retention

All documentation specified above must be kept the balance of the calendar year in which they were made and for six (6) additional years thereafter. See Appendix A for additional requirements regarding record retention.