David A. Paterson
Governor

Diana Jones Ritter
Commissioner

STATE OF NEW YORK
OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES

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July 3, 2008

RE: SEMP Program Enrollment Document

Dear Supported Employment Provider:

Attached for your information is a document with information on program enrollments related to the Office of Mental Retardation and Developmental Disabilities (OMRDD) Supported Employment (SEMP) services. Since an individual may receive SEMP service in an OMRDD district other than the one in which he/she resides, this document will assist you, and the local OMRDD district staff, in insuring that your program roster for SEMP is maintained correctly.

To add, or remove, an individual from a SEMP program, a Developmental Disabilities Profile 1 (DDP-1) must be completed and submitted to the appropriate OMRDD district office. The DDP-1 form is available on OMRDD's website at www.omr.state.ny.us (click on Information for Providers, then Forms, then DDP-1 Form). If your agency is not recording services through OMRDD's Web Application for Supported Employment Services, we encourage you to use this tool, as it will assist you in identifying individuals who may be enrolled in a SEMP program code which is not associated with the district where the individual lives, and a DDP-1 form to correct the individual's enrollment may be needed.

If you have any questions on Supported Employment enrollments, please contact your local DDSO SEMP Coordinator.

Sincerely,

Karla J. Smith
Director of Central Operations

Attachment
cc: DDSO Directors
Ms. Broderick
Ms. O'Horo
Mr. Moran
Ms. Lehmkuhl
Mr. Smits
Mr. Lind
Ms. Bushart
Mr. Barmash
SEMP Coordinators
TABS Coordinators
HCBS Waiver Coordinators

Providing supports and services for people with developmental disabilities and their families.
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NYS OMRDD
Supported Employment Program Enrollment Document July 1, 2008

In late 2001, NYS OMRDD switched from primarily a contract funded service to a fee-based service for Supported Employment (SEMP). This switch meant providers who deliver SEMP services to individuals with Medicaid and enrolled in OMRDD's Home and Community Based Services (HCBS) Waiver receive reimbursement by billing the NYS Department of Health (DOH) through eMedNY (DOH's Medicaid Management Information System, also known as MMIS). For providers who deliver SEMP services to individuals without Medicaid, or with Medicaid but without HCBS enrollment, receive reimbursement by submitting data through OMRDD's web-based application specific to SEMP services.

It is necessary for OMRDD to track, by district, the number of individuals enrolled in supported employment. To identify individuals expected to receive SEMP services, OMRDD relies on program adds to programs in OMRDD's Tracking and Billing System (TABS). To facilitate tracking by district, a provider specific Program code is established in TABS, district specific, so an individual can be enrolled in SEMP in his/her home district regardless of where the supported employment program is physically located. A provider will have more than one Program Code if the individuals receiving SEMP service from the provider reside in different districts. OMRDD staff should insure providers understand that program changes do not override the billing rule which allows only one SEMP claim, per month, to be paid for an individual.

Since individuals have choice in who they receive service from, and employment opportunities appropriate and acceptable to the individual may not fit within the OMRDD district where the individual resides, SEMP program enrollments should be determined as follows:

- Based on the district where the individual resides, the individual should be enrolled in the SEMP Program Code assigned to the provider who is to deliver the SEMP services.

- If an individual is receiving SEMP services and wishes to change service provider, the individual should be removed from the current Program Code and added to the Program Code of the newly selected provider in the district where the individual resides.

- If an individual is receiving SEMP services and moves from one district to another, the individual may continue to receive SEMP services from the same provider. However, the individual's program enrollment should be changed to the Program Code assigned to the provider in the district where the individual has moved.

- If an individual is receiving SEMP services and moves from one district to another, the individual may choose to receive SEMP services from a different provider. The individual should be enrolled in the Program Code assigned to the newly selected provider in the district where the individual has moved.

- An individual can be enrolled in ONLY ONE SEMP program at a time. While an individual may choose to change their SEMP service provider, only one provider is

entitled to payment for a month since SEMP is a monthly fee (14 NYCRR Part 635-10.5(d)(2)(iii)). OMRDD's Tracking and Billing System (TABS) is set up (as described in the Consumer Entry (CE) 2 Help) based on the following rules:

> "Transfers" between SEMP Programs occur on the first of a month. Although a REMOVE From SEMP Program can be dated any date within a month, a subsequent ADD To SEMP Program may not be dated prior to the 1st of the subsequent calendar month, except where the Remove is dated the 1st.