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PBH Administration Communication Bulletin

FY-0809-AA-08

To: PBH Network Providers and Stakeholders

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Date: April 1, 2009

**RE: Supported Employment-Innovations and State Funded
New Utilization Management Criteria
Yes/No billing document**

This communication also describes newly developed Utilization Management criteria that will be applied to both Medicaid and state funded Supported Employment. This criterion has been reviewed by the PBH Clinical Advisory committee which is composed of DD provider agencies, individuals who access PBH services and PBH staff, to gain stakeholder input.

The utilization management criteria will be effective **July 1, 2009**, to allow adequate time for training and ensure a seamless transition.

Utilization Management Criteria

The limits on sets of services within the Innovations waiver are upper limits on service hours available to support individuals with extraordinary disability specific needs. Utilization management criteria is a tool for Individual Support Planning teams and the person receiving service to use as a guide to assist in requesting the appropriate intensity of service to meet the disability specific need.

General Employment:

- The job must be at least 10 hours per week. (Benchmark)
- The person must earn minimum wage unless the agency has a wage and hour certificate.
- There must be a reasonable expectation that the position will last up to and beyond 90 days.

- The job must be in an integrated setting in which 50% of the persons employed by the business are co-workers without disabilities, unless this is a training setting such as an enclave or mobile work crew.
- Job seeking will be limited to 90 day service authorizations, requests beyond 90 days require the provider agency to submit a status report and plan of action regarding the steps they are taking toward job seeking that have resulted in the need for an extension.
- Job training will be limited to 90 day service authorizations, requests beyond 90 days require provider submission of a status report and plan of action regarding the steps the agency is taking regarding that have resulted in the need for an extension.
- Long Term follow along will be authorized on an annual basis.

Microenterprise/Self Employment:

- Tax Identification Number
- Business Plan
- Reasonable expectation that the person will earn minimum wage for each hour or Supported Employment.

Supported Employment Services

Supported Employment Services provide assistance with choosing, acquiring, and maintaining a job for participants ages 16 and older for whom competitive employment has not been achieved and /or has been interrupted or intermittent.

Yes	No
<p>Pre-job training/education which may include:</p> <ul style="list-style-type: none"> • career/educational counseling • job shadowing • assistance in the use of educational resources • training in resume preparation, job interview skills, study skills • assistance in learning skills necessary for job retention <p>Employment in a group such as an enclave or a mobile crew</p> <p>Assisting a participant to develop and operate a micro-enterprise consisting of:</p> <ul style="list-style-type: none"> • aiding the participant to identify potential business opportunities • assistance in the development of a business plan, including potential sources of business financing and other assistance in developing and launching a business • identification of the supports necessary for the participant to operate the business • ongoing assistance, counseling and guidance once the business has been launched <p>Coaching and employment support activities that enable a participant to complete job training or maintain employment such as monitoring, supervision, assistance in job tasks, work adjustment training and counseling</p> <p>Employer consultation with the objective of identifying work related needs of the participant and proactively engaging in supportive activities to address the problem or need.</p>	<p>Services in licensed facilities unless the participant is employed in a position that is clearly not a sheltered work arrangement</p> <p>Incentive payments made to an employer to encourage or subsidize the employer's participation in a supported employment program</p> <p>Payments/subsidies passed through to users of supported employment programs</p> <p>Payments for trainings not directly related to a participant's supported employment program</p> <p>Services provided in the participant's private home or group home unless the participant operates a micro-enterprise from one of those locations</p> <p>Short range goals that are not consistent with the participant's long range outcomes in the Individual Support Plan.</p> <p>Volunteer work or community integration activities that should be billed to Community Networking.</p> <p>Writing log notes, services notes, reading information about the participant, staff preparation time</p> <p>Staff travel time</p> <p>Out of state services unless the participant lives in a county bordering another state and works within 40 miles of the North Carolina border</p>

Short range goals that are consistent with the participant's long range outcomes in the Individual Support Plan	
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Supported Employment: Transportation

1. Who is responsible for providing transportation to and from the private home of a participant to the participant's supported employment job site?

The Supported Employment provider is responsible for the participant's transportation between his/her private home and the participant's supported employment job site.

2. The Supported Employment definition states that transportation between work or between activities related to employment is included but other forms of transportation must be attempted first. What does this mean?

This means that if there is a community or natural support, the participant should utilize that transportation. For example if the participant is working near the work site of a member of his/her family and works the same schedule as that family member, then the participant could be transported to work by the family member. Another example is a participant who has and is able to use public transportation. The goal of supported employment is for the participant to work as independently as possible and to fade supported employment services. Therefore the Supported Employment provider agency should always assist the participant in identifying ways to become independent in transportation to and from work.

3. Can the Supported Employment Provider include transportation time in the service time billed to Medicaid?

Yes, the agency providing Supported Employment may bill for service when transporting a participant to/from home to the participant's supported employment job site. It is important that the team continue to explore other options for transportation.

4. The participant lives many miles from the job site. Is our agency still responsible for transporting the participant to/from his/her home?

Yes, the agency providing Supported Employment is responsible for transporting the participant to/from the participant's home to/from the participant's supported employment site. It is important that the team continue to explore other options for transportation.

5. The participant lives many miles from our agency. Can our agency bill for the time it takes to provide this additional level of support, including staff travel time to and from the participant's home?

Staff travel time is not a billable service. The transportation time from the participant's home to the job site and the return trip from the job site to the participant's home is billable service time.

6. The participant lives in a licensed group home. Who is responsible for transporting the participant to/from the day program?

The supported employment provider may provide transportation to the participant to/from the group home to/from the participant's supported employment job site. However, if the participant's job site is near a site where other participant's work or attend a day program, the participant should use the same transportation as other residents.

Supported Employment General Questions

1. Who is responsible for obtaining the documentation that the provider agency or Employer of Record is required to maintain that Supported Employment Services are not otherwise available under a program funded under Section 110 of the Rehabilitation Act of 1973, or Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) for this participant.

The provider agency or Employer of Record is responsible for obtaining this documentation.

2. Does the participant have to be paid a particular salary while receiving Supported Employment Services?

The participant does not have to be paid a salary while in the pre-training and job seeking phase of supported employment. The participant's earnings from a micro-enterprise would depend on the business model; however, supported employment providers are cautioned to be alert for instances of potential exploitation of the participant. The salary of other types of work would depend be at a minimum of the required federal or state labor laws. The participant could be paid more than these minimums. In some instances it may be possible for an employer to obtain a special certificate that would allow the participant to be paid less than minimum wage.