

	Addictive and Mental Disorders Division Severe and Disabling Mental Illness, Home and Community Based Services Waiver Manual
	Date effective: July 1, 2020 Date revised:
Policy Number: <i>SDMI HCBS 390</i>	Subject: Supported Employment

Definition

Supported employment services are the ongoing supports to members who, because of their mental illness, need intensive on-going support to obtain and maintain an individual job in competitive or customized employment, or self-employment, in an integrated work setting in the general workforce at or above the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.

Determination of Need

Supported Employment is appropriate for members who have been previously unable to succeed in competitive employment due to significant disabilities or challenging behaviors and need intensive ongoing employment supports.

Provider Requirements

- (1) A Supported Employment Services provider must be enrolled as a Montana Medicaid provider and be:
 - (a) a public or private employment agency;
 - (b) independent living center;
 - (c) organizations that provide support for individuals with disabilities; or
 - (d) a licensed mental health center.
- (2) Direct care staff must have:
 - (a) an associate degree in vocational rehabilitation, career development, or disability services education;
 - (b) an individual Placement Services (IPS) certification;

OR

- (c) two years of experience in vocational rehabilitation, career development, or disability services and receive an IPS certification within 6 months of hire.

AND

- (d) be at least 18 years of age;
 - (e) within 30 days of hire receive training in abuse reporting, incident reporting, client confidentiality, and any specialty training relating to the need of the member served, as outlined in the person-centered recovery plan;
 - (f) possess the ability to complete documentation requirements of the program; (4) Agree to a state criminal background check;
 - (g) possess a valid driver's license and proof of automobile liability insurance if transporting the member.
- (3) An independent entity not associated with a provider listed in (1) may provide Supported Employment services if they are insured, enrolled as a Montana Medicaid provider and have:
- (a) an associate degree in vocational rehabilitation, career development, or disability services;
 - (b) an Individual Placement Services (IPS) certification;

OR

- (c) two years of experience in vocational rehabilitation, career development, or disability services and receive an IPS certification.;

AND

- (d) are at least 18 years of age;
- (e) sign an affidavit regarding confidentiality and HIPAA;
- (f) possess the ability to communicate effectively with the member/personal representative;
- (g) possess the ability to complete documentation requirements of the program;
- (h) demonstrate to the member specific competencies necessary to perform paid tasks;
- (i) complete a self-declaration regarding infections and contagious diseases;
- (j) agree to a state criminal background check;
- (k) possess a valid driver's license and proof of automobile liability insurance if transporting the member;
- (l) demonstrate knowledge of how to report abuse, neglect and exploitation and sign an affidavit regarding agreement to report all instances of suspected abuse, neglect or exploitation.

Service Requirements

- (1) Supported employment may be provided in a variety of community settings.
- (2) Supported employment may include:
 - (a) rapid job search;
 - (b) individualized job development and placement according to the member's preferences, strengths, and work experiences;
 - (c) on-the-job training in work and work-related skills;
 - (d) ongoing support, that may include follow-along supports;
 - (e) monitoring of the member's performance on the job;
 - (f) cultivating natural supports on the job;
 - (g) training in related skills needed to obtain and retain employment such as behavioral interventions and self-efficacy; and
 - (h) negotiation with prospective employers.
- (3) Supported employment is provided 1:1 and may include supports in a group community employment setting such as crews or individual community employment settings, however, the specific supported employment services are not provided to a group.
- (4) All supported employment service options shall be reviewed and considered as a component of a member's person-centered recovery plan no less than annually, more frequently as necessary or as requested by the member. These services and supports should be designed to support successful employment outcomes consistent with the member's goals.
- (5) Documentation must be maintained in the file of each member receiving this service 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.).
- (6) Transportation may be provided between the member's place of residence and the job site or between job sites (in cases where the member is working in more than one place) as a component of supported employment services. Use of community transportation, including specialized transportation, is encouraged.
- (7) Waiver funding is not available for the provision of vocational services (e.g., sheltered work performed in a facility) where members are supervised in producing goods or performing services under contract to third parties.
- (8) Federal financial participation is not claimed for incentive payments, subsidies, or unrelated vocational training expenses such as the following:
 - (a) incentive payments made to an employer to encourage or subsidize the employer's participation in supported employment; or
 - (b) payments that are passed through to users of supported employment services.

- (9) For Supported Employment services that assist the member to achieve self-employment through the operation of a business, Medicaid funds may not be used to defray the expenses associated with starting up or operating a business.
- (10) Supported employment may be provided concurrently with Life Coach but cannot be billed during the same time of the day a member is working with a Life Coach.

Utilization

- (1) Supported Employment is based on the member's assessed need and are limited to additional services not otherwise covered under Medicaid state plan.