PROCEDURE: Extended Employment Plans and Annual Meeting

Effective Date: March 9, 2022
Date Last Modified:

Sources:

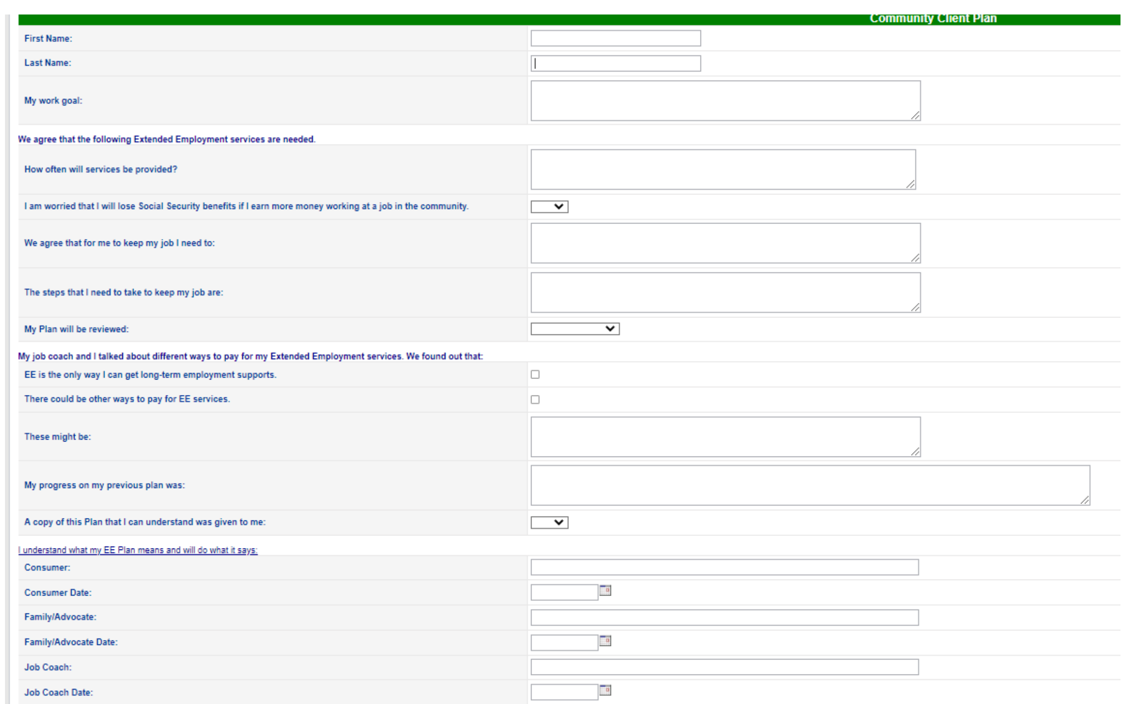
- ARM 37.30.1602 – Extended Employment Services: Objectives
- ARM 37.30.1613 – Extended Employment Services: Eligibility
- ARM 37.30.1614 – Extended Employment Services: Supported Employment Requirements
- ARM 37.30.1615 – Extended Employment Services: Sheltered Employment Requirements

Purpose

Upon entry into the Extended Employment (EE) Program, the client and provider need to develop a plan for long-term supports outlining the level and type of supports needed as well as the responsibilities of both the client and the provider in maintaining the job of the client. This plan must be updated annually to ensure that the supports provided as outlined in the plan continue to meet the needs of the client. This procedure outlines the process of developing an Extended Employment Plan with clients newly entering or re-entering the Extended Employment Program as well as the process for annually updating the plan with the client.

Initial EE Plan

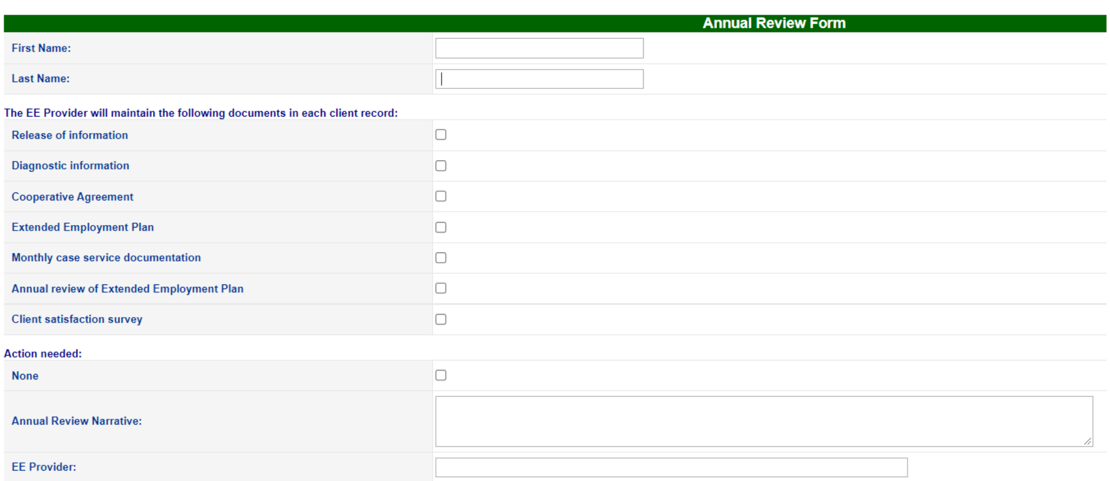
Within 30 days of the client enrolling in the EE Program, the EE Provider must meet with the client to complete the EE Plan in the EE case management system following the steps outlined in the EE Provider Manual.



Community Client Plan

First Name:
Last Name:
My work goal:
We agree that the following Extended Employment services are needed.
How often will services be provided?
I am worried that I will lose Social Security benefits if I earn more money working at a job in the community.
We agree that for me to keep my job I need to:
The steps that I need to take to keep my job are:
My Plan will be reviewed:
My job coach and I talked about different ways to pay for my Extended Employment services. We found out that:
EE is the only way I can get long-term employment supports.
There could be other ways to pay for EE services.
These might be:
My progress on my previous plan was:
A copy of this Plan that I can understand was given to me:
I understand what my EE Plan means and will do what it says:
Consumer:
Consumer Date:
Family/Advocate:
Family/Advocate Date:
Job Coach:
Job Coach Date:

After the EE Provider has completed all the fields on the EE Plan and saved the plan in “Pending” status, the EE Program Manager will review the Plan.

	If approved, the EE Program Manager will “Complete” the Plan in the system. If not approved, the EE Program Manager will email the EE Provider with instructions on what needs to be done with the Plan before it can be approved. It is also advised that during this initial EE Plan development, that the EE Provider get needed releases of information completed for the EE Provider to facilitate necessary long-term supports.
Annual EE Plan Update	Within 30 days before or after the anniversary of the EE Plan, the EE Provider must meet with the client to review and update the EE Plan as necessary to ensure the long-term support needs of the client are being met. This is commonly referred to as the “annual meeting.” Prior to the annual meeting, the EE Provider may also provide feedback forms to the client and their employer to collect additional information to aide in the update of the EE Plan. During the annual meeting, the EE Provider must review all the areas of the EE Plan developed the previous year with the client and create a new Plan in the case management system. ***This meeting, including completing necessary paperwork, will not exceed 60 billable minutes once per year.*** After the EE Provider has added a new EE Plan Form, completed all the fields on the EE Plan, and saved the plan in “Pending” status, the EE Program Manager will review the Plan. In addition to the EE Plan, the EE Provider must complete the Annual Review Form in the Forms Tab including completing the Annual Review Narrative section. In the Annual Review Narrative section, the EE Provider must detail the progress made by the client over the course of the previous year in the program. The EE Provider will change the Form status from “Draft” to “Pending” and the EE Program manager will review the Form.  Annual Review Form First Name: Last Name: The EE Provider will maintain the following documents in each client record: Release of information Diagnostic information Cooperative Agreement Extended Employment Plan Monthly case service documentation Annual review of Extended Employment Plan Client satisfaction survey Action needed: None Annual Review Narrative: EE Provider:

	If the Plan and the Annual Review Form are approved, the EE Program Manager will “Complete” both forms in the system. If not approved, the EE Program Manager will email the EE Provider with instructions on what needs to be done with the Plan and/or Annual Review Form before it can be approved.
	Signature: Disability Employment and Transitions Administrator – Chanda Hermanson