

## **GROUP SUPPORTED EMPLOYMENT**

### **Service Description**

**H022-FI**

A service that provides long-term, ongoing support services for an employed individual.

This group service provides consumers with an on-site supervised work environment in a community employment setting. Consumers are paid by the Qualified Vendor or employer for work performed in accordance with State and Federal law.

### **Service Requirements and Limitations**

1. Group Supported Employment is provided in integrated community work settings. Integrated setting means a setting typically found in the community in which an individual with disabilities interacts with non-disabled individuals, other than non-disabled individuals who are providing services to that individual, to the same extent that non-disabled individuals in comparable positions interact with other persons.
2. The design of the service is to promote community integration with other members of the workforce and provide paid work. Such settings may include: a community business; Qualified Vendor owned/rented facilities that are used primarily to serve the public and employ consumers (e.g., retail stores, restaurants, etc.) and/or employ 50% (fifty percent) or more workers without disabilities exclusive of support staff; and mobile work crews (e.g., landscaping, manufacturing, custodial work, etc.) when the consumers are employed according to the norm for that industry.
3. Transportation within the consumer's scheduled workday from worksite to worksite is the responsibility of the Qualified Vendor.

### **Service Goals and Objectives**

#### Service Goals

1. To provide consumers the opportunity to work in an environment that allows for maximum interaction among diverse populations.
2. To provide consumers with gainful, productive, and paid work.
3. To support consumers in developing skills, abilities and behaviors that will enable them to most fully realize their vocational aspirations including supporting their transition into a more independent employment setting.
4. To help consumers maintain positive work habits, attitudes, skills and work etiquette directly related to their specific employment, as well as assisting the consumer to become a part of the informal culture of the workplace.

## Service Objectives

The Qualified Vendor shall ensure that the following objectives/outcomes are met:

1. Participate with each consumer's ISP team to develop and implement an ISP that identifies vocational outcomes in accordance with the consumer's long-term vocational goal.
2. Participate with consumer's ISP team in making referrals for progressive moves.
3. Ensure that the worksite placement of each consumer is made with consideration of that consumer's abilities, interests, and needs.
4. Provide each consumer with worksite orientation and training to assist them in acquiring the necessary job skills.
5. Provide each consumer with ongoing training and onsite supervision.
6. Provide intervention and technical assistance to an employer as needed to support the success of the consumer.
7. Assist the consumer in resolving training/work issues as well as any personal concerns that may interfere with their job performance.
8. In consultation with each consumer's ISP team, identify strengths and barriers to success/progressive movement, develop and implement strategies to capitalize on strengths and remove or minimize barriers.
9. Ensure the ongoing availability of paid integrated work in an amount adequate to the number of consumers in the program.

## **Service Outcomes**

1. At least 75% (seventy-five percent) of consumers will meet their annual vocational goals, as defined in their ISP. Documentation of this outcome shall be included in the comprehensive consumer status report to each District Program Manager/designee (where the service is being performed). See "Recordkeeping and Reporting Requirements" below.
2. On an annual basis, at least 10% (ten percent) of consumers served will be identified for progressive movement. Documentation of this outcome shall be included in the comprehensive consumer status report to each District Program Manager/designee (where the service is being performed). See "Recordkeeping and Reporting Requirements" below.

## **Service Utilization Information**

1. The maximum utilization by a consumer shall not exceed seven (7) hours per day. Actual usage will be dependent upon the consumer's goals and employment site requirements.
2. Group size shall be limited to no fewer than two (2) and no more than six (6) consumers. Group size will include all consumers being supervised by a single direct service staff person (to include individuals placed by other funding agencies). A Qualified Vendor paid staff member shall remain at the job site with consumers at all times.
3. To ensure community integration, no more than one (1) group shall be co-located in a physical location without prior approval from the Division's Program Administrator/Manager/designee.
4. Unless otherwise approved by the District Program Administrator/Manager or designee, services shall be provided to consumers 18 (eighteen) years of age or older.
5. Group Supported Employment services shall not be provided concurrently with other habilitation services (i.e., Center-Based Employment or Individual Supported Employment). However, a consumer may receive different habilitation services at different times within a given day. The only exception would be those supports provided as designated in Sections 6 or 7 below.
6. Employment Support Aide services needed to meet the personal care needs of a consumer who would otherwise be excluded from Group Supported Employment may be billed up to one (1) hour per consumer per day. This service is provided one to one (1:1) in accordance with the consumer's ISP. This service may be billed in addition to the Group Supported Employment hour of service. The provision of such service does not change the Qualified Vendor's responsibility for maintaining the recommended staff-to-client ratio for Group Supported Employment (i.e., in calculating the staff-to-consumer ratio, the Employment Support Aide shall not be included and the consumer receiving the services shall be included).
7. Employment Support Aide services needed to support consumers with a co-occurring behavioral health diagnosis who would otherwise be excluded from Group Supported Employment may be billed for up to three (3) hours per day per consumer. Support services must have been denied by the relevant Regional Behavioral Health Authority (RBHA). This service is provided one to one (1:1) in accordance with the consumer's ISP team. This service may be billed in addition to the Group Supported Employment hour of service. The provision of such service does not change the Qualified Vendor's responsibility for maintaining the recommended staff-to-client ratio for Group Supported Employment, (i.e., in calculating the staff-to-consumer ratio, the Employment Support Aide shall not be included and the consumer receiving the services shall be included).
8. A consumer can receive services from only one (1) Employment Support Aide at the same time.

## **Rate Basis**

Published. The published ratio rate is based on the ratio of total direct service staff hours with consumers present at the program to total consumer hours.

Throughout the term of the contract, the appropriate billing codes, billing units, and associated billing rules are subject to change. All billing codes and billing units, and associated billing rules will be included in the Division's Policies and Procedures Manual, Billing Manual, RateBook, and/or other provider resources made available by the Division.

## **Direct Service Staff Qualifications**

The Qualified Vendor shall ensure that direct service staff is trained in developing and teaching meaningful employment-related activities (e.g., hygiene, punctuality, supervisory relationships; peer relationships; job interviewing, work etiquette, etc.) for the consumers they support in the community.

## **Recordkeeping and Reporting Requirements**

1. Qualified Vendors shall maintain individual consumer progress notes and production records on a daily basis for each consumer.
2. The Qualified Vendor must keep daily records of the number of hours each consumer is at each Group Supported Employment site, including when the consumer arrived and left.
3. The Qualified Vendor must keep daily records of the number of hours each direct service staff spends providing direct services to consumers. Direct service time begins when the first consumer arrives at the job site or staging area and ends when the last consumer leaves the job site or staging area.
4. The Qualified Vendor shall submit quarterly individualized progress reports on each consumer to the consumer's support coordinator within thirty (30) days after the close of the quarter.
5. The Qualified Vendor shall provide a comprehensive consumer status report using Division forms every six (6) months to each District Program Manager/designee (where the service is being performed) within thirty (30) days after the close of the period.
6. Qualified Vendors shall maintain compliance with all applicable State and Federal law.
7. The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.