

TRANSITION TO EMPLOYMENT

Service Description

H053-KX

A service that provides training in the meaning, value and demands of work and in the development of positive attitudes toward work.

Transition to Employment (“TTE”) is a service that provides a Division member with individualized instruction, training, and supports to promote skill development for integrated and competitive employment.

Service Requirements and Limitations

1. This service is considered to be an employment service.
2. A member authorized for this service must have employment-related outcomes identified on his or her planning document [e.g., Individual Support Plan (“ISP”)].
3. Qualified Vendor direct service staff shall supervise the member at all times while the service is being delivered.
4. This service does not include remunerative work.
5. This service shall be provided in a Qualified Vendor owned or leased setting or community settings.
6. The Qualified Vendor owned or leased setting must be inspected by the Department’s Office of Licensing, Certification, and Regulation (“OLCR”) and approved by the Division.
7. This service shall not be provided in the same room as a day treatment program.
8. This service shall not be provided in a group home or a developmental home (child or adult).
9. This service shall not be provided when the member is hospitalized.
10. This service shall not be provided to members living in skilled nursing facilities, non-state operated Intermediate Care Facilities (“ICFs”), or Level I and Level II behavioral health facilities.

Service Goals and Objectives

Service Goals

1. To provide instruction, training, and support for the member to develop abilities, skills, and behaviors that will enable them to most fully realize his/her vocational aspirations including supporting the transition into a more independent employment setting.

2. To develop opportunities for the member to engage in unpaid work exploration and job shadowing experiences.
3. To assist the member in developing positive work habits, attitudes, skills, and work etiquette.

Service Objectives

The Qualified Vendor shall ensure the following objectives are met:

1. Individualized and time-limited training intended to help the member achieve the employment-related outcomes in his/her planning document.
2. Provide instruction for the member in a curriculum that has been approved by the Division. The curriculum shall include instruction in critical employment-related skill areas including, but not limited, to:
 - 2.1 Assessing learning style;
 - 2.2 Identifying likes, dislikes, and interests;
 - 2.3 Assessing career interest;
 - 2.4 Enhancing self-determination;
 - 2.5 Developing community safety skills;
 - 2.6 Developing positive work behaviors;
 - 2.7 Dressing for success;
 - 2.8 Following the rules;
 - 2.9 Getting along with your supervisor;
 - 2.10 Getting along with your co-workers
 - 2.11 Responding to and resolving conflict at work;
 - 2.12 Developing a resume;
 - 2.13 Applying for a job;
 - 2.14 Getting to work;
 - 2.15 Receiving and using your paycheck;

- 2.16 Job exploration and job shadowing; and
- 2.17 Understanding the impact of income on disability benefits (e.g., Disability Benefits 101).
3. Develop an individualized training plan for each member participating in the program/service to include:
 - 3.1 Modules the individual will participate in,
 - 3.2 Schedule for implementation,
 - 3.3 Method of assessing the member's progress with their training, and
 - 3.4 Data collection and reporting methodology.
4. Provide supervision to the member on-site and off-site while the service is being provided.
5. Provide transportation necessary to support program activities (e.g. to visit job sites).
6. Play an active role on the member's planning team to ensure that the outcomes for this service are consistent with the member's other service outcomes, behavioral, and physical health needs, and coordinated with other involved entities including Vocational Rehabilitation and school.
7. Refer a member demonstrating work readiness to his/her planning team for consideration for a progressive move into community integrated employment.

Service Outcomes

Members receiving this service are expected to gain and demonstrate job readiness skills and be referred for employment upon completion.

1. The Division expects that no less than fifty percent (50%) of members completing twelve (12) months of participation or their individualized training schedule, whichever comes first, will be referred for community integrated employment, including Employment Support Aide and/or Group Supported Employment services.
2. The Division expects that no less than twenty percent (20%) of members receiving this service will be referred for competitive employment without supports or Individual Supported Employment services.

Service Utilization Information

1. Typical utilization varies by member.

2. This service shall not be provided concurrently with another service; however, a member may receive different services at different times within a given day or different services on different days of the week.
3. A typical full-day of service shall consist of up to eight (8) hours a day.
4. Maximum participation in the service for members who are also student enrolled in high school will be four (4) hours a day while school is in session.
5. A member who is also a student enrolled in high school may participate in this service for up to eight (8) hours a day when school is not in session (i.e., Summers and holidays).
6. For a member who is no longer enrolled in school, the member's progress in the service will be reviewed by the Division's District Employment Services Specialist for consideration for continued enrollment in the service beyond twelve (12) months. Continued enrollment requires the approval of the Division's District Program Manager or designee.
7. A member who is sixteen (16) or seventeen (17) years of age shall have parental consent before he/she can receive this service with individuals who are eighteen (18) years of age and older. The Qualified Vendor shall make the consent available to the Division upon request.
8. If the service setting is co-located in a facility which also houses other services, designated direct service staff shall not simultaneously provide support to any other service or service recipient while providing direct service for the Transition to Employment service.
9. The staff-to-member ratio shall not exceed one (1) direct staff person to four (4) members (1:4). It is anticipated that all members receiving the service may need intermittent one-to-one (1:1) assistance/supervision to meet individual needs.

Rate Basis

1. Published. The published rate is based on one hour of direct service.
2. The Division established a separate rate for this service when the service is delivered to a member residing in a low-density zip code area. The low-density rate has a premium over the standard rate for this service. The Qualified Vendor shall not bill the Division for the low-density rate without prior authorization from the District Program Manager or designee.
3. 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, *Rate Book*, 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 the employment-related skills identified in the Service Objectives section listed above. Staff should have knowledge of:

1. Effective transition to employment practices;
2. Career and vocational assessment approaches;
3. Approaches for identifying vocational interests and preferences;
4. Job seeking and job retention skills identified by employers as essential for successful employment;
5. Methods for providing work-based skill development;
6. Linking curriculum content to employment-related outcomes; and
7. Strategies for increasing knowledge of the member and the member's representative/caregivers about transition to employment-related issues, including impact on the member's receipt of state and federal benefits.

Recordkeeping and Reporting Requirements

1. The Qualified Vendor shall maintain a copy of each member's most current planning document.
2. The Qualified Vendor shall maintain daily progress notes for each member receiving the service.
3. The Qualified Vendor shall submit quarterly individualized progress reports on the member to the Division and the member/member's representative unless the member/member's representative has requested not to receive them. The quarter is based on the calendar year and the reports are due no later than the fifteenth (15) day following the end of the quarter. The Qualified Vendor shall refer to the Division's Provider Manual for guidance on report due dates and minimum content of the reports.
4. The Qualified Vendor shall keep a record of each member's attendance, including time of arrival and departure. The time begins when the Qualified Vendor assumes responsibility for the member and ends when the Qualified Vendor ends this responsibility. Total time shall not include any time spent during transportation to and from the member's residence or school.
5. The Qualified Vendor shall maintain daily records on file as proof of the number of hours worked by each direct service staff spends direct services to members in the program.

- 5.1 Only the time when members are present at the program shall be counted as direct service.
- 5.2 Each time sheet, equivalent document, or data system must contain the original signature or other independent verification (such as an attendance log that has been signed by the member/member's representative or the direct care staff who documents the member's arrival and departure) after service delivery confirming the hours worked. Proof of hours worked must be signed or verified by the member/member's representative or agency representative before the Qualified Vendor submits the claim for payment.
6. The Qualified Vendor shall provide an aggregate report of program outcomes, using the Division-required form, on the thirty-first (31st) day of January and July to the District Employment Specialist where the service is being provided.
7. The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.