

Provider Update

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IA Health Link home- and community-based services waiver, and Habilitation Prevocational and Supported Employment Services regulation and billing update

Background: Effective May 4, 2016, the Department of Human Services (DHS) implemented amendments to the Prevocational and Supported Employment Services

What this means to you: These amendments make changes to the provider qualifications, scope of services, duration limitations and reimbursement methodologies for the HCBS Habilitation program and the Home- and Community-Based Services (HCBS) Intellectual Disability (ID) and Brain Injury (BI) Waivers as well as Prevocational and Supported Employment services. Start content here.

What is the new scope of prevocational services?

Prevocational services are now time limited to 24 months and include a new service, Career Exploration. Career Exploration activities are expected to result in a written Career Plan that will be used to support the successful transition to individual employment in the community. Participation in Prevocational services is not a prerequisite for Career Exploration, Individual Supported Employment, Long-Term Job Coaching or Small-Group Supported Employment services.

Career Exploration services may include the following:

- Introduction to supportive employment and exploration of the member's employment goals and experiences
- Business tours
- Informational interviews
- Job shadowing
- Benefits education and financial literacy
- Assistive technology assessments
- Job exploration events

The expected outcome of the career exploration activity is a written career plan that will help guide employment services to leading the member to community employment or self-employment.

What is the new scope of Supported Employment services?

- Individual Supported Employment services
- Small-group Supported Employment services
- Long-term Job Coaching

Individual Supported Employment services

Individual Supported Employment services are services provided for, or on behalf of, the member, enabling them to obtain and maintain an individual job in competitive employment, customized employment or self-employment in an integrated work setting in the general workforce. The services help members sustain employment or self-employment, paid at or above minimum wage or the customary wage and level of benefits paid by an employer in a job that meets personal and career goals.

If needed, individual supported services can assist in the member's transition to long-term job coaching. An expected outcome of supported self-employment is that the member earns an income that is equal to or above the average income for the chosen business within a reasonable period of time.

Small-group supported employment services

Small-group supported employment services are training and support activities provided in regular business or industry settings for groups of two to eight workers with disabilities. The outcome of these services is sustained paid employment experience, skill development, and career exploration and planning.

These services prepare members for obtaining individual integrated employment or self-employment for which an individual is compensated at or above minimum wage, but not less than the customary wage and level of benefits paid by an employer for the same or similar work performed by individuals without disabilities.

Small-group supported employment services must be provided in a manner that promotes integration into the workforce and interaction between members and people without disabilities (e.g., customers, coworkers, natural supports) in those workplaces. Small-group supported employment services are expected to enable the member to make reasonable and continued progress toward individual employment.

Long-term job coaching

Long-term job coaching services are provided for, or on behalf of, members with disabilities who are unlikely to maintain and advance in individual employment absent of provisional support.

The expected outcome of these services is sustained employment paid at least at the minimum wage in an integrated setting in the general workforce at a job that meets the member's personal and career goals. An expected outcome of supported self-employment is that the member earns income that is equal to or exceeds the average income for the chosen business within a reasonable period of time.

Long-term job coaching services shall take place in integrated work settings. For self-employment, the member's home can be considered an integrated work setting. Employment in the service provider's organization (not including a sheltered workshop or similar type of work setting) can be considered employment in an integrated work setting in the general workforce, if the employment occurs in a work setting where interactions are predominantly

with coworkers or business associates without disabilities or with the general public, and if the position would exist within the provider's organization even if the provider was not being paid to provide the job coaching to the member.

Long-term job coaching services are designed to assist the member with learning and retaining individual employment, resulting in workplace integration and a reduction of long-term job coaching over time. Services are individualized and service plans are adjusted as support needs change.

What are the exclusions to prevocational services?

- Services that are available to the individual under Section 110 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA)
- Services available to the individual that duplicate or replace education or related services defined in IDEA
- Compensation to members for participation in prevocational services
- Support for members volunteering in for-profit organizations and businesses other than nonprofit organizations, or business that have formal volunteer programs in place and support for members volunteering to benefit the service provider
- The provision of vocational services delivered in facility-based setting where individuals are supervised for the primary purpose of producing goods or performing services, or where services are aimed at teaching skills for a specific type of job rather than general skills
- A prevocational service plan with the goal or purpose of the service documented as maintained or supporting the individual in continuing prevocational services or any employment situation similar to sheltered employment

What are the prevocational provider qualifications?

1. An agency that is accredited by the Commission on Accreditation of Rehabilitation Facilities as an organizational employment service provider or a community employment service provider
2. An agency that is accredited by the Council on Quality and Leadership
3. An agency that is accredited by the International Center for Clubhouse Development
4. An agency that is certified by the DHS to provide prevocational services under the HCBS ID waiver, pursuant to rule 441-77.37 (249A) or rule 441-77.39 (249A)

Providers responsible for the payroll of members shall have policies that ensure compliance with state and federal labor laws and regulations, including, but are not limited to:

- Subminimum wage laws and regulations, including the Workforce Investment Opportunity Act (WIOA)
- Member vacation, sick leave and holiday compensation
- Procedures for payment schedules and pay scale
- Procedures for provision of workers' compensation insurance

Direct support staff providing prevocational services shall meet the following minimum qualifications:

- A person providing direct support without line-of-sight supervision shall be at least 18 years of age and possess a high school diploma or equivalent degree. A person providing direct support with line-of-sight supervision shall be 16 years of age or older.
- A person providing direct support shall not be an immediate family member of the member.
- A person providing direct support shall, within six months of hire or within six months of May 4, 2016, complete at least 9.5 hours of employment service training as offered through DirectCourse or through the Association of Community Rehabilitation Educators (ACRE) certified training program.
- Prevocational direct support staff shall complete four hours of continuing education in employment services annually.

What are the member's duration limitations?

Members starting prevocational services will be limited to 24 calendar months. This limitation can be extended if one or more of the following apply:

1. The member is also working in either individual or small-group community employment for at least the number of hours per week desired by the member as identified in the member's current service plan.
2. The member is also working in either individual or small-group community employment for less than the number of hours per week desired by the member as identified in the member's current service plan, but the member has services documented in the member's current service plan or through another identifiable funding source to increase the number of hours the member is working in either individual or small-group community employment.
3. The member is actively engaged in seeking individual or small-group community employment or individual self-employment services, and this is included in the member's current service plan or services funded through another identifiable funding source documented in the member's service plan.
4. The member has requested supported employment services from IA Health Link and Iowa Vocational Rehabilitation Services (IVRS) in the past 24 months, and the member's request has been denied or the member has been placed on a waiting list by both IA Health Link and IVRS.
5. The member has been receiving individual supportive employment services or comparable services through IVRS for at least 18 months without obtaining individual or small-group community employment or individual self-employment.
6. The member is participating in career exploration activities.

Members enrolled in prevocational services on or before May 4, 2016, will be limited to 90 business days beyond the completion of the career exploration activity, including the development of the career plan.

What are the changes to reimbursement methodologies?

Providers will now adhere to the following fee schedule effective September 1, 2016:

Service/Activity	New Code	Basis	Unit	Rate
Prevocational Services				
Prevocational Hourly	T2015	Fee Schedule	Hourly	\$10.00
Career Exploration (New Service)	T2015 U3	Fee Schedule	Hourly	\$38.27
Supported Employment - Individual Long Term Job Coaching				
Tier 1 = 1 Contact/Month	H2025 U4	Fee Schedule	Month	\$67.67
Tier 2 = 2-8 Hours/Month	H2025 U3	Fee Schedule	Month	\$361.58
Tier 3 = 9-16 Hours/Month	H2025 U5	Fee Schedule	Month	\$722.15
Tier 4 = 17-25 Hours/Month	H2025 U7	Fee Schedule	Month	\$1,129.18
Tier 5 = 26+ Hours/Month	H2025 UC	Fee Schedule	Hour	\$45.16
Supported Employment - Small Group				
Tier 1 = Groups of 2-4	H2023 U3	Fee Schedule	Per person, 15-min. unit	\$2.84
Tier 2 = Groups of 5-6	H2023 U5	Fee Schedule	Per person, 15-min. unit	\$1.77
Tier 3 = Groups of 7-8	H2023 U7	Fee Schedule	Per person, 15-min. unit	\$1.26
Supported Employment - Individual				
Supported Employment	T2018 UC	Fee Schedule	Hourly	\$66.13

What if I have questions?

If you have questions about this communication, received this fax in error or need assistance with any other item, contact your local Provider Relations representative or call Provider Services at 1-800-454-3730.