

SUPPORTED EMPLOYMENT FOR AN INDIVIDUAL (SEI)

General Description:

Supported Employment for an Individual (SEI) (combines SEA and SEB) provides ongoing one-on-one hourly and daily supports to persons in their efforts to obtain, maintain, and advance in competitive employment in integrated work settings. Employment that occurs as a part of SEI services can be on a full or part time basis, during traditional or nontraditional workdays, and in settings where the person is afforded the opportunity to work with others, the majority of who are without disabilities. Supports may occur anytime during a 24hour day. Persons are compensated at a wage commensurate with their level of training and development, and are always compensated at rates consistent with Federal vocational rehabilitation policies and regulations contained within the Fair Labor Standards Act.

<http://www.dol.gov/esa/whd/flsa/index.htm>. The nature of the person's employment and services rendered under this code are always consistent with the strengths, weaknesses and goals indicated in his/her Individual Support Plan (ISP).

SEI is available through Provider-based services.

Limitations:

Payments will only be made for adaptations, supervision, and training required by a person as a result of the person's disability and will not include payment for the supervisory activities rendered as a normal part of the business setting. Documentation will be maintained that SEI services rendered in the waiver are not available under a program funded by either the Rehabilitation Act of 1973, as amended,

<http://www.accessboard.gov/enforcement/RehabActtext/intro.htm>;

or the Individuals with Disabilities Education Act. Please refer to http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=108_cong_public_laws&docid=f:publ446.108

Federal Financial Participation will not be claimed for incentive payments, subsidies, or unrelated vocational training expenses, such as incentive payments made to an employer or beneficiaries to encourage or subsidize an employer's participation in a supported employment program.

Population Served:

The Contractor will serve people currently receiving services from DHS/DSPD with intellectual disabilities and related conditions (ID.RC), and acquired brain injury (ABI), as defined in Utah Administrative Code R5391.

<http://rules.utah.gov/publicat/code/r539/r539.htm>

Contractor 's Qualifications:

Contractor must have all applicable licenses as prescribed in Utah Administrative Code R501 <http://rules.utah.gov/publicat/code/r501/r501.htm> to operate and provide the particular type of services being offered and comply with insurance requirements and any local ordinances or permits. A non-licensed contractor must be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code § 62A5103.

<http://www.le.state.ut.us/~code/TITLE62A/62A05.htm>

Contractor must be enrolled as an approved Medicaid Provider with the Utah Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Contractor. Contractor must also agree to participate in any DHS/DSPD provided Medicaid training.

The Contractor must ensure that the Supported Employment staff are trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract. Wages paid by employers or the Contractor to persons receiving Supported Employment services shall be commensurate to that paid to other employees performing similar labor. If the employer or the Contractor pays a person less than minimum wage, the employer or the Contractor (depending on which entity actually pays the person) must have a Certificate pursuant to Section 14 (C) of the Fair Labor Standards Act from the Federal Department of Labor permitting payment of a subminimum wage. [<http://www.dol.gov/esa/whd/flsa/index.htm>].

Contractor shall be under DHS/DSPD contract to provide Supported Employment services.

Staff Qualifications:

Staff must demonstrate competency (in the services covered by the contract), as determined by the Contractor. In addition, all applicable education and training must be completed before performing any work for persons without supervision.

The Contractor must ensure that the Supported Employment and other support staff are trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract.

Staff must pass a Bureau of Criminal Identification (BCI) background check through the DHS, Office of Licensing and have a record of the BCI results in the staff record.

<http://rules.utah.gov/publicat/code/r501/r50114.htm>

All staff rendering services under this code must be at least 18 years of age.

Specific Training Requirements

All direct care and direct care supervisory staff shall receive specific staff training that prepares them to perform the critical job functions for this service and orients them to the person being supported by this service. Training shall be conducted by qualified trainers with professional experience and knowledge in providing services and supports to persons with intellectual disabilities and related conditions, and brain injury.

Staff shall complete and achieve competency in specific training areas 1 through 8 within 30 days of employment or before working unsupervised with a person. Staff shall complete and achieve competency in training areas 9 through 13 within 6 months of employment.

1. Medication competency:
 - a. Identification of common medications, their effects, purpose and side effects;
 - b. Identification of medications and medication side effects specific to the person;
 - c. Recording and documentation of self-administration of medications; and,
 - d. Training on commonly used medications including the reason and circumstance for administration, dose, and scheduling.
2. Recognition of illness or symptoms of health deterioration specific to the person.
3. Dietary issues specific to the person.
4. Critical health care issues specific to the person.
5. Swallowing and eating difficulties specific to the person.

6. Principles of age appropriate community inclusion and natural support development specific to the person.
7. Preferences and nonnegotiable routines specific to the person.
8. Significant functional limitations and disabling conditions specific to the person.
9. Key elements of the Americans with Disabilities Act.
10. Person centered assessment and plan development.
11. How to develop and support the person's preferred work activities.
12. Contractor and Contractor's staff providing ABI services shall demonstrate competence or awareness in the following areas:
 - a. Effects of brain injuries on behavior;
 - b. Transitioning from hospitals to community support programs including available resources;
 - c. Functional impact of brain changing;
 - d. Health and medication;
 - e. Role of the direct care staff relating to the treatment and rehabilitation process,
 - f. Treatment plan and behavioral supports; and,
 - g. Awareness of the Family's perspective on the brain injury.

Direct Service Requirements:

- A. **Person-Centered Planning:** Contractor staff shall participate in and comply with the requirements of the DHS/DSPD Person-Centered Planning Process in providing services.
 1. The Contractor is responsible for implementing the applicable portion of the ISP's Action Plan (ISP/AP). The ISP document may include the following separate documents: Action Plan, Support Strategies, including Behavior Support Plan, Psychotropic Med Plan, Staff Instruction sheet, data collection and/or Task Analysis sheet.
 2. Once the ISP/AP has been developed, the Contractor must orient the person to that part of the plan that pertains to this service and ensure the person is involved in its implementation.
 3. The Contractor shall develop Support Strategies for the person. Contractor shall submit Support Strategies and Monthly Summaries to DHS/DSPD.
 4. If the service is continuous, the Contractor, as a member of the person's team, is required to meet at least annually (within 12 months of the last Person Centered Process meeting) to review the person's service/support requirements and to make adjustments as necessary based on the person's needs. However, it may meet more often as determined by the person or other members of the team.
- B. **Pre-placement:** Contractor may bill for time spent with, or on behalf of a person. If the activity cannot be related to a specific person, it cannot be billed. Contractor shall bill for no more than 60 hours per person for pre-placement and replacement activities per year. Additional hours may be added only with the prior approval of the DHS/DSPD Region Director.

1. Intake: Contractor shall meet with the person, Support Coordinator, or others in an effort to gain sufficient information on the person in order to initiate services.
 2. Vocational Assessments: Contractor shall determine skills, interests, or behavior of persons before employment or for the replacement of employment. Services may be provided at an approved facility or an employment site.
 3. Job Development and Placement: Contractor shall conduct job development activities, including locating potential employers in the community; introducing the person to specific employers; conducting job analysis; arranging for certification and other such activities that will enhance job development and placement opportunities. All such activities must be on behalf of the person.
- C. Ongoing support services: Contractor shall provide ongoing support to the person in obtaining and maintaining employment, including the following:
1. Job Skills Training: These services include onsite monitoring and training, or retraining, as needed for specific job tasks with the primary goal of reducing the need for support and promoting independence. Contractor will maintain records of the person's progress. Job skill training must be provided at a rate of at least twice monthly in order to continue billing for SEI services.
 2. Job Advisement: These services include advising or discussing with the person or others any aspect of the processes of obtaining and maintaining work; developing and implementing guidelines for worker conduct in line with employer expectations; and resolving any problems in the work place. SEI services will also include development and facilitation of natural supports and teaching persons to effectively use and maintain those supports. Contractor may also advise person on the relationship between earned income and benefits (SSI, Medicaid, insurance, etc.).
 3. Transportation: Contractor shall provide additional transportation (other than driving the person to the work facility which is billed using the MTP service code) that is approved in the person's ISP. Contractor may bill for their own transportation to the person's worksite for training or monitoring purposes.
- D. If the person loses his or her job, the Contractor shall bill no more than 60 hours per year in investigating and effecting new job placement. Contractor shall refer the person back to the Division of Vocational Rehabilitation if the process of securing reemployment takes longer to effect than one year from the date of closure of the case by the Division of Vocational Rehabilitation.

Staff Support:

Actual type, frequency and duration of job coaching will be defined in the person's ISP/AP based on the person's assessed needs.

Record Keeping

All services must be documented by attendance records or time sheets.

Rate:

SEI has an hourly and daily rate. The hourly rate is determined by the person's individual needs as specified in the person's ISP and budget. The daily rate is negotiated based upon the number of hours of daily support required to maintain an existing job when the person requires more than 1 hour of ongoing support per day.