

STATE OF COLORADO



Colorado Department of Human Services

people who help people



OFFICE OF ADULT, DISABILITY, AND REHABILITATION SERVICES
John Daurio, Director

DIVISION FOR DEVELOPMENTAL DISABILITIES

3824 West Princeton Circle
Denver, Colorado 80236
Phone 303-866-7450
TDD 303-866-7471
FAX 303-866-7470
www.cdhs.state.co.us

Bill Owens
Governor

Marva Livingston Hammons
Executive Director

Fred L. DeCrescentis
Director

To: CCB Executive Directors
CCB Case Management Directors

From: Al Orlofsky, Program Manager

Subject: Medicaid Funding for Supported Employment

Date: July 10, 2006

This memo is to notify you that all supported employment services (job development, job placement, coaching, etc.) are allowable through the HCB/DD and SLS Medicaid Waivers under specified conditions. This is a clarification of the information that had been circulated over the past few months which indicated that only post placement follow along services would be available as a Waiver service.

Medicaid Waiver supported employment services are only allowable when the service is not available to the individual through the Colorado Division of Vocational Rehabilitation or in accordance with the October 2005 Directive Memorandum (attached). DDD will develop and require the completion of a specific Use of Waiver Funds for Supported Employment form to document the reasons services are not available through the Division of Vocational Rehabilitation. DDD will review all requests for Medicaid funding for supported employment services.

In addition to the situations presented in the Directive Memorandum, other scenarios under which Medicaid funding may be used for supported employment services may include:

- Post employment follow up services that are not available through DVR.
- The individual has been determined ineligible for DVR.
- The service requested is not provided by DVR, i.e. development of an individual marketing profile.

- DVR has no provider agreements with any supported employment agencies or providers in the locality where services are requested.
- The potential job placement does not meet DVR supported employment requirements.

Also, in compliance with CMS expectations and adherence to DDD rules (16.626 A.2.), each adult individual plan will document that integrated supported employment was specifically addressed at the time of IP development and at each annual review.

A training session with appropriate CCB case management and other staff will be scheduled, in the near future, to discuss and further define the process and procedure for using Medicaid funds for supported employment services.

C: DDD Staff
Viki Manley – HCPF
Nancy Smith – DVR
Alliance
CCB Partners
COAPSE
CAPRA

STATE OF COLORADO



Colorado Department of Human Services

people who help people

OFFICE OF ADULT, DISABILITY AND REHABILITATION SERVICES
John P. Daurio, Manager

DIVISION FOR DEVELOPMENTAL DISABILITIES
3824 West Princeton Circle
Denver, Colorado 80236
Phone 303-866-7450
TDD 303-866-7471
FAX 303-866-7470
www.cdhs.state.co.us

Fred L. DeCrescentis
Director



Bill Owens
Governor

Marva Livingston Hammons
Executive Director

DIRECTIVE MEMORANDUM

TO: CCB Executive Directors
SLS Coordinators
Comprehensive Coordinators
Case Management Directors
Supported Employment Coordinators

FROM: Jay D. Kauffman, Medicaid Program Administrator

SUBJECT: Use of Supported Employment While Waiting for DVR Services

TITLE: Supported Employment and DVR Services

DATE: October 27, 2005

PURPOSE/BACKGROUND: The purpose of this directive is to provide clarification to the system as to when it is allowable to provide supported employment services to individuals enrolled in either the Home and Community Based Waiver for the Developmentally Disabled (Comprehensive) or the Supported Living Services Waiver when those individuals are also eligible for services funded under the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA). In order to provide this clarification the Division for Developmental Disabilities was required to submit the following assurance through the Department of Health Care Policy and Financing to the Centers for Medicare and Medicaid Services.

DIRECTIVE:

“The Department of Health Care Policy and Financing assures that when Supported Employment Services are provided under the Home and Community Based Waiver for the Developmentally Disabled (#0007.91) or the Supported Living Services Waiver (#0293) that those services are not otherwise available or duplicative of services being provided under a program funded under the Rehabilitation Act of 1973, or P.L. 94-142. The phrase “not otherwise available” includes the time from when an

individual is referred to the Division of Vocational Rehabilitation (DVR) and when DVR actually opens the case and begins to provide services. Once DVR begins to provide services, those services, authorized by DVR, in the person's individual plan for employment are no longer allowable under either of the aforementioned waiver programs."

In addition the phrase "not otherwise available" continues to include services provided to individuals who have been denied services through DVR and also employment services available under the waiver definitions that are not services provided by DVR for individuals who continue to have an open case with DVR.

STATE OF COLORADO



Colorado Department of Human Services

people who help people

OFFICE OF ADULT, DISABILITY, AND REHABILITATION SERVICES
Susan Hunt, Interim Director

DIVISION FOR DEVELOPMENTAL DISABILITIES
Sharon S. Jacksi, Ph.D., Director
4055 So. Lowell Blvd.
Denver, Colorado 80236
Phone 303-866-7450
TDD 303-866-7471
FAX 303-866-7470
www.cdhs.state.co.us



Bill Ritter, Jr.
Governor

Karen L. Beye
Executive Director

DIRECTIVE MEMORANDUM

TO: CCB Executive Directors
CCB Case Management Directors
Program Approved Service Agencies

FROM: Jo Kammerzell, Program Specialist

SUBJECT: REVISED Supported Employment –Job Development & Placement Billing

DATE: January 7, 2009

PURPOSE/BACKGROUND: The purpose of this directive is to provide clarification as to when it is allowable to provide supported employment services to persons enrolled in either the Home and Community Based Services Waiver for the Developmentally Disabled (Comprehensive), State Comprehensive, the Supported Living Services (SLS) Waiver or State SLS when those individuals are also eligible for services funded under the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA). Medicaid Waiver and State Funded supported employment services are only allowable when the service is not available to the person through the Colorado Division of Vocational Rehabilitation (DVR) or in accordance with the October 2005 Directive Memorandum Titled: **Supported Employment and DVR Services.**

DIRECTIVE: In accordance with the Home and Community Based Waiver for the Developmentally Disabled and the Supported Living Services Waiver, "Documentation will be maintained in the file of each person receiving Supported Employment services and supports ... that these services and supports are not duplicative of services being received under a program funded by either section 110 of the Rehabilitation Act of 1973, or P.L. 102-119, Individuals with Disabilities Education Act (IDEA)." Since July 2006, the Authorization for Supported Employment (ARSE) form has been used to document payment for Medicaid Waiver and State post employment follow up services that are not available through DVR. The requirement that the ARSE form be reviewed by DDD for persons transitioning from DVR intensive support services to post employment follow up services by DD providers is being eliminated. CCBs shall maintain the ARSE form completed by the Case Manager in the person's record but are not required to get approval from DDD. The Case Manager is required to document in the Business Utilization System (BUS) Log Notes that the person was referred to DVR and the outcome of that referral.

When DVR utilizes a waiting list, the Case Management agency shall maintain a copy of DVRs written notification of placement on the DVR waiting list for each person prior to requesting Supported Employment through Waiver or State funded services. For additional instances when supported employment services are reimbursed, please refer to the July 10, 2006 Memorandum Titled: **Medicaid Funding for Supported Employment**. For situations meeting the circumstances in the afore mentioned memo, documentation from DVR shall be maintained in the persons file. Documentation will be verified on a post review basis.

Beginning January 1, 2009, supported employment rates (individual and group), as proposed for HCBS-DD services shall be utilized for job development and placement services to persons in both the HCBS-DD and HCBS-SLS Waivers. These services will be broken down into two categories, individual and group

An individual community job is defined as:

- One person, one job,
- Within typical businesses,
- Wages paid by the employer at a prevailing wage,
- Regular meaningful interaction with non-disabled persons,
- Employer paid benefits (if offered to other employees), and
- Self-employment, if chosen by the person.

A group job is either employment on an enclave or work crew.

An enclave, as defined by the Department of Labor, is a small group of people with disabilities (generally 5-8) trained and supervised among employees who are not disabled at a host company's work site. Persons in the enclave work as a team at a single work site in a community business or industry. A specially trained on-site supervisor, who may work for the host company or the placement agency, provides initial training, supervision, and support. Another variation of the enclave approach is called the "dispersed enclave." This model is used in service industries (e.g., universities, restaurants, and hotels). Each person works on a separate job, and the group is dispersed throughout the company.

A work crew, as defined by the Department of Labor and modified by DDD, is a small crew of persons with disabilities (up to 8) working as a distinct unit and operating as a self-contained business that generates employment for crewmembers by selling a service. The crew typically works at several locations within the community, under the supervision of a job coach. People with disabilities work with people who do not have disabilities in a variety of settings, such as offices and apartment buildings.

Job development is used to help a person procure a suitable, stable and satisfactory employment situation in an integrated setting. This activity includes development, assistance, completing job applications and arranging for interviews, on-site job analysis, on-site consultation with an employer, recommendations for work-site modifications and orientation to the work place for the supported employment participant. Rates and Codes for this service are as follows:

Service	Code	Rate Per Unit (15 minutes)	Maximum Units
Individual Job Development			
SIS Level 1 or 2	H2023, U3*	\$12.56	80
SIS Level 3 or 4	H2023, U3*, 22	\$12.56	100
SIS Level 5 or 6	H2023, U3*, TF	\$12.56	120
Group Job Development	H2023, U3*, HQ	\$4.01	100

*U3 is the modifier for HCBS-DD – U8 is the modifier for SLS

Reimbursement for job placement can occur at the point in time when the supported employment participant has completed 10 days of work at the place of employment. For example, if the person is employed 5 days/week and completes work each of those days, the placement fee can be billed after 2 weeks on the job. If the person works 4 days/week and completes work each of those days, the placement fee can be billed after 2½ weeks on the job. Rates and codes for this service are as follows:

Service	Code	Rate Per Unit	Maximum Units
Individual Job Placement	T2038, U3*	\$1.00	1000
Group Job Placement	T2038, U3*, HQ	\$1.00	400

*U3 is the modifier for HCBS-DD – U8 is the modifier for SLS

Agencies will continue to provide services and receive reimbursement for outcomes through the waiver for a person receiving job development and placement services even if DVR lifts the wait list prior to placement. If DVR has lifted the wait list prior to the start date for intensive services (job coaching prior to stabilization), those services shall be provided by DVR.

**Rates and codes for Individual Supported Employment Services for intensive services (job coaching prior to stabilization) are as follows:

Service	Code	Rate Per Unit (15 minutes)
Individual SE Services (Job Coaching)	T2019 U3*, SC	\$12.56
Group SE Services (Job Coaching)		
Level 1	T2019 U3*, HQ	\$3.06
Level 2	T2019 U3*, 22, HQ	\$3.34
Level 3	T2019 U3*, TF, HQ	\$3.72
Level 4	T2019 U3*, TF, 22, HQ	\$4.30
Level 5	T2019 U3*, TG, HQ	\$5.14
Level 6	T2019 U3*, TG, 22, HQ	\$6.70

*U3 is the modifier for HCBS-DD – U8 is the modifier for SLS

** These rates are the same for extensive job coaching in the HCBS-DD Waiver

Should you have any questions concerning this directive please contact Jo Kammerzell at jo.kammerzell@state.co.us.