

## TBI – Waiver Services Supplemental – Supported Employment Service

The waiver includes adult day services, attendant care, case management, homemaker, residential based habilitation, respite care, structured day program, supported employment, behavior management/behavior program and counseling, environmental modifications, healthcare coordination, occupational therapy, personal emergency response system, physical therapy, specialized medical equipment and supplies, speech-language therapy and transportation. These are waiver services options that can be provided and will be services that people are receiving. Not everyone will be receiving the same services, however. Some will receive Physical Therapy or Transportation or Attendant Care, or some other service that reflects their needs.

The **Person Centered Compliance Tool** will be supplemented with the following tool depending on what waiver service the person is currently receiving. A review of the CCB/POC will determine what services the person has. The surveyor will determine by reviewing the CCB/POC and talking with the Case Manager the exact services the person has. By so doing, the surveyor will take the appropriate supplemental Provider Survey Tool to complete the survey. The following is an example of that supplemental Provider Survey Tool for a person who is receiving: **Supported Employment Services.**

## TBI – Waiver Services Supplemental – Supported Employment Service

<b>Waiver Services: Supported Employment Services</b>		<b>Supported Employment</b>		<b>Discovery Mechanisms</b>
<p><b>Waiver Assurances</b></p> <p><b>Recommended Probes</b></p>	<p><b>Supported Employment Services:</b></p> <p><b>Desired Outcome:</b></p> <p><i>Supported Employment services consist of paid employment for persons for whom competitive employment at or above the minimum wage is unlikely, and who, because of their disabilities, need intensive ongoing support to perform in a work setting.</i></p>	<p><b>Spending Time With People</b></p> <p>(Initially during the conversation with the person using the Personal Outcome Measures®, then throughout the survey process.)</p> <p>Examples only: specific situations may change observations.</p>	<p><b>Conversations With People</b></p> <p>Selected Examples only: specific situations may change conversations with people.</p>	<p><b>Review of Documents</b></p> <p>Examples only: specific situations may change documents needing review.</p>
<p><b>Service Standards:</b></p> <p><i>Supported Employment is conducted in a variety of settings, particularly work sites where persons without disabilities are employed. Supported Employment includes activities needed to sustain paid work by individuals receiving waiver services, including supervision and training.</i></p>	<p><b>SES 1.A.1 Adaptations, supervision and training required by individuals receiving waiver services as a result of their disabilities will receive payment as part of the Supported Employment services.</b></p> <p>1. Worksites that employ persons without disabilities are not supposed to bill for supervisory activities rendered as a normal part of the business setting. Does the supported employment services <b>not</b> bill for this type of supervision for the individual in the Waiver?</p> <p>2. Is there documentation that the supported employment services being</p>	<p>Observe to determine if the worksite employees people without disabilities.</p>	<p>Ask the Case Manager to describe the types of services received related to supported employment.</p>	<p>Check for any documentation related to confirmation that related supported employment services being provided are not otherwise available through other federally funded programs.</p>

## TBI – Waiver Services Supplemental – Supported Employment Service

	<p>provided to the Individual are not otherwise available under a program funded under the Rehabilitation Act of 1973 or P.L. 94-142?</p>			<p>Review the documentation related to the services provided to ensure that the names of the Individual and service staff are documented.</p>
<p><b>Documentation Standards</b></p>	<p><b>SES 1.B.1 Supported Employment</b>  <b>Services are documented to reflect the Individual's identified needs, with the information required by Waiver assurances.</b></p> <ol style="list-style-type: none"> <li>1. Are the supported employment services outlined in the Individual's POC/CCB?</li> <li>2. Are services documented including the names of the service staff and the Individual, with the complete date of the service and the start/stop times of the service?</li> <li>3. Are times documented in a.m. or p.m.?</li> <li>4. Does each service staff that performs uninterrupted, continuous service in direct supervision or care of the Individual make at least one entry?</li> <li>5. If the service staff performed service that was interrupted (i.e., one hour in the morning and one hour in the evening), did the service staff document each unique encounter of services?</li> <li>6. Do all service provision entries in the record describe an issue or circumstance concerning the Individual?</li> <li>7. If the service staff that provided the services is required to be professionally licensed, did that staff include their title in the documentation?</li> </ol>			<p>Review documents that relate to services and determine if times of services are documented.</p> <p>Review the documentation to ensure that interrupted and uninterrupted services are documented accurately and completely.</p> <p>Ensure that any staff required to be licensed have recorded their titles in each documented reference.</p>