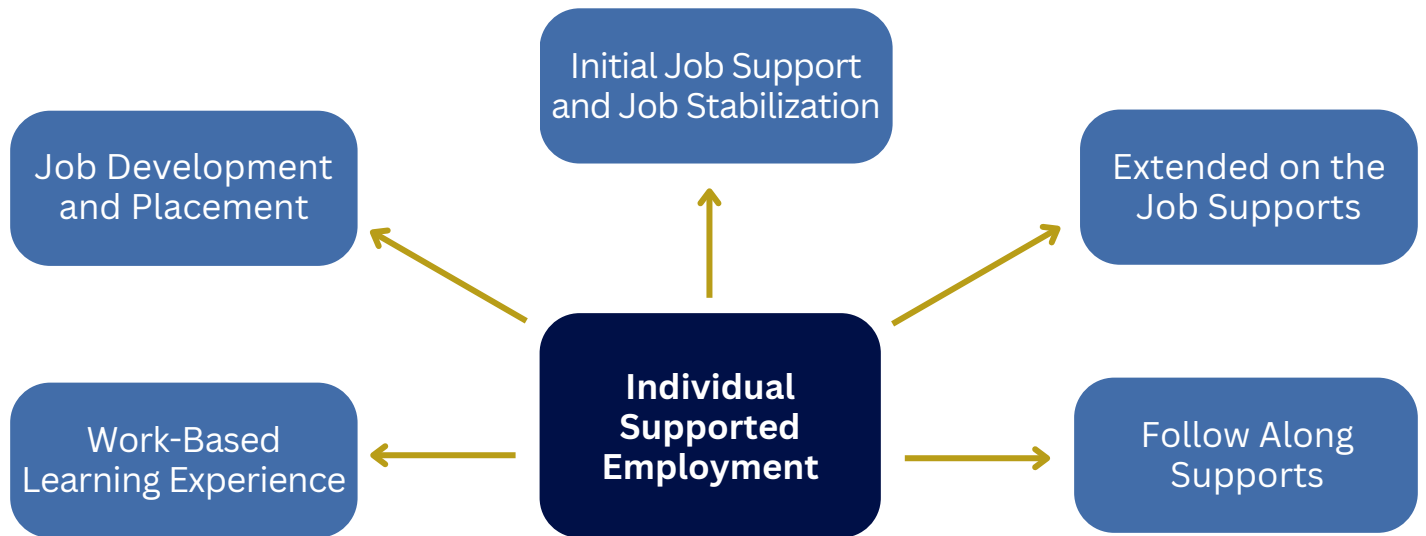


The Individual Supported Employment services are a part of the NOW, ROW and SW. There is a natural progression through them; however, it is dependent upon the individual's situation. The team should meet to discuss the individual's progression through the SE process. Each service has requirements in order to proceed to the next service.



Services meet the following specifications:

- Services are provided in a community setting
- Place of employment is in an integrated business or industry
- The individual receives compensation at or above minimum wage, but not less than the customary wage and level of benefits for the same work performed by those without disabilities
- The individual is paid directly from the employer and not through an agreement where the employer pays the employment provider who then pays the individual

Audience:

- New Opportunities Waiver, Residential Options Waiver, and Supports Waiver participants who want a job in the community

Staffing Ratio:

- All services are delivered in a 1:1 ratio.

Provider Requirements:

- Provider agency must be licensed for only individual supported employment or have an ADC license with a provider type 98 module.
- The employment specialist who provides the service must have a certificate from an approved supported employment 40-hour core training and maintain the annual training requirements of 15 hours of employment-related training.

Restrictions with Other Services:

- These services may not be billed at the same time on the same day as other services with the exception of Community Life Engagement Development (if applicable).

Requirements:

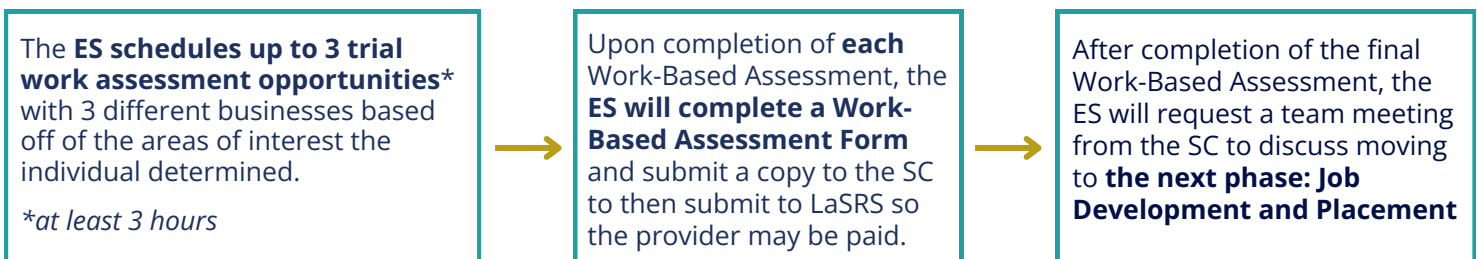
- Using the EVV system is mandatory for all of these services. The EVV system requires the electronic check in/out in the LaSRS.



ABOUT: The Work-Based Learning Experience service gives the individual an opportunity to try out a job that reflects their interests, which were identified in the Individual Employment Profile developed in the Community Career Planning/Onsite Prevocational service.

GOAL: Help individuals determine the specific type of job or areas of interest they are interested in pursuing and trying out the job before moving into the Job Development phase.

Because it is not mandatory to complete the Community Career Planning/Prevocational service, an individual may not have an Individual Employment Profile on record. If this occurs, the provider completes the Work-Based Assessment Profile to learn the individual's areas of interest before identifying trial work experiences in the community. The ES should then take the following steps:



Team meetings may be held virtually or in-person to move to the next phase in the Supported Employment process.

Quick facts:	Acronyms used above:
Billing code: H2023 UK U1 Service limits: 3 WBA Per POC Year Billing unit: Fee for service Rate: \$175/per assessment Transportation: included in the rate for this service	NOW: New Opportunities Waiver ROW: Residential Opportunities Waiver SW: Supports Waiver LaSRS: Louisiana Service Reporting System ES: employment specialist SC: support coordinator



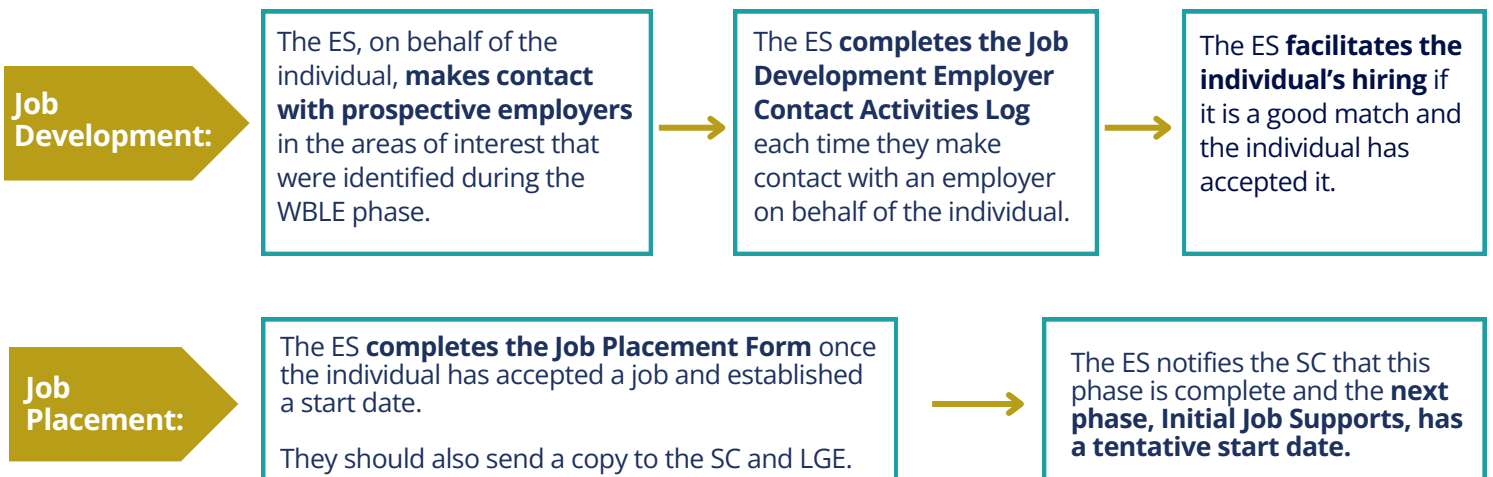
ABOUT:

The Job Development and Job Placement phase begins once the individual has noted their area of interest and potential jobs of interest, which is typically determined during the Work-Based Learning Experience service. The ES will begin discussions of potential employers during this phase and will start the job hunt.

GOAL:

Develop and secure a successful job match for the individual

The ES should follow these steps:



The individual may or may not be present when contacts are made during this phase.

Team meetings may be held virtually or in-person to move to the next phase in the Supported Employment process.

Quick facts:	Acronyms used above:
Billing code: H2023 U1 Service limits: 480 units Billing unit: 15-minute increments Rate: \$20/unit Transportation: may be billed if the individual is transported on the day this service is delivered	NOW: New Opportunities Waiver ROW: Residential Opportunities Waiver SW: Supports Waiver LGE: local governing entity ES: employment specialist SC: support coordinator WBLE: Work-Based Learning Experience



ABOUT:

The Initial Job Support and Stabilization service provides the individual with the initial support needed at their new job to learn the job duties and expectations. The ES works with the individual to determine what is needed for them to be as independent in the job as possible. The ES may try out various strategies, assistive technology, and other supports to help the individual become more independent in their job duties and determine the needed assistance on the job the individual will need to be successful.

GOAL:

Help the individual become as independent on the job as possible by implementing strategies and supports needed to complete the job duties to the employer's expectations.

The ES should determine if the individual is stable on their job and make a recommendation on the next phase needed for the individual to maintain the job. The ES will ask the SC to call a team meeting to discuss the next phase and present documentation of the individual's current work status, including the independence level for each job duty.



Team meeting should be in person, as the plan of care will need to be amended to include the appropriate follow along service as determined by the team. Virtual meeting is allowed.

Quick facts:	Acronyms:
Billing code: H2023 TS U1 Service limits: 1,920 units Billing unit: 15-minute increments Rate: \$18.50/15 minutes Transportation: may be billed if the individual is transported on the day this service is delivered	NOW: New Opportunities Waiver ROW: Residential Opportunities Waiver SW: Supports Waiver LGE: local governing entity ES: Employment specialist SC: Support coordinator



ABOUT: Extended Job Supports is provided to an individual who has completed the Job Stabilization phase, but still requires paid job supports to complete the job duties as identified in their Job Stabilization Report. This service is not required, but it is available if the individual requires extra time to become more independent in completing their job duties.

GOAL: Assist the individual, who continues to need additional paid supports to increase their independence level in completing their job duties in hopes of fading out over time

The ES should evaluate the frequency and amount of support on an ongoing basis. They should also implement new strategies to increase the individual's independence in their job. As needed, the team should be included to discuss new strategies and provide feedback.

The ES **makes an entry on the Extended Job Supports Time Log** each time job coaching occurs.

The ES **gives the SC and LGE a copy of the completed Extended Job Supports Time Log** for each month the service occurs.

The team discusses if this service is still necessary during the quarterly team meeting. The expectation is the individual will eventually be independent on their job.

The quarterly team meeting may be held virtually or in-person as determined by the SC.

This service may also be used for someone who was already stable on a job and may have been receiving Follow-Along Support service, but has experienced a change in their support needs on the job. If this happens, follow these steps:

The ES contacts the SC and asks for a meeting to discuss the need for additional support on the already existing job and what may have triggered this need for additional support.

The SC holds an in-person team meeting to discuss the request and hear from the individual and employer about their concerns with the need for additional supports.

The team makes the final decision whether or not to support the addition of this service to the plan of care.

The SC adds this service and determines units based off when the duties that require the additional support are performed, the individual's work schedule, and the hours worked.

An in-person quarterly team meeting is required if a person who was previously in Follow Along Supports now needs to be supported in Extended Job Supports. The team meeting must include the employer so they can discuss their concerns and establish the reason for the request to change services.

Quick facts:	Acronyms used above:
Billing code: H2023 TT U1 Service limits: 2,500 units Billing unit: 15-minute increments Rate: \$15/15 minutes Transportation: may be billed if the individual is transported on the day this service is delivered	NOW: New Opportunities Waiver ROW: Residential Opportunities Waiver SW: Supports Waiver ES: employment specialist SC: support coordinator



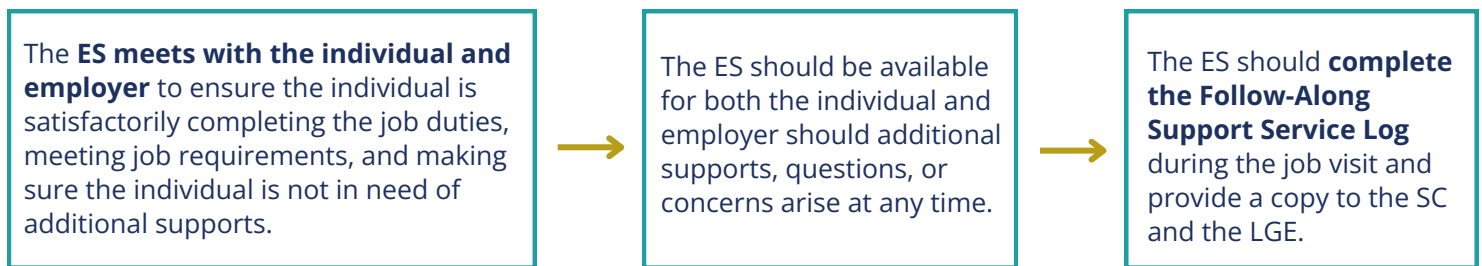
ABOUT:

The Follow-Along Support service is determined once an individual has stabilized on the job and is able to complete the job tasks at their highest independence level. This service usually occurs after the Initial Job Supports and Job Stabilization phase. However, an individual may have required the Extended Job Support service before beginning the Follow-Along Support service.

GOAL:

Ensure that the individual is continuing to meet the job requirements and the employer is still satisfied with the individual's job performance.

The ES should take the following steps:



Quick facts:	Acronyms used above:
<p>Billing code: H2026 U1</p> <p>Service limits: 48 units</p> <p>Billing unit: Per diem</p> <p>Rate: \$70/per unit</p> <p>Transportation: may be billed if the individual is transported on the day this service is delivered. It may also be billed for an individual when the provider transports the individual to their job even if a SE service is not provided on the same day. Follow-Along Support must be on the POC as well as the transportation service.</p>	<p>NOW: New Opportunities Waiver</p> <p>ROW: Residential Opportunities Waiver</p> <p>SW: Supports Waiver</p> <p>LGE: local governing entity</p> <p>ES: employment specialist</p> <p>SC: support coordinator</p> <p>POC: plan of care</p>