Iowa Medicaid Town Hall
HCBS Employment Services

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IOWA | Health and Human Services

Topics

- Employment 1st – Iowa's Employment Vision
- Home and Community Based Services (HCBS) Funded Employment Services
- Resource Sharing

Iowa's Employment Vision

Competitive Integrated Employment is the priority and expected preferred outcome in the provision of publicly funded services for all working age Iowans with disabilities.

Why Focus on Employment?



- Employment is an essential part of recovery
- Most people want to work
- A typical role for adults in our society
- Cost-effective alternative to day treatment

Current HCBS Funded Employment Services

HCBS Brain Injury (BI) and Intellectual Disability (ID) Waivers; State Plan HCBS Habilitation services
January 1, 2027 – AIDS/HIV and Health and Disability (HD) Waivers

- Prevocational Services
  * Career Exploration

- Supported Employment Services
  * Individual Supported Employment
  * Small Group Supported Employment
  * Long Term Job Coaching
  * Individual Placement and Support (IPS)
    - (Habilitation Only)

Prevocational Services

(T2015 |Unit: Per Hour)

Service Definition: Services that provide career exploration, learning and work experiences, including volunteer opportunities, where the member can develop non-job-task-specific strengths and skills that lead to paid employment in individual community settings.

These skills include but are not limited to:

- The ability to communicate effectively with supervisors, coworkers and customers
- An understanding of generally accepted community workplace conduct and dress
- The ability to follow directions
- The ability to attend to tasks; workplace problem-solving skills and strategies
- General workplace safety and mobility training
- The ability to navigate local transportation options
- Financial literacy skills; and skills related to obtaining employment

Service Activities: Prevocational Services are services that provide career exploration, learning and work experiences, including volunteer opportunities, where the member can develop non-job-task-specific strengths and skills that lead to paid employment in person community settings.

Prevocational Services

(T2015 |Unit: Per Hour)

Limitations: Participation is limited to 24 calendar months. This can be extended to continue beyond 24 months if one condition applies as outlined in the HCBS Provider Manual.

Other Areas of Consideration:

- Reauthorization requirements
- Members must engage in Career Exploration
- If a member chooses NOT to pursue employment after Career Exploration, you have 90 days to eliminate prevocational services from their service plan
- Participation in prevocational services is not a prerequisite for individual or small group supported employment services

- **Note:** Personal care or personal assistance and protective oversight may be a component of prevocational services but not the entirety of the service, and it must be outlined in the PCSP.

Prevocational Services – Career Exploration

(T2015 U3 |Unit: Per Hour)

Service Definition: "Career exploration," also referred to as "career planning," means a person-centered, comprehensive employment planning and support service that helps waiver program members to obtain, maintain or advance in competitive employment or self-employment. Career exploration is a focused, time-limited service engaging a member in identifying a career direction and developing a plan for achieving competitive, integrated employment at or above the state's minimum wage. The outcome of this service is documentation of the member's stated career objective and a career plan used to guide individual employment support.

Service Activities may include (but not limited to):

- Business tours
- Meeting with the member and the member's family
- Guardian or legal representative to introduce them to supported employment and explore the member's employment goals and experiences
- Informational interviews
- Job shadows
- Benefits education and financial literacy
- Assistive technology assessment, and job exploration events

Prevocational Services – Career Exploration

(T2015 U3|Unit: Per Hour)

Limitations: Maximum of 34 hours of Career Exploration to be completed over 90 days in the member's local community or nearby communities.

Expected Outcome: The expected outcome of the career exploration activity is a written career plan that will guide employment services which lead to community employment or self-employment for the member.

Prevocational Eligible Persons

Eligible Persons:

- HCBS Brain Injury (BI) and Intellectual Disability (ID) Waivers; State Plan HCBS Habilitation services
- January 1, 2027 – AIDS/HIV and Health and Disability (HD) Waivers
- Be at least 16 years of age
- Services must not be available to the member through Special education and related services as defined in the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) or funded under Section 110 of the Rehabilitation Act of 1973 (29 U.S.C. 730).
- Cannot reside in a medical institution
- Must have a documented PCSP goal to achieve or sustain individual employment

Prevocational Services: Provider Qualifications

Providers must meet any of the following certifications:

- Accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF)
- Accredited by the Council on Quality and Leadership (CQL)
- Accredited by the International Center for Clubhouse Development (ICCD)

Direct support staff providing Prevocational Services shall meet the following minimum qualifications in addition to other requirements outlined in administrative rule:

- A person providing direct support without line-of-sight supervision shall be at least 18 years of age.
- A person providing direct support with line-of-sight supervision shall be 16 years of age or older.
- A person providing direct support shall, within 6 months of hire, complete at least 9.5 hours of employment services training.
- Prevocational direct support staff shall complete 4 hours of continuing education in employment services annually.

Supported Employment

Individual Supported Employment

(T2018 UC|Unit: Per Hour)

Service Definition: Individual supported employment involves support provided to, or on behalf of, the member that enable the member to obtain and maintain individual employment. Services are provided to members who need support because of their disabilities.

Service Activities: Service Activities are individualized and may include (but not limited to): benefits education; career exploration; employment assessment; assistive technology assessment; trial work experience; person-centered employment planning; development of visual/traditional résumés; job-seeking skills training and support; outreach to prospective employers; job analysis; identifying and arranging transportation; career advancement services; reemployment services; financial literacy and asset development; other employment support services deemed necessary; systematic instruction and support during initial on-the-job training including initial on-the-job training to stabilization; engagement of natural supports during initial period of employment; implementation of assistive technology solutions during initial period of employment; transportation of the member during service hours; initial on-the-job training to stabilization activity.

- Note: Individual employment may also include support to establish a viable self-employment opportunity, including home-based self-employment, the expected outcome of 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.

Supported Employment
Individual Supported Employment

(T2018 UC|Unit: Per Hour)

Limitations:

Not to exceed 40 hourly units.

Extended authorization: Not to exceed 20 hourly units

One initial and, if necessary, one extended authorization permitted per year not to exceed a total of 60 hourly units per year

Total monthly cost for all supported employment services does not exceed the Waiver Upper Rate Limits.

Expected Outcome: Member to obtain and maintain an individual job in competitive employment, customized employment, or self-employment in an integrated work setting.

Supported Employment
Individual Supported Employment

(H2025)

Eligible Persons:

- HCBS Brain Injury (BI) and Intellectual Disability (ID) Waivers; State Plan HCBS Habilitation services
- January 1, 2027 – AIDS/HIV and Health and Disability (HD) Waivers

Be at least 16 years of age.

The services must not be available to the member through one of the following:

Special education and related services as defined in the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.); or

A program funded under Section 110 of the Rehabilitation Act of 1973 (29 U.S.C. 730).

Not reside in a medical institution.

Must have a documented PCSP goal to achieve or sustain individual employment

Supported Employment
Individual Supported Employment – Provider Qualifications

Providers must meet any of the following:

Accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF)

Accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

Accredited by the Council on Accreditation (COA)

Accredited by the Council on Quality and Leadership (CQL)

Accredited by the International Center for Clubhouse Development (ICCD)

Certified by Iowa Medicaid as a provider of Supported Employment for the HCBS ID Waiver or the HCBS BI waiver

Direct support staff providing individual or small group supported employment or long-term job coaching services shall meet the following minimum qualifications in addition to other requirements outlined in administrative rule:

1. Individual supported employment: bachelor's degree or commensurate experience, preferably in human services, sociology, psychology, education, human resources, marketing, sales or business. The person must also hold nationally recognized certification (ACRE or College of Employment Services (CES) or similar) as an employment specialist or must earn this credential within 24 months of hire.

2. Supported employment direct support staff shall complete 4 hours of continuing education in employment services annually.

Supported Employment

Long-Term Job Coaching

(H2025)

Service Definition: Long-term job coaching is support provided to, or on behalf of, the member that enables the member to maintain an individual job in competitive employment, customized employment or self-employment in an integrated work setting in the general workforce.

Service Activities may include:

Long-term job coaching provides individualized support to help members learn, maintain, and succeed in competitive integrated employment, with the goal of increasing independence and reducing paid supports over a reasonable period of time. Services are based on the member's needs and updated as those needs change. Supports may include job analysis, job training and systematic instruction, assistive technology training, natural support development, transportation coordination, job retention support, benefits education, career advancement, financial literacy, employer consultation, workplace accommodations, transportation during service hours, and career exploration leading to increased hours or advancement.

Tier 1 = 1 contact/month	Code: H2025 U4 Unit: Per Month
Tier 2 = 2-8 hours/month	Code: H2025 U3 Unit: Per Month
Tier 3 = 9-16 hours/month	Code: H2025U5 Unit: Per Month
Tier 4 = 17-25 hours/month	Code: H2025 U7 Unit: Per Month
Tier 5 = 26+ hours/month	Code: H2025 UC Unit: Per Hour

Supported Employment Long-Term Job Coaching

(H2025)

Limitations: Must be reauthorized every 90 days. Total monthly cost for all supported employment services does not exceed the HCBS Habilitation and Waiver Upper Rate Limits

Expected Outcome: The outcome of this service is sustained and increased independence in paid integrated and competitive employment. The goal of this service is to increase independence and/or natural supports and reduce paid supports over a reasonable period of time.

Supported Employment Long-Term Job Coaching

(H2025)

Eligible Persons:

- HCBS Brain Injury (BI) and Intellectual Disability (ID) Waivers; State Plan HCBS Habilitation services
- January 1, 2027 – AIDS/HIV and Health and Disability (HD) Waivers

Be at least 16 years of age.

The services must not be available to the member through one of the following:

Special education and related services as defined in the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.); or

A program funded under Section 110 of the Rehabilitation Act of 1973 (29 U.S.C. 730).

Not reside in a medical institution.

Must have a documented PCSP goal to achieve or sustain individual employment

Supported Employment Long-Term Job Coaching Provider Qualifications

Providers must meet any of the following:

Accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF)

Accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

Accredited by the Council on Accreditation (COA)

Accredited by the Council on Quality and Leadership (CQL)

Accredited by the International Center for Clubhouse Development (ICCD)

Certified by Iowa Medicaid as a provider of Supported Employment for the HCBS ID Waiver, AIDS/HIV, HD waiver or the BI waiver

Direct support staff providing individual or small group supported employment or long-term job coaching services shall meet the following minimum qualifications in addition to other requirements outlined in administrative rule:

1. Individual supported employment: bachelor's degree or commensurate experience, preferably in human services, sociology, psychology, education, human resources, marketing, sales or business. The person must also hold nationally recognized certification (ACRE or College of Employment Services (CES) or similar) as an employment specialist or must earn this credential within 24 months of hire.

2. Supported employment direct support staff shall complete 4 hours of continuing education in employment services annually.

Supported Employment

Small-Group Supported Employment

(H2023)

Service Definition: 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.

Service Activities may include but are not limited to: Employment assessment, person-centered employment planning, job placement (when needed to facilitate hire into individual employment for members transitioning from small group supported employment), job analysis, on-the-job training and systematic instruction, job coaching, transportation planning and training, transportation of the member during service hours, benefits education, career exploration services leading to career advancement outcomes, and other workplace supports that help members successfully obtain, maintain, and advance in integrated community employment.

Note: Participation in small-group Supported Employment services is not a prerequisite for Individual Supported Employment services.

Tier 1 = Groups of 2-4	**Code: H2023 U3 Unit: Per 15 min.**
Tier 2 = Groups of 5-6	**Code: H2023 U5 Unit: Per 15 min.**
Tier 3 = Groups of 7-8	**Code: H2023 U7 Unit: Per 15 min.**

Supported Employment
Small-Group Supported Employment
(H2023)

Limitations:

Total monthly cost for all supported employment services does not exceed the HCBS Waiver Upper Rate Limits.

Expected Outcome:

The outcome of this service is sustained paid employment experience, skill development, career exploration and planning, leading to referral for services to obtain individual integrated employment or self-employment for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.

Supported Employment
Small-Group Supported Employment

Eligible Persons:

- HCBS Brain Injury (BI) and Intellectual Disability (ID) Waivers; State Plan HCBS Habilitation services
- January 1, 2027 – AIDS/HIV and Health and Disability (HD) Waivers

Be at least 16 years of age.

The services must not be available to the member through one of the following:

- Special education and related services as defined in the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.); or
- A program funded under Section 110 of the Rehabilitation Act of 1973 (29 U.S.C. 730).

Not reside in a medical institution.

Must have a documented PCSP goal to achieve or sustain individual employment

Small Group Supported Employment: Provider Qualifications

Providers must meet any of the following:

Accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF)

Accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

Accredited by the Council on Accreditation (COA)

Accredited by the Council on Quality and Leadership (CQL)

Accredited by the International Center for Clubhouse Development (ICCD)

Direct support staff providing individual or small group supported employment or long-term job coaching services shall meet the following minimum qualifications in addition to other requirements outlined in administrative rule:

1. Small group supported employment: associate degree, or high school diploma or equivalent and 6 months' relevant experience. A person providing direct support shall, within 6 months of hire complete at least 9.5 hours of certified employment services training. The person must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching.

2. Supported employment direct support staff shall complete 4 hours of continuing education in employment services annually.

Supported Employment

Individual Placement and Support (IPS)

Service Definition: Individual placement and support" or "IPS" means the evidence-based practice of supported employment that is guided by IPS practice principles outlined by the IPS Employment Center as measured by its employment fidelity scale available online at www.ipsworks.org.

Service Activities for IPS shall include:
Outcome #1 = completed employment plan
Outcome #2 = 1st day of successful job placement
Outcome #3 = 45 days of successful job retention
Outcome #4 = 90 days of successful job retention.

The 8 Principles of IPS include: Competitive Employment; Zero Exclusion; Integrated Services; Worker Preferences; Benefits Planning; Time-Unlimited Supports; Rapid Job Search; Systematic Job Development.

Expected Outcome: The expected outcome of this service is sustained employment paid at or above the minimum wage in an integrated setting in the general workforce, in a job that meets the member's personal and career goals.

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Supported Employment Individual Placement and Support (IPS)

Limitations: Outcome #1 can only be authorized one time for a completed employment plan and that plan is considered a living document that can be updated by the team as needed within the other outcomes of IPS.

Total monthly cost for all supported employment services does not exceed the HCBS Habilitation Upper Rate Limits.

Outcome 1 = Completed Employment Plan	**Code: T2018 U3| Unit: Per Outcome**
Outcome 2 = First Day Successful Placement	**Code: T2018 U4 Unit: Per Outcome**
Outcome 3 = 45 Days Successful Job Retention	**Code: T2018 U5 Unit: Per Outcome**
Outcome 4 = 90 Days Successful Job Retention	**Code: T2018 U6 Unit: Per Outcome**

Supported Employment
Individual Placement and Support (IPS)

Eligible Persons:

State Plan Habilitation

Be at least 16 years of age.

The services must not be available to the member through one of the following:

- Special education and related services as defined in the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.); or
- A program funded under Section 110 of the Rehabilitation Act of 1973 (29 U.S.C. 730).

Not reside in a medical institution.

Must have a documented PCSP goal to achieve or sustain individual employment

Supported Employment (SE) Individual Placement and Support: Provider Qualifications

Provider Qualifications:

Providers shall be accredited to provide supported employment, meet supported employment qualifications, and have provided supported employment for a minimum of two years.

Providers shall demonstrate that adequate funding has been secured for the training and technical assistance required for IPS implementation. Adequate funding is defined as at least the amount required for the start-up of one IPS team to complete all phases of IPS implementation. Evidence of such funding shall be made available to the department at the time of enrollment. Evidence may include a written funding agreement or other documentation from the funder.

Providers shall receive training and technical assistance throughout IPS implementation from an IPS trainer. Evidence of the IPS team's agreement for such training and technical assistance shall be made available to the department at the time of enrollment.

Prospective IPS teams shall complete IPS implementation as defined in 441-IAC 77 and as outlined by the IPS Works Employment Center.

Resource Sharing Iowa Medicaid and Vocational Rehabilitation Services

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Medicaid and Vocational Rehabilitation Intergovernmental Contract is currently being developed.

The purpose of the Agreement/contract is to establish a statewide system of coordinated, cost efficient vocational/employment services for people with disabilities with minimal overlap of responsibility and maximum utilization of resources between Vocational Rehabilitation Service agencies, and Iowa Department of Health and Human Services, Medicaid. This agreement will serve to clarify roles and responsibilities of both agencies in regard to common consumers. In accordance with section 101(a)(8)(B) of the Rehabilitation Act of 1973 and 34 CFR § 361.53(d).

Medicaid Employment Governance Group

Medicaid Employment Town Hall

Medicaid Meetings | Health & Human Services

Employment 1st Statewide Initiative includes all employment stakeholders.

Vocational Rehabilitation

Iowa Vocational Rehabilitation Services (IVRS)

https://workforce.iowa.gov/vr

Iowa Department for the Blind (IDB)

https://blind.iowa.gov/

Resources

Employment Service Matrix:
https://hhs.iowa.gov/media/11207/download?inline=

Employment First Guidebook:
https://hhs.iowa.gov/media/11208/download?inline=

FAQ HCBS and Prevocational Services:
https://hhs.iowa.gov/media/10677/download?inline=

Fee Schedule:
https://hhs.iowa.gov/medicaid/provider-services/covered-services-rates-and-payments/fee-schedules.

HOME Project: https://hhs.iowa.gov/medicaid/about-medicaid/medicaid-projects/home-project

Member Services: https://hhs.iowa.gov/contacts/iowa-medicaid-member-services

Questions?

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