

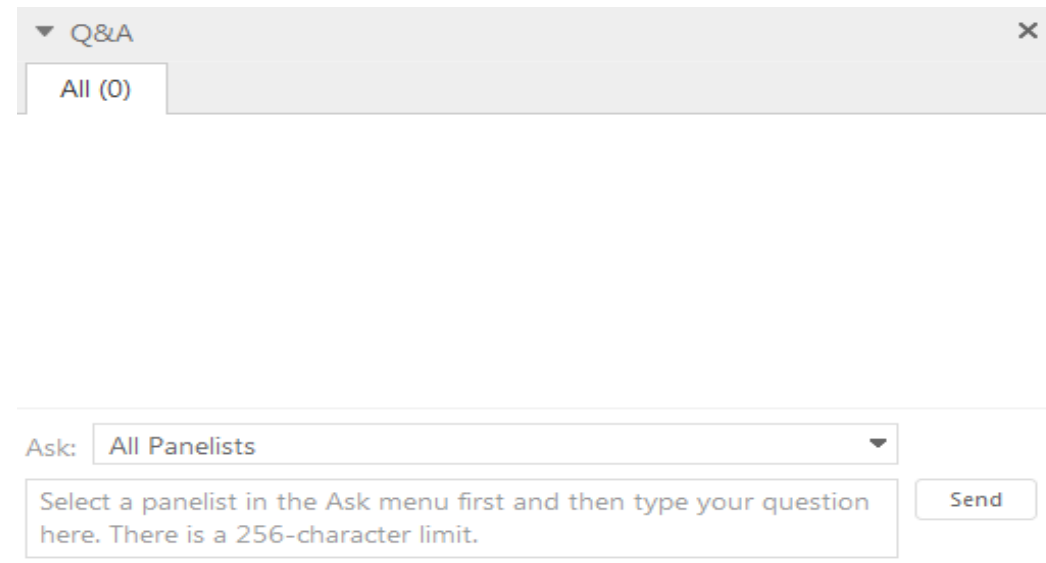


# Support Planning Professional Learning Community (SPP LC)

June 27, 2018

# Welcome

To ask a question during the presentation use the Q&A Panel in WebEx



The screenshot shows a window titled "Q&A" with a close button (X) in the top right corner. Below the title bar, there is a tab labeled "All (0)". The main area of the window is empty. At the bottom, there is a section labeled "Ask:" with a dropdown menu currently set to "All Panelists". Below the dropdown is a text input field containing the instruction: "Select a panelist in the Ask menu first and then type your question here. There is a 256-character limit." To the right of the text input field is a "Send" button.

Select “All Panelists”, type your question, and click Send.

Announcements

Employment Services

# Announcements

[2018 Minnesota Gathering for Person-Centered Practices](#)

[Individualized Home Supports Webinar](#)



# Employment Services

Disability Services Division

# Agenda

- Introduction to Employment Services
  - System Updates
  - Employment services implementation timeline
- Support Planning Overview for Employment Services
- Resources for employment services
- Questions



# Introduction to employment services





# Principles driving employment efforts

**Employment First:** Raises expectations and ensures all people with disabilities have the opportunity to work in competitive, integrated employment

**Person Centered Planning:** Listen to people about what is important to them and for them, and match employment to their interests, strengths and skills.

**Informed Choice:** People get information, support and experience to make decisions and weigh risks and responsibilities.

**Integration:** People are living, learning, working and enjoying life in the most integrated setting.



# Why we are adding the Employment Services

- Provide new services and resources
- Create more individualized services
- Allow for more specific service planning



# Milestones

- **June, 2017:** Employment services pass in the Omnibus Health and Human Services Bill during Special Session ([S.F. No. 2, Article 1, Sec. 2](#))
- **October 31, 2017:** Waiver services amendment submitted to CMS – see public comment version of language here: [waiver amendment language](#)
- **March 8, 2018:** Received CMS approval
- **September 1st, 2018:** On this date, participants begin transitioning to employment services at their annual review
- **July 1<sup>st</sup>, 2019:** By this date, all participants have transitioned to new employment services



# New Employment Services

- Exploration Services
- Development Services
- Support Services



# Important Changes

## #1

Separate community-based employment from day training & habilitation (DT&H) and prevocational services

### **Important Notes:**

- Enclave or crew work authorized and billed to support services
- Center-based work activities remain under DT&H or Prevocational Services



# Important Changes

**#2**

**Development and Support** services  
replaces supported employment services



# Important Changes

**#3**

**Exploration** allows for experiences to strengthen informed choice decisions



# Common across all new employment services

- **15 minute unit service rate**  
available at [DWRS frameworks website](#)
- **Available through Waivers:**  
DD, CADI, BI, CAC



## Exploration services

- **Community-based services** that introduce and explore employment
- **Staffing ratios** 1:1 to 1:5
- **Time limited** 1-year duration, with exception criteria for reauthorization



# Development services

- **Individualized services** that help people find competitive integrated employment or attain self employment.
- **Staffing ratio** 1:1
- **Time limited:** 1-year duration, with exception criteria for reauthorization



# Support services

- **Individualized services and supports** that assist people with maintaining community employment in an individual or group arrangement.
- **Does not require minimum wage**  
or require the community business to be the employer of record,  
but must be a job position in the community (i.e. not center)
- **Two types of Support:**  
Individual Support (1:1 staffing ratio) or  
Group Support (1:2 to 1:6 staffing ratio)
- Not time limited



# 15-Minute unit service planning

- On any day when an employment service is provided other day services (specifically: DT&H, prevocational services, structure day and adult day services) must be provided and reimbursed on a 15-minute unit basis
- This means that 15-minute unit service planning will become an important skill for DT&H as well as prevocational services
- Our system should prepare for the increased use of 15-minute units



# System Updates for Employment Services



# MMIS Codes

Service	HCPC	Mod1	Employment and Day Services Code Descriptions	Required Staffing Support
EES	T2019	U2	Employment Exploration Services	Average Staffing Ratio (required select one – 1:1 through 1:5 or NA)
EDS	T2019	U3	Employment Development Services - 1:1	required select one – Yes/No
ESS	T2019	U9	Employment Support Services - 1:1	required select one – Yes/No
ESS	T2019	HQ	Employment Support Services - Group	Average Staffing Ratio (required select one – 1:2 through 1:6 or NA)

# MnCHOICES

- **MnCHOICES assessors** will indicate on the screening document whether a person has a need for employment services (similarly to what they do now)
- **Detailed questions** on employment - person gave choice to pursue employment
- **Assessor Indicates** on the appropriate screening document that the person has a need for employment services
- **MnCHOICES support plan** was updated earlier this year to include the new employment services codes that will replace the existing “supported employment services” code. Support planners can begin using these codes as of July 1, 2018.
- **MnCHOICES** screening documents have been updated with the new employment services

# Licensing and Provider Enrollment

- All current SES, DT&H, or Prevocational Services providers will be automatically transitioned over to new employment services. Providers will have employment services automatically added to their license and will be enrolled as providers of the services.
- Licensing and provider enrollment are accepting new applications for employment service providers (if a provider is not enrolled to provide SES, DT&H, or Prevocational Services)
- You can find enrolled providers for new employment services through [DHS Licensing Lookup](#)

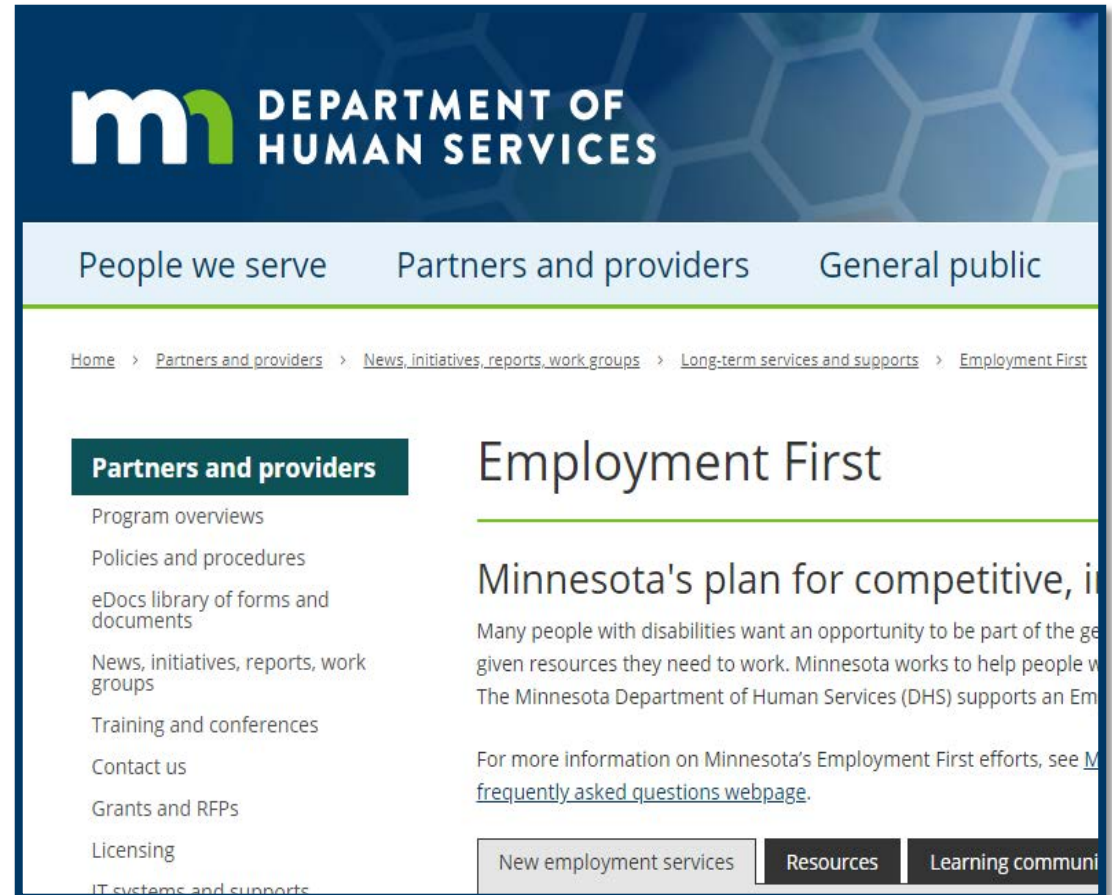


# Resources for employment services



# Employment First Website

The [Employment First webpage](#) is located on the DHS website. It is the primary source updates, documents and resources during the transition to the employment services.



The screenshot shows the Minnesota Department of Human Services (DHS) website. The header features the DHS logo and the text "DEPARTMENT OF HUMAN SERVICES". Below the header, there are three main navigation tabs: "People we serve", "Partners and providers", and "General public". A breadcrumb trail indicates the current page is "Home > Partners and providers > News, initiatives, reports, work groups > Long-term services and supports > Employment First".

The main content area is titled "Employment First" and includes a sub-heading "Minnesota's plan for competitive, i". Below this, there is a paragraph: "Many people with disabilities want an opportunity to be part of the ge given resources they need to work. Minnesota works to help people w The Minnesota Department of Human Services (DHS) supports an Em".

At the bottom of the page, there are three buttons: "New employment services", "Resources", and "Learning communi".

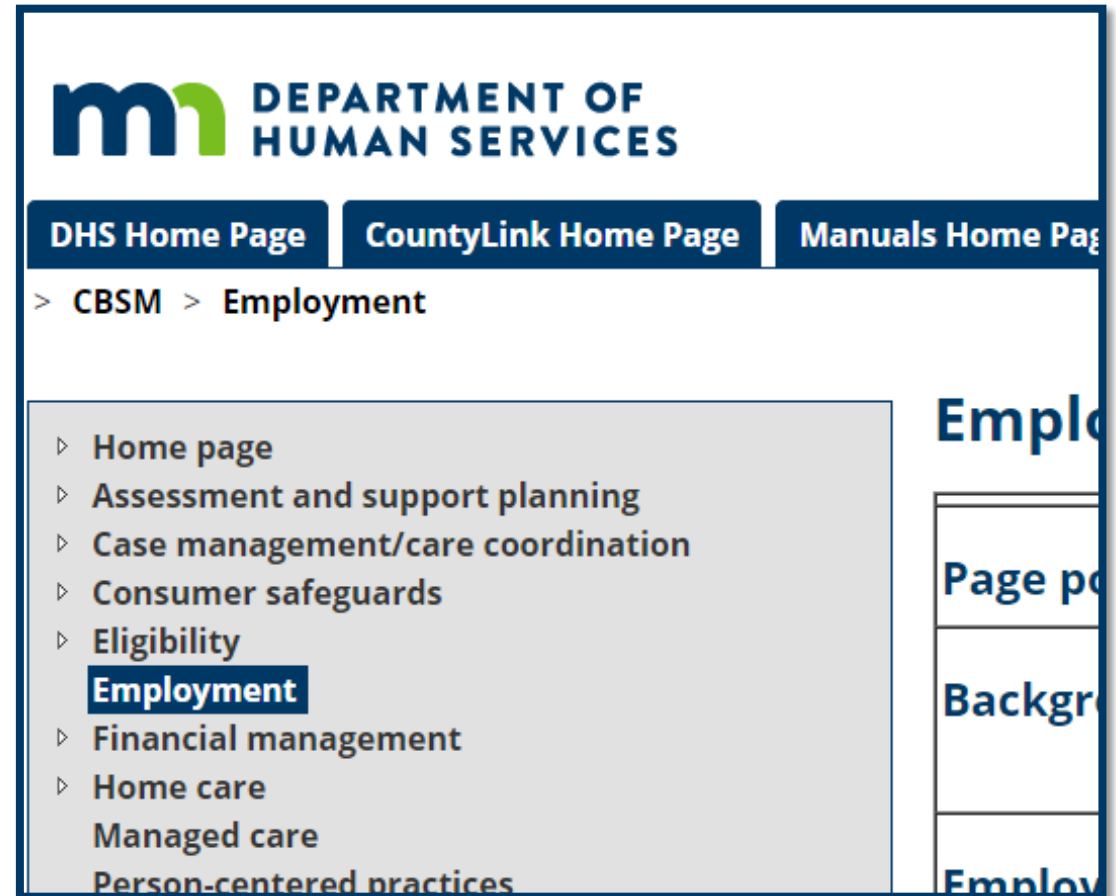
**Partners and providers**

- Program overviews
- Policies and procedures
- eDocs library of forms and documents
- News, initiatives, reports, work groups
- Training and conferences
- Contact us
- Grants and RFPs
- Licensing
- IT systems and supports

# CBSM Employment Page

The [CBSM Employment Page](#) is the main landing page for policy and procedures regarding employment

- Includes information related to new employment services

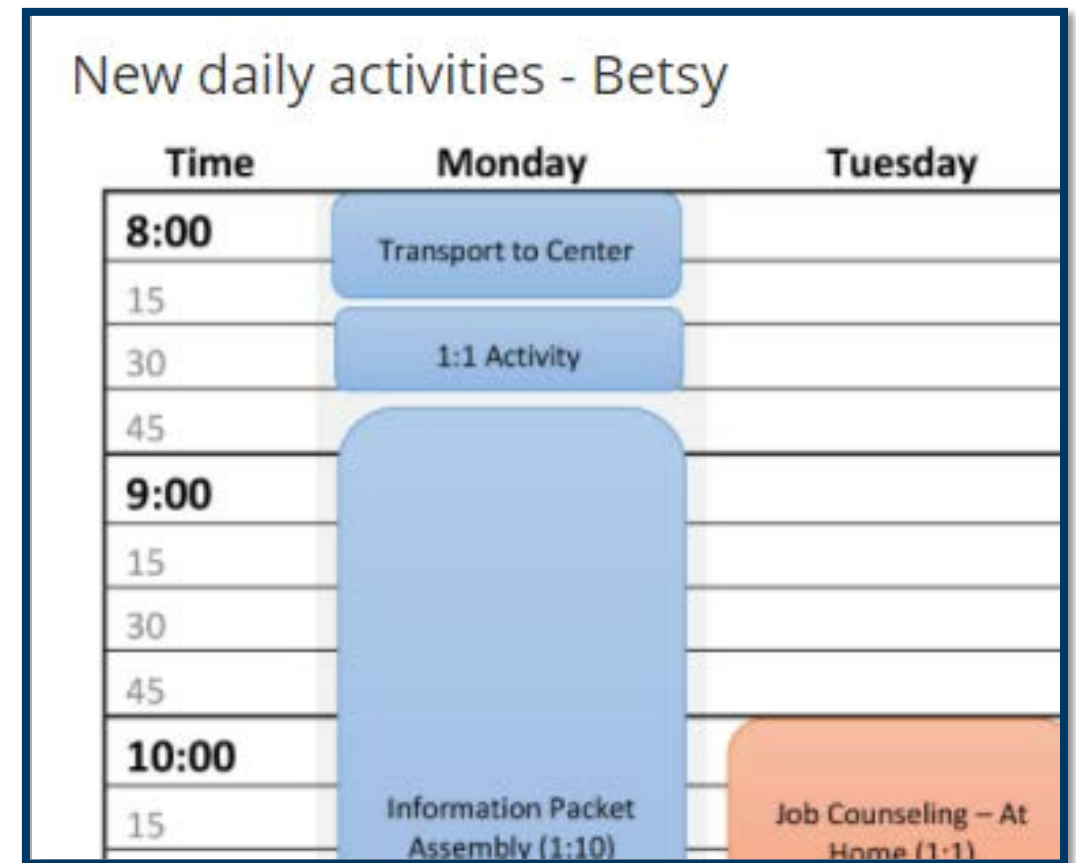


The screenshot displays the Department of Human Services (DHS) website. At the top left is the DHS logo, consisting of a stylized 'm' and 'h' in blue and green, followed by the text 'DEPARTMENT OF HUMAN SERVICES'. Below the logo is a navigation bar with three buttons: 'DHS Home Page', 'CountyLink Home Page', and 'Manuals Home Page'. Underneath the navigation bar is a breadcrumb trail: '> CBSM > Employment'. The main content area is a list of links, each preceded by a right-pointing chevron. The links are: 'Home page', 'Assessment and support planning', 'Case management/care coordination', 'Consumer safeguards', 'Eligibility', 'Employment' (which is highlighted with a dark blue background and white text), 'Financial management', 'Home care', 'Managed care', and 'Person-centered practices'. On the right side of the page, there is a sidebar with the heading 'Emplo' and several sections, including 'Page po' and 'Backgro', which are partially cut off.

# Transition Examples

Three examples of people receiving HCBS waiver services who transition their services to the new employment services.

- Includes narrative and graphical outlines of service transitions
- Available at: [Transition Examples](#)





# Licensing or Provider Services Questions

## **DHS Licensing**

651-431-6624

## **DHS Provider Enrollment**

651-431-2700

[MHCP Provider Manual](#)

[MHCP Provider Call Center](#)



# Support Planning for Employment





# Workflow for Support Planning

1. MN Choices Assessment
2. Community Support Plan (CSP)
3. Service Authorization Planning tool
4. Annual meeting
5. RMS Worksheet 6790A
6. Coordinated Services and Supports Plan (CSSP)



# Employment Services Workflow

## Employment Services Workflow

- First introduced at the Employment Mentor's webinar.
- Gives a very high-level overview of the workflow to authorize employment services



## Employment Services Authorization Workflow

### Phase 1: Complete MnCHOICES Assessment

1. Assessor completes the MnCHOICES Assessment
2. Assessor indicates the person's needs regarding employment
3. Assessor sends completed Community Support Plan (CSP), and [Notic](#) notifies case manager



## Phase 1: Complete MnCHOICES Assessment

1. Thao, a MnCHOICES Assessor, meets with Betsy to complete the MnCHOICES Assessment.
2. Thao indicates Betsy's needs regarding employment.
3. Thao sends the completed Community Support Plan (CSP) and [Notice of Action DHS-2828A](#) to Betsy, and notifies Betsy's case manager, Lamar.



## Phase 2: Meet with Betsy about employment

1. Lamar, Betsy's case manager, accesses the completed CSP.
2. Lamar schedules a meeting with Betsy and her team of supports to discuss the CSP and other supports.
  - At the meeting, Lamar and Betsy will discuss the CSP and find out if the plans and services written in the CSP still reflect what she would like to happen in her life.



## Phase 2: Meet with Betsy about employment

The CSP lists a few important pieces of information about Betsy's current service plan regarding employment:

- 5 full days of DT&H services with Westside Enterprises and Achievement Center
- Monday, Wednesday, Friday- Betsy puts together information packets
- Tuesday, Thursday- Betsy works in building maintenance at the YMCA with 5 other co-workers and a job coach.



# Phase 2: Meet with Betsy about employment

DHS-7654A-5

**m** DEPARTMENT OF  
HUMAN SERVICES

### New waiver services to support your choice to work

Today, more than ever, people with disabilities work in community jobs. They work alongside those with and without disabilities, and they make the same amount of money as others doing the same work. If you choose, you can join them. Working in the community provides you with more options, more freedom and more money.

To help you explore, find and keep a job in the community, the state of Minnesota will offer new waiver service options for employment starting in July 2018.

#### What are the new services?

The state is adding three new employment services to the following Medical Assistance home and community-based services (HCBS) waivers:

- Brain Injury (BI) Waiver
- Community Alternative Care (CAC) Waiver

- Exploration Services
- Development Services
- Support Services
- [New Waiver Services letter](#)



## Phase 2: Meet with Betsy about employment

But what happens to Betsy's old services?



## Phase 2: Meet with Betsy about employment



Holding  
Engaging  
Conversations  
about Work



## Phase 2: Meet with Betsy about employment

3. Lamar identifies the waiver employment service that matches Betsy's employment goals. Since Betsy identified that she wants to work in the community, and that she wanted a job in a bakery, Development is appropriate.
4. Lamar drafts the Coordinated Services and Supports Plan (CSSP) reflecting Betsy's wishes and new needed supports.



## Phase 2: Meet with Betsy about employment

### Betsy's new Service Authorization:

- Tuesday and Thursday, Development activities in the morning.
- Tuesday and Thursday, providing building maintenance at the YMCA.
- Waiver transportation units to and from the YMCA
- Monday, Wednesday, Friday, full day DT&H units



## Phase 3: Coordinate with Westside

1. Lamar coordinates referrals for Westside Enterprises and Achievement Center and schedules any required introductions with other service providers.
2. Westside Enterprises and Achievement Center will confirm with Betsy and Lamar that their services will meet Betsy's employment and life goals.
3. Westside Enterprises and Achievement Center will complete the [Employment and Day Services Individual Planning Tool](#) in consultation with Betsy.



## Phase 3: Coordinate with Westside

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00	Transport to Center		Transport to Center		Transport to Center	
15						
30	1:1 Activity		1:1 Activity		1:1 Activity	
45						
9:00	Center-Based Work (1:10)		Center-Based Work (1:10)		Center-Based Work (1:10)	
15						
30						
45						
10:00		Job Counseling – At Home (1:1)		Interview! (1:1) – prepared at home, then drove to interview, and drove home after		
15						
30						
45						
11:00		Transport to Crew		Transport to Crew		
15						
30		Work Crew (1:6)		Work Crew (1:6)		
45						
12:00		Lunch (1:6)		Lunch (1:6)		
15						
30	Lunch (1:10)		Lunch (1:10)		Lunch (1:10)	
45						
1:00	Art Activity (1:8)		Art Activity (1:8)		Art Activity (1:8)	
15						
30						
45						
2:00		Community Based Work Crew (1:6)		Community Based Work Crew (1:6)		
15						
30	1:1 Activity		1:1 Activity		1:1 Activity	
45						
3:00	Transport Home		Transport Home		Transport Home	
15						
30						
45						
4:00		Transport Home		Transport Home		
15						
30		Employer Outreach - indirect - (1:1)		Employer Outreach - indirect - (1:1)		
45						

# Betsy's New Daily Activities



## Phase 3: Coordinate with Westside

4. Westside Enterprises and Achievement Center will complete the [RMS Worksheet- Employment Services DHS-6790L](#)
5. Westside Enterprises and Achievement Center will send the completed 6790L to Lamar for review.





## Phase 4: Authorize Services

1. Lamar reviews his initial draft of the service authorization and Westside's Employment and Day Services Individual Planning Tool and 6790L and confirms they are the same. All of Betsy's employment goals are reflected.
2. Since Betsy's DT&H services are being reduced and replaced with hours of Development, Lamar needs to send out a [Notice of Action DHS-2828B](#).
3. Lamar updates the CSSP to authorize Betsy's chosen services, and completes his tasks in MMIS.



## Phase 4: Authorize Services

4. Since there are no new services providers, no 45-day meeting is required.
5. Betsy and Lamar will check in with each other regarding her new services as needed.
6. Betsy and Lamar will gather her team for her semi-annual meeting to check in at that time.



# Employment Service Providers

If the person you are working with had DT&H and/or SES services, their current provider will most likely be adopting the new Development or Support services.

Some agencies may choose NOT to adopt Exploration services. DHS' Licensing Lookup will not reflect which agencies have which services, so call before authorizing services to be sure they have the services that fit the person's needs.

Continue to use [DHS' Licensing Lookup](#) to find employment providers.

# Support Planning for Employment Services





# Employment Milestones





# Employment Milestones

## July 2018

- July 1** MMIS changes go live for employment services implementation – New service recipients immediately begin receiving employment services
- Sept 1** At any annual renewal date or service plan changes on or after September 1, 2018 service authorizations must transition to the new employment services.

# Questions



# Employment Services Resources

[Employment First webpage](#)

[CBSM Employment Page](#)

[Transition Examples](#)

[Employment and Day Services  
Individual Planning Tool](#)

[DHS' Licensing Lookup](#)

[Employment Services Workflow](#)

[New Waiver Services letter](#)

[Holding Engaging Conversations about Work](#)

[Notice of Action DHS-2828A](#)

[Notice of Action DHS-2828B](#)

[RMS Worksheet- Employment Services DHS-6790L](#)

# Where to find help now

- Person Centered Thinking 2-day Trainings
  - <http://rtc3.umn.edu/pctp/training/newdates1.asp?training=1>
- Person Centered Practices Webpage
  - <http://mn.gov/dhs/partners-and-providers/continuing-care/provider-information/person-centered-practices/>
- Olmstead Plan Webpage
  - <http://mn.gov/dhs/general-public/featured-programs-initiatives/olmstead-plan/>
- DHS Training Archive page
  - [http://www.dhs.state.mn.us/main/dhs16\\_143138](http://www.dhs.state.mn.us/main/dhs16_143138)
- Bulletins
  - [http://www.dhs.state.mn.us/main/id\\_000305](http://www.dhs.state.mn.us/main/id_000305)
- Lead Agency Review Website
  - <http://www.minnesotahcbs.info/>
- E-List Announcements
  - [http://www.dhs.state.mn.us/main/id\\_000677#](http://www.dhs.state.mn.us/main/id_000677#)
- CBSM Main Page
  - [http://www.dhs.state.mn.us/main/id\\_000402](http://www.dhs.state.mn.us/main/id_000402)
- Disability Hub MN
  - <http://disabilityhubmn.org/>
- Positive Supports Minnesota
  - <https://mnpssp.org/>

Please take a moment to let us know your thoughts.

- Take our [Survey](#):
- <http://surveys.dhs.state.mn.us/snapwebhost/s.asp?k=152969353684>

# Meeting Wrap

Audio from today's session will be available beginning tomorrow morning by dialing:

855-859-2056

Conference ID:

5479605

If you have questions following the session, email to  
[DSD.ResponseCenter@state.mn.us](mailto:DSD.ResponseCenter@state.mn.us)

Thank You for attending this  
employment services webinar!

