Employment Services
Mentor Webinar #1

Disability Services Division
Introduction

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Employment Planning and Services
Resource Coordinator

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Policy Consultant
Housekeeping

- Thank you for being an employment mentor
- 90-minute presentation
- Webinar will available on-demand on DSD Training News and Info
- Questions and Office Hours
Agenda

- Employment mentor roles and responsibilities
- Introduction to Employment Services
- System Updates
- Support Planning Overview for Employment Services
- Resources for employment services
- Employment services implementation timeline
- Next steps
Employment Mentors are the main contact between DHS and lead agencies for the implementation of employment services.
Responsibilities

1. **Attend Training**
   - Attend training and information sessions on the new employment services.

2. **Share Information**
   - Share info from mentor training with staff in your agency.
   - Share questions from your agency with DHS

3. **Serve as Local Area Expert**
   - Answer questions from lead agency staff and service providers
   - Mentor list will be posted publicly as contacts for employment services
Two types of employment mentors

Primary Mentors

Mentors
Submitting a Question as a Mentor

DSD Response Center

Employment Mentor Inquiry Form

Mentors

Primary Mentors
Only mentors get direct answers from the response center

Important!

The response center will only answer questions from mentors.

Questions that are not routed through a mentor will be routed back to the Primary Mentor for that area.
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<td>May 17, 2018</td>
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<td>June 12, 2018</td>
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<td>Office Hours #2</td>
<td>June 28, 2018</td>
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Questions for Office Hours

- Submit questions ahead of time through the mentor inquiry form
- Be specific that you want something discussed at office hours
Mentor Roles and Responsibilities
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
Introduction to Employment Services

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 1st, 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
#2 Development and Support services replaces supported employment services
#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](https://www.dwrsframeworks.org)
- 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.
Introduction to Employment Services
System Updates for Employment Services
<table>
<thead>
<tr>
<th>Service</th>
<th>HCPC</th>
<th>Mod1</th>
<th>Employment and Day Services Code Descriptions</th>
<th>Required Staffing Support</th>
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<tr>
<td>EES</td>
<td>T2019</td>
<td>U2</td>
<td>Employment Exploration Services</td>
<td>Average Staffing Ratio (required select one – 1:1 through 1:5 or NA)</td>
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<tr>
<td>EDS</td>
<td>T2019</td>
<td>U3</td>
<td>Employment Development Services - 1:1</td>
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<tr>
<td>ESS</td>
<td>T2019</td>
<td>U9</td>
<td>Employment Support Services - 1:1</td>
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<tr>
<td>ESS</td>
<td>T2019</td>
<td>HQ</td>
<td>Employment Support Services - Group</td>
<td>Average Staffing Ratio (required select one – 1:2 through 1:6 or NA)</td>
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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](#)
System Updates
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)
The **Services Authorization Tool** is used to assist case managers and lead agencies in averaging staffing ratios and determining the number of 15-minute units to authorize for a given week.

- Automatically totals weekly units and averages ratios
Rates Management System Worksheet 6790 is used to inform lead agencies of the service inputs necessary to complete a rates management system calculation.
Support Planning for Employment Services
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 **CBSM Employment Page** is the main landing page for policy and procedures regarding employment.

- Includes information related to new employment services.
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
Projected Weekly Revenue Estimator

Excel document tool that service providers and lead agencies can use to estimate weekly revenue or expenditures with the new employment services.

- Projected weekly revenue estimator (XLS)
- Instructions for the employment services revenue estimator tool
Licensing or Provider Services Questions

**DHS Licensing**
651-431-6624

**DHS Provider Enrollment**
651-431-2700

[MHCP Provider Manual](#)
[MHCP Provider Call Center](#)
Learn how billing works for employment services

You may attend **online** or **in-person**.

**Registration:** Provider training registration system

**Room**
Lab 1235

**Location**
DHS Lafayette building
444 Lafayette Rd, St. Paul, MN

**DATES**
- June 6, 2018
- July 11, 2018
- August 1, 2018
- September 5, 2018
- October 3, 2018
- November 7, 2018
- December 5, 2018
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Employment Milestones
May 1   SES, DT&H, Prevocational Service providers automatically enrolled as providers of employment services

May 11  CBSM pages for Exploration, Development and Support are posted for public comment

May 25  Employment matters mailing and eList to people receiving DTH, Prevoc, or Adult Day services and those ages 16-21

May: Information about employment services shared at Regional Resource Specialist (RRS) Meetings
June 2018

June 1st  Employment services handout is available on Employment First website – this is a short flyer for lead agencies to use to discuss the transition to new employment services

Mid-June  CBSM pages for Exploration, Development, and Support are officially published

June 27  Support Planning Professionals Learning Community (SPP LC) Webinar on new employment services

June-July  Release on-demand training modules on employment services
July 1  MMIS changes go live for employment services implementation

July 1  Participants begin transitioning to employment services at annual reviews

September 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.
Final Questions
4 things you and your agency can do now

1. Share the information in this webinar

2. Talk about employment

3. Review Available Resources
   - CBSM – Employment Page
   - DHS Employment First Website

4. Prioritize transition planning
   Focus on individuals with annual renewals occurring during the July/August months who will transition to the new employment services
Thank You for attending this employment services webinar!