



APPENDIX F-1: SCOPE OF SERVICES:

Supported Employment - Small Group Employment Support

Service Definition

Supported Employment - Small Group Employment Support services provide a combination of person-centered career exploration, career planning and employment training activities in integrated community settings for groups of two to six workers. Small group employment support does not include services provided in facility-based work settings. Examples include mobile crews, enclaves, and other business-based workgroups who employ small groups of workers with disabilities in employment in a community setting. Small group employment support must be provided in a manner that promotes integration into the workplace and integration between members and people without disabilities in those workplaces. Members must have a goal of at least part-time participation in competitive integrated employment (CIE) in their member-centered plan to receive this service. The expected outcome of this service is gains in knowledge, skills, personal strengths, and experiences which contribute to the member pursuing, achieving, or sustaining CIE. CIE is defined at <https://dwd.wisconsin.gov/dvr/partners/cie/definition.htm>.

1. Small group employment support services may include:
 - a. Career exploration and development leading to at least part-time participation in CIE. Career exploration activities must be provided in integrated community settings where such activities typically take place for individuals not receiving HCBS.
2. Activities include:
 - b. Business tours and informational interviews;
 - c. Small group discovery;
 - d. Meeting with prospective employers;
 - e. Small group educational opportunities focused on key aspects of CIE;
 - f. Division of Vocational Rehabilitation orientation;
 - g. Soft skill education and training opportunities;
 - h. Developing transportation and mobility skills; and
 - i. Identification of need and referral for Work Incentive
3. Benefits Analysis.
 - a. Work experiences matched to a member's interests, strengths, skills, abilities, and conditions for success;
 - b. Supports expected to maximize member independence and skill acquisition, utilizing systematic instruction based on job analysis, along with individualized assistive or adaptive devices/support; and
 - c. Other workplace support services that are specifically related to job skill training that enable the member to be successful in work and other community settings where this service is provided.

Small group employment support does not include payment for supervision, training, support, or adaptations that are typically available to workers without disabilities who fill similar positions in the business.

Provider Qualifications

- Supportive employment agencies must meet at least one of the following provider qualifications:
 - i. Accreditation by a nationally recognized accreditation agency.
 - ii. Division of Vocational Rehabilitation (DVR) provider of supported employment or customized employment services.
 - iii. A minimum two years of experience working with the target population providing employment-related services in the community.
- Additionally, if personal care services are provided, the provider must also meet the Training and Documentation Standards for Supportive Home Care.
- If transportation services are provided, the provider must meet the qualifications for Specialized Transportation- Community Transportation.
- Individual on the job support persons must meet at least one of the following provider qualifications:
 - i. Certified Employment Support Professional (CESP) certification from national APSE, or
 - ii. ACRE Basic Employment certificate in supported employment, community employment, or customized employment, or
 - iii. A minimum of two years of experience working with the target population providing employment-related services.
- If personal care services are provided, the provider must also meet the Training and Documentation Standards for Supportive Home Care.
- If transportation services are provided, the provider must meet the provider qualifications for Specialized Transportation- Community Transportation.
- Relatives and legal guardians meeting the requirements under Article VIII.N.2 may be paid to provide small group employment support.

Applicable Service Limitations

- This service may not duplicate any service that is provided under another waiver service category or through the Medicaid State Plan.
- Supported employment-small group support services may only be provided in non-disability-specific settings in the community, which are not leased, owned, operated, or controlled by a service provider.
- Supported employment services- small group employment support may not include volunteer work.
- Members receiving small group employment support may also receive educational, pre-vocational, career planning, and day services. However, different types of non-residential services may not be billed for the same period of time.
- Before authorizing supported employment services, the member's record documents that the service is not otherwise available to the member under a program funded by Vocational Rehabilitation under § 110 of the Rehabilitation Act of 1973, as amended, and, for members ages 18-22, not available through a program funded under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. § 1401 et seq).
- Coverage does not include incentive payments, subsidies, or unrelated vocational training expenses, including the following:
 - i. Incentive payments made to an employer to encourage or subsidize the employer's participation in supported employment; or



ii. Wages or other payments that are passed through to users of supported employment services.

- Members participating in elements of this service that involve work shall be compensated in accordance with applicable Federal and State laws and regulations.
- The cost of transportation from a member's residence to the site where the member starts and ends this service each day may be included in the reimbursement paid to the supported employment provider or reimbursed under specialized (community) transportation, but not both.
- Personal care may be a component part of supported employment- small group employment support, but may not comprise the entirety of the service. Personal care provided to a member during the receipt of supported employment services may be included in the reimbursement paid to the supported employment provider or may be reimbursed under supportive home care or self-directed personal care, but not both.
- Individual and agency providers must be HCBS compliant per 42 CFR 441.301(c)(4).