

Employment Services Webinar November 18, 2016

Department of Human Services
Office of Long-Term Living

In today's webinar we will cover

- Why new services - 'Employment First' Initiative
- New employment services that have been added to OLTL waivers
- Credentialing/Certification requirements for providers of these services
- How and when interested providers can enroll to provide the services
- How and when service coordinators will be able to add the new services to participant service plans

- Why OLTL has added employment services:
 - March 10, 2016, Governor Wolf issued an “Employment First” Executive Order aimed at Increasing Competitive Integrated Employment for Pennsylvanians with a Disability.
 - The Executive Order stresses that competitive integrated employment is the first consideration and preferred outcome of publicly-funded services, including long-term services and supports for working-age Pennsylvanians with a disability.
 - OLTL issued an “Employment and Employment Related Services” bulletin (59-16-07) on July 26, 2016, directing Service Coordinators to assist participants who wish to work.

Five new OLTL Employment Services

- Benefits Counseling
- Career Assessment
- Employment Skills Development (replaces Prevocational Services)
- Job Coaching (replaces Supported Employment)
- Job Finding

- The new employment services were amended into the CommCare and Independence waivers, effective October 1, 2016.
- They will be added to the OBRA Waiver in February of 2017.
- Complete service definitions and provider qualifications can be found for these waivers at:
<http://www.dhs.pa.gov/citizens/healthcaremedicalassistance/supportserviceswaivers/index.htm>. They were also sent out with the reminder notice for this webinar.

In addition to general provider qualification, the following services have specific credentialing/certification requirements.

- **Benefits Counselors** must hold a Certified Work Incentives Counselor certification that is accepted by the Social Security Administration for its Work Incentives Planning and Assistance program.

- **Employment Skills Development, Job Coaching, Job Finding and Career Assessment** workers must hold one of the following within 18 months of employment:
 - a. A Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE).
 - b. A Basic Employment Services Certificate of Achievement or Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.

Employment Skills Development, Job Coaching, Job Finding and Career Assessment (cont.)

- Individuals without one of these two certifications must be supervised by an individual holding the above credentialing/certification until certification is achieved.
- NOTE: Employment Skills Development provided in vocational rehabilitation facilities that fall under 55 PA Code Chapter 2390 are not required to have the above certification.

- **Credentialing/Certification Resources:**
 - **Benefits Counseling**
 - Certified Work Incentives Counselor certification that is accepted by the Social Security Administration for its Work Incentives Planning and Assistance program.
 - The application process is free. For more information, or to contact the employment network contracts team, go to the Ticket to Work website at www.yourtickettowork.com, or call toll-free, 1-866-584-5180 (TTY 1-866-584-5181).
 - The Social Security Administration has a contract with Virginia Commonwealth University to provide training and technical support to the WIPA project staff. You may visit VCU's website at <http://www.vcu-ntc.org/>.

- Credentialing/Certification Resources:
 - **Employment Skills Development, Job Coaching, Job Finding and Career Assessment** – One of the following
 1. A Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from the Association of Community Rehabilitation Educators (**ACRE**) – go to <http://www.acreducators.org/>.
 2. A Certified Employment Support Professional credential from the Association of People Supporting Employment First. There are two upcoming exams slated – one in Towanda, PA on December 10th and one in Philadelphia on December 15th. (**APSE**) – go to <http://apse.org/>.

- Those not currently enrolled to provide OLTL employment services
 - Must meet all provider qualifications for a given service.
 - Submit the Provider Enrollment Information Form, Job Descriptions, certification/s resume of Program Supervisor and any applicable licensures.

- Eligible Active Providers (currently on a participant's ISP) for Prevocational Services and Supported Employment who wish to continue to provide these services under the new service definition for Employment Skills Development and/or Job Coaching must do the following:
 - Submit the Provider Enrollment Information Form, Job Descriptions, certification/s resume of Program Supervisor and any applicable licensures to ra-hcbsevenprov@pa.gov or fax to 717-772-0965 by November 30, 2016.

- Ineligible Active Providers (currently on a participant's ISP) for Prevocational Services and Supported Employment who wish to continue to provide these services under the new service definition for Employment Skills Development and/or Job Coaching must do the following:
 - Submit the Provider Enrollment Information Form, Job Descriptions, certification/s resume of Program Supervisor and any applicable licensures to ra-hcbseprov@pa.gov or fax to 717-772-0965.
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- Agree to a Corrective Action Plan issued by OLTL- this plan would be an agreement for the Provider to obtain the appropriate certifications in a specific time frame.

- Current providers of Prevocational Services and Supported Employment who do **not** wish to provide Employment Skills Development and/or Job Coaching must follow the provisions of 55 Pa. Code Chapter § 52.61 (relating to provider cessation of services).
- Submit the following documents to ra-hcbseprov@pa.gov of fax to 717-772-0965:
 - A letter requesting to dis-enroll the Provider from these services
 - A written transition plan that describes a timeline for completion of transfers
 - List of participants affected, including their name, corresponding county, program and MCI
 - Draft notification to affected participants and SCEs.

- Continuity of Service - Service Coordination (SC) providers must maintain continuity of each participant's current employment services until the new employment services and validated providers are available for selection onto service plans.
- Current Service Providers - OLTL has made arrangements to ensure that the current employment service providers will be paid until the new services and providers are listed on the participant's current service plan.
- The following information applies to COMMCARE Waiver and Independence Waiver. Additional OBRA instructions will be sent to SCs at a later date for updating service plans with the new employment services effective 02/01/2017.
- New Service Replacements – CommCare (CC) and Independence Waivers (IW, effective 10/01/2016):
 - **Employment Skills Development** (Replaces W6107-Prevocational Services)
 - **Job Coaching** (Replaces W6106-Supported Employment)

Current HCSIS Service Plans



<u>New Service</u>	PT/Spec	CC	IW	Procedure Code	Modifier
Employment Skills Development (1:1)	59/505	X	X	W1728	
Employment Skills Development (1:2 to 1:3)	59/505	X	X	W1729	
Employment Skills Development (1:15)	59/505	X	X	W1741	
Job Coaching 1:1 (Follow-Along)	59/504	X	X	W1733	U5
Job Coaching 1:2 to 1:4 (Follow-Along)	59/504	X	X	W1734	U5
Job Coaching 1:1 (Intensive)	59/504	X	X	W1733	U4
Job Coaching 1:2 to 1:4 (Intensive)	59/504	X	X	W1734	U4

- List and Instructions - Within the next few weeks, OLTL will provide SC providers with a list of COMMCARE and Independence Waiver participants that currently have the older employment service or services on their HCSIS service plans along with specific timelines and plan update instructions.
- HCSIS Screens - The actual HCSIS plan updates and approvals will operate the same way as when SCs submit a Critical Revision to add a new service onto a current service plan. No new screens are required for adding these services at this time.
 - SCs will need to end-date and replace each older employment service on the service plan with a new corresponding employment service once the validated providers are available in HCSIS.
 - OLTL will be using a system-wide approach to void claims for the older services effective 09/30/2016. This will then allow SCs to end-date the old services 09/30/2016 and add the new replacement services retroactively to 10/01/2016.
 - If an employment service provider is not yet available for selection onto the plan, the SC will need to monitor the current services until the point where a provider is available for selection onto the plan.

- For OBRA waiver, the effective date for the new employment services is 02/01/2017. OLTL will be providing similar guidance to the SC network at a later date for transitioning services over to the new replacement employment services.
- Also, the new employment services that will cover a new scope of service will require additional supporting service plan information. OLTL will be providing guidance to the SC network for adding these new services to HCSIS plans at a later date.

- Procedure Codes W6106 & W6107 will have an end date of September 30, 2016.
 - OLTL will void all claims effective October 01, 2016 forward.
 - Providers will re-submit claims for October 01, 2016 forward with new service procedure codes after ISPs have been updated.
- **Note: Further billing Instructions related to the ending of the old service procedure codes and re-billing of the new service procedure codes will be provided in the notification email after new services have been added to the Provider Profile**

- If you have additional policy questions about these new employment services, please email: RA-oltstreamlining@pa.gov.
- If you have additional provider enrollment or provider qualifications questions about these new employment services, please email: ra-hcbesenprov@pa.gov.
- If you have additional service plan update questions about these new employment services, please email: RA-PWOLTLOPERATIONS@pa.gov.