

MANAGEMENT SKILLS FOR SEMP LEADERS VIRTUAL



DISCOVERY SELF-CHECK

DURING DISCOVERY

THE SITE:

- Are the assessment sites individualized?
- Is this a business that interests the person and where useful information can be gathered?
- Is the site being used as a temporary assessment site, not for a permanent placement?

THE ASSESSMENT:

- Is the assessment being done with appropriate staffing?
Be cautious of using too many group assessments during the discovery process.
- Are the assessments being arranged and completed in timely manner?
- Is the time allotment scheduled and balanced to permit the individual's ability to be assessed in different opportunities and with different work experiences?
- Are the opportunities for exploration allowing the individual to discover their skill sets?
Strengths and weaknesses.
- Does the assessment site allow for the observation of different general employment skills to make best use of time there?
(Ex: communication, verbal & written response to constructive criticism, flexibility etc.)
- Will the situational assessment(s) last more than one hour and over several days?
- Will the situational assessment(s) capture what the person enjoys doing and is able to do?

MANAGER REVIEW

THE DISCOVERY PROCESS:

- Have all the Discovery questions been completed?
- been with the organization for a length of time?
- Was the assessment completed with the intent to fully discover the individual?
- Were the preferences that the trainee expressed during discovery, considered?

THE DOCUMENTATION:

- Does the report have clear, declarative sentences about observations?
- Do the observations provide enough information to allow the best opportunity for exploration and informed decision making for the individual?

THE DISCOVERY REPORT:

- Have conversations with the team been ongoing and meaningful?
- Does information or themes seem repetitive?
Ensure recurring themes are due to assessments resulting in similar conclusions.
- Does the Discovery report contain professional responses with the understanding that many people may review this document?
Be cautious of using text speak, emoji symbols, abbreviations, etc.

QUALITY CHECK:

- Have you read this report with objectivity?
- Is the recommendation supported by the information provided in the report?
- Do the statements describe observations?
Be cautious of subjective observations that are not supported by the assessment.
- Are the results of the assessment written using clear and descriptive language?
- Are the results of the assessment consistent, with explanations for contradictions in findings?
- Do the recommendations include suggestions for the types of services and supports that will assist the person to get and keep a job?
- Are reports being written and submitted correctly and in a timely fashion to ensure continuity of services?

SEMP Service Definitions

<p>Vocational assessment</p>	<p>Reviewing PTE Discovery Reports/Employment Plans, interviewing an individual and support team, observing in various settings, reviewing records, administering test or performance reviews, etc. to identify employment interests and support needs.</p>
<p>Person-centered employment planning</p>	<p>Person-centered employment planning is an approach to forming vocational goals that are centered on the dreams, interests, skills and desires of the person for whom they are built.</p>
<p>Job-related discovery</p>	<p>Observation of the individual performing work skills and career research with the individual in order to determine the person’s career interests, talents, skills, and support needs.</p>
<p>Job development, analysis, customization, and carving</p>	<p>Includes developing relationships between an individual and business/potential employer to develop opportunities that facilitate matches among the person’s strengths and interests and work conditions and the identified needs of the business. Includes job analysis, customization, and carving customized opportunities.</p>
<p>Training and systematic instruction prior to employment</p>	<p>Including individualized and appropriate work-related behaviors (e.g., resume building, interview instruction, customer service, following workplace policies, workplace communication, dressing for work).</p>
<p>Job placement</p>	<p>Includes planning and communication with the person and their support team, interviews, coordination and instruction, assisting with job applications and/or testing, developing job accommodations, acquisition of job supplies/clothing, creating a training and orientation plan with the employer and job negotiation.</p>
<p>On-the-job coaching, and training, and planning within the work environment</p>	<p>Includes training tailored to the needs of the individual including job analysis to identify job duties, assistance in learning work-related tasks and routines, providing support to the individual and business such as advocacy, disability awareness-building, job adaptations, social support, problem-solving, development of natural</p>
<p>Development and review of a business plan (for individuals pursuing self-employment)</p>	<p>A business plan is for individuals who are pursuing self employment or who are self-employed. Includes identifying skills that could be used to start a business, and identifying business training and technical assistance that could be used in achieving</p>
<p>Transportation between activities</p>	<p>Transportation with the person includes time that the service provider spends transporting individuals to and from their jobs or employment-related activities such as transportation to an interview, job site, etc.</p>

Travel training	Training designed to teach individuals how to travel safely and independently on public transportation (including buses, walking, subway, Para-transit, etc.)
Development of soft skills and retention strategies	Includes instruction and assistance with social interactions and customer service, maintaining relationships with coworkers and supervisors, team work, workplace etiquette, requesting assistance, etc.
Benefits support and asset development	Includes counseling an individual and his or her family about the impact of wages on Social Security, Medicaid, food stamps, and other benefits and providing information to an individual and his or her family on Work Incentive Programs and the Ticket-to-Work Program.
Career advancement services	Include reviewing and updating employment goals, developing plans to achieve his or her goals and assisting with the steps to assist the person to gain the skills, experience, and knowledge needed to be successful in their identified career.
Other workplace support services	Facilitating workplace accommodations such as assistive technology, job restricting, and schedule modification; coworker and employer supports; and employer-sponsored programs and policies such as return-to-work policies, disability case management, and company policies.
Negotiating potential jobs with prospective employers on behalf of an individual	Job developers act as representatives or agents to the seeker, directed by the job seekers conditions, interests and specific contributions in strategically negotiating with an employer the best fit employment conditions and environment that will ensure the job seekers success.
Communication with existing employers	Includes reviewing the individual's progress, work expectations, work challenges and developing strategies to address challenges and promote success in the job.
Communication with family/circle of support	Includes communication with family or other members of the person's support team to discuss and address employment-related issues such as management of benefits, challenges in the work environment, transportation, etc.
Communication with other OPWDD services staff	Includes communication and meeting with the person and the members of their support team regarding planning for employment, planning for job retention, strategies for employment challenges and career development planning.
Documentation of delivery of SEMP services	As required by the regulations and to evaluate the quality of services (e.g., purpose of services, response to services, tracking outcomes, planning for improved services for specific individuals).
Other activities previously approved by OPWDD	Contact OPWDD if you have questions.

Allowable Services without Individual Present

<p>Billing for SEMP Services Delivered Without the Individual Present</p>	<p>Some SEMP services may be delivered on behalf of an individual who is not actually present at the time of service delivery. Such services include: discussions with families about transportation to a job or benefits planning, meetings with businesses about hiring an individual, development of the SEMP Service Delivery Plan (also known as the Habilitation Plan), documentation of the delivery of SEMP services, travel to a job site to provide coaching services, etc. These services may be delivered and billed for during times when an individual may also be receiving another OPWDD service. This is not considered double billing because the individual is receiving two separate services.</p>
<p>Billing for Transportation (Staff Travel Time)</p>	<p>Transportation (staff travel time) is an allowable billable service in the Intensive and Extended phases of SEMP. Allowable travel time includes time that a job coach, job developer, employment specialist, or other staff with a similar job title travels during the day, evening, or weekend to job sites to provide SEMP services; meetings with potential and current employers, conducting vocational assessments; attending OPWDD Innovations trainings designed to enhance the quality of SEMP services, and providing other billable SEMP activities. Travel may be with or without the individual receiving SEMP services. Travel time that occurs during work hours when staff is being paid by a service provider is billable. Travel time should be billed to either an individual or group activity with specific SEMP participants identified. SEMP services provided during the evening or weekends are considered work day services.</p>
<p>Innovations Trainings</p>	<p>Travel time to OPWDD’s Innovations Trainings is billable as long as the staff is being paid by the service provider during the time of the travel. Such travel must be billed using the group fee for up to five individuals. Even if the staff has a larger caseload, billing is limited to a maximum of five individuals. If more than one staff travel to a 6 hour OPWDD Innovations Training, each staff person can bill using the group fee for travel time (up to five individuals), but they cannot bill for the same individuals. Staff travel to non-billable activities, such as travel to lunch or a destination where SEMP services are not being provided, is not considered allowable travel time. Service provider paid staff time spent participating in OPWDD’s Innovations in Employment Supports Trainings can be billed as “other activities”.</p>
<p>Billing for Meetings</p>	<p>Time spent attending meetings with an individual or on behalf of an individual receiving SEMP services is billable. If multiple staff attend a meeting, the billing may be split between the multiple staff or billed to only one staff person.</p>

SAMPLE - SUPPORTED EMPLOYMENT (SEMP) SERVICE DOCUMENTATION - CHECKLIST

Agency Name : _____
Individual's Name: _____

Month/Year: _____
Medicaid ID: _____
SEMP Billing Code(s): _____

Description of Services:

Date:	Staff Initials	Services were provided to Individual or G-group	Time Start	Time Stop	Total Duration per Session	Total Number of Services Provided (At least 1 service from SEMP Habilitation Plan must be provided)	Description of Services:
							vocational assessment
							person-centered employment planning
							job-related discovery
							job development, analysis, customization, and carving
							training and systematic instruction prior to employment
							job placement
							job coaching, training, and planning within the work environment
							development and review of a business plan (self employment)
							transportation
							travel training
							development of soft skills and job retention strategies
							benefits support and asset development
							career advancement services
							other workplace support services
							negotiating potential jobs
							communication with an existing employer
							communication with family or other members of the individual's circle of support
							meetings and communications with staff providing other OPWDD services
							documentation of the delivery of SEMP services
							other activities previously approved by OPWDD (innovations trainings)

SAMPLE

Purpose and/or Response to Services Provided (optional):

Purpose and/or Response to Services Provided (optional):

Purpose and/or Response to Services Provided (optional):

Purpose and/or Response to Services Provided (optional):

Purpose and/or Response to Services Provided (optional):

Staff Signature Log

Signature

Print Name

Initials

Title

SAMPLE
SUPPORTED EMPLOYMENT (SEMP) MONTHLY SUMMARY NOTE

AGENCY NAME: _____ **MONTH / YR OF SERV. DELIVERY :** _____

INDIVIDUAL'S NAME: _____ **TABS ID :** _____ **MEDICAID # :** _____

<i>Summarize the Supported Employment (SEMP) Services provided this month.</i>	
Summarize the implementation of the individual's Supported Employment (SEMP) Habilitation Plan for the month	
Description of the individual's vocational progress	
Description of some of the actions of staff to address vocational challenges	
Description of the individual's response to services provided	
Describe any issues or concerns	

SAMPLE

The narrative monthly summary note must be completed, signed, and dated no later than the 30th day after the month of service.

SIGNATURE OF STAFF PERSON WRITING THE NOTE
(required)

TITLE

DATE (mth/dy/yr)

SIGNATURE OF STAFF PERSON REVIEWING THE NOTE

TITLE

DATE (mth/dy/yr)