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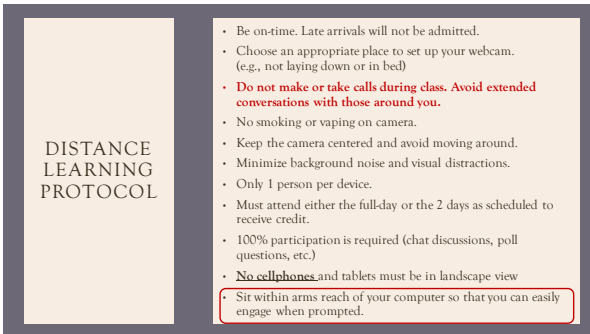
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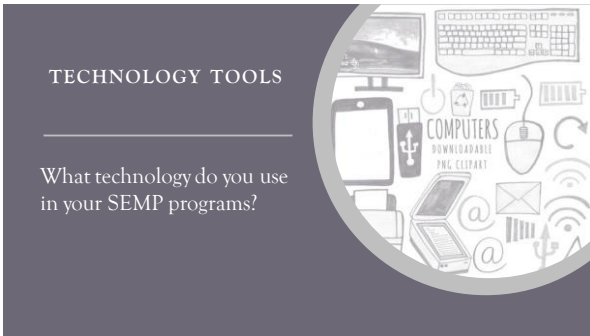
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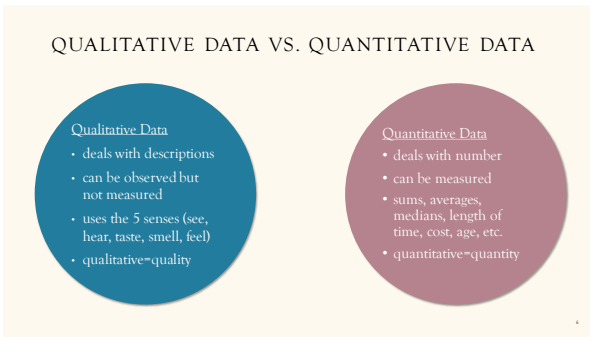
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**DOC** DATA EXERCISE – BREAKOUT

Room 1 Program & Services	Room 2 Quality Assurance
Room 3 Staffing	Room 4 Budgets & Billing

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**DEPARTMENT OF HEALTH REGIONS FOR OPWDD BILLING**

- Region 1 (New York, Bronx, Richmond, Kings, Queens)
- Region 2 (Nassau, Suffolk, Westchester, Putnam, Rockland)
- Region 3 (The Rest of State)

Up to date Regional SEMP fees may be found at [https://www.health.ny.gov/health\\_care/medicaid/rules/medicaid\\_inquiry/2020/20202401\\_sempa.htm](https://www.health.ny.gov/health_care/medicaid/rules/medicaid_inquiry/2020/20202401_sempa.htm)

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**SETTING BILLING EXPECTATIONS**

1	<b>Region 1</b>	WK	35 Hrs.	\$76.98	\$2,694.30	YR	\$140,103.60
	<b>Region 1</b>	MO	149 (85%)	\$76.98	\$11,470	YR	\$137,640.24
	<b>Region 2</b>	WK	35 Hrs.	\$80.81	\$2,828.35	YR	\$147,074.20
	<b>Region 2</b>	MO	149 (85%)	\$80.81	\$12,040.69	YR	\$144,488.28
	<b>Region 3</b>	WK	35 Hrs.	\$85.14	\$2,979.90	YR	\$154,954.80
	<b>Region 3</b>	MO	149 (84%)	\$85.14	\$12,685	YR	\$152,230.32

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**STAFF: Maria Robinson      WEEKLY GOAL: 35 hours**

DATE	TIME IN	TIME OUT	HOURS WORKED	PROGRAM CODE	INDIVIDUAL	HOURS BILLED	HOURS ACCES-VR
3/13/2022	8:00	10:30	2.5	OPWDD	Bob Jones	2.5	
	11:00	12:00	1	OPWDD	Sandy Smith	1	
	2:00	4:30	2.5	OPWDD	Ryan Phillips	2.5	
3/14/2022	7:00	10:00	3	OPWDD	Bob Jones	3	
	2:00	6:00	4	OPWDD	Fanny Plage	3.5	
3/15/2022	7:30	8:30	1	OPWDD	Bob Jones	1	
	9:00	9:13		OPWDD	Liz Johnson	0	
	9:30	9:45	0.25	OPWDD	Jennifer Phil	0.25	
	10:00	12:00	2	OPWDD	Ryan Phillips	2	
	1:00	2:00	1	OPWDD	Mary Brady	1	
	3:00	4:00	1	ACCES-VR	James Bond		1
3/16/2022	9:00	10:30	1.5	OPWDD	Ivan Warrils	1.5	
	1:00	1:30	0.5	OPWDD	Fanny Plage	0.5	
	2:00	4:30	2.5	OPWDD	Ryan Phillips	2.5	
3/17/2022	10:00	12:00	2	ACCES-VR	James Bond		2
	1:00	2:00	2	OPWDD	Liz Johnson	1.5	
	2:30	3:30	1	OPWDD	Ivan Ward	1	
3/18/2022	8:00	8:30	0.5	OPWDD	Bob Jones	0.5	
	8:30	10:00	1.5	OPWDD	Mary Brady	1.5	
	10:30	12:00	1.5	OPWDD	Ryan Phillips	1.5	
3/19/2022							
			31.25			27.25	3
						8	2,320.07

TRACKING BILLABLE HOURS BY ESP



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### MISSING BILLING - IMPACT [R3]

Expectation is 35 billing hours a week = 7 hrs./day

Submitting for 6.75 hrs./day [-.25]
15 minutes = \$24.15/day
\$24.15/day x 5 days = \$120.75
\$120.75/wk. x 4.33 wks. = \$522.85/Month
\$522.85/Month x 12 mos. = \$6,274.17

-\$6,274.17x 5 staff  
=  
-\$31,370.85/yr.

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Last Name	First	SEMP Service Type	Emp. Status	INITIAL # Hrs. Approved or carried from previous year	# of additional hrs. approved	TOTAL hrs. Approved	Year to Date Total Used	Remaining hrs.
Scott	Michael	Int.	Job Dev.	200	0	200	86	114
Beasley	Pam	Ext.	Direct hire	100	0	100	50	50
Schrutt	Dwight	Ext.	Furloughed	30	100	130	40	90
Vance	Phyllis	Int.	Job Dev.	200	0	200	25	175
Nunez	Oscar	Int.	Discovery	250	0	250	140	110
Kapoor	Kelly	Ext.	Direct hire	200	0	200	130	70
Halpert	Jim	Ext.	Direct hire	200	0	200	10	190

**TRACKING BILLABLE AND REMAINING HOURS PER INDIVIDUAL**

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Mareh Extended Last Name	First Name	Working Y/N	Individual Units	Group Units	Individual Hours	Total Hours	Units Util Based
Scott	Michael	Y	24	0	6	6	24
Beasly	Pam	Y	30	0	7.5	7.5	30
Schrutt	Dwight	Y	18	0	4.5	4.5	18
Vance	Phyllis	N	30	3	7.5	10.5	42
Nunez	Oscar	N	32	3	8	11	44
Kapoor	Kelly	Y	12	0	3	3	12
Halpert	Jim	Y	8	0	2	2	8
Totals			154	6	38.5	44.5	178

**MONTHLY UTILIZATION REPORT**

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YTD Performance		July 1, 2022 - June 30, 2022			18Mar-22		
Service	Rate	Hrs. Goal	YTD Accrued	% of Service	Accrued \$	Service Total	% of Goal
CBPV	\$45.61	5000	2000	40%	\$ 91,220.00		
PTE	\$42.6	1400	600	43%	\$ 25,560.00		
Intensive SEMP	\$85.41	4000	3000	75%	\$ 256,230.00		
Extended SEMP	\$85.14	4000	2000	50%	\$ 170,280.00	\$ 543,290.00	52%

**EXPENSES**

- Staff salaries and benefits (fringe)
- Overhead
- Travel
- Training
- Equipment (computer, pens, etc.)

**REVENUE**

- Billable hours
- Development
- Other organizational revenue to offset costs

**PROGRAM BUDGET**

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## OPWDD MONTHLY DATA REPORTING

- Tracked monthly, reported quarterly to OPWDD
- Enrollment Information
- Service Information
- Employment information
- Active/Inactive status
- Provider Agency Information

SEMP REPORT



Data  
Reporting

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**NEW PROVIDER TRAINING**

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- Invitation ONLY
- Request through your ETP Supervisor or contact [info@eleversity.org](mailto:info@eleversity.org)
- 2 DAYS – 1p - 4:30p

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**ORGANIZATIONAL / OPERATIONAL TIPS**

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The Big Picture



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**BIGGEST MANAGEMENT CHALLENGES**

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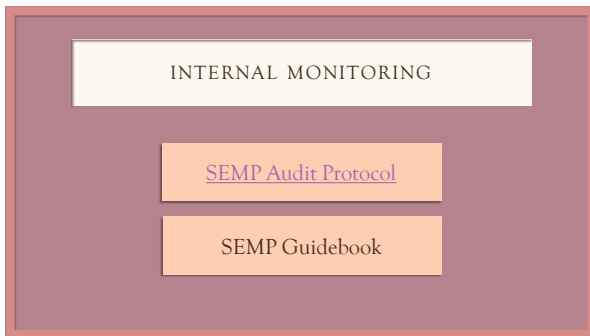
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PROGRAM CONSIDERATION

1	PROGRAM NEEDS VS. STAFF NEEDS	3	GEOGRAPHY AND LOCATIONS
2	SCHEDULING	4	ACCOUNTABILITY

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PROGRAM DESIGN

A B Shared Documents

Step 1	Determine each individual's staffing needs
Step 2	Quantify the hours needed for each individual
Step 3	Assign job coaches
Step 4	Continually reassess

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SCHEDULING / ASSIGNING CONSIDERATIONS

- Type of training & support needs
  - Task match
  - Skill set of job coach
- Geography
- Cultural consideration
- Fading plan
- Staff availability
- Crosstraining ESPs to provide coverage

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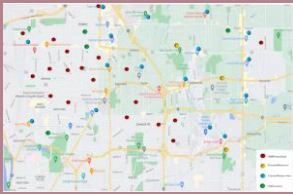
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### GEOGRAPHY MAPPING BY CRITERIA



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### EMPLOYMENT SUPPORT PROFESSIONAL ACCOUNTABILITY

- Monthly / weekly planning – shared
- Manager follow-up
  - SEMP individual / family
  - Business
- Scheduled supervision
- Billing and schedule reconciliation
- *What are you doing?*

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### MANAGER DISCOVERY REVIEW

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WHAT KNOWLEDGE, SKILLS AND ABILITIES DO ESPS NEED TO DO QUALITY DISCOVERY?

<b>Group 1</b> <input type="checkbox"/> In General <input type="checkbox"/> File review	<b>Group 2</b> <input type="checkbox"/> Interviews <input type="checkbox"/> Observations
<b>Group 3</b> <input type="checkbox"/> Site development <input type="checkbox"/> Situational assessments	<b>Group 4</b> <input type="checkbox"/> Career Research <input type="checkbox"/> Recommendations

KSA

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DISCOVERY REPORT REVIEW

ETP Discovery Report

- Discovery report recommendations can set the individual up for success or failure
- SEMP Managers should be reading the Discovery reports thoroughly
- Ensure staff revise the report if the review shows problem

- Read for quality
- Ensure all sections are complete
- Anticipate OPWDD questions

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DISCOVERY SELF-CHECK

 <b>During discovery</b> The site The assessment	 <b>Manager review</b> The discovery process Documentation The discovery report Quality check
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Discovery self-check

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**CHECKLIST**

REQUIRED SERVICE  
DOCUMENTATION  
ELEMENTS

Sample Checklist

1. Individual's name and Medicaid number (CIN).
2. Name of the agency providing the SEMP services.
3. Identification of the category of waiver service provided.
4. Documentation of start and stop times.
5. The ratio of individual(s) to staff. (i.e., individual or group).
6. Description of services.
7. The date the service was provided.
8. Verification of service provision by the staff person delivering the service
9. Signature of the Supported Employment staff person documenting the service and date the service was documented.

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### SEMP SERVICE DELIVERABLES

- Vocational assessment
- Person-centered employment planning
- Job-related discovery
- Job development, analysis, customization, and carving
- Training and systematic instruction
- Job placement
- Job coaching
- Development of business plan
- Transportation between activities
- Travel training
- Development of soft skills and retention strategies
- Benefits planning
- Career advancement services
- Workplace support services
- Negotiating with employers
- Communication with employers
- Communication with family/circle of support
- Communication with other OPWDD services staff
- Documentation of delivery of SEMP services
- Other activities previously approved by OPWDD

Manual

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### IS THIS BILLABLE EXERCISE



"Just one question: Is it billable?"

Is This Billable

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### CONTACT INFORMATION

- info@Eleversity.org
- www.eleversity.org
- (585) 340-2051

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