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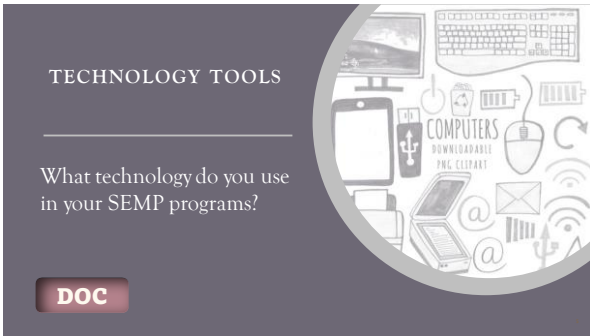
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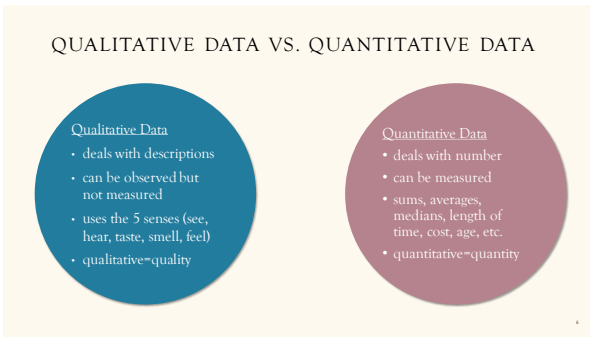
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DOC 1 DATA EXERCISE – BREAKOUT
DOC 2


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: [NYC Reimbursement Rate Review](#)



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WHAT IS YOUR PROGRAM BILLING EXPECTATION FOR EACH VSP?

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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

SEMF REPORT



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NEW PROVIDER TRAINING

- Invitation ONLY – [Not currently scheduled]
- Request through your ETP Supervisor or contact info@eleversity.org



employment.vocational.services@opwdd.ny.gov

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ORGANIZATIONAL / OPERATIONAL TIPS

The Big Picture



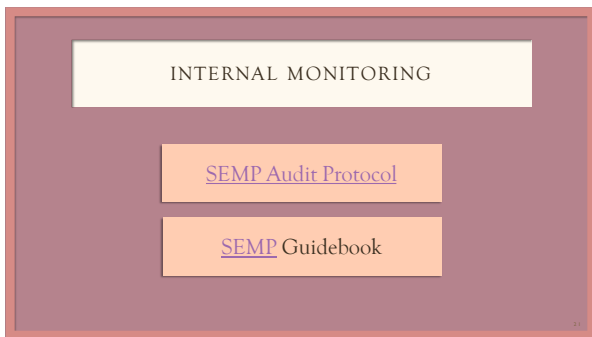
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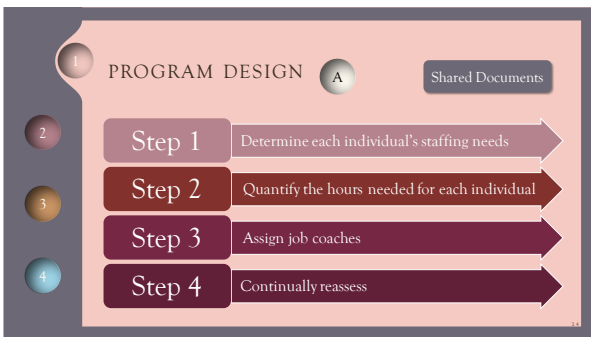
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SCHEDULING / ASSIGNING CONSIDERATIONS

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

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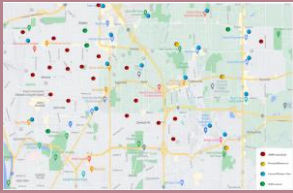
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GEOGRAPHY MAPPING BY CRITERIA



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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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WHAT KNOWLEDGE, SKILLS AND ABILITIES DO ESPs NEED IN ORDER TO DO QUALITY DISCOVERY?

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

APSE KSA ETP Discovery Report

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DISCOVERY REPORT REVIEW

- 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

ETP Discovery Report


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DISCOVERY SELF-CHECK

 During discovery The site The assessment	 Manager review The discovery process Documentation The discovery report Quality check
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Supervisor Tool 31

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Demonstrating Allowable Service
Best Practices

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DOCUMENTATION

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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


<ul style="list-style-type: none"> <input type="checkbox"/> Vocational assessment <input type="checkbox"/> Person-centered employment planning <input type="checkbox"/> Job-related discovery <input type="checkbox"/> Job development, analysis, customization, and carving <input type="checkbox"/> Training and systematic instruction <input type="checkbox"/> Job placement <input type="checkbox"/> Job coaching <input type="checkbox"/> Development of business plan <input type="checkbox"/> Transportation between activities <input type="checkbox"/> Travel training 	<ul style="list-style-type: none"> <input type="checkbox"/> Development of soft skills and retention strategies <input type="checkbox"/> Benefits planning <input type="checkbox"/> Career advancement services <input type="checkbox"/> Workplace support services <input type="checkbox"/> Negotiating with employers <input type="checkbox"/> Communication with employers <input type="checkbox"/> Communication with family/circle of support <input type="checkbox"/> Communication with other OPWDD services staff <input type="checkbox"/> Documentation of delivery of SEMP services <input type="checkbox"/> Other activities previously approved by OPWDD
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Manual

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IS THIS BILLABLE EXERCISE

Is This Billable Game



"Just one question: Is it billable?"

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PLEASE SIGN OUT TO "EVERYONE"

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CONTACT INFORMATION

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