

Criteria to Consider for Planning and Managing SEMP Services

Effective 1/2/24

(xvi) Planning the delivery of all allowable SEMP services

OR

(xvii) Managing the delivery of all allowable SEMP services

This document provides examples of the standards set forth in SEMP ADM 2023-09. These examples are not all-inclusive. There may be other billing or programmatic situations not captured here. Agencies and their QA departments should refer to the SEMP ADM and regulation available on the OPWDD website at: <https://opwdd.ny.gov/regulations-guidance>.

Considerations for SEMP agencies and their QA departments, prior to billing for Planning and/or Managing the delivery of SEMP services:

***For the purposes of this document the term Manager includes supervisors, directors or staff with other titles that have managerial responsibilities.**

Managers, supervisors, directors and/or staff with managerial responsibilities have met the SEMP staff training requirements.

Planning and/or managing activities directly relate to the delivery of quality SEMP services to the person(s).

Management tasks not directly related to the provision of SEMP services are not billable (e.g. onboarding staff, general staff training and staff evaluations).

Only managers* may bill for Managing SEMP services. Both managers* or SEMP staff may bill for Planning SEMP services, as long as they aren't billing the same services at the same time.

The most applicable allowable SEMP service is billed when a manager* and SEMP staff person meet related to a specific person(s) SEMP service. In the meeting, the manager may bill for Managing SEMP services if they are providing guidance, support, and/or instruction related to a specific person(s) SEMP services or Planning SEMP services if they are providing coordination or planning activities.

- a. The manager* may bill for Planning or Managing SEMP services while the SEMP staff bills one of the other allowable SEMP services.
- b. If no other allowable SEMP service applies, the manager* may bill Managing SEMP services, while the SEMP staff bills Planning allowable SEMP services.

When the person receiving services is present, only one staff can bill an allowable service(s). Two direct services cannot be delivered simultaneously.

Planning and/or Managing SEMP services must relate to the person's Staff Action Plan.

Planning and/or Managing SEMP services may be delivered for an individual or group.

Managing the Delivery of All Allowable SEMP services may not be billed when a manager, supervisor, or director is meeting with *multiple* staff. Meetings with more than two people are covered under Billing for Meetings.

Who is considered an Employment Support Professional (ESP)?

A supported employment staff person who assists individuals in obtaining and maintaining competitive integrated employment. Common titles include but are not limited to:

Job Coach
Job Trainer

Job Developer

Employment Specialist

Who is considered a Manager?

Staff employed by the SEMP program who are assigned managerial tasks such as guidance, support, instruction, coordination, planning services, etc. Common titles include but are not limited to:

Director of Vocational Services
Director of Employment Services
Senior Employment Staff

Assistant Coordinator
Team Leader
Manager

Business Relationship Manager
Senior Job Developer

Billing Examples

Scenario 1

An employment support professional (ESP) submits a completed Discovery Report to their supervisor for review. The supervisor reviews the Discovery Report prior to meeting with the ESP and determines that the assessments completed match the person's skills, but not the person's stated interests. The supervisor meets with the ESP to identify an additional assessment that aligns with the person's stated interests to create a more comprehensive Discovery Report and Job Development Plan.

The supervisor may bill "Managing the Delivery of all Allowable SEMP Services" and the ESP may bill "Planning the Delivery of all Allowable Services."

Scenario 2

A director reviews the ETP Monthly Job Development Report to ensure that the ESP has followed up with identified businesses, allocated sufficient time for job development and developed appropriate short-term goals. The director determines that an additional staff needs to be assigned to schedule sufficient services to help the person gain employment in a timely manner. The director begins to coordinate a second staff person's availability to provide additional SEMP services to the person.

The director may bill for "Managing the Delivery of all Allowable SEMP Services."

Scenario 3

An ESP requests assistance from a senior job developer to attend a meeting with a potential employer regarding a specific person to discuss the businesses' hiring needs. The ESP and senior job developer meet with the business to discuss a potential candidate that could meet the businesses' unmet needs through part-time employment. The person receiving services is not present.

The senior job developer may bill "Managing the Delivery of all Allowable SEMP Services" and the ESP may bill "Job Development, Analysis, Customization and Carving."

Scenario 4

A person was just hired by a local warehouse for an overnight shift. The current ESP assigned to provide job coaching is unavailable for those hours. The SEMP manager reviews staff schedules and determines that 2 other ESPs can split the job coaching duties for several weeks while the person is learning the job.

The manager may bill "Planning the Delivery of all Allowable SEMP Services."

For additional information, contact the Employment and Meaningful Community Activities (EMCA) Unit at employment.vocational.services@opwdd.ny.gov.