

Person Centered Planning
for Medicaid funded
Home and Community Based
Services (HCBS)
Employment Services

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Part 1: Person Centered Service Planning.5 min

- ❖ What is person centered service planning?
- ❖ Who is responsible?
- ❖ Why is it important?

Part 2: Person Centered Planning and Documenting Employment Outcomes..... ..30 min

- ❖ Prevocational Services Outcomes
- ❖ Supported Employment Outcomes
 - Individual Supported Employment
 - Long Term Job Coaching
 - Enclave

The “Plan”

- All Medicaid members receiving HCBS must have a comprehensive person centered service plan. (treatment plan)
- The member’s Case Manager (CM) or Integrated Health Home Care Coordinator (IHHCC) is responsible to facilitate the member’s interdisciplinary team (IDT)
- The IDT in conjunction with the member reviews the member’s need for services and develops the comprehensive service plan/ treatment plan
- The CM or IHHCC monitors the service plan implementation and service delivery to ensure member receives services identified and that those services are achieving the desire outcomes

HCBS Services and Supports

HCBS Comprehensive Functional Assessment

Assesses an individual's "need" for HCBS services



Interdisciplinary Team Meeting

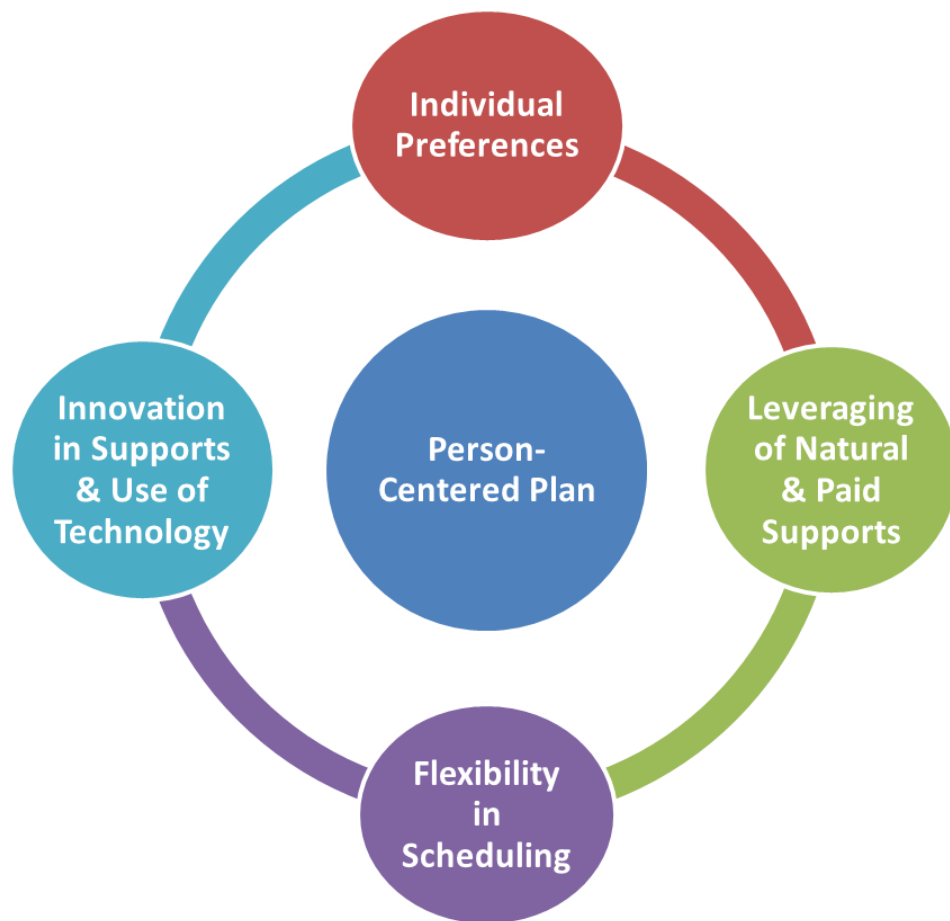
Develops the Individual Service Plan / Integrated Treatment Plan



Individual Service Plan/ Integrated Treatment Plan

Defines the services and supports the member will receive

Person Centered Planning in the Context of HCBS



Service Plan Documentation

- Reflects individual's strengths and preferences
- Reflects clinical and support needs
- Includes observable and measureable goals and desired outcomes
- Identify interventions and supports needed to meet those goals with incremental action steps, as appropriate.
- Identify the staff people, businesses, or organizations responsible for carrying out the interventions or supports.

Service Plan Documentation

Identifies for a member receiving Prevocational services

- a) The location where Prevocational services are being delivered at the time of enrollment;
- b) The number of hours per day of on-site staff supervision needed by the member;
- c) The plan for when the member will participate in Career Exploration activities.
- d) The status of providing the member with information regarding Supported Employment and the benefits of work, and referral to supported employment services
- e) Status of referral to Iowa Vocational Rehabilitation Services

Prevocational Services

The expected outcome of prevocational services is individual employment in the general workforce, or self-employment, in a setting typically found in the community, where the member interacts with individuals without disabilities, other than those providing services to the member or other individuals with disabilities, to the same extent that individuals without disabilities in comparable positions interact with other persons; and for which the member is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.

Supported Employment Services

The expected outcome of Supported Employment services is sustained employment, or self-employment, paid at or above the minimum wage or the customary wage and level of benefits paid by an employer, in an integrated setting in the general workforce, in a job that meets personal and career goals.

An expected outcome of supported self-employment is that the member earns income that is equal to or exceeds the average income for the chosen business within a reasonable period of time.

Service Plan Documentation

Identifies for a member receiving Supported Employment services

- a) The member's place of employment at the time of enrollment;
- b) The number of hours per day of on-site staff supervision needed by the member; and
- c) The number of other workers who work with the member and also receive publicly funded employment supports at their place of employment.
- d) Status of referral to Iowa Vocational Rehabilitation Services

Service Plan Documentation

- Reflects providers of services/supports, including unpaid supports provided voluntarily in lieu of waiver or state plan HCBS including:
 - a) Name of the provider
 - b) Service authorized
 - c) Units of service authorized
 - d) Period of service authorization
- Includes risk factors and measures in place to minimize risk

Service Plan Documentation

- Includes individuals important in supporting individual
- Includes the names of the individuals responsible for monitoring plan
- Is written in plain language and understandable to the individual
- Documents who is responsible for monitoring the plan

Service Plan Documentation

- Includes the signatures of all individuals and providers responsible
- Is distributed to the individual and others involved in plan
- Includes purchase/control of self-directed services
- Excludes unnecessary or inappropriate services and supports

Important Items to Discuss and Document

- **Transportation**

- How will the member get to and from Prevocational services or to their place of employment when receiving Individual SE or Long Term Job Coaching or Small Group Employment?
- ID Waiver members – daily SCL is responsible to provide for what is in the service plan.
- Units of service must be identified and authorized in the service plan to account for transportation time when the SE provider is providing the transportation.

- **Communication**

- What is the member's preferred method of communication? How will the Employment Specialist or Job Coach communicate with the member and the member's employer?

Important Items to Discuss and Document

- **Wages – Financial Literacy**
 - Can the member independently manage their earned income or do they require assistance?
 - Has the member received Benefits Planning

Links to On-Line Resources

Iowa Administrative Rules -Department of Human Services

<https://www.legis.iowa.gov/law/administrativeRules/chapters?agency=441&pubDate=06-08-2016>

Home and Community Based Services Homepage

<https://dhs.iowa.gov/ime/members/medicaid-a-to-z/hcbs>

Iowa's Employment First Guidebook

https://dhs.iowa.gov/sites/default/files/iowa_Employment_First_Guidebook_2nd_edition.pdf

FAQ for Prevocational and Employment Services

https://dhs.iowa.gov/sites/default/files/FAQ_HCBS_Prevocational_and_Supported_Employment_Services_01.06.17.pdf

MHDS Employment Web Page

<http://dhs.iowa.gov/mhds/disability-services/employment>

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