

# Employment Assistance (EA) & Supportive Employment (SE)

*Amerigroup members in the Medicaid Rural Service Area are served by Amerigroup Insurance Company; all other Amerigroup members are served by Amerigroup Texas, Inc.*

# Employment Assistance and Supported Employment

## Employment Assistance (EA) (Finding a job)

- Provide assistance to a member to help the member locate competitive employment or self-employment.

## Supported Employment (SE) (Succeeding in a job)

- Assistance provided in order to sustain paid employment because of a disability, requires intensive, ongoing support to be self-employed, work from home, or perform in a work setting at which members without disabilities are employed.

# Benefit Coverage

- SE and EA are covered services only for STAR+PLUS Waiver (SPW) members, effective September 1, 2014

\*For IDD Members this benefit will be covered by their waiver program, and the service coordinator (SC) should direct the members to their waiver service coordinator or case manager

# Employment Assistance Examples

- Exploring the member's interests, capabilities, preferences, and ongoing support needs
- Exploring the extended services and supports required at and away from the job site that will be necessary for employment success
- Assisting the member to utilize work incentives
- Writing résumés and proposals to assist in placement
- Contacting employers and developing member jobs
- Training the member on how to travel to and from a job

# Supported Employment Examples

- Orienting and training the individual in work-related tasks
- Monitoring job performance
- Communicating with managers and supervisors to gather input and plan training
- Training the individual on how to travel to and from the job
- Assisting the individual to utilize work incentives and continue to access needed supports and services

# Authorization for EA and SE

- Initial authorization of services is based solely on member request.
  - Members under age 22 who are able to access the program through the local school district should exhaust those program options before requesting services through SPW
  - For Supported Employment, the member must first have a job or be self-employed
  - Authorization is not based on medical or functional assessment

# Initial Authorization for EA

1. AGP Service Coordinators complete the **Job Interest Assessment** for all new and existing SPW Members at least once during initial or reassessment
2. If the Job Interest Assessment indicates Member's interest in finding employment, the Service Coordinator issues an initial authorization for EA
3. The Service Coordinator refers the Member to DARS for services and remains involved as needed in the Member's Individual Plan for Employment if DARS provides services

# Job Interest Assessment

1. Did you know that you can work and keep your Medicaid benefits?
2. Are you interested in learning about services that can help you explore employment options?
3. Would you like to work?
4. Would you like help getting a paid job?
5. Are you or have you ever received employment services through the Department of Rehabilitative Services (DARS) or the public school system?



# After Job Interest Assessment

If there is a “yes” response to any of last three job interest assessment questions:

SC provides the "First Steps to Employment for People with Significant Disabilities" handout

SC refers the SPW member to DARS within 10 days of completing the Job Interest Assessment

SC will ensure the DARS VRC is provided copies of any of the member's records

# Initial Authorization for SE

1. During assessment or other contact with the service coordinator, the member requests assistance with ongoing employment or self-employment
2. The SC issues an initial authorization for SE
3. The SC refers the member to DARS for services and remains involved as needed in the member's Individual Plan for Employment if DARS provides services

# Initial Authorization Amounts

- Standard initial authorizations are based on state historical utilization averages
  - EA: 21 units/ 1 year
  - SE: 35 units/ 1 year
- SE and EA services are intended to be temporary and decreasing in nature, based on individual need
- Initial authorizations are issued based on member request and not medical or functional evaluation

# Renewal Authorizations

- The majority of members' needs should be met within the initial authorization limits
- Service coordinators must address renewal authorization requests based on individual member need and circumstances. Renewals require manager approval.
- EA and SE providers must provide the documented service plan to support renewal authorization requests

# Transportation

- Transportation provided to the member as part of the plan for EA/SE is the responsibility of the EA/SE provider and is billed under the EA or SE benefit.
- Transportation for EA/SE services is not authorized or billed separately.
- Examples: transportation to job training and interviews, training to use public transit options, and initial supervision of transportation to and from work.

# Provider Documentation

- For the period of time SE or EA is included in the member's service plan, the provider must develop and update quarterly a plan for delivering SE and EA. For documentation specifics, please refer to the STAR+PLUS Handbook located online at <http://www.dads.state.tx.us/handbooks/sph>.
- The service coordinator may request the quarterly plan at any time, including to support renewal authorization decisions.

# Provider Qualifications

- Providers of EA and SE services must be credentialed, participating Amerigroup providers. Single Case Agreements for out-of-network providers require prior approval from the Vice President of Long-Term Services and Supports Operations. The provider may not be a spouse, legally responsible person, or employment supervisor of the member who receives the service.
- Refer to the STAR+PLUS Handbook at <http://www.dads.state.tx.us/handbooks/sph> for specific qualifications.

# Claims Requirements

- Only providers credentialed to provide EA and SE services may submit claims for these services
- Providers of EA and SE must have Atypical Provider Identification (API) assigned by Texas Health and Human Services Commission
- Claims are submitted using Form 1500. Field #17 (Referring Provider or Other Source) not required.
- 1 Unit = 1 Hour.
- Amerigroup allows a maximum of 12 units per day.



# Questions?

[providers.amerigroup.com/TX](http://providers.amerigroup.com/TX)

Provider Services: 1-800-454-3730