























Quick Reference Guide: Employment and Community First CHOICES (ECF CHOICES) Employment Documentation Requirements

ECF CHOICES employment service	Link to document(s)	Reporting requirements
Exploration	 TNPEC-2364-18 ECF CHOICES Exploration	Must be submitted for approval prior to billing
Discovery	 TNPEC-2365-18 ECF CHOICES Discovery I	Must be submitted for approval prior to billing
Situational observation and assessment	 TNPEC-2366-18 ECF CHOICES Observatic	Must be submitted for approval prior to billing
Integrated employment path services	 TNPEC-2367-18 ECF CHOICES Service Log <i>Service Implementation Plan is also required within 30 days of start date.</i>	Service log required every day service is provided, not required to submit for billing
Benefits counseling	 TNPEC-2368-18 ECF CHOICES Benefits Ci <i>Benefits Assessment Summary Report also required — no template.</i>	Both must be submitted for approval prior to billing
Job development plan	 TNPEC-2369-18 ECF CHOICES Job Develc	Must be submitted for approval prior to billing
Self-employment plan	 TNPEC-2370-18 ECF CHOICES Self-Emplc	Must be submitted for approval prior to billing
Job development start up	 TNPEC-2367-18 ECF CHOICES Service Log	Must be submitted at each milestone and approved prior to billing
Self-employment start up	 TNPEC-2367-18 ECF CHOICES Service Log	Must be submitted at each milestone and approved prior to billing

ECF CHOICES employment service	Link to document(s)	Reporting requirements
Job coaching (wage or self-employment)	  TNPEC-2367-18 ECF TNPEC-2371-18 ECF CHOICES Service Log CHOICES Job Coach	Service log required every day service is provided, not required for billing; fading plan must be submitted and approved prior to re-authorization
Co-worker supports	  TNPEC-2367-18 ECF TNPEC-2371-18 ECF CHOICES Service Log CHOICES Job Coach Agreement between provider and employer also required – no template.	Service log required every day service is provided, not required for billing; fading plan must be submitted and approved prior to re-authorization
Career advancement	  TNPEC-2372-18 ECF TNPEC-2367-18 ECF CHOICES Career Adv CHOICES Service Log	Plan for milestone 1 and service log for milestone 2 must be submitted for approval prior to billing
Support employment small group	 TNPEC-2373-18 ECF CHOICES Supported Service Implementation Plan is also required within 30 days of start date.	Service log required every day service is provided, not required to submit for billing

ECF CHOICES employment guides	Link to document
<i>Exploration Time Frame and Log Guide</i>	 TNPEC-2374-18 ECF CHOICES Exploration
<i>Discovery Time Frame and Log Guide</i>	 TNPEC-2375-18 ECF CHOICES Discovery
<i>ECF CHOICES Employment Time Frames</i>	 ECF CHOICES Employment Time Fr
<i>Lessons Learned from Outcome Based Employment Services</i>	 Less Learned from Outcome Base Emp
<i>Outcome Based Workflow</i>	 Outcome Based Workflow

ECF CHOICES employment guides	Link to document
<i>ECF CHOICES Required Training for DSPs and Employment Services</i>	 <p data-bbox="1045 365 1321 432">ECF CHOICES Required Training fc</p>
<i>ECF CHOICES Training Checklist</i>	 <p data-bbox="1089 518 1276 569">ECF CHOICES Training Checklist</p>