



## SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

### HOME AND COMMUNITY BASED WAIVER Policy Manual

**Section: SERVICES**

**Subject: Supported Employment**

**References: ARM: 37.40.1448**

#### DEFINITION

Supported employment includes activities needed to sustain paid work by Home and Community Based Services (HCBS) members, including supervision and training for persons for whom unsupported or competitive employment at or above minimum wage is unlikely. Supported employment is conducted in a variety of settings. Supported employment may include group community employment such as crews, enclaves or individual community employment.

#### COVERED SERVICES

When supported employment services are provided at a work site in which persons without disabilities are employed, payment will be made only for the adaptations, supervision and training required by HCBS members as a result of their disabilities, and will not include payment for the supervisory activities rendered as a normal part of the business setting by the employer or for items the employer is required to provide under the American with Disabilities Act (ADA).

#### SERVICE REQUIREMENTS

Supported employment services rendered under HCBS are not available under a program funded by either the Rehabilitation Act of 1973, or P.L. 94-142. Documentation will be maintained in the file of each individual receiving this service that the service is not otherwise available under a program funded under the Rehabilitation Act of 1973 or P.L. 94-142. This documentation may be obtained by working with the Department of Public Health and Human Services (DPHHS) Vocational Rehabilitation program.

Transportation may be provided between the member's place of residence and the job site, or between job sites (in cases where the member is working in more than one place) as a component part of supported employment services.

Use of community transportation, including specialized transportation is encouraged.

**STEPS TO  
INITIATE  
SERVICES**

1. Refer to local Vocational Rehabilitation Agency for assessment and services. If the member is in pre-vocational services then the member will have completed pre-vocational services and have an assessment by the Community Rehabilitation Program (CRP). The assessment will include evaluating the interests of the person, identifying potential barriers to employment and determine an estimate of the supports needed.
2. Vocational Rehabilitation staff will determine if the individual is Extended Employment eligible. If so, place the member on the waiting list. While waiting for Extended Employment, the case management team (CMT) will need to work in collaboration with the CRP to establish supported employment services and do a long-term sign off.
3. Secure short-term Vocational Rehabilitation funding until stabilization is achieved.
4. After the short-term phase is completed, long-term support would begin and HCBS would need to be the payer source for these long-term supports. The CMT continues monitoring and assessing with the CRP and would re-evaluate support needs minimally every 180 days, or more often as needed. Vocational Rehabilitation would then discharge.
5. Under some circumstances, when there have been complications with retaining the job, the member may need to be re-referred to Vocational Rehabilitation.