

ODP-BSASP-Adult Autism Waiver

Supported Employment Service Snapshot



Supported Employment services are individualized services that provide assistance to participants who need ongoing support to maintain competitive integrated employment, including self-employment. This service no longer includes different service levels based on the percentage of work hours supported.

Points to Remember:

- Participants receiving Supported Employment services must be compensated at or above the minimum wage and at pay equitable to their peers without disabilities in the same workplace.
- Supported Employment cannot be provided at the same time as Day Habilitation, Respite, Small Group Employment, or Community Support.
- Supported Employment can be provided at the same time as Behavioral Support and/or Specialized Skill Development, if appropriate.
- Supported Employment providers must report participant progress quarterly, following Goal Attainment Scaling (GAS) expectations.
- Providers of the Supported Employment service cannot also serve as the employer of the participants they support.
- Supported Employment services cannot be provided in facilities that are not a part of the general workplace.

What about OVR?

Supported Employment services may not be provided under the waiver until it has been verified that OVR services are not available. However, a participant does not need to be referred to OVR if the participant is already competitively employed and solely needs Supported Employment to maintain the participant's current job. See [ODP Bulletin 00-19-01](#), "OVR Referral Process for ODP-Employment Related Services," for further guidance.

“Can I Bill for That?” Direct versus Indirect Billing:

Direct: • Help the participant learn and perform job duties. • Support the participant to self-advocate to their employer or coworkers, as needed. • Assist the participant in maintaining employment expectations. • If needed, help the participant to contact relevant agencies and obtain documents needed to access employment supports and services that educate participants about the impact of employment on current benefits.	Indirect: • Consult with the employer and/or supervisors for the benefit of the participant, without the participant present. • Consult with the Office of Vocational Rehabilitation (OVR), benefits counseling agencies, or Ticket to Work employment networks on behalf of a participant. • Analyze data to understand participant growth and potential for fading supports. • Develop tools to support independence, such as visual aids for the workplace. • Inform other AAW and non-AAW team members of progress, need for supports, and appropriate interventions or teaching strategies.
Not Billable: • Supervising the employee in place of appropriate workplace-provided supervision. • Providing training to the participant that the workplace provides directly to other workers. • Offering support or adaptations available to other workers filling similar positions in the workplace. • Helping the participant to seek new employment or developing materials intended to find new employment or job promotion (these are covered under the Career Planning – Job Finding service).	

What to Do and What to Avoid:

Activities Supported Employment Staff should do: • Support the participant to complete his or her job tasks; • Help the participant to work with his or her supervisor as appropriate; • Use visual aids and tools the participant can use once SE is not at the workplace; • Encourage the participant to act as independently as possible and problem-solve when appropriate; • Work concurrently with BS and SSB when appropriate; • Follow and implement the BSP and SBP as needed.	Activities Supported Employment staff should <u>not</u> do: • Do not do job tasks for the participant; • Do not answer questions or give directives a supervisor should answer or give; • Do not rely only on verbal prompting; • Do not solve problems for the participant before he or she has the opportunity to find a solution with help; • Do not provide community-based services before or after the work shift (while still billing SE); • Do not work without collaboration with other team members.
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