

Delmarva iBudget Tool Revisions

Quick Reference Guide – Supported Employment/Life Skills 2

Overview: Under iBudget, Supported Employment (SE) has a new name...Life Skills Development 2, and the Implementation Plan is referred to as the Employment Stability Plan (pending Handbook promulgation). Compared to SE, The Life Skills 2 review tool has decreased from 24 to 15 standards. There are two new standards and a total of 10 standards from the old HCBS review tool that have been removed—these are shaded in gray. The iBudget Handbook includes some new requirements for education and experience that impact the Administrative standards specific to Life Skills 2. These will apply to new hires and only once the iBudget Handbook is promulgated and an effective date is determined.

The table below compares the old to the new.

Service Specific Standards:

Old – HCBS Waiver	New - iBudget
The provider has service logs for each date of service.	The provider has complete Service Logs covering services provided and billed during the period under review.
The current Implementation/Employment Plan was completed within the required timeframes.	The Implementation/Employment Stability Plan covering services provided and billed during the period under review is in the record.
The current Implementation/Employment Plan and all required components are in the record.	The Implementation/Employment Stability Plan covering services provided and billed during the period under review contains all required components.
	The Implementation/Employment Stability Plan is submitted to the individual and when applicable, the legal representative, within required time frames. (NEW)
Record includes monthly/quarterly summaries that reflect progress toward personal goals(s).	A Quarterly Summary covering services provided and billed during the period under review is in the record.
The Provider has a current Annual Report (s) on file.	The third Quarterly/Annual Report covering services provided and billed during the period under review is in the record.

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Quick Reference Guide – Supported Employment/Life Skills 2

Old – HCBS Waiver	New - iBudget
Provider maintains current service authorization(s) for the service being rendered and billed.	The provider maintains Service Authorization(s) covering services provided and billed during the period under review.
Provider renders the service in accordance with the service authorization and the Handbook.	The provider renders the service in accordance with the Service Authorization and the Handbook.
	Provider is in compliance with billing procedures and the Medicaid provider agreement. (Previously reviewed under another standard)
Provider assists individuals in securing employment according to desired outcomes, including type of work environment, activities, hours of work, level of pay and supports needed.	The provider assists in securing and maintaining employment according to the individual's desired outcomes.
The provider addresses the individual's choices and preferences.	The provider addresses the individual's choices and preferences.
The provider is able to describe methods for teaching individuals about rights that are tailored to their learning style.	The provider assists the individual/legal representative to know about rights.
Individuals who work an average of less than 20 hours per week or who remain in job development status have at least a quarterly review and documented attempts to increase work hours or secure an appropriate job.	The provider has justification to support individual remaining in job development status for more than two months.
	The provider has a method in place to gather information about the individual's physical, behavioral and emotional health on an ongoing basis. (NEW)
The Provider submits documents to the Waiver Support Coordinator as required.	The provider submits documents to the Waiver Support Coordinator as required.
<i>Person's current Implementation/Employment plan reflects the individual's personal goals.</i>	

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Old – HCBS Waiver	New - iBudget
<i>Provider assists with the acquisition of skills related to accessing and maintaining employment or developing and operating a small business through supports typical to the workplace.</i>	
<i>The provider assists individuals with retention and improvement of skills related to maintaining employment or developing and operating a small business.</i>	
<i>The provider includes activities, such as supervision and training, needed for individuals to sustain paid work at or above minimum wage.</i>	
<i>Services are provided in individual's place of employment, community or in a setting mutually agreed to by the supported employee, the employment coach/consultant and the employer.</i>	
<i>The provider notifies the support coordinator within five working days of a change in an individual's employment location.</i>	
<i>The provider addresses the individual's goals.</i>	
<i>Provider addresses person's interests regarding community employment related outreach.</i>	
<i>The provider is aware of the person's progress towards or achievement of personal goals.</i>	
<i>The provider addresses the person's/legal representative's expectations regarding the services he/she is receiving.</i>	

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Administrative Standards: This section references Administrative standards specific **only to Life Skills 2 providers**. Please refer to the Administrative (All) document for information on Administrative requirements applicable to all providers.

Old – HCBS Waiver	New - iBudget
The provider meets all minimum educational requirements and levels of experience.	The provider meets all minimum educational requirements and levels of experience. Note: iBudget HB Removed: Experience in one of the previously mentioned fields shall substitute on a year-for-year basis for the required college education.
The provider received Supported Employment pre-service certification training.	Providers of Life Skills Development 2 (supported employment) must complete standardized, pre-service or service specific training developed and defined by APD's State Office training unit prior to providing these services.
The provider completed eight hours of annual in-service training related to the implementation of individually designed services.	The provider completed eight hours of annual in-service training related to the implementation of individually designed services.