

Supported Employment					
Standard			Score		
			Met	Not Met	NA
1	RR *	The provider maintains copies of claims submitted for payment.		Place Holder	NA Until Further Notice
		H 2-102			
2	RR *	The provider has service logs for each date of service that are reflective of the individual's communicated personal goals.			
		H 2-102; 2-13			
3	RR *	The record includes monthly summaries that reflect progress toward the communicated personal goals(s).			
		H 2-102; 2-12			
4	RR	The provider has evidence of documentation, in the form of a letter from Vocational Rehabilitation (VR) Services or a case note detailing contact with a named VR representative, indicating a lack of available VR funding for supported employment.			
		H 2-102			
5	RR *	The current Implementation/Employment Plan and all required components are in the record.			
		H 2-102			
6	RR	The current Implementation/Employment Plan was completed within the required timeframes.			
		H 2-102			
7	RR	The person's current Implementation/Employment plan reflects the individual's communicated personal goals.			
		8H 1-7; H 2-11			
8	RR	The Provider has a current Annual Report (s) on file.			
		2-102; 2-8			
9	PD	The provider maintains current service authorization(s) for the service being rendered and billed.			
		H 1-7; H 2-7; H 3-3; H 3-4; CA 3.6.E.; CA 3.7.H.; CA 2.0.K			
10	RR *	The provider renders the service in accordance with the service authorization and the Handbook.			
		H 303; H 3-4; CA 2.0			

11	RR	The 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.			
		H 2-98			
12	RR	The provider assists individuals in securing employment according to their desired outcomes, including type of work environment, activities, hours of work, level of pay and supports needed.			
		H 2-98			
13	RR	The provider assists individuals with retention and improvement of skills related to maintaining employment or developing and operating a small business.			
		H 2-98			
14	RR	The provider includes activities, such as supervision and training, needed for individuals to sustain paid work at or above minimum wage.			
		H 2-98			
15	RR	Services are provided in the individual's place of employment, in the community or in a setting mutually agreed to by the supported employee, the employment coach/consultant and the employer.			
		H 2-101; 2-103; CA 1.0.B.6.e.			
16	RR	The provider notifies the support coordinator within five working days of a change in an individual's employment location.			
		H 2-103			
17	RR	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.			
		H 2-101			
18	RR PI	The provider addresses the individual's communicated goals.			
		CA 2.0			
19	RR PI	The provider addresses the individual's communicated choices and preferences.			
		CA 1.0.B.6; CA 2.0			
20	RR PI	The provider addresses the person's interests regarding community employment related outreach, linkage.			
		CA 2.0 ; 2-98			

21	RR PI	The provider is aware of the person's recent progress towards or achievement of personal goals the person has recently achieved.			
		H 1-38; H 1-39; H 2-10; H 2-12			
22	RR PI	The provider addresses the person's/legal representative's expectations regarding the services he/she is receiving.			
		CA 1.0.B.6.b.			
23	RR PI	The provider is able to describe methods for teaching individuals about rights that are tailored to their learning style.			
		H 1-9; CA 2.0			
24	RR	The Provider submits documents to the Waiver Support Coordinator as required.			
		H 2-102			

controlled document