

Developmental Services
Supported Employment Services
 Monitoring Checklist

Provider Number: _____

Provider Name: _____

Review Date: _____


Provider Address: _____



Reviewer Name: _____

District: _____

Location: _____

- Agency Provider Solo Provider Onsite Review Desk

Cite	Standard	Met	Not Met	N/A
Explanation of Monitoring Tool Symbols/Codes  Alert: Denotes a critical standard or cite relating to health, safety and rights. A deficiency requires a more intense corrective action and follow-up cycle. “W” Weighted Element: A “W” followed by 2.0 or 4.0 in the Cite column denotes elements that have a greater impact on the monitoring score. “R” Recoupment: An “R” in the Cite column denotes an element that is subject to recoupment of funds by the State if the element is “Not Met.”				
Standard: The provider successfully supports individuals receiving services to sustain paid employment.				
1	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.			
2 W2.0	Provider assists individuals with retention and improvement of skills related to maintaining employment or developing and operating a small business.			
3 W2.0	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.			
4	Providers include activities, such as supervision and training that are needed for individuals to sustain paid work at or above minimum wage.			
5 W2.0	Services include providing consultation to employers to enhance supports natural to the workplace.			

Cite	Standard	Met	Not Met	N/A
6	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.			
7	Provider notifies the waiver support coordinator within five working days of a change in an individual's employment location			
8 W2.0	The provider develops an individualized implementation plan (IP)/employment plan for all consumers.			
9 W2.0	An individualized implementation plan (IP) or employment plan is developed under the direction of the consumer.			
10	The IP identifies goals and needs from the individual's support plan and other pertinent sources appropriate to the individual.			
11	The IP identifies strategies and methods to assist the individual in meeting goal(s), as well as the data collection system to be used to assess success and achievement.			
12 W2.0	The IP is reviewed periodically to determine whether progress is being made and is updated to reflect new interests, goals, needs, or strategies to promote meaningful progress.			
13	The provider is tracking and acting on an individual's progress or lack of progress.			
14	The provider has taken action on the results reported through the person centered review process.			
Standard: The provider is qualified to provide supported employment services.				
15  W4.0	Level two background screenings are complete for all direct service employees.			
16  W4.0	All employees undergo background re-screening every 5 years.			
17	Independent vendors and employees of agencies who render services have a bachelor's degree from an accredited college or university with a major in business, nursing, education, or social, behavioral or rehabilitative science.			

Cite	Standard	Met	Not Met	N/A
Standard: Provider meets training requirements for supported employment services.				
18	Solo providers attend 18 hours of pre-service training prior to assuming job responsibilities.			
19 W2.0	Solo providers attend at least eight (8) hours of annual in-service training related to supported employment.			
20	Agency providers attend eighteen (18) hours of pre-service training related to supported employment.			
21 W2.0	Agency providers attend eight (8) hours of annual in-service training related to supported employment.			
22	The provider attends mandatory meetings and training scheduled by the Area Office and/or Agency.			
23 NEW	Direct service staff has received training in the Agency's Direct Care Core Competencies Training.			
24 W2.0	Independent providers and agency staff receive training on responsibilities and procedures for maintaining health, safety and well-being of individuals served.			
25	Independent providers and agency staff receive training on medication administration and on supervising individuals in the self-administration of medication.			
26	Independent providers and agency staff receive training on required documentation for service(s) rendered.			
27	Independent provider and agency staff receive training on responsibilities under the Core Assurances.			
28	Independent providers and agency staff receive training on responsibilities under the requirements of specific services offered.			
29	Independent providers and agency staff receive training on use of personal outcomes to establish a person-centered approach to service delivery.			
30 W2.0	Independent providers and agency staff receive other training specific to the needs or characteristics of the individual as required to successfully provide services and supports.			
31	Proof of required training in recognition of abuse and neglect and the required reporting procedures, to include domestic violence and sexual assault, is available for all independent providers and agency staff.			

Cite	Standard	Met	Not Met	N/A
Standard: Services are provided at an intensity and duration necessary for successful support of the individuals served.				
32 W2.0	Services are rendered at a time mutually agreed to by the individual and provider.			
33	Off hours support is provided as an alternative or supplement to the on-the-job contacts.			
34 W2.0	Changes in duration and intensity of supports to less than twice monthly contacts (in the individual model of service delivery) or to terminate services are made only through consensus between the individual and their guardian, their vocational rehabilitation counselor (if applicable), the Area Office or waiver support coordinator, and the provider.			
35 W2.0	Individuals working an average of less than 20 hours per week or who remain in job development status have at least a quarterly review and there are documented attempts to increase work hours or secure an appropriate job.			
36	Providers of incidental transportation comply with program requirements.			
Standard: The provider maintains sufficient reimbursement and monitoring documentation to verify that services were delivered as billed. Note: Score based on the presence or absence of required documentation.				
37 R	The provider has at a minimum, a monthly summary of an individual's progress and activities toward achieving support plan goal(s) for the period being reviewed.			
38 R	Provider has at a minimum an individual implementation/ employment plan. (Was SE 34)			
39 R	The Implementation Plan is developed, at a minimum, within 30 days of new service initiation, or within 30 calendar days of service authorization effective date when services are being continued.			
40 W2.0	Provider has at a minimum, documentation of bi-weekly contacts for consumers receiving services in the Individual Model.			
41 NEW W2.0	Provider has at a minimum the service logs for the period being reviewed.			

Cite	Standard	Met	Not Met	N/A
42	Documentation that services under the waiver are not available through program funding by the Rehabilitation Act of 1973 or Public Law 94-142 (or subsequent updates).			
43 NEW	Provider has at a minimum an annual report.			
Standard: Provider bills for services as authorized.				
44 R	Supported employment services are limited to the amount, duration and scope of the services described on the individual's support plan and current approved cost plan and service authorization.			
Standard: Provider meets Projected Service Outcomes established for service delivery.				
45	The provider has established a systematic method of data collection for outcome data.			
46	The provider reviews data periodically and corrective measures are put in place if the data indicates that the goal is not being achieved.			
47 W2.0	Individuals in the individual model, during follow along (phase II) do not need paid job coaching in excess of an average of 20% of the recipients average work hours.			
48 W2.0	Individuals receiving supported employment services achieve goal(s) on their support plan throughout the year.			
49 W2.0	All recipients served who have responded to the annual satisfaction survey are satisfied with their services based on the results or that the provider has addressed any concerns raised during the survey.			
50 NEW	Recipients receiving this service are assisted in progressing on their chosen career path.			

Supported Employment Checklist 3-17-08.doc
REV 10-29-01; 11-01-01; 11-13-01; 09.18.02; 01.03; 02.04.03; 02-10-03; 02.25.03; 11-27-05, 3-17-08