



DEPARTMENT OF TRANSITIONAL ASSISTANCE

Employment Services Program Provider Alert – CIES

Alert #15

June 26, 2012

FY12 CIES Close Out and Transition to FY13

The following information should be communicated immediately to all service locations and appropriate staff members within your organization.

Important Reminder: Contracts and Service Delivery Subject to Availability of Funding

As of the date of this Alert, there is no final FY'13 budget. CIES Provider Alert #14 informed Providers that contracts and service delivery are subject to available funding. If the final FY'13 appropriation does not support level-funding of the CIES program, the Department will be required to revisit its provisional contract awards.

Automatic Re-enrollment FY12 Carry-over Clients

CIES providers will not be required to re-enroll FY12 carry-over clients in Enterprise Invoice/Service Management (EIM) in FY13. The Department will automatically roll forward any clients entered in EIM prior to June 30, 2012. However, each Provider's Department Engagement Form (DEF) will fund service delivery using the number of carryover clients agreed upon between the Department and each Provider during the week of June 18, 2012.

Closing Out Inactive CIES Enrollees

In order to close out FY12 contracts, CIES providers must follow the procedures below for closing inactive clients from their organization's EIM activity report. This information may be used in the establishment of performance measures, and failure to close inactive clients may adversely impact a Provider's performance evaluation.

Provider Procedure: Providers must close all inactive clients in the following situations:

- Clients who appear on EIM and for whom there has been no participation.
- Clients who appear on EIM and for whom all components have been billed.
- Clients who appear on EIM who have ceased to participate in a provider program.
- All such clients must be closed on EIM by August 15, 2012.

Use of EIM Billing Information

The Department's primary source of data for contracting decisions is EIM. In the event of a reduction in available funding, DTA will consider FY12 placement rates and other factors to make final FY13 funding decisions. It is important that Providers bill as quickly as possible, because the Department will use EIM billing information to make contracting decisions.

Thank you for your cooperation. If you have questions, please contact your contract manager.