



DEPARTMENT OF TRANSITIONAL ASSISTANCE

Employment Services Program Provider Alert – CIES

Alert #6

September 3, 2010

FY'11 CIES Provider Guidance Reminders

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

Due to lower than anticipated funding, DTA's Employment Services Program (ESP) is beginning to revise estimates for employment services purchased in FY'11. The information in this Alert reiterates certain provider contractual requirements under CIES and outlines DTA's overall approach to changing provider estimated expenditure amounts in FY'11.

EIM and Enrollment Data: *Impact on Obligations*

As Section VI of your Department Engagement Form specifies, each CIES provider is expected to enroll clients in at least **50%** of their contracted slots in the Enterprise Invoice Management (EIM) system by **September 30, 2010**. Beginning October 1, 2010, a provider not achieving its expected utilization may be subject to a decreased estimated expenditure amount.

DTA will utilize standardized EIM-generated reports to inform our deobligation decisions. To ensure that each provider receives maximum recognition for their CIES utilization, the following procedures should be utilized.

Provider Procedure: **Enroll your DTA CIES referrals with a start date on or after July 1, 2010 into EIM as soon as possible.** Enrolling all of your CIES referrals as described above will ensure that any decision made relative to your program is fully informed. You do not need to have billed a component for a client in order for the enrollment to be recognized.

Note: Please see Provider Alert #4 for more information about prefixes and suffixes that are required as part of the Agency Enrollment ID.

EIM and Placement Data: *Impact on Obligations*

DTA's deobligation determinations and reobligation decisions, if any, will depend in large part on the outcome rate of your organization. As stated above, DTA's Employment Services Program (ESP) will utilize standardized EIM-generated reports to inform these decisions.

Provider Procedure: Do not delay in submitting Service Delivery Reports (SDRs) for clients who have completed the Job Development and Placement component (JC) of your program. Completing your SDRs in EIM for these clients as quickly as possible will ensure that any decision made relative to your program is fully informed.

Note: The DTA local office Director or designee should be notified on Day 1 of any client who has been placed into employment. Do not wait until the client has been employed for 30 days before notifying the local office.

If you need technical assistance in the above or any other matters please contact your ESP Contract Manager.

85% Enrollment & Expenditure Notification

Section IV of your Department Engagement Form specifies that each CIES Provider must notify local offices and/or their ESP Contract Manager when certain utilization and expenditure thresholds are met. These requirements are essential to assisting with adequate referral numbers and to ensuring that Providers do not exceed their estimated expenditure amount. **No Provider will receive reimbursement beyond the estimated expenditure amount in its DEF.**

Provider Procedure: For Model I, the CIES Provider shall *immediately* notify the TAO Director or designee, and their ESP Contract Manager when it has achieved **85%** of its Education and Skills Training Component (EC) initiation targets for each TAO in which it delivers service.

For Models II, III, and IV, the CIES Provider shall *immediately* notify the TAO Director or designee, and their ESP Contract Manager when it has achieved **85%** of its Intake, Evaluation and Assessment Component (AI) initiation targets for each TAO in which it delivers service.

The CIES Provider shall *immediately* notify their ESP Contract Manager when it has submitted invoices equal to **85%** of its estimated expenditure amount.

If you have any questions or need technical assistance with the above requirements, please contact your ESP Contract Manager.