



## Reporting Hourly Services in EIM for CIES Program (DDS Providers Only)

The Competitive Integrated Employment Services (CIES) program consists of five separate service components, each associated with a specific client outcome. Depending on the service agreement each provider has with a given department, providers will bill for all five or a subset of the components listed below.

Component	Outcome
<b>Intake, Evaluation, and Assessment</b>	Client engages in services, articulates initial goals, and commits to a service plan.
<b>Job-Targeted Educational and Skills Training Activities</b>	Client is prepared to enter job search and placement for initial employment in a competitive environment or is prepared to reach stabilization in a targeted work environment, with additional supports as necessary.
<b>Job Development and Placement</b>	Initial competitive employment is retained for at least 30 days.
<b>Initial Employment Supports</b>	Client makes progress toward stability and confidence in job duties and workplace relationships and has retained employment for 90 days.
<b>Ongoing and Interim Supports</b>	Client maintains stable employment or achieves re-employment with supports where and when needed.

When entering a Service Delivery Report (SDR) in EIM for clients, attendance codes must be referenced on the day that services were provided. Below is a reference table which listed the attendance codes for hourly-based billing to assist DDS providers when billing in EIM for the CIES Program.

Below is a table to reference attendance codes when entering the Service Delivery Reports (SDR) in EIM for the CIES Program:

Service Code	Description	Attendance Status Code	Unit Type	Unit Increment
CIESHOURLYA	Intake, Evaluation, and Assessment	XA	Min*	15
CIESHOURLYA	Job-Targeted Educational and Skills Training Activities	XE	Min*	15
CIESHOURLYA	Job Development and Placement	XJ	Min*	15
CIESHOURLYB	Initial Employment Supports	XI	Min*	15
CIESHOURLYB	Ongoing Supports	XO	Min*	15



When reporting services in EIM on a DDS Hourly Rate Contract, it is important to remember the following:

- Services are reported in 15 minute increments (this is a change from reporting hourly services in eSDR)

For example, if a consumer received services for 1 hour, in eSDR you would enter 1 unit for 1 hour of services, however, in EIM the same 1 hour of service would be reported as 4 (15 minutes x 4 = 60 minutes or 1 hour)

Below is a table to reference when creating Service Delivery Reports in eSDR and EIM:

<b>Hours of Service Reported</b>	<b>Number entered in eSDR</b>	<b>Number entered in EIM</b>
1	1	4
1 ½	1.5	6
2	2	8
2 ½	2.5	10
3	3	12
3 ½	3.5	14
4	4	16
4 ½	4.5	18
5	5	20
5 ½	5.5	22
6	6	24
6 ½	6.5	26
7	7	28
7 ½	7.5	30
8	8	32

**Questions or need assistance?**

**Call Virtual Gateway Customer Service**

**1-800-421-0938**

**(617-847-6578 - TTY for the deaf and hard of hearing)**

**8:30 am to 5:00 pm Monday through Friday**