



INDIVIDUAL SUPPORTED EMPLOYMENT ATTENDANCE REPORTING FOR PRE-EMPLOYMENT SUPPORTS

[6/28/2022]

Overview

This guidance document outlines new attendance status codes being implemented for Individual Supported Employment (3168). Individual Supported Employment is separated into two service components: Initial and Ongoing Employment Supports. Initial Employment Supports can include both pre-employment supports and supports a person receives while being competitively employed.

Starting in FY23, DDS will be implementing new attendance codes in EIM to differentiate between pre-employment supports and employment support for individuals at the Initial Employment Supports level. These attendance codes are for reporting purposes only and will both be reimbursed at the same rate. DDS will also continue to collect data on if these activities were delivered virtually or as an in-person support.

New attendance codes will also have no impact on DDS' current authorization or contracting process. Pre-employment hours do not need to be authorized separately or reflected separately on the roster. Further, this policy does not impact pre-employment supports that occur within Community Based Day Supports, Group Employment, or Agency with Choice Individualized Day Supports. Those activities may continue to occur within those programs and do not need to be reported separately.

The purpose of this guidance is to gather baseline data on pre-employment and employment activities to expand best practices in supporting people with intellectual and developmental disabilities in competitive integrated employment.

I. Pre-Employment Activities & Employment Activities

For the purposes of EIM attendance reporting, DDS is defining pre-employment activities and employment activities based on the chart below, this list is not exhaustive. Please refer to this chart when determining which attendance code to report.

Pre-Employment Activities	Employment Activities
Career Discovery	Job Coaching
Job Development	On the Job Skills Training, Analysis, and Adaptations
Job Skills Training and Analysis	Ongoing Training for Job Retention
Job Negotiation and Acquisition	Benefits Counseling
Benefits Counseling	Facilitation of Natural and Workplace Support
Transportation Mapping	Transportation Mapping
Travel Training	Travel Training
Transportation to Prospective Employers	
Community Mapping	

As a general rule, Pre-Employment Activities are services provided prior to the date of job placement, and Employment activities are services provided once an individual is actively employed.

II. EIM Attendance Codes

EIM will be updated with the following service codes and attendance status codes for FY23. Please use the new pre-employment service code and attendance codes for reporting all pre-employment activities. The existing service code and attendance codes for Initial Supports Level A will only be used for employment activities going forward. There is no change to attendance codes for individuals at the Ongoing Supports level.

Level	Activity Code	Service Code	Service Code Description	Status Code Desc	Atnd Status Code	Rate
Initial Supports	3168	INDSUPPEMPA	Individual Supported Emp Level A	Present	XA	\$14.33
	3168	INDSUPPEMPA	Individual Supported Emp Level A	Remote	XM	\$14.33
	3168	INDSUPPEMPPP	Individual Supported Emp Pre-Emp	Present	XC	\$14.33
	3168	INDSUPPEMPPP	Individual Supported Emp Pre-Emp	Remote	XP	\$14.33
Ongoing Supports	3168	INDSUPPEMPB	Individual Supported Emp Level B	Present	XB	\$10.73
	3168	INDSUPPEMPB	Individual Supported Emp Level B	Remote	XN	\$10.73