



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Mental Health, Developmental
Disabilities and Substance Use Services

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COMMUNICATION BULLETIN

TO: Local Management Entities/Managed Care Organizations (LME/MCOs)

FROM: Saarah Waleed, Assistant Director for Policy and Programs, Division of Mental Health, Developmental Disabilities and Substance Use Services

SUBJECT: Revisions to State-Funded Supported Employment service for Individuals with Intellectual and Developmental Disabilities (I/DD) and Traumatic Brain Injury (TBI)

DATE: November 29, 2023

CONTENT: Revisions to Supported Employment service definition for the I/DD and TBI Benefit Plan.

The revisions have been made to the State-Funded Supported Employment service definition based on feedback from stakeholders.

This bulletin explains changes in the service definition which become effective on the dates listed below. Amended service definitions can be found at: <https://www.ncdhhs.gov/providers/provider-info/mentalhealth-development-disabilities-and-substance-abuse-services/service-definitions>

Supported Employment (I/DD or TBI)

The service requirements for Supported Employment service are as follows:

- Supported Employment is an individualized service that provides assistance to individuals 16 years of age and older with developing skills to seek, obtain and maintain competitive, integrated employment or develop and operate a micro-enterprise based on the individual's preferences, strengths, and experiences.
- Individuals must have completed the application process with NC Vocational Rehabilitation Services (VRS) and the Eligibility Decision outcome must be documented noting ineligibility or closure of their case with VRS prior to receiving state-funded Supported Employment.
- Supported Employment (SE) services occur in three phases:
 - Pre-Employment Phase
 - Employment Stabilization Phase
 - Long-Term Supported Employment Phase
- This service must occur at a Competitive Integrated Employment site located in community settings.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF MENTAL HEALTH, DEVELOPMENTAL DISABILITIES
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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- Supported Employment (SE) services may be either temporary or long-term provided through the use of one of the following employment models:
 - Job Placement and Coaching Services
 - Customized Employment
 - Other evidence-based models supported by Office of Disability Employment Policy
- This service requires a NC-SNAP, Supports Intensity Scale (SIS), TBI Assessment, or Employment Evaluation completed by Vocational Rehabilitation.
- The Career Development and Planning Assessment, which is attached to the Individual Support Plan (ISP) or person-centered plan (PCP) is expected to be completed during the Pre-Employment Phase, but may occur during any phase to ensure the individual meet employment goals. Career Development Plans are required throughout all phases of service delivery.
- This service requires that individuals providing supervision of this service have completed competency-based training in an evidenced-based supported employment model endorsed and/or supported by the Office of Disability Employment Policy (ODEP) and/or NC DHHS. Additionally, Qualified Professionals with experience providing employment services shall have completed certification requirements of either Association of Community Rehabilitation Educators (ACRE), including ACRE with a focus on Customized Employment OR Association of People Supporting Employment First (APSE) (i.e., Certified Employment Support Professional (CESP)). Upon implementation of this service, supervisors must have initiated the process to meet the aforementioned requirements within 1 year of the Supported Employment (SE) service definition implementation date.
- Supported Employment services do not occur in licensed community facilities, inclusive of day programs.
- Family members or legally responsible person(s) of the individual are not eligible to provide this service to the individual.
- Individuals receiving this service may not be a HCBS Waiver members/beneficiaries or individuals eligible for or receiving Medicaid funded employment services (i.e., Supported Employment in Innovations Waiver & TBI Waiver, 1915(i) and 1915(b)(3) inclusive of Medicaid ICF-IID In Lieu of Services (ILOS) with employment component).
- It may be necessary to revise an individual's Individual Support Plan (ISP) or Person-Centered Plan (PCP) to ensure they align with the expectations in the service definition.
- The service includes transportation to and from the individual's residence, designated facility or approved program and to and from the job site. The provider agency's payment for transportation from the individual's residence and the individual's job site is authorized service time.

Service Rates:

The service rate is \$12.28/15 minutes - \$49.12/hour. The procedure code is YP642 (Individual). Providers must utilize new billing codes for new individuals enrolling in Supported Employment (SE) services. LME/MCOs maintain rate setting authority.

Billing should be completed as follows:

- Individuals NEW to the Supported Employment service should enroll in Supported Employment (Individual) and utilize the new NC TRACKS procedure code (YP642) and appropriate modifier code effective **Mar. 1, 2024**. The modifiers per phase are as follows:
 - Pre-Employment Phase modifier – BD
 - Employment Stabilization Phase modifier – BE

- Long Term Support Phase modifier - BF
- Career Planning/Reassessment modifier – BG
- Individuals CURRENTLY enrolled in Supported Employment Individual (YA390), Group (YP640) should transition to Supported Employment Individual (YP642) and the appropriate modifier code or another service by **Apr. 30, 2024**. Upon transitioning to the new service, the expectation is to utilize the new NC TRACKS procedure code (YP642). The current NC TRACKS procedure codes (YA390) and (YP640) will expire effective **Apr. 30, 2024**.

Termination of NCTracks Codes under the I/DD and TBI Benefit Plan on Apr. 30, 2024	
Name of Service	NCTracks Code
Supported Employment - Individual	YA390
Supported Employment - Group	YP640

Note: DMH/DD/SUS does not have a state-funded service requirement for current individuals accessing services to obtain updated psychological assessments to access the updated service definitions. However, LME/MCOs should retain documentation to support the individual meeting the applicable benefit plan and service criteria.

Ethical concerns should be submitted to the DMHDDSUS Consumer Rights Team for review. If validated, additional review and action may be taken by the State.

If you have any questions, please contact Stephanie Jones at 984-236-5043 or DMHIDDCONTACT@dhhs.nc.gov.