



COMMISSIONER
Jon Weizenbaum

November 7, 2014

To: Community Living Assistance and Support Services Case Management Agencies
Community Living Assistance and Support Services Direct Services Agencies
Financial Management Services Agencies

Subject: Information Letter 13-75
Addition of Employment Assistance and Expansion of the Consumer Directed Services
Option to Supported Employment and Employment Assistance

The following information letter replaces information letter 13-75. Specifically, the information letter replaces/clarifies the provider qualifications of service providers of employment assistance (EA) and supported employment (SE).

In accordance with §32.075 of the Texas Human Resources Code, the Department of Aging and Disability Services (DADS) began offering EA through the Community Living Assistance and Support Services (CLASS) Program effective February 1, 2014. Additionally, DADS added SE as a service that may be provided through the consumer directed services (CDS) option effective February 1, 2014. On December 1, 2014, DADS added EA as a service provided through the CDS option.

Employment Assistance

EA is provided to an individual to help the individual locate competitive employment in the community. EA is provided by a direct service agency or by a provider hired by the CDS employer. EA includes:

- identifying an individual's employment preferences, job skills, and requirements for a work setting and work conditions;
- locating prospective employers offering employment compatible with an individual's identified preferences, skills, and requirements; and
- contacting a prospective employer on behalf of an individual and negotiating the individual's employment.

The following are the associated billing and service codes for EA:

Bill Code	Service Code	Definition
H2026	54	Employment Assistance
H2029	54V	CDS Employment Assistance
G6077	54V	CDS-Employment Assistance - Taxes
G6078	54V	CDS Employment Assistance – ES/Benefits

Supported Employment

SE is provided through the direct services agency or by a provider hired by the CDS employer. SE is provided, in order to sustain competitive employment, to an individual who, because of a disability, requires intensive, ongoing support to be self-employed, work from home, or perform in a work setting at which individuals without disabilities are employed. Individuals receiving supported employment earn at least minimum wage (if not self-employed). Supported employment includes employment adaptations, supervision, and training related to an individual's assessed needs.

The following are the associated billing and service codes:

Bill Code	Service Code	Definition
G6067	37V	Taxes
G6068	37V	Employer Supports/Benefits
H2027	37V	CDS Supported Employment

Employment assistance and supported employment service providers must satisfy one of the following combinations of education and experience:

Option 1:

- a bachelor's degree in rehabilitation, business, marketing, or a related human services field; and
- six months of paid or unpaid experience providing services to people with disabilities.

Option 2:

- an associate's degree in rehabilitation, business, marketing, or a related human services field; and
- one year of paid or unpaid experience providing services to people with disabilities.

Option 3:

- a high school diploma or GED, and
- two years of paid or unpaid experience providing services to people with disabilities.

The rates for EA and the CDS option for SE and EA are posted on the Health and Human Services Commission, Rate Analysis Department website at: <http://www.hhsc.state.tx.us/rad/long-term-svcs/class/index.shtml>

DADS previously revised the following forms to reflect the policy changes described in this letter. These revised forms have been available on the CLASS website since December 2013:

- Individual Plan of Care (IPC) (3621-R).
- IPC transfer form (3621T-R);
- IPP Quarterly Service Review (3595);
- Employer and Financial Management Services Agency Agreement CLASS addendum (1735); and
- CLASS CDS employer budget.

CLASS case managers were instructed to use the revised forms for all IPC renewals with a signature date on or after February 1, 2014. Case managers use the revised forms if submitting a revised IPC that includes the agency option EA or CDS SE, with a signature date on or after February 1, 2014. The forms outlined above have been revised to add the CDS option for EA effective December 1, 2014.

For questions pertaining to the CLASS rates, please contact HHSC Rate Analysis mailbox at RAD-LTSS@hhsc.state.tx.us. Please send CDS questions to the Consumer Directed Services mailbox at cds@dads.state.tx.us. For questions about CLASS policy, please contact the CLASS mailbox at CLASS@dads.state.tx.us.

Sincerely,

[signature on file]

Donna Jessee
Director, Center for Policy and Innovation