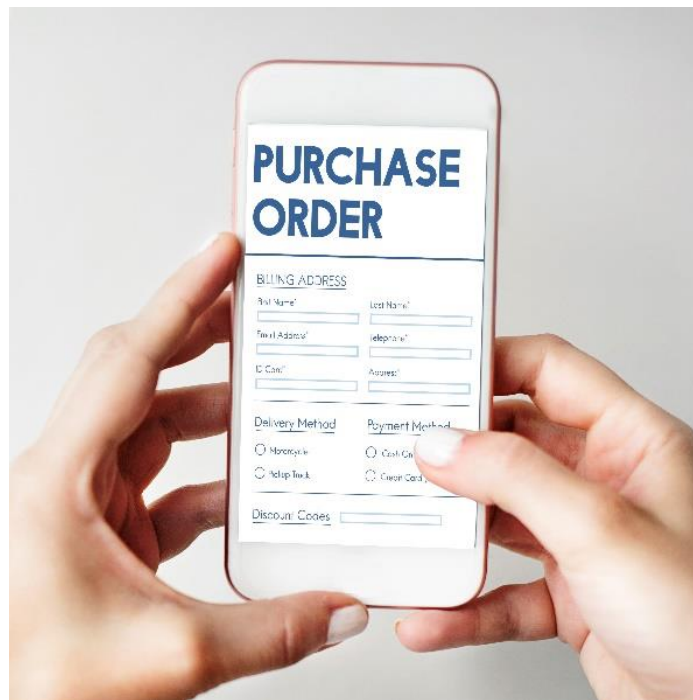




Guide to Employment Add-On Budget Requests to Complete Purchase Orders



State of Rhode Island

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Guide to Employment Add-On Budget Requests

The State of Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospital's (BHHD) is pleased to provide this guidebook to providers. The purpose of this guidebook is to give you information in detail on how add on budget requests is done on a separate page on the purchase order.

Employment supports are not included in the new funding packages. Instead, employment will be funded through an add-on budget. New plan submissions can include the add-on budget. Existing plans can begin using the add-on employment budget for plan changes beginning October 1. With the add-on budget, individuals will no longer have to reduce their community supports in order to get supports to find and keep a job. There are currently 7 services available on the add-on budget.

1. **Job Discovery** is a service provided by a professional who has been trained and certified in Discovery. Discovery is the initial step in a customized approach to employment for someone with significant challenges aimed to better understand the individuals by understanding their strengths, needs, and interests.
2. **Job Exploration** is a service to support individuals at the start of their employment journey. The intended target for this service are individuals (usually with moderate-significant support needs) who have had minimal (if any) exposure to work. It is meant to assist an individual in making choices about work and identifying their path to employment.
3. **Job Development** is for help finding a job. Because a job search is an intensive, focused activity, it has a suggested limit of 200 hours per year. However, additional time can be requested on an as needed basis. Job Development must be provided by certified staff. It is recommended that individuals spend about the same number of hours each week in job development and job search activities as the weekly hours they want to work.
4. **Job Coaching** is for help learning how to do a new job. It can also be used to learn new tasks if the duties of an existing job change or if someone is promoted. Job Coaching is done at the job site during the individual's shift. It does not include transportation to or from the place of employment. Job Coaching is meant to be a temporary service that fades out as the individual learns the job. However, extended Job Coaching can be requested on a case-by-case basis. If the person no longer needs a job coach but does need one-to-one supports, the Personal Supports in the Workplace service should be considered. Job Coaching must be provided by certified staff.
5. **Job Retention** is a service to help someone keep a job. Job Retention is provided after Job Coaching has ended. The provider will check in with the individual and employer regularly to make sure everything is going well, to discuss any changes to the job or issues the

person might be having and will provide assistance or limited job coaching as needed. If significant job coaching is needed, the provider can return to Job Coaching as a service rather than Job Retention. Job Retention must be provided by certified staff.

6. **Group Supported Employment** can include aspects of job development, job coaching, and job retention but is provided to two or more individuals rather than one-to-one. Staff providing group supported employment must be certified.
7. **Personal Supports in the Workplace** is similar to Community-Based Supports but is provided at work. The personal supports are generally needed in any setting. This includes supports such as personal care or supervision required for legal reasons. This service is included under the Add-On Budget so that individuals who require personal support don't have to reduce their supports for other activities in order to work.

Employment Add-On Budget Request

The Employment Add-On Budget request is done on a separate page on the purchase order. It is permissible to put in more than one service at a time within a year, though recommended that the Add-On Budget request is done only for the services needed at the time. For example, if someone is looking for a job, the Add-On Budget would be submitted only for Job Development as shown in Figure 1. In this example, Job Development is requested for the maximum number of units.

Figure 1: Example of Add-On Budget Request for Job Development (All Tiers)

Flexible Budget Items	Rate	# of Units	Unit Increment	Annual Budget Amount
Job Development	\$78.92	200	Hour	\$15,784.00
Job Coaching	\$18.06	0	15 minutes	\$0
Job Retention	\$299.88	0	Monthly	\$0
Personal Support in the Workplace	\$12.36	0	15 minutes	\$0
Group Supported Employment	\$3.58	0	15 minutes	\$0
Add-On Employment Budget Total	n/a	n/a	n/a	\$15,784.00

Submitting new Add-On Budget requests are an option for those who choose to submit them as needed, such as when an individual progresses from job searching to learning the job to maintaining the job.

If the individual needs Job Coaching, their Add-On Budget request should be for the number of hours worked per week multiplied by the number of weeks Job Coaching is expected to be needed, as shown in Figure 2.

In the Figure 2 example, Job Coaching is being requested for 20 weeks for an individual with Tier B working 10 hours per week. $20 \text{ weeks} \times 10 \text{ hours} = 200 \text{ hours} \times 4 \text{ units/hr} = 800 \text{ units}$. There are 3 months left in the individual’s plan year after the job coaching ends, so the request also includes 3 months of job retention. If Job Coaching is expected to continue through the end of the plan year, then there would be no need to ask for Job Retention. If someone doesn’t need any job coaching but does need personal supports, then they can request job retention and personal supports in the workplace.

Figure 2: Example of Add-On Budget Request for Job Coaching and Job Retention

Flexible Budget Items	Rate	# of Units	Unit Increment	Annual Budget Amount
Job Development	\$78.92	0	Hour	\$0
Job Coaching	\$18.06	800	15 minutes	\$14,448.00
Job Retention	\$299.88	3	Monthly	\$899.64
Personal Support in the Workplace	\$12.36	0	15 minutes	\$0
Group Supported Employment	\$3.58	0	15 minutes	\$0
Add-On Employment Budget Total	n/a	n/a	n/a	\$15,347.64

Another example is shown in Figure 3. This example is for an individual who is not employed but wants a job for about 15 hours per week. There are several problems with the request:

- The person does not yet have a job, but job coaching is requested, and job retention is requested for a full year.

- Job Retention, Job Development, and Job Coaching can rarely be billed at the same time. The cases it has been permissible, the person can get additional job development as long as it is for a new and/or additional job at a different employment location.
- The individual only wants to work for 15 hours per week and does not yet have a job, but both Job Coaching and Personal Support in the Workplace are requested for the equivalent of 20 hours a week for a full year. Job Coaching and Personal Support in the Workplace cannot be billed at the same time. With the number of hours requested, there seems to be overlap.

Figure 3: Example of How NOT to complete an Add-On Budget Request

Flexible Budget Items	Rate	# of Units	Unit Increment	Annual Budget Amount
Job Development	\$78.92	200	Hour	\$15,784.00
Job Coaching	\$18.06	4160	15 minutes	\$75,129.60
Job Retention	\$727.22	12	Monthly	\$8,726.64
Personal Support in the Workplace	\$12.36	4160	15 minutes	\$51,417.60
Add-On Employment Budget Total	n/a	n/a	n/a	\$151,057.84