

**New Mexico Interagency Behavioral Health
Service Requirements and Utilization Guidelines**

**Supported Employment, per 15 minutes
HCPCS H2023**

Revised 5-21-2010

Service Definition: Supported Employment provides on the job supports in an integrated work setting with ongoing support services for individuals in need of intensive supported employment services in order to perform work. Activities are typically performed by a job developer, job coach and/or job specialist (case manager) to achieve a successful employment outcome.

Source of Funding	HSD/BHSD
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Target Population	<p>Individuals (age 18 and over), with a behavioral health disorder for whom competitive employment:</p> <ul style="list-style-type: none"> • Has not traditionally occurred; and/or • Has been interrupted or intermittent as a result of severe disability.
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Program Requirements	<p><u>Basic requirements</u></p> <ol style="list-style-type: none"> 1. A provider must have the capacity to provide two phases of supported employment services. 2. Providers are encouraged to use Best Practice Models to achieve supported employment success, such as the Boston Recovery Model to support recovery in employment, The Vocational Assessment Profile for job matching to ensure long-term employment; and the Individualized Placement and Support Model. 3. Supported Employment services must be available in a variety of locations and employment settings and when delivered at the job site they must be face-to-face. All services should be provided in locations agreeable to the individual employed. Access to a job coach, job developer or case manager should be available at all times when individuals are employed. 4. The Job Coach/Job Developer will canvas the community seeking and/or creating the appropriate job for each unique individual. 5. The provider must work with the Department of Labor. <p><u>Specific activities</u></p> <p>At minimum the following Supported Employment activities are to be available:</p> <ol style="list-style-type: none"> 1. Screening for Job Readiness; 2. Completion of a Vocational Assessment Profile (VAP); 3. Development of an Individual Plan of Employment (IPE); 4. Preparation of individual(s) for job placement; 5. Implementation of job development Activities; 6. Benefit Counseling; 7. Job Coaching; 8. Placement of individual(s) in jobs; 9. On-the-job supports; 10. Career planning and personal finance management services; 11. Access to a Job Club/Drop-in Center. <p>Reporting Requirement:</p> <ul style="list-style-type: none"> • Quarterly aggregate supported employment reports to include length of employment, clients in program, salary
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	<ul style="list-style-type: none"> • earning level. • Quarterly Summary Reports from vocational assessment tool. <p>Fidelity rating scale from the best practice evidence based model used.</p>
Provider Requirements	<p>Services must be delivered by a mental health/substance abuse provider organization. The organization must be a legally recognized entity in the United States, qualified to do business in New Mexico, and must meet standards established by the State of NM or its designee, and requirements of the funding source.</p>
Staffing Requirements	<p>Both clinical services and supervision by licensed practitioners must be in accord with their respective licensing board regulations.</p> <p><u>Minimum Staff Requirements:</u></p> <ul style="list-style-type: none"> • Bachelors Degree in Business Administration, Social Services or five years experience working with clients who have behavioral health issues of which two years must be working directly with clients, and • Two years experience in the community with a local business. <p><u>Staff Supervision Requirements are:</u></p> <ul style="list-style-type: none"> • Masters level licensed independent practitioner (LPCC, LISW, LMFT) or • Possess a Masters Degree in Vocational Rehabilitation and be a Certified Rehabilitation Counselor; and • Minimum two years experience in behavioral health service provision.
Documentation Requirements	<p>In addition to the standard client record documentation requirements for all services, the following is required for this service:</p> <ul style="list-style-type: none"> • initial vocational assessment; • quarterly strategic plan is developed outlining four specific measurable and quantifiable goals over a ninety-day period. • Individual Employment Plan • Relevant medical and Division of Vocational Rehabilitation (DVR) information.
Service Exclusions	<p>This service may not be billed in conjunction with vocational training.</p>
Admission/Service Criteria	
Continuing Service Criteria	
Discharge Criteria	
Service Authorization Period	
Service Authorization Unit	
Benefit Limits	