

## NorthCare Network Directive

*NorthCare Network Directives are developed through a collaborative interpretation of rules, regulations, and/or policy. They are provided as a standard for those working within our Network to assist in achieving compliance and consistency in our work.*

<b>Title:</b> Employment Status Reporting	<b>Functional Area(s):</b> QI Data Reporting	<b>Section(s):</b> Compliance
<b>Directive Supersedes:</b> N/A	<b>Lead Author(s):</b> Diane Bennett Felicia Wagner	<b>Per NorthCare Directives Policy Authorized by:</b> William Slavin, NorthCare COO 12/9/10
<b>Sent for 14-day Review On:</b> 11/23/10	<b>Effective Date:</b> Retro to 10/1/10	<b>Review/Revised Date:</b> N/A
<b>Applies To:</b>		
<input checked="" type="checkbox"/> CMHSP <input type="checkbox"/> CMHSP Sub-Contractors <input type="checkbox"/> NorthCare CA <span style="float: right; margin-left: 20px;"> <input type="checkbox"/> CA Sub-Contractors  <input type="checkbox"/> Other: _____  <input type="checkbox"/> Excluding: _____         </span>		

### **PURPOSE**

NorthCare is required to report employment status as it relates to principal employment for consumers age 18 and over per MDCH/PIHP Contract Attachment, P.6.5.1.1 PIHP Reporting Requirement.

### **DEFINITION(S)**

**Competitive Employment** – The job is owned by the person; the person receives a paycheck directly from the employer; the job is not set aside for clients through a work slot agreement; the person is eligible for the job even if they no longer require mental health services. Competitive jobs pay at least minimum wage, are jobs that anyone can apply for, and are not set aside for people with disabilities. For employment industries known to have compensation other than minimum wage, compensation should not be less than the normal wage and level of benefits paid for the same work performed by individuals who do not have a disability. (Seasonal jobs and jobs from temporary agencies that other community members use are counted as competitive jobs.)

**Supported Employment** – Is work for pay at the same rates as those paid to persons with no disabilities and occurs in an integrated, natural work setting where people without disabilities are also employed. Supported employment entails on-the-job training that is often provided by a job coach; maintains support services to the worker after initiation to and for the duration of the job; promotes social integration, productivity, and maximum use of a person’s skills and abilities.

NOTE: The Evidence Based Practice of Supported Employment focuses on the method of service provision to adults with mental illness. The “TG” encounter modifier code may only be used by MDCH approved programs.

Per MRS – Supported employment includes transitional employment for clients with the most significant disabilities due to mental illness, and may include employment in integrated settings for individual who are working toward competitive wages.

**Transitional Employment** – Provides part-time, entry-level or resume-building work experiences. Transitional employment usually is of six months duration and is unique among the several supported employment options offered in psychosocial clubhouse programs.

**Integrated Setting** – Is a non-sheltered work environment that offers the individual an opportunity for regular interaction with individuals in the community (other than their service providers) who do not have disabilities.

**Organizational Employment Services** – This is CARF terminology and is designed to provide paid work to the persons served in locations owned, leased, rented or managed by the service provider. This type of work should be reported as “7” sheltered workshop or facility-based work; or “13” enclaves/mobile crews, agency-owned transitional employment.

### DIRECTIVE(S)

**Supported Employment** is a service offered to adults with mental illness and/or developmental disabilities. Report all persons receiving services in the employment category that is most appropriate.

In the event that you run into a situation that is not clearly identified below, consult with NorthCare.

Following are general rules for reporting employment status:

- 1= Employed full time (30 hours or more per week) **competitively**.  
Receives paycheck directly from employer.
- 2= Employed part time (less than 30 hours per week) **competitively**.  
Receives paycheck directly from employer.
- 3= Unemployed – looking for work, and/or layoff from job.
- 7= Participates in sheltered workshop or facility-based work.  
The service provider is the employer of record.  
(CARF Organizational Employment Services)
- 11= In unpaid work (e.g., volunteering, internship, community service).
- 12= Self-employed (e.g., micro-enterprise).  
Considered **competitive** employment.
- 13= In enclaves/mobile crews, agency-owned transitional employment.  
The service provider is the employer of record.  
(CARF Organizational Employment Services)
- 14= Participates in facility-based activity program where an array of specialty supports and services are provided to assist an individual in achieving his/her non-work related goals.
- 15= Not in the competitive labor force-includes homemaker, child, student age 18 and over, retire from work, resident of an institution (including nursing home), or incarcerated.  
Adults going to school and working should be included in appropriate employment category, i.e.,  
Working less than 30 hours per week = 2 Employed part-time, etc.

### METHOD OF MONITORING

Service Verification Reviews  
Documentation Reviews  
Site Reviews

**REFERENCE(S)**

MDCH/PIHP Contract Attachment P.6.5.1.1 PIHP Reporting Requirements

[www.michigan.gov/mdcd/0,1607,7-122-25392\\_40237\\_42067-18636--,00.html](http://www.michigan.gov/mdcd/0,1607,7-122-25392_40237_42067-18636--,00.html)

Michigan Rehabilitation Services Policy Manual, Section VIII Transitional Employment Programs

Michigan Rehabilitation Services Policy Manual, 363.I-55 Section V, Supported Employment

CARF Standards, 2009 – Organizational Employment Services

Supported Employment Fidelity Scale