

NORTHCARE NETWORK

POLICY TITLE: Employment Services Policy	CATEGORY: Clinical Practices	
EFFECTIVE DATE: 6/26/02	BOARD APPROVAL DATE: 2/6/13	
REVIEW DATE: 5/10/22	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: Clinical Practices Coordinator	CEO APPROVAL DATE: 6/9/22 Dr. Tim Kangas, CEO	

APPLIES TO

NorthCare Network Personnel
Member CMHSPs

POLICY

Individuals who identify employment as a vocational outcome during the person-centered individual treatment planning process will be assisted in achieving their employment goals. NorthCare shall implement Employment First in Michigan by coordinating efforts and collaborating with NorthCare Network providers to ensure that programs, policies, procedures, and funding support competitive employment within an integrated setting as the first priority and optimal outcome for persons with disabilities and/or mental health concerns.

PURPOSE

The purpose of this policy is to ensure that employment services based on the principles of recovery and integrated care, are provided to all consumers, as appropriate, who are served by Member Community Mental Health Service Programs (CMHSPs).

DEFINITIONS

1. Competitive Employment – Competitive employment means work- (i) In the competitive labor market that is performed on a full-time or part-time basis in an integrated setting; and (ii) For which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled. (Definition from MDHHS/PIHP Contract Attachment Employment Works)

2. Employment First in Michigan is the executive order issued November 18, 2015 to establish the expectation and promote opportunities for all working-age individuals with disabilities in Michigan to gain competitive employment within an integrated setting, with or without supports, and to engage businesses and organizations that value the contributions of employees with disabilities.

3. Evidenced Based Practices - Treatment models that research has demonstrated generate improved consumer outcomes, program outcomes, and systems outcomes.

4. Supported Employment Per Evidence Based Practice – 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. Per Michigan Rehabilitation Services, supported employment includes transitional employment for clients with the most significant disabilities and may include employment in integrated settings for individuals who are working toward competitive wages.

5. 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.

6. 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.

- With respect to the provision of services, means a setting typically found in the community in which applicants or eligible individuals interact with nondisabled individuals other than non-disabled individuals who are providing services to those applicants or eligible individuals; and
- With respect to an employment outcome, means a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals, other than non-disabled individuals who are providing services to those applicants or eligible individuals, to the same extent that non-disabled individuals in comparable positions interact with other persons. (Definition from Employment First EO)

7. Individual Placement and Support (IPS) – IPS is a strength-based, outcome focused approach to vocational rehabilitation for people with serious mental illness and/or co-occurring substance use disorders. IPS focuses on jobs that anyone can apply for rather than jobs created specifically for people with disabilities.

8. 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 outlined in the current BH-TEDS coding instructions.

REFERENCES

- Americans with Disabilities Act (ADA) www.ADA.gov
- Medicaid Provider Manual Supported/Integrated Employment Services
- MDHHS Current Contract Reporting Requirements
- MDHHS Current BH-TEDS Employment Status Codes
- MDHHS Current Contract Policy & Practice Guidelines: Employment Works
- MDHHS Current Contract Policy & Practice Guidelines: Special Education to Community Transition Planning
- Executive Order No.2015-15, Employment First in Michigan

HISTORY

REVISION DATE: 3/18/03, 10/13/04, 12/16/04, 4/28/06, 7/15/09, 3/1/11, 1/30/13, 11/27/13, 6/2/14, 5/5/15, 3/16/16, 2/6/17, 1/4/18, 9/11/19, 10/21/20, 5/10/22

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CEO APPROVAL: 1/30/13, 11/27/13, 6/2/14, 5/5/15, 4/4/16, 2/7/17, 1/8/18, 12/4/18, 10/10/19, 8/4/20, 11/3/20, 9/7/21, 6/9/22

BOARD APPROVAL: 6/26/02, 8/27/02, 5/3/06, 2/6/13

PROCEDURES

A. NorthCare Network responsibilities:

1. NorthCare Network will assist in the development of standardized reports to meet reporting requirements per MDHHS.
2. NorthCare Network will work with providers to ensure supported employment activities across the region are implemented according to contract requirements and NorthCare policies.
3. NorthCare Network will monitor Member CMHSP employment practices and options through the site review process and documentation reviews.
4. NorthCare Network will assist in developing documentation for employment services that establishes the medical necessity of the services or creates a transition plan to services that meet medical necessity. The preferred documentation is electronic, but it may be paper. If paper, the contract provider and the CMHSP must demonstrate coordination of treatment planning and service authorization based on medical necessity.

B. Member CMHSP responsibilities:

1. Member CMHSPs are encouraged to utilize the evidence-based practice Supported Employment and/or Individual Placement and Support. This practice may be used with individuals with serious mental illness, intellectual/developmental disorders, substance use disorders or co-occurring disorders. Competitive employment as an outcome is considered the gold standard of employment services.
2. Designate a lead Employment Works! Staff to ensure implementation of policy
3. Ensure that a staff (one or more) have knowledge of benefits planning or how to access accurate information to assist consumers with immediate employment interests.
4. Provide timely employment outcome data to PIHP and/or MDHHS as requested.
5. Establish strategies to improve employment outcomes.
6. CMHSPs are required to monitor the private contractors to whom they delegate employment services for their adherence to the standards laid out in federal law and regulations, Michigan law and policy and attachments and NorthCare policy and contract attachments.

One of the key dimensions in recovery is a “Purpose: Meaningful daily activities, such as a job, school, volunteerism, family caretaking, or creative endeavors, and the independence, income, and resources to participate in society.” Substance Abuse & Mental Health Services Administration (SAMHSA) 12-22-11. Research indicates competitive employment improves self-esteem, independence, and autonomy. Consumers throughout the Upper Peninsula will have opportunities to learn and practice vocational skills as well as have assistance with obtaining and maintaining competitive employment.

1. Member CMHSPs will use a single point of entry model for vocational services provided within the NorthCare Network. Motivational Interviewing and a vocational profile assessment are used to ensure that consumers are provided the correct, medically necessary services to meet their vocational needs. An exception to this model may be with transition youth where coordination with the school and MRS may utilize a different planning model and service provision.
2. Each Member CMHSP is responsible for educating consumers about competitive employment opportunities and/or the development of services and job opportunities for individuals seeking meaningful work. Other HCBS compliant employment settings may be utilized, such as workshops, organizational employment, consumer run businesses or supported self-employment, however, the Member CMHSP must demonstrate medical necessity and that the employment opportunities are based on the principles of consumer choice and individualized treatment planning.
3. Each Member CMHSP will provide a range of employment services in collaboration with Michigan Rehab Services, Intermediate School Districts, community employers and private contract providers. Coordination will be facilitated by the use of a phased vocational profile developed by the CMHSP and partners working to provide employment assessments and placements.
4. Member CMHSPs are encouraged to provide a link on their local websites to: <http://www.centerforebp.case.edu/practices/se> (Center for Evidenced-Based Practices)
5. Consumer input for improving employment services is sought. Regular input via focus groups and/or Consumer Advisory Councils is part of the Member CMHSP quality improvement process.
6. Each Member CMHSP will have policies and practices demonstrating a culture that supports the hiring of consumers and will review data ensuring continued or increased numbers of consumers assisted with finding competitive employment.
7. Each Member CMHSP assures:
 - a. Each person’s decision to decline or participate in community-based or employment-related services, such as skill building, is made by that

- person, in a manner consistent with person-centered planning principles; and
- b. Individuals are supported to pursue community-based or employment-related support options of their choice and are provided information about work-support options including, competitive employment, integrated employment, self-employment, transitional employment, volunteering, education/training, or unpaid internships as a means leading to future competitive, integrated work; and
 - c. Reasonable efforts are made to identify and address any concerns or objections considered barriers for the individual to pursue community-based or employment-related support options of their choice.
 - d. Documentation in the clinical record will support these specific efforts.
8. Member CMHSPs will strive to be a community leader in the employment of individuals with disabilities. Any job postings within the Member CMHSP system shall be distributed to agency employment specialists and/or supported employment staff. Supported Employment staff shall regularly review job postings available with consideration of the match between job requirements and consumers' qualifications and interests and assist consumers in the application process as needed.