

Introduction to the Employment Stability Plan (ESP) Form

The Employment Stability Plan (ESP) is defined in the *Developmental Disabilities Waiver Services Coverage and Limitations Handbook* as follows:

A plan developed with direction from the recipient, which includes information from the recipient's current support plan and other pertinent sources. The specific areas of training and strategies to meet support plan goal(s) for each recipient will be addressed in the recipient's Employment Stability Plan. Training objectives appropriate to the recipient's programs and services may also be included in the implementation plan. At a minimum, the implementation plan will include:

- The name, address, and contact information of the recipient served.
- The goal(s) from the support plan that the service will address.
- The strategies employed to assist the recipient in meeting the support plan goal(s).
- The system to be used for data collection and assessing the recipient's progress in achieving the support plan goal(s). The information from this assessment will be used to update and modify the plan, as needed, to ensure that progress toward goal achievement is attained.

The plan will be developed, at a minimum, within 30 days of the initiation of the new service, or within 30 calendar days of the support plan effective date for continuation of services and annually thereafter. A copy of the Employment Stability Plan, approved by the recipient, shall be furnished to the recipient, guardian and to the waiver support coordinator at the end of this 30-day period. The progress toward achieving the goal(s) identified on the plan shall be documented in daily progress notes or quarterly summaries, as specified in each service description. Data supporting the recipient's progress or lack thereof, summarized in the quarterly summary shall be available for review.

Completion in full and submission of the ESP will fulfill the Agency's employment documentation requirements.

Instructions for Completing the ESP

The ESP is an electronic form; it can be completed and saved for future reference. To complete the ESP, place the cursor over the gray fields on the form and type the information (or make a selection from the drop-down lists or calendars provided.) Upon completion of the first field, select the *Tab* button on your keyboard. This moves you to the next field. Repeat until all fields have been completed. Print the form and obtain signatures and dates as specified on the last page of the form. Scan the ESP and save to your computer. Using secure email, please send the completed, signed form to the employee's waiver support coordinator as required monthly. The completed form must also be submitted to your APD Field Office employment liaison along with a copy of your billing documentation in order to be eligible for payment of Supported Employment (SE) services rendered for the individual during the billing period. If you do not bill for SE services monthly, you must submit the complete, updated ESP form each quarter.

The Agency must be able to verify that the funding used is resulting in advancements in competitive employment for people with disabilities. If the effort cannot demonstrate positive results, the Agency must reexamine use of the limited available resources. Ineffective providers will no longer receive payments for services indefinitely when people are not served properly.

Frequently Asked Questions for Completing the ESP

1. **Under *Supported Employee Information/Legal Representative for APD Services*, is the parent the Representative Payee if he or she receives the client's Social Security check?**

Answer: Do not assume that someone is the Representative Payee. You must verify this with the family. The information is also available on the person's Benefits Planning Query (BPQY) available from the local SSA office or by calling 1-800-772-1213.

2. **Under *Supported Employment Provider Information/# Months in Job Development*, does this include months the person was in job development with Vocational Rehabilitation (VR)?**

Answer: No. Count only the months the person has received supported employment services from your organization.

3. **Some of our clients have been receiving job development services from VR for a long period. How do we answer the *Supported Employment Provider Information/# SE Units Provided/Justification*?**

Answer: This section refers to an individual for whom your organization is providing services and billing. If you are not providing the job development services, it does not apply. The question is necessary in order to justify billing through APD-funded services, not VR-funded services.

4. **Under *Agency Supports/Vocational Rehabilitation (VR)*, do you need VR counselor contact information if VR no longer provides services?**

Answer: If the information is available to you, we would like you to record it. However, if the individual completed VR services years ago, it may be difficult to obtain the information.

5. **Under *Agency Supports/Agency for Persons with Disabilities/Employment Liaison*, what is the employment liaison?**

Answer: Each APD area (field office) has an employment liaison. The names and contact information are located at the following link: <http://apdcares.org/region>.

6. **Under *Transportation*, are parents included as providers?**

Answer: Yes, parents are considered providers if they provide transportation to or from work.

7. **Under *Implementation Plan (Supported Employee's Goals, Outcomes, and Objectives)/Important Dates*, what is the Reason for VR Denial?**

Answer: Enter the reason the person was denied VR services. Consult the file to see how this is documented.

8. **Do I complete the ESP for individuals in CDC Plus?**

Answer: Yes. You must complete and submit the ESP for each individual who receives supported employment services through your agency. This is required for billing eligibility.

9. **Will the waiver pay for job development?**

Answer: The quick answer is yes. However, attempts to use VR funding or DOE funding must come first. Medicaid is the payor of last resort. Document the basis for resorting to waiver funds to justify billing.

10. Under *Supported Employee Information/Supported Employee's Career Advancement*, what information is needed?

Answer: Like anyone else, the individuals with disabilities whom you serve must have opportunities for career advancement. Include information regarding career advancement, as well as how you provide the individual with informed choice information about career advancement. Document how the individual is exposed to opportunities he or she is interested in pursuing.

11. What is the process for submitting the completed ESP?

Answer: Complete the ESP form electronically. Print the form and obtain signatures. Scan the signed form. Using secure email, submit the completed, signed ESP to:

- a. the APD employment liaison in your field office AND
- b. the individual's waiver support coordinator or waiting list support coordinator.

The original, signed form remains in your SE file to be reviewed by Delmarva.

12. What is the difference between Phase 1 and Phase 2 (*Supported Employment Services*)?

Answer: The two phases are defined in the Handbook which is located under "Links" on APD's website: <http://apdcares.org/providers/enrollment/>. In most instances, VR or DOE is responsible for funding Phase 1. APD funds Phase 2 services.

13. Can my agency be paid through the waiver for job development?

Answer: Several criteria must be met in order for APD to fund Phase 1 (Job Development) services:

- a. Funding must have been attempted and denied through VR
- b. VR denial of funding must be documented in the individual's APD file (a notation stating that denial is confirmed with VR)
- c. VR benchmarks may not be used following denial.

Your agency's supervisor should be familiar with the rules. However, we suggest that you read the Supported Employment portion of the Handbook and talk to your supervisor.