

## Supported Employment – Individual

*The service definition and limits outlined below do not include all details and requirements. For the service standards, limitations, provider types and qualifications, and reimbursement information, refer to the appropriate Medicaid HCBS DD Waiver.*

### Waiver Availability

Comprehensive Developmental Disabilities (CDD) Waiver  
Developmental Disabilities Adult Day (DDAD) Waiver

### NFOCUS Service Code

**Supported Employment – Individual – Agency or Independent 9695**

### Service Definition

Supported Employment – Individual is a habilitative service to provide a job coach for one-on-one teaching to help a participant maintain competitive integrated employment. Supported Employment-Individual must be provided in an integrated community employment setting.

### Conditions of Provision

- A. A participant chooses each service based on their needs.
  - 1. Services should increase independence and community integration; and
  - 2. The chosen waiver services and who provides them are documented in the participant's Individual Support Plan (ISP).
- B. Supported Employment – Individual includes:
  - 1. Habilitation programs to maintain and increase employment-related skills;
  - 2. Connecting participants with coworkers at the work site and advocating for the participant;
  - 3. Developing a plan to decrease the need for a job coach; and
  - 4. Referring the participant to gain access to an employment network, Ticket to Work services, Work Incentive Planning and Assistance (WIPA) services, or other qualified employment service programs, which provide benefits planning.
- C. Supported Employment – Individual is a habilitative service and must include habilitation programs. Individual habilitation programs must be conducted, and data recorded each time the service is provided.
- D. Supported Employment – Individual may include self-employment businesses. Being self-employed means:
  - 1. Running a profitable operation and generating cash flow by providing specific goods, products or billable services;
  - 2. Earning income directly from one's own trade or profession, operated directly by the participant; and
  - 3. Maintaining at least 51% ownership of the business.

- E. A portion of this service can be delivered virtually, which includes but is not limited to:
1. The participant's needs must be able to be met with verbal cueing and other support that can be provided virtually;
  2. Available to participants in the basic and intermediate funding tier;
  3. The majority of Supported Employment – Individual provided each week must be provided in-person;
  4. The total combined hours for virtual supports may not exceed a weekly amount of 10 hours; and
  5. These 10 hours are included in the 35 hours per week cap of day services.
- F. Examples of Supported Employment – Individual may include but are not limited to:
1. Learning a work schedule;
  2. Working alongside with coworkers;
  3. Talking with the boss about work needs; or
  4. Learning job expectations.
- G. Supported Employment – Individual has the following limitations:
1. Supported Employment – Individual can only be authorized when a participant has completed VR milestones.
    - a. It cannot be authorized for someone who found a job on their own; or
    - b. For situations where a provider informally supported the participant outside of the Vocational Rehabilitation process.
  2. Supported Employment – Individual cannot take place in a setting owned or operated by a DD provider.
  3. A participant may receive Supported Employment – Individual in combination with other day services, but the total combined hours cannot exceed 35 hours per week. A week is defined as 12:00 am Monday through 11:59 pm Sunday. Other day services are:
    - a. Adult Day;
    - b. Behavioral In-Home Habilitation;
    - c. Community Integration;
    - d. Day Supports;
    - e. Medical In-Home Habilitation;
    - f. Prevocational;
    - g. Supported Employment – Follow-Along; and
    - h. Vocational Rehabilitation job seeking and job coaching.
  4. Income from a customized home business does not have to meet minimum wage requirements.
  5. Supported Employment – Individual cannot include any service or part of a service available through public education, including:
    - a. Programs in the participant's local school district, including after-school supervision and daytime services when school is not in session such as summer breaks, scheduled school holidays, and teacher in-service days; and
    - b. During the school hours set by the local school district for the participant regardless of school chosen (public, private, or home); and
    - c. Educational service hours provided or available are included in the total combined day service hours of 35 hours per week.
  6. Supported Employment – Individual cannot overlap with, replace, or duplicate other similar services provided through Medicaid or Vocational Rehabilitation.

## Provider Requirements

- A. All providers of waiver services must:
  - 1. Be a Medicaid provider;
  - 2. Comply with all applicable Titles of the Nebraska Administrative Code and Nebraska State Statutes;
  - 3. Adhere to standards as described in the Division of Medicaid and Long-Term Care Service Provider Agreement;
  - 4. Complete DHHS trainings upon request; and
  - 5. Use universal precautions.
- B. Supported Employment – Individual can be offered by a DD agency provider or independent provider.
  - 1. A DD agency provider is a company enrolled as a Medicaid provider and certified by DHHS to provide DD services and is responsible for:
    - a. Hiring and supervising employees who work with the participant;
    - b. Employing staff based on their qualifications, experience, and demonstrated abilities;
    - c. Providing training to ensure staff are qualified to provide the necessary level of care;
    - d. Agreeing to make training plans available to DHHS;
    - e. Ensure adequate availability and quality of service; and
    - f. Other administrative functions.
  - 2. A DD independent provider is a person or vendor enrolled as a Medicaid provider and employed by a participant.
    - a. The participant is responsible for hiring and supervising their provider.
- C. Supported Employment – Individual can be self-directed.
- D. Supported Employment – Individual may be provided by a relative but not a legally responsible individual or guardian of the participant.
- E. A relative of the participant, but not a guardian or other legally responsible person of the participant may provide Supported Employment – Individual when they meet other requirements.

## Rates

- A. Supported Employment – Individual must be purchased within a participant’s annual individual budget amount and requires team discussion to ensure funding is available due to the higher rate.
- B. Supported Employment – Individual is reimbursed at an hourly rate.
- C. Waiver funds cannot be used:
  - 1. To pay or add to a participant’s wages; or
  - 2. For incentive payments or subsidies to the business, or unrelated vocational training expenses.
- D. The cost of transportation is:
  - 1. Included in the rate Supported Employment – Individual;
  - 2. Not included in the rate to the site where Supported Employment – Individual begins; and
  - 3. Not included in the rate from the site where Supported Employment – Individual ends.

E. DD Rates are listed on the [DD Provider webpage](#).

1. Only one fee schedule is effective at a time.
2. The start date is on each schedule; once a fee schedule is no longer valid an end date is added.