



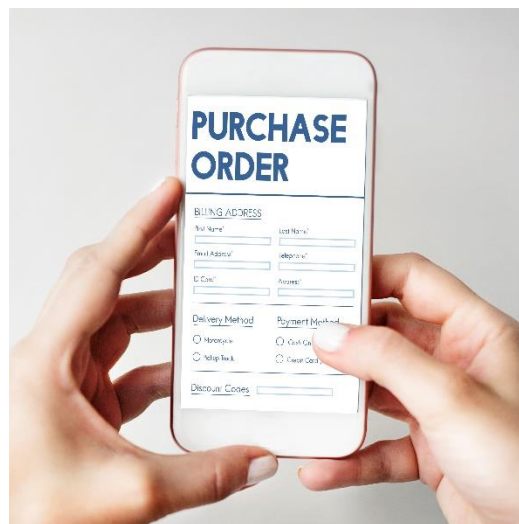
## State of Rhode Island

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## Guide to Employment

### Add-On Budget Requests

Guidebook for Providers and anyone completing purchase  
orders.



The State of Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospital's (BHDD) is pleased to provide this guidebook to providers. The purpose of this guidebook is to give you information in detail on how add on budget requests is done on a separate page on the purchase order.

## Guide to Employment Add-On Budget Requests

Employment supports are not included in the new funding packages. Instead, employment will be funded through an add-on budget. New plan submissions can include the add-on budget. Existing plans can begin using the add-on employment budget for plan changes beginning October 1. With the add-on budget, individuals will no longer have to reduce their community supports in order to get supports to find and keep a job. There are currently 5 services available on the add-on budget.

1. **Job Development** is for help finding a job. Because a job search is an intensive, focused activity, it has a limit of 200 hours per year. Job Development must be provided by certified staff. It is recommended that individuals spend about the same amount of hours each week in job development and job search activities as the weekly hours they want to work.
2. **Job Coaching** is for help learning how to do a new job. It can also be used to learn new tasks if the duties of an existing job change or if someone is promoted. Job Coaching is done at the job site during the individual's shift. It does not include transportation to or from the place of employment. Job Coaching is meant to be a temporary service that fades out as the individual learns the job. Job Coaching must be provided by certified staff.
3. **Job Retention** is support to help someone keep a job. Job Retention is provided after Job Coaching has ended. The provider will check in with the individual and employer regularly to make sure everything is going well, to discuss any changes to the job or issues the person might be having and will provide assistance or limited job coaching as needed. If significant job coaching is needed, the provider can return to Job Coaching as a service rather than Job Retention. Job Retention must be provided by certified staff.
4. **Group Supported Employment** can include aspects of job development, job coaching, and job retention but is provided to two or more individuals rather than one-to-one. Staff providing group supported employment must be certified.
5. **Personal Supports in the Workplace** is similar to Community-Based Supports but is provided at work. The personal supports are generally needed in any setting. This includes supports such as personal care or supervision required

for legal reasons. This service is included under the Add-On Budget so that individuals who require personal support don't have to reduce their supports for other activities in order to work.

There will be another service under the Add-On Budget called **Discovery**. It must be provided by a professional who has been trained and certified in Discovery. **Discovery** is a new service for Rhode Island and will be rolled out when service standards and billing procedures are finalized. BHDDH is also working on training and certification options for the Discovery service.

### Employment Add-On Budget Request

The Employment Add-On Budget request is done on a separate page on the purchase order. It is recommended that the Add-On Budget request is done only for the services needed at the time. For example, if someone is looking for a job, the Add-On Budget would be submitted only for Job Development as shown in Figure 1.

Figure 1: Example of Add-On Budget Request for Job Development (All Tiers)  
In this example, Job Development is requested for the maximum number of units.

<b>FLEXIBLE BUDGET ITEMS</b>	<b>Rate</b>	<b># of Units</b>	<b>Unit Increment</b>	<b>Annual Budget \$</b>
<b>Job Development (Max 200 hours)</b>	\$78.92	200	Hour	\$15,784.00
<b>Job Coaching</b>	\$18.06		15 minutes	\$-
<b>Job Retention</b>	\$299.88		Monthly	\$-
<b>Personal Support in the Workplace</b>	\$12.36		15 minutes	\$-
<b>Group Supported Employment</b>	\$3.58		15 minutes	\$-
<b>Add-On Employment Budget Total</b>				<b>\$ 15,784.00</b>

New Add-On Budget requests can be submitted as an individual progresses from job search to learning the job to maintaining the job. Once someone has a job offer, a new request can be submitted for the service that will be needed. If the

individual needs Job Coaching, their Add-On Budget request would be for the number of hours worked per week multiplied by the number of weeks Job Coaching is expected to be needed, as shown in Figure 2. If Job Coaching is expected to continue through the end of the plan year, then they won't need to ask for Job Retention. If someone doesn't need any job coaching but does need personal supports, then they can request job retention and personal supports in the workplace.

Figure 2: Example of Add-On Budget Request for Job Coaching and Job Retention  
 In this example, Job Coaching is being requested for 20 weeks for an individual with Tier B working 10 hours per week.  $20 \text{ weeks} \times 10 \text{ hours} = 200 \text{ hours} \times 4 \text{ units/hr} = 800 \text{ units}$ . There are 3 months left in the individual's plan year after the job coaching ends, so the request also includes 3 months of job retention.

<b>FLEXIBLE BUDGET ITEMS</b>	<b>Rate</b>	<b># of Units</b>	<b>Unit Increment</b>	<b>Annual Budget \$</b>
<b>Job Development (Max 200 hours)</b>	\$78.92		Hour	\$-
<b>Job Coaching</b>	\$18.06	800	15 minutes	\$14,448.00
<b>Job Retention</b>	\$299.88	3	Monthly	\$899.64
<b>Personal Support in the Workplace</b>	\$12.36		15 minutes	\$-
<b>Group Supported Employment</b>	\$3.58		15 minutes	\$-
<b>Add-On Employment Budget Total</b>				<b>\$15,347.64</b>

The example in Figure 3 is for an individual who is not employed who wants a job for about 15 hours per week. There are a number of problems with the add-on budget request.

Figure 3: How NOT to complete an Add-On Budget request.

<b>FLEXIBLE BUDGET ITEMS</b>	<b>Rate</b>	<b># of Units</b>	<b>Unit Increment</b>	<b>Annual Budget \$</b>
<b>Job Development (Max 200 hours)</b>	\$78.92	200	Hour	\$15,784.00
<b>Job Coaching</b>	\$18.06	4160	15 minutes	\$75,129.60
<b>Job Retention</b>	\$727.22	12	Monthly	\$8,726.64
<b>Personal Support in the Workplace</b>	\$12.36	4160	15 minutes	\$51,417.60
<b>Add-On Employment Budget Total</b>				<b>\$151,057.84</b>

The person does not yet have a job, but job coaching is requested, and job retention is requested for a full year. Job Retention, Job Development, and Job Coaching cannot be billed at the same time. The individual only wants to work for 15 hours per week and does not yet have a job, but both Job Coaching and Personal Support in the Workplace are requested for the equivalent of 20 hours a week for a full year. Job Coaching and Personal Support in the Workplace cannot be billed at the same time. With the number of hours requested, there seems to be overlap.

