

**BHDDH Supported Employment Services Package
Person Centered Supported Employment Services Program**

- I. Purpose**
 - II. Funding**
 - III. Program Structure and Implementation**
 - A. Service Package**
 - B. Application Process**
 - C. Participation Requirements**
 - IV. Target Population Requirements**
 - V. Performance Payments**
 - VI. Active Program Performance Management**
 - A. Data Tracking**
 - B. Strategy and Continuous Improvement Meetings**
-

I. Purpose

BHDDH is implementing a performance-based payment program that promotes the expansion of integrated employment for DD Division clients. BHDDH is doing so in fulfillment of the following provisions of the May 18 Order of the Federal District Court:

5(k). Implement a new reimbursement model for supported employment services that is sufficiently flexible to allow providers to be reimbursed for services rendered, including, but not limited to career exploration/discovery services, vocational situational assessments, work trials, development of job seeker profiles, job search and job placement, job training and job support, support coordination, and transportation services.

5(l). Implement a new service package design that includes service authorization for Supported Employment Services.

5(m). Implement performance-based contracts for Supported Employment services to individuals in the target populations that link funding to graduated levels of provider achievement of quality numerical targets and implementation timelines.

II. Funding

BHDDH will fund this program using **\$6.8M of FY2017 budgeted funds**. These funds will be available to participating provider agencies and self-directed clients in addition to clients' current day and employment funding packages. Funds under this Person Centered Supported Employment Services payment program will be disbursed to provider agencies and self-directed clients when system and individual performance goals are met.

III. Program Structure and Implementation

This program links the disbursement of funds to provider and self-directed client achievement of performance goals, numerical targets and implementation timelines. The first round of the program will be implemented from August 2016 through June 2017. BHDDH anticipates using data collected during the first five months of the program to inform the next six months of the program.

A. Service Package

This program is meant to incentivize the increased utilization of supported employment services to improve employment outcomes for individuals with developmental disabilities. Currently, agencies are authorized to provide and bill for the following service categories (see Attachment A for rate details):

- Prevocational training
- Employment based job development
- Employment based job assessment
- Employment based job coaching
- Employment based job retention

These billing service categories allow agencies and self-directed clients to provide and receive reimbursement for career exploration/discovery services, vocational situational assessments, work trials, development of job seeker profiles, job search and job placement, job training and job support, support coordination, and transportation services.

In addition to these existing payments for supported employment services, the new service package encourages these integrated employment and integrated day services to be provided in a graduated sequence leading to positive integrated employment outcomes. When agencies and self-directed clients meet certain agreed upon performance benchmarks, a performance payment will be provided to the agency or self-directed client in addition to the reimbursements they receive through our current billing structure. The following services can be billed through the current rate structure (see Attachment A):

- **Discovery (Career Exploration):** provides, in a nontraditional, common sense form, the information needed to determine the strengths, needs and interests of any person with complex life issues. By definition discovery is to gain insight or knowledge of something previously unseen or unknown; to notice or realize; to make known, reveal, disclose.

Timeframe: 90 day maximum for this component

Service Category¹: Employment Based - Assessment

- **Skills training:** a skill, ability and/or capacity acquired through deliberate, systematic, and sustained effort to smoothly and adaptively carryout complex activities or job functions involving ideas (cognitive **skills**), things (technical **skills**), and/or people (interpersonal **skills**). This can be through volunteerism, work trials, employer sponsored training programs in integrated settings, fee for service training programs.

Timeframe: 12 weeks maximum unless extension authorized in writing by the Division.

Service Category: Prevocational Training

- **Career and Job Development (Work Trials):** This lifelong process of collecting information, reviewing experiences, likes, and interests in a comprehensive plan (CDP) to outline and develop a vocational goal. The exercise and activities involved with seeking, securing and maintaining employment.

Timeframe: 16 weeks maximum for each distinct work trial unless extension authorized in writing by the Division.

Service Category: Employment Based - Job Development

- **Placement:** Entering full-time or, if appropriate, part-time competitive employment in the integrated labor market to the greatest extent practicable; supported employment; or other type of employment, including self-employment, telecommuting, or business ownership, that is consistent with an individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Timeframe: 3-6 months; additional **authorization periods continuously available for extension, continuation or new distinct placement.**

Service Category: Employment Based - Job Development while in job search activities; Job Coaching upon securing employment and the need for onsite support.

- **Job Coaching:** Refers to the training of an employee by an approved specialist, who uses structured intervention techniques to help the employee learn to perform **job** tasks to the employer's specifications and to learn the interpersonal skills necessary to be accepted as a worker at the **job** site and in related community.

Timeframe: 6 months; additional authorization periods continuously available for extension, continuation or coaching in a new distinct placement.

Service Category: Employment Based - Job Coaching

¹ Service Category refers to the billing categories within the attached billing structure for supported employment services at Attachment A.

- **Benefits Counseling:** Enables job seekers/beneficiaries with disabilities to make informed choices about work and supports working beneficiaries to make a successful transition to self-sufficiency. An important planning tool for disability beneficiaries or any person who may be developing individualized services for a disability beneficiary who wants to start working or stay on the job. Planning provides current information about your disability cash benefits, health insurance, scheduled continuing disability reviews, representative payee, and work history, as stored in our electronic records.
Timeframe: Within 30 days of job placement.
Service Category: Employment Based - Assessment
- **Job Retention:** 30, 90 and 180 day bench marks for services provided subsequent to the achievement of an employment outcome and necessary for a person to maintain, regain, or advance in employment consistent with the person's strengths, resources, priorities, concerns, abilities, capabilities, and interests.
Timeframe: 18 months; additional authorization periods continuously available for extension, continuation or job retention in a new distinct placement.
Service Category: Employment Based - Job Retention

All agencies and self-directed clients, whether participating in the Supported Employment Services Program or not, will collect measures to determine whether or not they are achieving integrated employment service timeframes, timely data submissions, and ultimately consumer satisfaction. These performance measures will be integral components of the agreements between BHDDH and the agencies/self-directed clients for Person Centered Supported Employment Services funding, and BHDDH will monitor performance and outcomes for all clients throughout the duration of the program.

B. Application Process

Agencies and self-directed clients must submit an application and be approved by BHDDH Application Review Committee to access program funds. Applications will include information that demonstrates the ability and willingness to help BHDDH **increase supply and utilization of supportive employment services to move individuals toward integrated competitive employment.** The application will require agencies and self-directed clients to submit information that demonstrates commitment to 3 core goals.

GOAL 1 - Build Capacity: Increase the number of supported employment providers with employment teams to expand Rhode Island's capacity to provide supported employment services for individuals with developmental disabilities.

GOAL 2 - Increase Services: Guide more individuals on a path toward gaining integrated employment.

GOAL 3 - Meet Performance Standards: Identify the population (number of individuals) to be served and establish service performance benchmarks, numerical targets, implementation timelines and individual goals.

BHDDH will enter into agreements (contracts) with a subset of agencies and self-directed clients that already provide or participate in supported employment services as well as new agencies and self-directed clients that are committed to building employment teams and/or participating in supported employment services. See Attachment B for a model agreement (contract).

C. Participation Requirements

Agencies and self-directed clients must submit an application and be approved by BHDDH Application Review Committee to access program funds. Applications will include proposed performance goals, numerical targets, implementation timelines and benchmarks related to assisting Consent Decree target population clients in accessing supported employment. Applications may include a proposal to serve clients beyond the Consent Decree target population however a majority of Consent Decree target population clients must be included in each application. These goals and benchmarks will serve as the basis for performance-based agreements between the Division and selected provider or self-directed client. As referenced above, program funds will be disbursed to providers or self-directed clients upon achievement of goals and benchmarks.

In addition to the performance-based payments described here, limited funds may be made available, on a case-by-case basis, for start-up costs associated with an agency or self-directed client shifting services to provide Supported Employment Services consistent with Consent Decree requirements. Each agency or self-directed client must address the issue of start-up costs as part of the application process if the agency or self-directed client is seeking access to start-up funds, in order to best achieve the performance goals and numerical targets set forth in the application. Agencies that have already received Conversion Institute Trust Fund dollars to facilitate the transition to supported employment services must describe how those funds are being utilized and articulate a plan for how any start-up funds requested through the Person Centered Supported Employment Services Program will be coordinated with the Trust Fund dollars to increase the speed and efficacy of the transition to Person Centered Supported Employment Services for the agency and the clients the agency is proposing to serve through the Person Centered Supported Employment Services program.

Participating providers develop goals and benchmarks related to three core components of integrated employment services:

- 1.) Credentialing Implementation** – Rhode Island needs to increase its capacity to provide integrated employment services. To participate in the Person Centered Supported Employment Services program, providers must provide documentation that they have an employment team established and the staff are credentialed to provide these employment services. Self-directed clients must provide documentation that a credentialed individual

or individuals is involved in developing and delivering the services under this Person Centered Supported Employment Services program. If providers submit evidence that they are CESP/ACRE certified, they will be eligible for an up-front participation payment. If self-directed clients submit evidence that an individual or individuals involved in developing and delivering the services under this program are CESP/ACRE certified, they will be eligible for an up-front participation payment.

If providers or those working with self-directed clients are not currently certified and need to gain credentials, they will be eligible for a participation payment upon completion of gaining credentials if completed within a specified timeframe. This training is offered frequently and providers will be given up to three months to enroll employment teams. If a provider does not comply with this core component they will not be eligible for performance payments.

BHDDH Actions Required to Support Participation Requirements – Through the application process, BHDDH will notify providers and self-directed clients about state wide certification programs that will be offered to accommodate the increased enrollment that is expected based on this Person Centered Supported Employment Services program. Currently, the Sherlock Center offers four sessions each semester, which could accommodate the increased volume. BHDDH will identify any other free training programs to acquire these credentials as well as the out of state trainings that likely require fee. Online training opportunities will also be identified.

- 2.) **Employment Team Structure** - Providers will submit an outline of the supported employment model and team structure and specific detail about the number of individuals they propose to serve under the Person Centered Supported Employment Services Program during FY2017. The employment teams will need to meet the needs of the Consent Decree population it serves, and providers will be required to describe its supported employment service model that enables their teams to meet specified performance measures and goals. Details about the employment specialist, job developer, job coaches, and job retention staff need to be included in the application. Self-directed clients will submit details about the individual(s) who will provide services under the Person Centered Plan.
- 3.) **Provider Performance Goals** – Providers and self-directed clients will need to submit specified performance measures, numerical targets, implementation timelines and goals that they expect to achieve while providing integrated employment services to its target population. BHDDH has no intention of categorically ruling out employment for any group of individuals at this time. Providers and self-directed clients have substantial flexibility to propose innovative approaches and methods for themselves or any identified clients in the Consent Decree target population who are served by their agency and may also include proposals to serve clients beyond the Consent Decree target population. In addition, providers and self-directed clients will need to demonstrate that career development plans (CDPs) are complete for each individual they serve, and demonstrate that benefits counseling is completed prior to securing employment. Applicants (not including self-directed clients) will also be required to outline plans to achieve the goals

set forth in their already existing agreements and plans for Consent Decree Conversion Institute Trust Fund dollars. Agencies that have already received Conversion Institute Trust Fund dollars will be required to demonstrate that the activities to be funded through the Person Centered Supported Employment Services program will be coordinated with and build upon their commitments to be achieved using the Conversion Institute Trust Fund dollars. Through the application process, provider performance goals, numerical targets and implementation timelines will be established jointly between the provider agency and BHDDH. These performance goals, numerical targets and implementation timelines will be unique to each agency and will reflect the agency's current services array and supported employment efforts as well as the progress that will need to be made by the agency to work with the clients to support their employment goals as proposed in the agency's application. Self-directed clients will also be required to work toward performance goals and employment activity milestone timelines as jointly agreed to by the client and BHDDH.

IV. Target Population Requirements

Phase 1 - FY2017 – More than 250 Consent Decree Target Population Members Enrolled in the Person Centered Supported Employment Services Program

A. Members of the Consent Decree Target Populations

In Phase I, the program is designed to incentivize providers to move more than 50 individuals from the Sheltered Workshop Target Population to supported employment and more than 25 individuals from the Segregated Day Target Population into supported employment during FY17. Agencies can propose to work with a greater number of clients than those in the Consent Decree annual targets for the state as a whole and are encouraged to do so as it is understood that each plan will be person-centered and that not all clients are going to progress toward employment in a linear way.

B. New I/DD Service Entries

Among the members of the Youth Exit Target Population, more than 150 individuals who are members of the youth exit target population will be identified for more intensive supports leading to employment and community integration. The application must address how each cohort in the Youth Exit Target Population will be included in the Person Centered Supported Employment Services Program proposed by the agency including: (1) Individuals who exited their secondary school system during the 2013-2014 school year (Consent Decree, Section IV(8)(a); (2) Individuals who exited their secondary school system during the 2013-2014 OR 2014-2015 school year (Consent Decree, Section IV(8)(b); (3) Individuals who exited their secondary school system during the 2015-2016 school year (Consent Decree, Section IV(8)(d). As with the incumbent Consent Decree Target Population members, agencies are encouraged to propose to work with a greater number of youth exit members than the annual targets for the state as a whole as progress is individualized and person-centered.

BHDDH is not capping the participants in the FY17 Person Centered Supported Employment Services Program at a specific cohort amount. Agencies are encouraged to propose numbers of clients in excess of the minimum Consent Decree targets and can bring new participants into the Person Centered Supported Employment Services program in cases when an individual moves away from the employment pathway during the cycle. Self-directed clients who are members of consent decree target populations are particularly encouraged to participate in the Person Centered Supported Employment Services program. BHDDH will also review proposals to serve non-consent decree target population members under the Person Centered Supported Employment Services program.

V. Performance Payments

Program funds are intended to reward providers who provide individualized and flexible services that help individuals secure and maintain employment, consistent with the individual’s abilities and preferences. These services include: career exploration/discovery services, vocational situational assessments, work trials, development of job seeker profiles, job search and job placement, job training and job support, support coordination, and transportation services. These services will be provided within a timeframe that supports quality service delivery and strong outcomes for individuals. All Person Centered Supported Employment Services program funds are in addition to the existing billing rates for employment services and reflect attainment of goals and completion of benchmarks for clients moving toward employment.

The following performance payment rate charts illustrate the structure of the payments provided to participating agencies (or payments for services delivered to self-directed clients) for individuals they serve who achieve benchmarks along the service continuum. The goal is to help individuals move toward employment using a performance payment structure that is differentiated by Tier level (higher performance payments for those in the higher/more complex tiers in recognition that is it more challenging to serve these clients and there may be more barriers to employment for these clients). Performance payment amounts are estimated and may be adjusted when all agency applications for Phase 1 are received.

Adult Sheltered Workshop Target Population Performance Payments

% Performance Payment		Tier A	Tier B	Tier C	Tier D	Tier E	Total Average
Gain Job	50%	\$2,821	\$3,999	\$7,129	\$11,654	\$13,790	\$7,879
Retain Job(90 day)	25%	\$1,410	\$2,000	\$3,564	\$5,827	\$6,895	\$3,939
Success Payment (+180)	25%	\$1,410	\$2,000	\$3,564	\$5,827	\$6,895	\$3,939
Total		\$5,641	\$7,999	\$14,256	\$23,308	\$27,580	\$15,757

Youth Exit Target Population Performance Payments²

% Performance Payment		Tier A	Tier B	Tier C	Tier D	Tier E	Total Average
Gain Job	50%	\$1,737	\$2,462	\$4,388	\$7,174	\$8,489	\$4,850
Retain Job (90 days)	25%	\$868	\$1,231	\$2,194	\$3,587	\$4,244	\$2,425
Success Payment (+180)	25%	\$868	\$1,231	\$2,194	\$3,587	\$4,244	\$2,425
Total		\$3,473	\$4,924	\$8,777	\$14,349	\$16,978	\$9,700

VI. Active Program Performance Management

This Person Centered Supported Employment Services program will be managed by a team within the Division of Development Disabilities (DDD) of BHDDH, and will be supported and guided by agency leadership, self-directed clients, and the Consent Decree Coordinator. Each agency or self-directed client will enter into a Person Centered Supported Employment Services Program Agreement (contract) with BHDDH based upon the review and approval of the agency application including the level of need of client(s) to be served and the number of clients to be served. The primary point of contact for this program will be the BHDDH Employment Specialist. This program will be managed using data to inform decision-making, generate problem solving for service delivery and individual barriers, and measure progress towards goals to understand the program’s impact.

A. Data Tracking

Timely, complete and accurate data entry into the BDHHD database is critical to this program and to understanding the impact integrated employment services have on individuals. The Employment and Day Activities Report survey conducted by the Sherlock Center provides complete information, now tracked within the interim database solution, on both the employment and integrated day activities of this population, trackable at the individual level and collected on a quarterly basis. Surveys will need to be completed for all clients participating through an agency and by all self-directed clients participating in the Person Centered Supported Employment Services Program.

This interim database solution has been put in place to enable BHDDH to provide reliable and timely information that will be used to determine performance payments and learn from providers about effective service delivery approaches for its clients. The Sherlock Survey will capture data elements required for managing this program. During 2017 when the new care

² Youth Exit Target Population Performance Payments are smaller than those for the Adult Sheltered Workshop Population based on the differential barriers to employment faced by these two target populations.

management software program is launched that will become the data source of record, integrating the Sherlock Center Employment and Day Activities Report survey data.

Through the application process BHDDH will provide a listing of the data that agencies and self-directed clients will need to capture and submit on a regular basis throughout the duration of this program. In addition, BHDDH will share monthly reports to all agencies and self-directed clients to gauge and track progress.

B. Strategy and Continuous Improvement Meetings

To foster BHDDH, provider and enrolled client collaboration, improve data sharing and increase problem solving, BHDDH will hold monthly Strategy Meetings with all providers and self-directed clients participating in the Person Centered Supported Employment Services Program. During these meetings, BHDDH will share data to help inform service delivery as well as to understand how individuals are progressing through the service continuum toward employment and employment retention. These sessions will also identify provider and client challenges and provide an opportunity for flexible problem solving to ensure that the Person Centered Supported Employment Services Program is meeting its underlying goal of promoting the expansion of integrated employment for Consent Decree target population members. This structure will allow BHDDH, in consultation with providers, to revise performance benchmarks over the course of the year and resolve any concern regarding whether or not performance benchmarks are achieved. During these Continuous Improvement Meetings agencies, self-directed clients and BHDDH will review the mutually agreed performance goals, numerical targets and implementation timelines to ensure that the agreed to progress is being achieved on these measures and to discuss any revisions as necessary and appropriate.

Attachment A

Base Rates for Employment Services Referenced as Service Categories in Section III, A "Service Package"

Comparison of BHDDH Rates Effective July 1, 2013 and January 1, 2014

Service Category	BHDDH Service Title	Tier	HCPCS / Modifier	Billing Unit	BHDDH Adopted Rate (as of 7/1/13)	BHDDH Rate as of Jan. 1, 2014	Pct Change
Prevocational Training	Prevocational Training	1:6	T2015 US	per hour	\$4.87	\$5.00	2.7%
	Prevocational Training	1:5	T2015 UR	per hour	\$5.60	\$5.76	2.9%
	Prevocational Training	1:4	T2015 UQ	per hour	\$6.73	\$6.92	2.8%
	Prevocational Training	1:3	T2015 UP	per hour	\$8.61	\$8.84	2.7%
	Prevocational Training	1:2	T2015 UN	per hour	\$12.39	\$12.73	2.7%
	Prevocational Training	1:1	T2015	per hour	\$23.96	\$24.61	2.7%
Employment Based	Job Development or Assessment	1:1	T2025 UD	per hour	\$54.31	\$56.97	4.9%
	Job Coaching	1:1	T2019	15 minutes	\$6.26	\$6.59	5.3%
	Job Retention	A	T2023 U5	per month	\$156.88	\$165.11	5.2%
	Job Retention	B	T2023 U6	per month	\$213.25	\$224.39	5.2%
	Job Retention	C	T2023 U7	per month	\$272.56	\$286.78	5.2%
	Job Retention	D	T2023 UA	per month	\$408.83	\$430.17	5.2%
	Job Retention	E	T2023 TG	per month	\$503.90	\$530.14	5.2%
Day Program	Day Program (center-based)	A	T2021 U5	15 minutes	\$1.03	\$1.05	1.9%
	Day Program (center-based)	B	T2021 U6	15 minutes	\$1.16	\$1.18	1.7%
	Day Program (center-based)	C	T2021 U7	15 minutes	\$1.58	\$1.61	1.9%
	Day Program (center-based)	D	T2021 UA	15 minutes	\$2.32	\$2.38	2.6%
	Day Program (center-based)	E	T2021 TG	15 minutes	\$6.08	\$6.25	2.8%
	Day Program (community-based)	A	T2021 U5 U1	15 minutes	\$1.33	\$1.37	3.0%
	Day Program (community-based)	B	T2021 U6 U1	15 minutes	\$1.33	\$1.37	3.0%
	Day Program (community-based)	C	T2021 U7 U1	15 minutes	\$2.99	\$3.08	3.0%
	Day Program (community-based)	D	T2021 UA U1	15 minutes	\$5.75	\$6.25	8.7%
	Day Program (community-based)	E	T2021 TG U1	15 minutes	\$5.75	\$6.25	8.7%
	Professional Supports while at Day Program	1:1	T2021 U8	15 minutes	\$12.74	\$13.13	3.1%
	Day Program (home-based)	A	T2020 U5	per diem	\$21.14	\$21.63	2.3%
	Day Program (home-based)	B	T2020 U6	per diem	\$25.13	\$25.69	2.2%
	Day Program (home-based)	C	T2020 U7	per diem	\$37.17	\$38.15	2.6%
	Day Program (home-based)	D	T2020 UA	per diem	\$77.56	\$79.73	2.8%
Day Program (home-based)	E	T2020 TG	per diem	\$146.51	\$150.78	2.9%	
Home Health Provider Services	Attendant Care	All	S5125	15 minutes	Medicaid rate	Medicaid rate	
	Homemaker Services	All	S5130	15 minutes	Medicaid rate	Medicaid rate	
Self-Directed Services	Supports Brokerage, Self Directed Program	All	T2041	15 minutes	varies	varies	
	Self-Directed Goods or Services	All	T2025 U2	varies	varies	varies	
Other	PERS, install and testing	All	S5160	per service	varies, PA req'd	varies, PA req'd	
	PERS, service - <i>Emergency Repairs</i>	All	S5161	per service	varies, PA req'd	varies, PA req'd	
	PERS, purchase only	All	S5162	per service	varies, PA req'd	varies, PA req'd	
	Home Modifications	All	S5165	per service	varies, PA req'd	varies, PA req'd	
	Assistive Technology	All	T5999	per service	varies, PA req'd	varies, PA req'd	

Note: Performance Payments referenced in Section V "Performance Payments" are additional to the base payments above.

Attachment B

Sample Person Centered Supported Employment Services Agreement

Agreement Number:

DRAFT MODEL AGREEMENT

Between the

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

BHDDH OF HEALTH AND HUMAN SERVICES

and

Name of Contractor: Name of Contractor

Title of Agreement: ABC Agreement

Basis for Agreement: (Example Budget Appropriation Act)

Performance Period: July 1, 2015 to June 30, 2016 (EXAMPLE)

Number of Individuals to be served: (Ex. 20 individuals)

Anticipated Award Amount: (\$ Based on performance goals)

D R A F T M O D E L A G R E E M E N T

This agreement, hereinafter “Agreement”, including attached ADDENDA, is hereby entered into this (DATE PRESENTED)_____day of _____ 201#, by and between the State of Rhode Island acting by and through the **Department of Behavioral Health, Developmental Disabilities and Hospitals** (hereinafter referred to as “BHDDH”), and _____ (hereinafter referred to as “the Contractor”).

WHEREAS, BHDDH desires to engage the Contractor to offer services and activities further described, but not limited to the work described in this Agreement, including any Exhibit(s) or Addenda, that are attached hereto and are hereby incorporated by reference into this Agreement.

WHEREAS the Contractor is willing and qualified to provide services, the parties hereto do mutually agree as follows:

PAR. 1. GOVERNING LAW AND GENERAL TERMS AND CONDITIONS

The State’s Purchasing Law (Chapter 37-2 of the Rhode Island General Laws) and Rhode Island Department of Administration, Division of Purchases, Purchasing Rules, Regulations, and General Conditions of Purchasing apply as the governing terms and conditions of this Agreement, which can be obtained at <http://www.purchasing.ri.gov/rulesandregulations/rulesAndRegulations.aspx>. In addition, the provisions of Federal Laws, Regulations and Procedures governing the implementation of federal funds apply to this Agreement. See also **PAR. 35. - GOVERNING LAW** for further governing law issues. All ADDENDA referenced herein and attached hereto are made a part of and are inclusive in this Agreement.

PAR. 2. PERFORMANCE

The Contractor shall perform all obligations, duties and the required scope of work for the period of time listed in this Agreement, Exhibit(s) and/or Addenda that are attached hereto and are incorporated by reference herein, in a satisfactory manner to be determined at the sole and absolute discretion of BHDDH, and in accordance with requirements of this Agreement. The Contractor shall perform in accordance with applicable State statutory and policy requirements as well as Federal statutory and policy requirements (as defined in 2 CFR § 200.300). More specifically, the **ADDENDUM I - SCOPE OF WORK** shall include performance measurement(s) 2 CFR § 200.301, monitoring and reporting program performance 2 CFR § 200.328, and performance must be in accordance with requirements for pass-through entities 2 CFR § 200.331. BHDDH shall have the right at any time, to review the work being performed as well as the place where such work is performed; and to that end, BHDDH shall be given reasonable access to all activities related to this Agreement.

In accordance with 2 CFR § 200.331 (d) BHDDH will:

Monitor the activities of the sub recipient as necessary to ensure that the sub award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the sub award; and that sub award performance goals are achieved. Pass-through entity monitoring of the sub recipient must include:

- (1) Reviewing financial and performance reports required by the pass-through entity.
- (2) Following-up and ensuring that the sub recipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the sub recipient from the pass-through entity detected through audits, on-site reviews, and other means.
- (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the sub recipient from the pass-through entity as required by 2 CFR § 200.521 Management decision.

BHDDH may request at any time additional monitoring, reporting, site visits, and audits in accordance with 2 CFR § 200.501 or if applicable “Yellow Book” audits (see Paragraph 24). All reports pertaining to 2 CFR § 200.331, shall be maintained by the Contractor. The Contractor must retain any documents pertaining to changes requested from BHDDH or the Federal Government in accordance with 2 CFR § 200.333.

PAR. 3. TIME OF PERFORMANCE

The Contractor shall commence performance of this Agreement on the _____ day of _____ 20##, and shall complete performance no later than the _____ day of _____ 20## (hereinafter the “Initial Term”), unless terminated prior to that day by other provisions of this Agreement.

PAR. 4. PROJECT OFFICER – BHDDH

BHDDH shall appoint a Contract Officer to manage this Agreement. The Contractor agrees to maintain close and continuing communication with the Contract Officer throughout the performance of work and services undertaken under the terms of this Agreement. The Contract Officer is responsible for authorizing, or seeking authorization of all payments made by BHDDH to the Contractor under this Agreement.

PAR. 5. PROJECT OFFICER – CONTRACTOR

The Contractor shall appoint a Project Officer to be responsible for coordinating and reporting work performed by the Contractor agency under this Agreement.

The Project Officer shall notify BHDDH in writing immediately, and seek approval from BHDDH, should a change to this Agreement be necessary in the opinion of the Project Officer. Under no circumstances will a change be undertaken without the prior written approval of BHDDH.

PAR. 6. BUDGET

Total payment for services to be provided under this Agreement shall not exceed the total budget as detailed in **ADDENDUM II**. Expenditures exceeding budget line-item categories by ten percent (10%) shall not be authorized unless prior written approval is first obtained pursuant to **PAR. 10. - MODIFICATION OF AGREEMENT**, subject to the maximum amount of this Agreement as stated above.

PAR. 7. METHOD OF PAYMENT AND REPORTS

BHDDH will make payments to the Contractor in accordance with provisions of **ADDENDUM III - PAYMENTS AND REPORTS SCHEDULE** attached hereto and incorporated by reference herein. BHDDH acknowledges and agrees that any increase in expenses due to delays by BHDDH which extends the time of performance shall be subject to reimbursement of the costs associated with such delays. The Contractor will complete and forward narrative, fiscal, and all other reports per **ADDENDUM III - PAYMENTS AND REPORTS SCHEDULE**.

**ADDENDUM I
REQUEST FOR PROPOSAL /
SCOPE OF WORK
Person Centered Supported Employment
Services**

Requirement 1: Utilize staff with credentials for employment services, to support ## individuals in moving toward employment outcomes as described here:

- Upon Application submission review and evaluation, the individual provider and BHDDH will agree upon this scope and it would be described here.

Requirement 2: Create opportunities for Supported Employment, flexible process designed to personalize the employment relationship between a job candidate or employee and an employer in a way that meets the needs of both.

- Application requires the provider's/self-directed client's description and outline of its supported employment model which would be included here.

Requirement 3: Meet specified performance measures and goals, numerical targets and implementation timelines. These performance measures and goals and numerical targets shall adhere to the timeframes set in this agreement.

- Insert performance benchmarks using numerical targets and implementation timelines that provider/self-directed client submitted within its application and that are jointly agreed upon between the provider and BHDDH.
- **Instructions for developing the performance benchmarks for Requirement 3:**
 - The performance measures or benchmarks that are written into provider/self-directed client contracts must include numerical targets and implementation timelines as required by the Consent Decree. For example, the Requirement 3 performance goals shall identify the number of individuals to be placed in integrated employment and integrated day services (if applicable) by a date certain, such as June 30, 2017, from each consent decree target group:

Group	Number of Placements
Youth Exit Population (specify year)	X
Youth Transition	X
Sheltered Workshop	X
Integrated Day	X

- In identifying the number of individuals to be placed in integrated employment the performance goals and numerical targets must reference the requirements contained in the Consent Decree including but not limited to:

“D. Supported Employment Placement is defined as the provision of Supported Employment services in an integrated employment setting:

1. Where the individual is compensated at or above Rhode Island’s 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 without disabilities;
2. Where the individual works the maximum number of hours consistent with his/her abilities and preferences;
3. That allows individuals with disabilities to interact with individuals without disabilities in an employment setting to the fullest extent possible for the individual; and
4. That offers individuals with disabilities the same opportunity as non-disabled individuals:
 - a. To access community opportunities at times, frequencies, and with persons of their choosing during appropriate times when the individual is not working, such as on breaks, during lunch, and before and after the work day;
 - b. For promotion and/or advancement opportunities; and

- c. To perform tasks or work activities that match the interests, preferences, and skills of the worker.

E. All Supported Employment Placements shall be based on an individual's capabilities, strengths, and preferences, and shall be individually tailored to each person and may include self-employment. Working from an individual's home as part of self-employment may be a Supported Employment Placement if made as an informed choice by the individual, and is subject to review by the Monitor.”
(Consent Decree, V (D and E))

Requirement 4: Report on specified performance measures, numerical goals and implementation timeframes throughout the course of the agreement within established reporting periods.

- ***Active Program Performance Management***
BHDDH will use its active program performance management structure to establish a series of data tracking requirements and strategy meetings that providers will be required to attend and participate.
- ***Strategy and Continuous Improvement Meetings***
To foster BHDDH, provider and enrolled client collaboration, improve data sharing and increase problem solving, BHDDH will hold monthly Strategy Meetings with all providers and self-directed clients participating in the Person Centered Supported Employment Services Program. During these meetings, BHDDH will share data to help inform service delivery as well as to understand how individuals are progressing through the service continuum toward employment and employment retention. These sessions will also identify provider and client challenges and provide an opportunity for flexible problem solving to ensure that the Person Centered Supported Employment Services Program is meeting its underlying goal of promoting the expansion of integrated employment for Consent Decree target population members.
- ***Opportunities to Adjust and Revise Performance Goals During the Contract Term:***
The Strategy and Continuous Improvement Meetings with the agency/self-directed client will allow BHDDH, in consultation with providers, to revise performance benchmarks over the course of the year and resolve any concern regarding whether or not performance benchmarks were achieved. During these Continuous Improvement Meetings agencies, self-directed clients and BHDDH will review the mutually agreed performance goals, numerical targets and implementation timelines to ensure that the agreed to progress is being achieved on these measures and to discuss any revisions as necessary and appropriate.

**ADDENDUM II
BUDGET**

Once determined

**ADDENDUM III
PAYMENTS AND REPORTS
SCHEDULE**

Once determined

**ADDENDUM XVII
CORE STAFF POSITIONS**

BHDDH's Project Officer:

BHDDH's Financial Officer:

Contractor's Project Officer:

Contractor's Financial Officer:

Employment Team Officers: