

Tips For Plans for Supported Employment

For Mental Health/Substance Use Disorder

Per the Individual Placement and Support-Supported Employment (IPS-SE) definition: “A Person-Centered Plan (PCP) or Employment Plan is required. If the person receives an enhanced service, employment and other services must be identified on the integrated Person-Centered Plan with an attached in-depth Employment Plan.”

- Cardinal Innovations is requesting these plans be uploaded in to Provider Direct, using the PCP upload when supported employment services are being requested.
- Any requests received without a corresponding plan will be considered incomplete; Utilization Management (UM) will be unable to process incomplete requests.
- For members already in enhanced services that have an established PCP, a PCP update using the update form should be completed to add IPS-SE. All providers should coordinate in the development of this update. Target dates of the update cannot exceed the end date of the annual PCP.
- Recommendation of how to list services on the PCP/update:

Service	Ex. Of How to List on PCP in Service Frequency Column	What is a Unit for this Service?	Tips
Supported Employment	Supported Employment Up to 400 units per month	1 unit=15 min increments	Plan should reflect the units that are appropriate for the member

- UM recommends not listing specific provider names on plans in case transfer occurs can list “vocational staff,” “employment specialist,” etc.
- PCP or the updated PCP must contain the member or guardian signature, the signature of the QP that developed the PCP or updated PCP, and a service order signature.
- PCPs and updated PCPs should be submitted in Word format or as PDFs. On the signature page, names and dates of those who signed the plan can be typed in if using a Word document. This indicates to UM that the provider has the original signatures on file and could produce them upon request. If submitting in PDF, copies of signatures should be present.