

What is Extended Job Supports?

Extended Job Supports service is provided to an individual who has completed the Job Stabilization phase, but still requires paid job supports to complete the job duties listed in their Job Stabilization Report, which is created during the team meeting at the end of the **Initial Job Support and Stabilization** phase. This service is not required in the supported employment process, but it is available to those individuals who require the additional time to possibly become more independent in completing their job duties. The employment specialist should evaluate the frequency and amount of support on an ongoing basis, as it may change depending on the individual's support needs. They should also implement new strategies to increase the individual's independence in their job. As needed, the team should be included to discuss new strategies and provide feedback.

What is the goal of Extended Job Supports?

This service aims to support someone who has completed the Initial Job Support and Stabilization phase, but continues to need additional paid supports to complete all of their assigned job duties. The goal is to increase the individual's independence level in completing their job duties over time.

This service may also be used for an individual who was already stable on an individual job and may have been receiving **Follow-Along Support** service, but has experienced a change in their support needs on the job. Examples of change include new job duties due to a promotion, a job change, or a change in the individual's ability to perform the job that has led to the need for additional supports that aren't currently met through the **Follow-Along Support Service**.

If the employment specialist discovers this, they will contact the support coordinator (SC) and explain in writing what warrants the need for additional support on the already existing job and what may have triggered this need for additional support. The SC will hold a team meeting to discuss this request and will hear from the individual about their concerns for additional supports. The team will then make the final decision to support the addition of this service to the plan of care. The SC will add this service and will determine units based off when the duties that require the additional support are performed, the individual's work schedule, and the hours worked.

Who can receive this service?

- Individuals in the NOW, ROW, or Supports Waiver who work in an individual job in the community and require additional supports on their job

Requirements for Extended Job Supports:

- The employment specialist should make an entry on the **Extended Job Supports Time Log** each time job coaching occurs.

- The employment specialist should give the SC and local governing entity (LGE) a copy of the completed **Extended Job Supports Time Log** for each month the extended job support is taking place along with the Extended Job Support Monthly Report.
- The team should discuss whether this service is still necessary during the individual's quarterly team meeting. The expectation is the individual will eventually be independent on their job.
- The quarterly team meeting may be held virtually or in-person.
- An in-person quarterly team meeting is required if a person who was previously in **Follow Along Supports** needs to be supported in **Extended Job Supports**. The team meeting must include the employer so they can discuss their concerns.
- An employment specialist who has completed an approved 40-hour SE training is required to provide this service.
- Transportation may be billed if the individual is transported on the day this service is delivered.

Facts for Extended Job Supports:

- Billing code: H2023 TT U1
- Billing unit: 15-minute increments
- Limits: 2,500 units
- Rate: \$15/15 minutes

What are the provider requirements to provide this service?

- Provider agency must be licensed for individual supported employment or have an ADC license with a provider type 98 module.
- The specialist who provides the service must have a certificate from an approved supported employment 40-hour core training and maintain the annual training requirements of 15 hours of employment-related training.