



OPERATIONAL MEMO

OPERATIONAL MEMO NUMBER: HCPF OM 19-025

TITLE: CASE MANAGERS NEW EMPLOYMENT DATA REQUIREMENTS

SUPERSEDES NUMBER: N/A

ISSUE DATE: JUNE 18, 2019

EFFECTIVE DATE: JULY 1, 2019

DIVISION AND OFFICE: OFFICE OF COMMUNITY LIVING

PROGRAM AREA: COMMUNITY OPTIONS AND BENEFITS SECTION

APPROVED BY: COLIN LAUGHLIN

KEY WORDS: EMPLOYMENT FIRST, DATA, SERVICE PLANNING, SB18-145

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Operational Memo is to inform case managers of the new data collection and reporting requirements set forth in Colorado Revised Statute (C.R.S.) 25.5-10-204.

Background:

Colorado is an Employment First state. Employment First means that the first, and most preferred outcome, for individuals utilizing Home and Community-Based (HCBS) waiver benefits is Competitive Integrated Employment (CIE). To support this work, C.R.S. 25.5-10-204 was created. C.R.S. 25.5-10-204 directs the Department of Health Care Policy & Financing (the Department) to track and annually report employment data for individuals enrolled in the HCBS-Developmental Disability (DD) and Supported Living Services (SLS) waivers. This data will help the Department determine if improvements to Supported Employment services are improving CIE outcomes.

Information/Procedure:

Pursuant to C.R.S. 25.5-10-204, the Department is required to report annually:

- The number of individuals employed in group employment, the sector of employment, the mean wage per hour earned, and the mean hours worked per week.

- The number of individuals employed in Competitive Integrated Employment, the sector of employment, the mean wage per hour earned, and mean hours worked per week.
- The number of individuals employed and served in prevocational service, the sector of employment, the mean wage per hour earned, and mean hours worked per week.
- The number of individuals served in community-based non-work and mean service hours per week.
- The numbers of individuals served in Specialized Habilitation Services and mean service hours per week.
- The number of individuals employed or served in any other employment services or day service model, the sector of employment, the mean wage per hour worked, mean hours worked per week, or the service hours per week.
- The number of individuals eligible for employment services.
- The number of individuals served earning less than minimum wage.

Case managers working with individuals enrolled in the HCBS-DD and HCBS-SLS waivers will be required to collect information related to employment during the annual service planning process. Case managers will then enter the data into the Benefit Utilization System (BUS) in the Financial section of the client record. Modifications have been made to the BUS to accommodate this new requirement. The existing Financial page has been divided into two sections, creating two new pages to capture Supported Employment data.

Attachment(s):

BUS Update Memorandum dated June 2019

Department Contact:

Adam Tucker

Adam.tucker@state.co.us