



## OPERATIONAL MEMO

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<b>TITLE:</b>	<b>GROUP EMPLOYMENT STANDARDS</b>
<b>SUPERSEDES NUMBER:</b>	N/A
<b>EFFECTIVE DATE:</b>	<b>JULY 29, 2019</b>
<b>DIVISION AND OFFICE:</b>	<b>BENEFITS AND SERVICES MANAGEMENT DIVISION, OFFICE OF COMMUNITY LIVING</b>
<b>PROGRAM AREA:</b>	<b>EMPLOYMENT SERVICES</b>
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*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 Home and Community-Based Services (HCBS) Medicaid Supported Employment Service Providers and HCBS Case Managers about how the Department defines group employment.

### **Information:**

The information in this Operational Memo will provide guidance on the characteristics of a group employment setting.

Colorado is an Employment First state, meaning Competitive Integrated Employment (CIE) is the most preferred outcome for individuals utilizing HCBS. CIE means a job that is the same, including wages and benefits, to any other job, regardless of disability, and fully integrated with coworkers. Currently, the HCBS Developmental Disabilities (DD) and Supported Living Services (SLS) waivers support several variations of employment services, including non-CIE outcomes. As the Department works with stakeholders to improve Supported Employment Services and CIE, it is important that Services are utilized correctly. If there are two or more individuals being supported in a job setting and the job meets one or more of the following characteristics, then group employment services shall be utilized:

- Employer of Record – The Supported Employment Service Provider, or one of its subsidiaries, is the Employer of Record.
- Supervision Responsibilities – The individual’s supervisor is employed by the Supported Employment Service Provider.
- Hiring process – The Supported Employment Service Provider is the entity that controls hiring and firing of the Job.
- Purpose of the Business – The mission of the business or purpose of its creation is to create jobs for individuals with disabilities.
- Physical Location – The location of the Job is owned and controlled by the Supported Employment Service Provider that is providing the Supported Employment Services.

Employment supports must be based on the individual’s needs, with the goal that employment services eventually fade out, allowing the individual in service to gain more independence in their job. This goal exists for all employment services offered, including Group Employment.

**Attachment(s):**

None

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