

CSG Client Services Guide	Date Issued 7/21/09	Subject Transmittal #6	Transmittals
			Section 9998

The following updates are being made to the online Client Services Guide located at <http://dese.mo.gov/vr/csg.htm>. For those of you who have a paper copy of the guide, please update it accordingly.

Revisions/Additions are shown in red as follows:

CHAPTER 12 – CRP-SESP TRAINING

1200 EMPLOYMENT OUTCOME SERVICES

1210.6 Authorization and Billing

- Funds for SE are encumbered through an IPE utilizing the SESP VR Fee Schedule.
- **SE task analysis** may be authorized concurrently with individual job development or job coaching. The amount of billable hours for task analysis is the number of hours the client will be working per day times two days (i.e., a client working 4 hours a day would be allowed 8 hours of billable task analysis, a client working 8 hours a day would be allowed 16 hours of billable task analysis).
- For **SE individual job coaching**, the counselor will authorize the number of hours anticipated for three months, not to exceed 320 hours, for up to 9 months. SE Monthly Progress Reports must accompany billing, and show both the number of hours client worked and the number of hours job coach spent at the job site.
- The percentage of job coach time must be **an amount above 25% for payment**. Job coach time at **25% or less** should not be paid.
- For SE group models, the counselor will authorize at a specified hourly rate based upon the anticipated number of hours for a 3 month period, not to exceed 320 hours, for up to 9 months. Monthly progress reports documenting client progress toward goals/objectives and implementation of natural supports plan must also accompany billing.
- Bills must be submitted for payment using a SESP invoice or VR authorization. The VR authorization must be signed by the SESP.