

## **PROVIDER ALERT**

### **Supported Employment (SE) Authorization Requests**

**September 24, 2020**

Providers should follow the instructions below in handling Supported Employment (SE) authorizations that did not transfer from the previous Administrative Services Organization (ASO) platform or that the provider was unable to enter into the Incedo Provider Portal (IPP) prior to July 1, 2020

#### **For the period January to June 2020**

There is no need for providers to enter authorizations for the service period from January to June 2020 because these claims were paid without regard to authorization.

#### **For the period July 1 forward**

For any SE service recipient in service prior to and **continuing in** service after July 1, 2020, the SE provider will now need to:

- Enter that SE authorization request into the IPP with a start date of **July 1, 2020**. This instruction only applies to the following services:
  - Extended Support Services (Ongoing Support)
  - Psychiatric Rehabilitation Program (PRP) Services for Individuals in Supported Employment, or
  - Clinical Coordination.
- Ensure that they have submitted claims for any SE services provided from January to June 2020, even if it was not possible at the time to enter the authorization request.

When entering a SE Extended Support Service (ESS) request, the Employment Record Form must be completed:

- At the same time as the requested ESS authorization, and
  - Reflect an active employment status as of July 1, 2020 with an expectation of continuing employment.
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Because SE Pre-placement and SE Job Placement are point-in-time services, only **new** SE Pre-placement and **new** Job Placement authorization requests need to be entered into the IPP.

When entering a SE Pre-placement request:

- For initial requests, the start date **must** coincide with the date of program enrollment. The provider will enter the date of enrollment in the “Set service objective” field on the 2<sup>nd</sup> tab of the authorization request.
- For concurrent requests, the start date must be the first date immediately following expiration of the previous authorization span. The provider will enter the expiration date of the previous SE Pre-placement authorization in the “Set service objective” field on the 2<sup>nd</sup> tab of the authorization request.
- Please be advised that SE Pre-placement requests are limited to once per rolling 12-month period.
- A signed DORS ROI must be uploaded to the IPP, unless a valid DORS ROI is already on file in the IPP.

When entering a SE Job Placement request:

- The start date **must** coincide with the first date of employment.
- An Individual Vocational Plan (IVP) must be uploaded to the IPP and attached to the request.
- Please be advised that SE Job Placement requests are limited to three times per rolling 12-month period.

If you have questions about the information contained in this alert, please contact customer service at 1-800-888-1965.

Thank you,

Optum Maryland Team

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