

Exhibit 4 – Supported Employment Program Description

Job Pre-Placement:

- System must require upload of DORS ROI with Pre-Placement authorization requests
- If an individual enters a supported employment program with pre-existing job or has obtained employment independently, the provider may go directly from Pre-Placement to Extended Support Services without a Job Placement authorization. Extended Support Service authorization would begin the 46th day after Pre-Placement. In this scenario, the provider needs the ability to enter the actual job start date which must not coincide with the start date of the Extended Support Services authorization.
- Based on provider's responses to a series of questions, the system must determine whether the DORS application is automatically launched or not. For example, if an individual has an existing DORS case open, has not signed and uploaded the DORS ROI, or does not agree to be referred to DORS, the DORS application should not launch.

Job Placement:

- Job placement information is required to be entered with Job Placement request and must be carried forward with any subsequent SE authorization request. Both job placement and current employment information must be carried forward with each request so that the care manager or anyone else with access can view the individual's employment status at any time. Current employment and/or job placement information must be pre-populated with each authorization request, with the option to update as necessary. The system must have the option to modify the job placement information outside of the authorization request, as changes occur. If an active job does not exist, the system must prevent the provider from submitting an authorization request for job placement.
- The system must link to O-NET codes for job placements and extended supports. The provider must be able to search, without leaving or closing the authorization request, and select the applicable O-NET code which is then carried over into the request.
- The start date of Job Placement authorization must coincide with the start date of the employment. The system must not allow a start date which does not align with the start date of employment (except for the situation previously outlined under Pre-Placement where the individual enters the program with a pre-existing job).

Intensive Job Coaching:

- Ensure that an active job is on file for Intensive Job Coaching authorizations. If an active job does not exist, the system must prevent the provider from submitting an authorization request for intensive job coaching.
- The system must link to O-NET codes for job placements and extended supports. The provider must be able to search, without leaving or closing the authorization request, and select the applicable O-NET code which is then carried over into the request.
- Official documentation of DORS denial of service must be uploaded by the provider and the Contractor's system must allow associate the uploaded denial to the intensive job coaching authorization request.

Extended Support Services:

- Ensure that an active job is on file for Extended Support authorizations.

- When an initial Extended Support request is submitted, the system first looks for a job placement request in the prior 60 days. If a job placement authorization exists within the prior 60 days, the system defaults the requested start date to the 46th day of employment (or the 46th day following the job placement authorization). If no job placement authorization is on file within the prior 60 days, the system then searches for a Pre-Placement authorization within the prior 60 days. If a Pre-Placement authorization exists (and there is no job placement authorization), the Extended Support authorization begins on the 46th day following the start date of the Pre-Placement authorization.
- Job placement information is required to be entered with Extended Support request and is carried forward with any other authorization request. Both job placement and current employment information is carried forward with each request so that the care manager or anyone else with access can view the individual's employment status at any time. Current employment and/or job placement information is pre-populated with each authorization request and is alterable if changes have occurred. The program may also modify this information outside of the authorization request, as changes occur. If an active job does not exist, the system does not allow the provider to submit the request.
- If last job on file ends, Extended Support authorization ends
- If an individual who is in extended support services loses a job and the provider goes in to request Pre-Placement, the system should end the existing extended support service request to prevent the provider from billing both services simultaneously.
- To request an initial Extended Support, a pre-existing Pre-Placement or Job Placement authorization must be on file within the prior 12 months. This is an edit in the system.
- The Extended Support Services request follows the specific job. If individual obtains a new job and a new job placement authorization is authorized, the existing extended support services request automatically ends and a new must be requested to begin the 46th day following the new job placement.
- Links to O-NET codes for extended support authorization requests. The requester can search, without leaving or closing the authorization request, and to select the applicable code which is then carried over into the request.
- Ticket to Work Providers have questions associated with Ticket assignment at initial extended support services request following Pre-Placement or Job Placement authorization and are required to attach an Individual Work Plan (IWP). These are routed to the Ticket to Work team in addition to being routed to the authorization approval designee.

Clinical Coordination:

- Limit to only EBP providers
- Authorization is automatically added with the same authorization start and end dates of the initial and concurrent request for Pre-Placement, Job Placement, and Extended Support services
- This service must also be available as a standalone service.

PRP-SE:

- Authorization is automatically added with the same authorization start and end dates of the initial and concurrent request for Pre-Placement, Job Placement, and Extended Support services
- Service must be available to designated EBP providers coincident with the identified services or as a standalone service.
- Service must be available to non-EBP providers ONLY coincident with an Extended Support Service Request.

EBP/ Non-EBP	Service	Code	Service Rules	Service Specific Questions
Non-EBP	Pre-Placement	H2024	<ul style="list-style-type: none"> • Cannot coincide with any other SE authorization • 1 unit of Pre-Placement per 12-month authorization span • Authorization is automatically adjusted to end the day before the requested start date of the next authorization • If the individual changes provider, the new provider may request Pre-Placement, even if within the 12-month span; however, the existing Pre-Placement authorization with the existing provider is automatically ended the day prior to the start of the new request (only once approved) 	
	Job Placement	H2024-21	<ul style="list-style-type: none"> • Authorization begins on the first date of employment and extends for 45 calendar days, ending on the 45th calendar day. • The system auto-calculates the authorization span • One unit of job placement service is granted per authorization span • Provider may not request Job Placement coincident with Pre-Placement OR Extended Support • System must include a way to attach an individual vocational plan to the Job Placement request and not allow submission of the request without the document attached. • Interacts with O-NET website to allow providers to select the correct O-NET code for the job placement. 	<ul style="list-style-type: none"> • Job Placement Information- Require provider to update hours per week and hourly wage for all placement service requests (require 4-digit numeric for wage) <ul style="list-style-type: none"> ○ Employer ○ Start date (month/year) ○ Job title ○ Job Type- Correspond with O-NET ○ Hourly Wages ○ Are hours steady or varied? <ul style="list-style-type: none"> ○ Steady <ul style="list-style-type: none"> • Number of hours per week ○ Varied <ul style="list-style-type: none"> • Number of hours per month ○ Space to attach/upload Individual Vocational Plan (IVP)
	Intensive Job Coaching	H2023	<ul style="list-style-type: none"> • For all intensive job coaching requests, a job is required • Official documentation of DORS denial of service must be uploaded • Authorization span extends concurrent with the authorization span for job placement • Provider may not request Intensive Job coaching coincident with Pre-Placement OR Extended Support 	<p>Was DORS Denial received and attached to this request?</p> <ul style="list-style-type: none"> • Yes <ul style="list-style-type: none"> Area to upload the denial letter from DORS • No

	Extended Support	H2026	<ul style="list-style-type: none"> • An active job is required • If a prior extended support services authorization already exists, the prior authorization span (including PRP for Individuals in Supported Employment authorization spans) is/are automatically adjusted to end the day before the requested start date of the current authorization request • Provider may not request Extended Support coincident with Pre-Placement OR Job Placement OR Intensive Job Coaching • Maryland Employment Network IWP questions/opportunity to assign Ticket to Work are associated with Extended Support • Require provider to update hours per week and hourly wage for all extended service requests (require 4-digit numeric for wage). • If last job on file ends, Extended Support authorization ends. • Interacts with O-NET website to allow providers to select the correct O-NET code for the job. • When an initial Extended Support request is submitted, the system first looks for a job placement request in the prior 60 days. If a job placement authorization exists within the prior 60 days, the system defaults the requested start date of the authorization to the 46th day of employment (or the 46th day following the job placement authorization). If no job placement authorization is on file within the prior 60 days, the system then searches for a Pre-Placement authorization within the prior 60 days. If a Pre-Placement authorization exists (and there is no job placement authorization), the Extended Support authorization begins on the 46th day following the start date of the Pre-Placement authorization. • Provider prompted to end prior job in the system prior to submitting certain concurrent Pre- 	<ul style="list-style-type: none"> • Are you requesting on-site or off-site PRP for Individuals in Supported Employment? (<i>appears only for non-EBP programs</i>) <ul style="list-style-type: none"> ○ Yes ○ No • Has the individual received intensive job coaching funded by DORS or BHA? <ul style="list-style-type: none"> ○ Yes ○ No <ul style="list-style-type: none"> ▪ Require explanation text box if answer is “No” • Has the individual agreed to and signed the Individual Work Plan? (<i>appears only for Maryland Employment Network designated providers</i>) <ul style="list-style-type: none"> ○ Yes <ul style="list-style-type: none"> ▪ Prompt to attach Individual Work Plan to initial extended service request following a placement ○ No
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			Placement or Job Placement requests if following an Extended Support authorization.	
	PRP for Individuals in SE	S9445	<ul style="list-style-type: none"> • May be requested in conjunction with the initial or concurrent request for authorization of Extended Support services • May not be authorized concurrent with Pre-Placement, Job Placement, or Intensive Job Coaching Services • Authorization span extends concurrently with the authorization span of corresponding Extended Support authorization • One unit is granted per calendar month of the 12-month authorization span, mirroring the days of the Extended Support authorization span • System does not allow non-EBP providers to submit PRP-SE requests at any other time than coincident with an Extended Support Service authorization request and does not allow a provider that is not licensed for PRP to request the service. 	
EBP	PrePlacement	H2024	<ul style="list-style-type: none"> • Provider may not request Pre-Placement coincident with Job Placement OR Intensive Job Coaching OR Extended Support • 1 unit of Pre-Placement per 12-month authorization span • Authorization is automatically adjusted to end the day before the requested start date of the next authorization 	
	Job Placement	H2024-21	<ul style="list-style-type: none"> • Provider may not request Job Placement coincident with Pre-Placement OR Extended Support. • Authorization begins on the first date of employment and extends for 45 calendar days, ending on the 45th calendar day. • The system auto-calculates the authorization span • One unit of job placement service is granted per authorization span 	<ul style="list-style-type: none"> • Job Placement Information- Require provider to update hours per week and hourly wage for all placement service requests (require 4-digit numeric for wage) <ul style="list-style-type: none"> ○ Employer ○ Start date (month/year) ○ Job title ○ Job Type- Correspond with O-NET ○ Hourly Wages ○ Are hours steady or varied?

			<ul style="list-style-type: none"> • Interacts with O-NET website to allow providers to select the correct O-NET code for the job placement. 	<ul style="list-style-type: none"> ○ Steady <ul style="list-style-type: none"> • Number of hours per week ○ Varied <ul style="list-style-type: none"> • Number of hours per month ○ Space to attach/upload Individual Vocational Plan (IVP)
	Intensive Job Coaching	H2023	<ul style="list-style-type: none"> • Provider may not request Intensive Job Coaching coincident with Pre-Placement OR Extended Support • For all intensive job coaching requests, a job is required • Official documentation of DORS denial of service must be uploaded • Authorization span extends concurrent with the authorization span for job placement 	<p>Was DORS Denial received and attached to this request?</p> <ul style="list-style-type: none"> • Yes • No <p>Area to upload the denial letter from DORS</p>
	Extended Support	H2026-21	<ul style="list-style-type: none"> • An active job is required • Initial authorization span begins on the date immediately following the expiration of the supported employment job placement authorization span (or 46th calendar date of employment) • To request an initial Extended Support, a pre-existing Pre-Placement or Job Placement authorization must be on file within the prior 12 months • When an initial Extended Support request is submitted, the system first looks for a job placement request in the prior 60 days. If a job placement authorization exists within the prior 60 days, the system defaults the requested start date of the authorization to the 46th day of employment (or the 46th day following the job placement authorization). If no job placement authorization is on file within the prior 60 days, the system then searches for a Pre-Placement authorization within the prior 60 days. If a Pre-Placement authorization exists (and there is no job placement authorization), the Extended Support authorization begins on the 	<ul style="list-style-type: none"> • Has the individual received intensive job coaching funded by DORS or BHA? <ul style="list-style-type: none"> ○ Yes ○ No <ul style="list-style-type: none"> ▪ Require explanation text box if answer is "No" • Has the individual agreed to and signed the Individual Work Plan? (<i>appears only for Maryland Employment Network designated providers</i>) <ul style="list-style-type: none"> ○ Yes <ul style="list-style-type: none"> ▪ Prompt to attach Individual Work Plan to initial extended service request following a placement ○ No

			<p>46th day following the start date of the Pre-Placement authorization.</p> <ul style="list-style-type: none">• Extended Support Services may not be provided concurrent with intensive job coaching services• If a new Job Placement service is requested and provided, the SE provider must request a new Extended Support Services request which corresponds with the new job• If a prior extended support services authorization already exists, the prior authorization span (including Clinical Coordination and PRP for Individuals in Supported Employment authorization spans) are automatically adjusted to end the day before the requested start date of the current authorization request• Provider may not request Extended Support coincident with Pre-Placement OR Job Placement OR Intensive Job Coaching• Maryland Employment Network IWP questions/opportunity to assign Ticket to Work are associated with Extended Support• Require provider to update hours per week and hourly wage for all extended service requests (require 4-digit numeric for wage).• If last job on file ends, Extended Support authorization ends.• Interacts with O-NET website to allow providers to select the correct O-NET code for the job.	
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PRP for Individuals in SE	S9445	<ul style="list-style-type: none"> • Authorization line is automatically added coincident with the initial and concurrent request for Pre-Placement, Job Placement, and Extended Support services and coincident with the request for continuing authorization of such services • The PRP for Individuals in SE authorization associated with the job placement authorization is for 2 units and mirrors the dates of the job placement authorization span • May also request PRP to Individuals in SE as a standalone service, if at the time of request there is not a current authorization for Pre-Placement, Job Placement, or Extended Support services on file. There must be an active authorization for any SE service within the prior 12 months to request this as a standalone service. This is tracked by the system. • Authorization span should begin on the date requested by the provider, ending on the last date of the 12th month • One unit is granted per month of authorized services 	
Clinical Coordination	S9445-52	<ul style="list-style-type: none"> • Automatically added coincident with the initial and concurrent request for Pre-Placement, Job Placement, and Extended Support and coincident with the request for continuing authorization of such services • 1 unit of service is granted per calendar month of the authorization span • EBP providers may also request Clinical Coordination as a standalone service, if there is not a current authorization for Pre-Placement, Job Placement, or Extended Support Services on file • The authorization span should begin on the date requested by the provider, ending on the last date of the 12th month • One unit of service is granted per month of authorized services 	