



Supported Employment Outcome Based Model Authorization & Payment Process

- All services require prior authorization. Prior authorization is obtained by requesting an SEOB Placeholder auth from the member's interdisciplinary team (IDT).
- IDT staff complete the authorization referral form.
- IDT staff sends the referral form to both the provider and Inclusa Authorization and Claims Support Staff (ACS). ACS will enter Tier based on the most recent functional screen.
- Check the members' tier(s) prior to submitting for authorization. You can find the member's Tier listed in the notes section of the authorization, see example below:

Inclusa Authorization Report
Provider A dba Provider A
Print Date: 01/01/2022

Authorization ID: 100009999999
Provider Name (ID): Provider A

Member ID/WPS Alt ID: 777777777
Member Name: Member A Name
Date of Birth: 01/01/1901
Medicaid Number: 555555555

Start Date: 5/01/2022
End Date: 12/31/2022

Units Approved: 1
Unit Type: Each
Frequency: ONCE

SPC Code: 615
SPC Description: Supported Employment

Procedure/Service Code: Y0000
Modifier 4:

Rates:

Rate	Start Date	End Date
0.00	07/01/2018	

Contacts:

Name	Type	Phone	Email
CRC Name	CRC	715-555-5555	crc.name@inclusa.org
HWC Name	HWC	715-555-5556	hwc.name@inclusa.org

Notes:
SE Placeholder, Non-billable, Tier 4

- Provider will select appropriate Ycode based on Member Tier and Phase. (see table on page 5)



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- Provider completes MOVEit spreadsheet, which looks like this:

Member Information					Date(s) of Service		UB-04 Institutional	HCFA Professional		Modifier				Total Units	Total Charges (\$)	Rendering/Attending Provider Information			Account # or Invoice# (optional)			
Member ID #	First Name	Last Name	Middle Name or Initial	Date of Birth (MMDDCCYY)	Authorization #	Start Date (MMDDCCYY)	End Date (MMDDCCYY)	Type of Bill	Code (Service Code)	Place of Service (Service Code)	HCPCS/CPT (Service Code)	Primary Diagnosis Code	1			2	3	4		Disclaimer Codes (optional)	Last Name	First Name
000123456	Aaaa	Aaaa		01011991		10012022	10312022				Y4025											25/McDonalds/10.10
000123456	Bbbb	Bbbb		01011902		10012022	10312022				Y4012											14/McDonalds/11.50
000123456	Cccc	Cccc		01011903		10012022	10312022				Y3000											2/Kwik Trip/14.67
000123456	Dddd	Dddd		01011904		10012022	10312022				Y4025											96/Applebees/8.00

- The snips below provide a closer look. Those fields in gray do not need to be filled in.

Member Information					Authorization #	Date(s) of Service		UB-04 Institutional	HCFA Professional		
Member ID #	First Name	Last Name	Middle Name or Initial	Date of Birth (MMDDCCYY)		Start Date (MMDDCCYY)	End Date (MMDDCCYY)	Type of Bill	Code (Service Code)	Place of Service (Service Code)	HCPCS/CPT (Service Code)
000123456	Aaaa	Aaaa		01011901		10012022	10312022				Y4025
000123456	Bbbb	Bbbb		01011902		10012022	10312022				Y4012
000123456	Cccc	Cccc		01011903		10012022	10312022				Y3000
000123456	Dddd	Dddd		01011904		10012022	10312022				Y4025

Professional	HCPCS/CPT (Service Code)	Primary Diagnosis Code	Modifier				Disclaimer Codes (optional)	Total Units	Total Charges (\$)	Rendering/Attending Provider Information			Account # or Invoice# (optional)
			1	2	3	4				Last Name	First Name	NPI #	
	Y4025						365	\$ 828.55				25/McDonalds/10.10	
	Y4012						108	\$ 306.72				14/McDonalds/11.50	
	Y3000						256	\$ 1,451.52				2/Kwik Trip/14.67	
	Y4025						214	\$ 485.78				96/Applebees/8.00	

- Member ID#
- First Name
- Last Name
- Middle Name or Initial
- Date of Birth
- Authorization # will initially be left blank
- Date(s) of Service (Start Date)
- Date(s) of Service (End Date)
- HCPCS/YCode (see table below)
- The number of hours the member worked for that billing period, in 15-minute units.
Example: Member works a total of 31.5 hours that month x 4 = 126 units.
- Total Charges. This is calculated by multiplying the rate associated with the YCode by the Total Units.
- Under Account #: Enter # of months on the job or employment start date, employer name and individual wage; e.g. 25/McDonalds/10.10 would mean 25 months employed at McDonalds at \$10.10/hr

- Send completed form to: ACS-Transportation-Employment@inclusa.org. ACS will verify that the spreadsheet is complete, including appropriate YCode selected based on Job Number, Tier, Phase, and months on the job. ACS will then generate the authorizations based on the units reported in the MOVEit spreadsheet under total units.
- ACS will notify you if there are questions or errors and may direct you to connect with your CRPR Program Manager.
- Once all authorizations are generated, ACS will notify you. You will then be able to complete your billing as usual once the authorization # has been added.



Supported Employment Outcome Based Model Months at Job - 2023

		Billing Month — January											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	0												
2022	12	11	10	9	8	7	6	5	4	3	2	1	
2021	24	23	22	21	20	19	18	17	16	15	14	13	
2020	36	35	34	33	32	31	30	29	28	27	26	25	
2019	48	47	46	45	44	43	42	41	40	39	38	37	

		Billing Month — February											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	1	0											
2022	13	12	11	10	9	8	7	6	5	4	3	2	
2021	25	24	23	22	21	20	19	18	17	16	15	14	
2020	37	36	35	34	33	32	31	30	29	28	27	26	
2019	49	48	47	46	45	44	43	42	41	40	39	38	

		Billing Month — March											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	2	1	0										
2022	14	13	12	11	10	9	8	7	6	5	4	3	
2021	26	25	24	23	22	21	20	19	18	17	16	15	
2020	38	37	36	35	34	33	32	31	30	29	28	27	
2019	50	49	48	47	46	45	44	43	42	41	40	39	

		Billing Month — April											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	3	2	1	0									
2022	15	14	13	12	11	10	9	8	7	6	5	4	
2021	27	26	25	24	23	22	21	20	19	18	17	16	
2020	39	38	37	36	35	34	33	32	31	30	29	28	
2019	51	50	49	48	47	46	45	44	43	42	41	40	

		Billing Month — May											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	4	3	2	1	0								
2022	16	15	14	13	12	11	10	9	8	7	6	5	
2021	28	27	26	25	24	23	22	21	20	19	18	17	
2020	40	39	38	37	36	35	34	33	32	31	30	29	
2019	52	51	50	49	48	47	46	45	44	43	42	41	

		Billing Month — June											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	5	4	3	2	1	0							
2022	17	16	15	14	13	12	11	10	9	8	7	6	
2021	29	28	27	26	25	24	23	22	21	20	19	18	
2020	41	40	39	38	37	36	35	34	33	32	31	30	
2019	53	52	51	50	49	48	47	46	45	44	43	42	

		Billing Month — July											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	18	17	16	15	14	13	12	11	10	9	8	7	
2022	30	29	28	27	26	25	24	23	22	21	20	19	
2021	42	41	40	39	38	37	36	35	34	33	32	31	
2020	54	53	52	51	50	49	48	47	46	45	44	43	

		Billing Month — August											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	19	18	17	16	15	14	13	12	11	10	9	8	
2022	31	30	29	28	27	26	25	24	23	22	21	20	
2021	43	42	41	40	39	38	37	36	35	34	33	32	
2020	55	54	53	52	51	50	49	48	47	46	45	44	

		Billing Month — September											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	20	19	18	17	16	15	14	13	12	11	10	9	
2022	32	31	30	29	28	27	26	25	24	23	22	21	
2021	44	43	42	41	40	39	38	37	36	35	34	33	
2020	56	55	54	53	52	51	50	49	48	47	46	45	

		Billing Month — October											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	9	8	7	6	5	4	3	2	1	0			
2022	21	20	19	18	17	16	15	14	13	12	11	10	
2021	33	32	31	30	29	28	27	26	25	24	23	22	
2020	45	44	43	42	41	40	39	38	37	36	35	34	
2019	57	56	55	54	53	52	51	50	49	48	47	46	

		Billing Month — November											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	10	9	8	7	6	5	4	3	2	1	0		
2022	22	21	20	19	18	17	16	15	14	13	12	11	
2021	34	33	32	31	30	29	28	27	26	25	24	23	
2020	46	45	44	43	42	41	40	39	38	37	36	35	
2019	58	57	56	55	54	53	52	51	50	49	48	47	

		Billing Month — December											
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2023	11	10	9	8	7	6	5	4	3	2	1	0	
2022	23	22	21	20	19	18	17	16	15	14	13	12	
2021	35	34	33	32	31	30	29	28	27	26	25	24	
2020	47	46	45	44	43	42	41	40	39	38	37	36	
2019	59	58	57	56	55	54	53	52	51	50	49	48	



Supported Employment Outcome Based Model Codes and Rates

615 Supported Employment Y Code Package

Y0000	Placeholder Code
Y1111	All Tier 1 Codes
Y2222	All Tier 2 Codes
Y3333	All Tier 3 Codes
Y4444	All Tier 4 Codes
Y5000	Member-Specific Outlier Code

Job Development

Member Acuity	One Time Payment	Code
Tier 1	\$1751.23	Y1098
Tier 2	\$1318.67	Y2098
Tier 3	\$958.07	Y3098
Tier 4	\$711.44	Y4098

Job Coaching

Rates in qtr. hour based off a \$35.02/hour base rate

(Including the 4.24% & 5 % increases on original \$32.00 base rate)

Member Acuity	Phase 1: 0 – 11 Months		Phase 2: 12 - 24 Months		Phase 3: 25 + Months	
Job 1						
	Code	Graduated Matrix	Code	Graduated Matrix	Code	Graduated Matrix
Tier 1	Y1000	95% = \$8.32	Y1012	78% = \$6.83	Y1025	60% = \$5.25
Tier 2	Y2000	80% = \$7.00	Y2012	60% = \$5.25	Y2025	45% = \$3.94
Tier 3	Y3000	60% = \$5.67	Y3012	40% = \$3.78	Y3025	30% = \$2.84
Tier 4	Y4000	35% = \$3.31	Y4012	30% = \$2.84	Y4025	24% = \$2.27
Job 2						
	Code	Graduated Matrix	Code	Graduated Matrix	Code	Graduated Matrix
Tier 1	Y1200	95% = \$8.32	Y1212	78% = \$6.83	Y1225	60% = \$5.25
Tier 2	Y2200	80% = \$7.00	Y2212	60% = \$5.25	Y2225	45% = \$3.94
Tier 3	Y3200	60% = \$5.67	Y3212	40% = \$3.78	Y3225	30% = \$2.84
Tier 4	Y4200	35% = \$3.31	Y4212	30% = \$2.84	Y4225	24% = \$2.27
Job 3						
	Code	Graduated Matrix	Code	Graduated Matrix	Code	Graduated Matrix
Tier 1	Y1300	95% = \$8.32	Y1312	78% = \$6.83	Y1325	60% = \$5.25
Tier 2	Y2300	80% = \$7.00	Y2312	60% = \$5.25	Y2325	45% = \$3.94
Tier 3	Y3300	60% = \$5.67	Y3312	40% = \$3.78	Y3325	30% = \$2.84
Tier 4	Y4300	35% = \$3.31	Y4312	30% = \$2.84	Y4325	24% = \$2.27
Job 4						
	Code	Graduated Matrix	Code	Graduated Matrix	Code	Graduated Matrix
Tier 1	Y1400	95% = \$8.32	Y1412	78% = \$6.83	Y1425	60% = \$5.25
Tier 2	Y2400	80% = \$7.00	Y2412	60% = \$5.25	Y2425	45% = \$3.94
Tier 3	Y3400	60% = \$5.67	Y3412	40% = \$3.78	Y3425	30% = \$2.84
Tier 4	Y4400	35% = \$3.31	Y4412	30% = \$2.84	Y4425	24% = \$2.27