

## Reimagining Day – EEO/EES Guidelines for Providers

	Employment Exploration Option (EEO)	Employment Enrichment Service (EES)
<b>What is it?</b>	An option for individuals with a Day Support Hourly (DSH) authorization who want to explore employment and community inclusion. This option is a foundational introduction/inquiry into employment.	A service for employed individuals who need more hours to enhance their day/week. This service provides upkeep and enhancement to employed individuals.
<b>Who can utilize the service?</b>	Individuals <b>with a DSH authorization</b> and who are <b>not currently employed</b> .	Individuals <b>employed in any capacity</b> .
<b>Is there a Planning &amp; Resource Allocation Team (PRAT) process?</b>	<p>Individuals already in DSH do not need PRAT approval to use some of their existing DSH hours toward EEO.</p> <p>PRAT must review if additional funding for DSH hours is being requested.</p>	<p>Individuals who already have a DSH auth do not need PRAT approval to allocate part of their DSH hours to EES.</p> <p>Individuals without a DSH auth should follow the established process for requesting one. For individuals below LON 6, PRAT approval is always required to enter DSH. If additional funding is needed, PRAT may be able to approve additional hours for EEO/EES.</p>

<p><b>What is the role of the Resource Manager (RM)?</b></p> <p>The RM processes the Placement Notification Form (PNF), issues any new authorizations, and updates the eCamris placements.</p>	<ul style="list-style-type: none"> <li>• The RM receives the PNF from the Case Manager (CM).</li> <li>• If the provider is qualified for EEO/EES The RM will set up the placements for EEO/EES within a DSH auth.</li> <li>• Once the placements are added, the provider will be able to enter attendance interchangeably in EEO/EES and DSH.</li> <li>• RM notifies the provider that the individual's new placement is active</li> </ul>
<p><b>What is the role of the Case Manager (CM)?</b></p> <p>Just as with other services, authorizations will follow the team process, after the team has agreed, the CM completes a PNF and updates the Individualized Plan.</p>	<ul style="list-style-type: none"> <li>• Meet with Team</li> <li>• Complete PNF with "EEO" or "EES" and <b>total DSH hours</b> (EEO/EES + DSH if any).</li> <li>• Send the PNF to Resource Management.</li> <li>• Update the Individualized Plan with any new goals for EEO/EES under DSH.</li> <li>• CM reviews progress toward goals during the annual review, or sooner if deemed necessary.</li> </ul>
<p><b>What is the role of the Provider?</b></p>	<ul style="list-style-type: none"> <li>• Provider receives the new or updated DSH auth from resource.</li> <li>• Providers enter attendance for EEO/EES and DSH.</li> <li>• All hours are billed as DSH under a single authorization. Each individual requesting services will now have an EEO or EES placement and may also have the standard DSH placement.</li> <li>• For individuals with multiple placements under their DSH auth, providers may enter attendance interchangeably between available DSH, EEO, and EES placements.</li> <li>• <b>For audit purposes, all hours are considered DSH.</b></li> </ul>

<p><b>Do Providers need an approved Restructuring Plan to be eligible for incentive payments?</b></p>	<p><b>Yes</b>, providers <b>must</b> have EEO/EES approved through STEP to receive incentives and bill for this service. All interested providers, including those with existing approved plans, should first fill out a <a href="#">Day Restructuring Only Plan Template</a> describing their proposed EEO/EES program(s) and submit it to their region for review.</p> <p>Providers must submit their plan to a regional review committee to start the review process by <b>December 1, 2024</b> to be eligible for incentives.</p>
<p><b>How do Providers complete the Transition Plan Budget Template?</b></p> <p><b>Note:</b> Providers can find the budget template <a href="#">on the DDS website</a>.</p>	<p>Transition Plan Budget Template instructions:</p> <ol style="list-style-type: none"> <li>1. Open the budget and navigate to the "Summary" tab.</li> <li>2. Enter the Provider Name and PIN at the top of the Summary tab.</li> <li>3. Near the bottom of the page, the Provider will complete the following two sections: "Restructuring Incentive" and "Scope Incentive." <ol style="list-style-type: none"> <li>a. In Option #2 of the "Restructuring Incentive" box, next to "Restructuring a day program to provide...", the Provider will select "Yes" from the dropdown menu.</li> <li>b. In the "Scope Incentive" box, next to "How many programs does your plan aim to transform?" the Provider will choose the number of DSOs they plan to restructure by incorporating EEO/EES.</li> </ol> </li> </ol>
<p><b>Will there be a process for Providers to offer EEO/EES without going through STEP?</b></p>	<p><b>Yes</b>, a process to allow Provider agencies to add EEO/EES <b>without participating in STEP</b> will launch on <b>December 1, 2024</b>.</p>
<p><b>Questions?</b></p>	<p>Contact Kate DeStefano: <a href="mailto:catherine.destefano@ct.gov">catherine.destefano@ct.gov</a>  DDS Employment and Day Services: <a href="mailto:DDS.Employment-DayServices@ct.gov">DDS.Employment-DayServices@ct.gov</a></p>