



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY,  
NY 12234

---

Office of Vocational and Educational Services for Individuals with Disabilities (VESID)  
99 Washington Avenue  
Albany, NY 12234

TO: Providers of Supported Employment Services

FROM: Douglass Bailey

SUBJECT: Reimbursement Process For New Supported Employment Contracts

DATE: April 21, 2004

As you know from previous correspondence, VESID has announced training for providers and VESID District Office staff in the operation of the new supported employment contracts which begin July 1, 2004. That training will be conducted during the first two weeks of May. VESID will also be conducting additional training for supported employment providers, in September, on the details of the reimbursement for supported employment services. This message is to provide some information on VESID's plans for that reimbursement system in accordance with the requirements of the State Finance Law. These plans are also in accordance with provider requests to VESID regarding the reimbursement system.

- An advance payment of 25% of the total annual yr 01 contract value will be made during July, 2004 in order to start the new contracts. This will be the only advance payment for this 5-year contract cycle.
- For the first contract quarter of the new supported employment contracts (July 1 to September 30, 2004) the NY Interagency Supported Employment Reporting (NYISER) will be utilized for reimbursement for supported employment services. Reimbursement will commence in November '04 based upon actual services rendered (July 1 to October 31, 2004) adjusted for the advance payment. In other words, in November, VESID will recoup the advance payment made on the new contracts based upon actual services delivered to that date.
- Effective with payments through October 31, 2004, all reimbursements for Supported Employment Intensive services will be based on the VES-416/Consumer Monthly Progress Report. For the month of October, '04 providers will begin reporting via the VES-416 for reimbursement purposes. This report is currently required and has the advantage of providing only Intensive hours of service, as required in the reimbursement process. This report is currently required and has the advantage of providing only Intensive hours of service on a monthly basis, as required for the reimbursement process.
- NYISER reporting will continue to be required and will be used for other aspects of supported employment management including the verification of employment and all Extended services funded by VESID, including those for OMRDD-transferees.
- Effective November 1, 2004, VESID will use a web-based system for the VES-416 so that providers will be able to enter the data online. As of this date, VESID will no longer require the monthly program status report from providers because the electronic VES-416 would generate this report for each provider.
- VESID will provide an online summary of VES-416 data to each provider so that they can use this data as part of their NYISER reporting.

- As a result of the online VES-416 report, VESID will be able to provide **monthly** reimbursement to providers of supported employment services, starting with VES-416 reporting submitted for October, 2004.
- The planned September, 2004 training will include all aspects of this process including documentation required for reimbursement.
- The monthly reimbursement cycle will continue throughout the 5-year duration of these contracts. No additional advance payments will be made.
- Extended services, funded by VESID, will be reimbursed on a monthly basis as well, calculated as one-twelfth of the total Extended dollar amount, including the dollar amount for the OMRDD-transferees.
- All payment data must be submitted no later than 90 days after the end of each contract year within the 5-year contract cycle. This means that submissions after September 30<sup>th</sup> of any year in the 5-year contract cycle for the prior contract year will not be honored.
- It will be very important that providers provide timely submissions of VES-416 and NYISER data in order to maintain ongoing reimbursements to their program.

We believe that this system will simplify all reporting for providers and will provide the monthly payments requested by supported employment providers. We look forward to working with you to implement this important new system.