



## Meeting Discussion Guide: Group Employment Settings

March 2025

### Introduction:

This guide is specifically tailored to be used with the Group Employment Setting Guide and Tool to support Case Managers in discussing potential changes to a member's Home and Community Based (HCBS) Supported Employment services, as outlined in the Department of Health Care Policy and Financing (HCPF) [Operational Memo 24-050 \(OM 24-050\)](#).

### Background:

- There are two types of HCBS Supported Employment: Group and Individual. The correct service to authorize is based on the setting and the conditions of a member's job, which can be determined utilizing the [Group Employment Setting Guide and Tool](#).
- [OM 24-050](#) addresses the inappropriate use of Job Coaching-Individual in group settings that a small percentage of providers utilize, often because the individual has heightened supervision needs.
- A member's supervision level at work should be based on the member's specific needs at their worksite. When a member works in a group employment setting, the supervision needs will be addressed in a manner comparable to other group settings, such as Specialized Habilitation.
  - The provider is responsible for setting staffing patterns and arrangements to meet the needs of all the waiver members in the group. This could mean a specific staff member is responsible for an individual needing direct supervision.
  - The provider is reimbursed for each group member at tiered rates based on Support Levels. HCBS Supported Employment - Groups cannot exceed eight individuals per shift.

### Who is NOT Impacted:

- If a member works in a group setting and the authorized service is Job Coaching-Group, **NO** changes are needed.
- Additionally, if a member works in a community-integrated job and utilizes Job Coaching-Individual, **NO** changes are needed.

### Circumstances that need Case Manager action:

If a member currently has Job Coaching-Individual authorized and their worksite meets the criteria of a group employment setting, as defined in [OM24-050](#) and the [Group Employment Setting Guide and Tool](#), then Case Managers will need to meet with the member/team to discuss and update the Person-Centered Service Plan.

- **This does NOT** mean the waiver member must quit or end employment if their worksite meets the group employment setting criteria. As long as the employer still has a position for



the member, and the member wants to stay in that job, they can continue to work in that position.

- This change should occur during the waiver members' annual Person-Centered planning process
  - No Service Plans, starting on or after 2/1/25, should have Individual Supported Employment services authorized in group employment settings as stated in [OM 24-050](#).

### **Member options:**

Case Managers will need to discuss with the member and team about their options, which may include:

- Continue working in their current position, with Job Coaching-Group as the authorized service in their upcoming Certification Span.
- If the member has valid safety concerns, the team may consider whether Workplace Assistance would be appropriate to support the member in their current position. The [Workplace Assistance Service Guide](#) and the [Workplace Assistance Authorization Request Tool](#) may help determine this.
- The member or the employer may decide continuing in the position does not make sense.
  - In this case, determine whether the current provider can support pursuing community-integrated employment or whether the member should explore other HCBS Supported Employment providers who can help with community-integrated employment or employment in a group setting.

### **Additional Notes:**

- Ensure the member knows that the service change has nothing to do with them or their job performance but that we want to ensure their services are being used how they were designed.
- Support the exploration of community-integrated employment in which everyone can participate.
  - If they are concerned about “making too much money” and how this will affect their benefits, make sure they know about [Benefits Planning waiver services](#).
- As needed, share the [Group Employment Setting Guide](#) to ensure the provider and team understand the difference between HCBS Group and Individual employment services.
- If you, a member, or teams have questions, please reach out to [hcpf\\_supported.employment@state.co.us](mailto:hcpf_supported.employment@state.co.us).