



Division of Rehabilitation Services

Karen B. Salmon, Ph.D.  
State Superintendent of Schools  
Scott Dennis  
Assistant State Superintendent

March 12, 2020

To: BHA Providers of Supported Employment

From: Scott Dennis, Assistant State Superintendent in Rehabilitation Services

Marian V. Bland, LCSW-C, Director, Clinical Services, Adults and Older Adults  
Maryland Department of Health/Behavioral Health Administration (BHA)

Regarding: Temporary Process for DORS and BHA Supported Employment Authorizations/  
Job Development/Job Coaching Payments.

Supported Employment (SE) providers serving individuals in the Public Behavioral Health System have historically completed and submitted an application for services with the Division of Rehabilitation Services (DORS) through the Administrative Services Organization (ASO). However, because of technical challenges that are being addressed, DORS and BHA have collaborated to establish a **temporary** process that modifies RSM 2, Section 804.01, for completing and submitting the DORS application for jointly served individuals.

Until further notice please follow the Temporary Process outlined below to ensure seamless supported employment service provision. **This temporary process may be applied to individuals whose applications for supported employment are dated January 1, 2020 and after and were not able to be referred to DORS due to technical difficulties.**

The Provider will submit:

1. Current completed paper DORS Application
2. SE Coversheet signed by a licensed clinician (attached). The SE Coversheet must be completed in its entirety and signed by a licensed clinician and the provider, who screens the individual for eligibility for SE services in the Public Behavioral Health System during their intake and enrollment process.
3. Supporting documentation signed by a licensed clinician detailing the individual's diagnostic information.
4. Submit all three completed documents to DORS.

The DORS Counselor will:

1. Use the information provided to determine eligibility for DORS-funded services and supports.
2. After DORS determines eligibility, DORS and the eligible consumer will develop and approve a DORS Individualized Plan for Employment (IPE).
3. Based on the individual's employment status at the time the IPE is signed, DORS will issue authorizations for Job Development (either 20-hour increments or Milestone 1) or intensive Job Coaching (as per fading schedule or Milestone 2).

For example, if a consumer is employed when the IPE is signed DORS will issue a M2 or job coaching hours for maintaining employment according to the fading schedule. Likewise, if a consumer is not working when their IPE is signed, DORS will issue a M1 or Job Coaching for Job Development in the standard 20 hour increments.

Questions or concerns regarding DORS may be directed to Kate Drake (DORS) at [Catherine.Drake@maryland.com](mailto:Catherine.Drake@maryland.com) or for BHA, Steven Reeder (BHA) at [Steven.Reeder@maryland.gov](mailto:Steven.Reeder@maryland.gov)

A handwritten signature in blue ink that reads "Scott Dennis". The signature is fluid and cursive, with a horizontal line underneath the name.

Scott Dennis  
Assistant Superintendent in Rehabilitation Services

A handwritten signature in blue ink that reads "Marian V. Bland". The signature is fluid and cursive, with a horizontal line underneath the name.

Marian V. Bland, LCSW-C  
Director, Clinical Services, Adults and Older Adults  
Maryland Department of Health/Behavioral Health Administration (BHA)