

## Standards for client employment at a Foundational Community Supports provider agency

Foundational Community Supports provider agencies that support employment services must focus on an individualized assessment of the unique strengths, needs, interests and preferences of those pursuing employment.

If it is determined by this standard that the desired and appropriate employment pursuit is a competitive or customized placement within the same agency providing Foundational Community Supports services to the individual, the following standards must be achieved:

- The provider(s) involved in delivering services to the individual cannot supervise or have a role in the employment supervision, oversight, discipline or advancement of the individual receiving services.
- Service records and employee files must be securely stored in separate locations. Service provider(s) may not access the individual's employee file(s), and employment supervisor(s) and coworker(s) may not access the individual's service records.
- The service provider(s) must exercise confidentiality and not discuss the individual's personal health information or treatment plan with the individual's supervisor or coworker(s), including those in Human Resources, unless the individual gives consent and there is a specific need for service that warrants this communication.
- The individual's employment must not in any way be contingent upon the receipt of services.
- The individual's receipt of services must not in any way be contingent upon employment at the organization.
- An agency must notify the third-party administrator within 10 business days of employing a person who is also receiving Foundational Community Supports services from the same agency. The agency must also provide the third-party administrator the agency's relevant policies and procedures that reflect adherence to the above standards, subject to further review by the third-party administrator.
- The individual receiving Foundational Community Supports services must receive a copy of this policy from the Foundational Community Supports service provider and receive information on how to report issues to the third-party administrator for review.

Violation of these standards may result in the reassignment of the individual to another provider, as well as other corrective action if determined necessary by the third-party administrator. Exceptions may be granted if the provider can demonstrate to the third-party administrator that such an arrangement is necessary in order to respect client choice and

achieve the individual's treatment goals. If a provider believes an exception is necessary, the request for an exception must be made prior to the employment of the individual.