

DDA Group Supported Employment Guidelines 2025

1. In Group Supported Employment (GSE) services, the collective group's individual hours should be the minimum staff hours delivered to support the group.
2. A GSE client must be on-site/at work at least their base individual hours as a minimum per month. If a client is not on-site/at work for all their base hours, the county should verify that the provider delivered the collective group's individual hours to the group (what was the number of staff hours provided to the group during the month? If it was less than the collective group's total the provider can only bill for the staff hours that were provided).
3. A GSE agency may not bill for a GSE client who does not receive services during an entire service month (if a client is out sick or on vacation for an entire month).
4. A GSE agency must have a record of which staff is supporting which clients on any given day.
5. A GSE agency must have supportive documentation that provides clear evidence of support helping with specific activities as identified in the client plan to move a client on their pathway towards their employment goal(s).
6. Running a GSE service is a part of the business operation and not billable to individuals (contract procurement, contract maintenance, or administration functions associated with GSE).
7. Individual time in the community working towards the individual employment goal, separate from the group time, must include phase information ([Individual Employment Billable Activities](#) - see Phases 1 – 4 for element / activity description).

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Additional guidance from Centers for Medicare & Medicaid Services

- Supported employment small group employment support does not include vocational services provided in facility-based work settings or other similar types of vocational services furnished in specialized facilities that are not a part of general community workplaces.
- Supported employment small group employment supports do not include volunteer work. Such volunteer learning and training activities that prepare a person for entry into the paid workforce are more appropriately addressed through pre-vocational services.
- Supported employment small group employment support does not include payment for supervision, training, support and adaptations typically available to other workers without disabilities filling similar positions in the business.