Purpose:

This tool is to be used by LME/MCO's and Providers to collect information on individuals with I/DD who are receiving ADVP or ICF In Lieu Of Service (ILOS) Services and the efforts made to promote competitive, integrated employment. Data is collected on a quarterly basis.

Target Population:

The data in this tool has been pre-populated based off claims paid and encounters submitted to NC Tracks. Additionally, the information provided in the previous guarter is kept as the baseline for each new quarter. The intent is to capture all individual who were originally receiving ADVP/ ILOS services during the initial audit from Jan 1, 2021 - June 30, 2022. Additionally, if new members have begun receiving ADVP services since June 30, 2022, it is expected that the LME/MCO's and Providers add them to this tool as new rows in the "CIE Report" page.

How to Submit the Tool:

Submit this report electronically via secure email as an encrypted, password protected Excel file to DMHIDDCONTACT@dhhs.nc.gov. DMHDDSUS staff will coordinate the password with each LME/MCO. Please enter "CIE Quarterly Report Data Collection" in the subject of the email.

This workbook contains PHI. Persons handling this file are required to safeguard the privacy of this information in accordance with HIPAA requirements.

н NC DMH/DD/SAS - LME/MCO Competitive Integrated Employment (CIE) Report State Fiscal Year: 2023 --- Update State Fiscal Year (YYYY) as needed 4th Quarter <--- Update Report Quarter each quarter Report Quarter: Apr 1, 2023 - Jun 30, 2023 LME/MCO: Partners Health Management LME/MCO Chief Executive Officer: - Enter Name of CEO LME/MCO Contract Manager: <--- Enter Name of Contract Manager Person Responsible for Completing report: <--- Enter Name of Person Completing Report Date Report Completed: <--- Enter Date Report Completed Report Schedule LME/MCO report due DMH/DD/SUS repor Report individual Measurement Period SFY Quarter to DMH/DD/SUS status as of due to DRNC Oct 1 - Dec 31, 2022 2023 2nd Quarter Dec 31, 2022 Apr 1, 2023 May 31, 2023 0 Jul 1, 2023 Aug 31, 2023 Jan 1 - Mar 31, 2023 2023 3rd Quarter Mar 31, 2023 12 13 14 Nov 30, 2023 Apr 1 - Jun 30, 2023 2023 4th Quarter Jun 30, 2023 Oct 20, 2023 * If the report due date to DMH/DD/SUS is a weekend or holiday, submit the report the next business day

Steps to complete the data collection:

1) Fill out Set-Up Worksheet tab:

Populate table with LME/MCO Name, CEO, Contract Manager, Person responsible for completing report, and date completed

2) Click on CIE Donort toh

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Use the dropdown options available in the cells to make selections where required. **DO NOT** override the Data Validation and type in free-response in cells where a dropdown exists. The worksheets are protected by design. If you need to make a change to a locked cell, please be careful to only make the changes needed, and immediately re-protect the worksheet when you are finished.

Add in notes and commentary in the last column to provide additional context for the answers provided in

the tool.

IMPORTANT: BE SURE TO UPDATE THE DATA AS OF THE LAST DATE IN THE REPORTING PERIOD.

4) Add new individuals to the report if they are receiving ADVP or ILOS services

If an individual is receiving ADVP or ILOS services from the provider, then they should be captured in this reporting tool. If they are not included in the pre-populated list, then a new record needs to be added. In the next available row, fill out the information in all columns (col. A - AJ). Use the same drop-down options.

It is helpful if it is noted in the comments that this individual is a new member.

5) Submit the tool

Use the steps outlined at top of instructions to submit the CIE Data Collection Tool

Definitions Tab

The Definitions tab is to be used as a reference when filling out the CIE Data Collection Tool. In this tab you will find the definitions for each of the questions along with the available options used in the drop-down selections.

Α	В	C	D
Column	V	W	X
Question	Is the individual actively engaged in ADVP or ILOS services?	Reason Not Actively Engaged or Left ADVP or ILOS Service	If Reason Left ADVP or ILOS Service Is Other, Please Specify.
Definition	Adult Developmental Vocational Program Service ("ADVP") is a day/night service which provides organized developmental activities for individuals with intellectual or developmental disabilities ("IDD") to prepare the individual to live and work as independently as possible. ADVP Service is provided in segregated, nonresidential settings. ILOS is the day components of ICF IID In Lieu of Service which have been developed and implemented by local management entity/managed care	For individuals who are no longer receiving ADVP or ILOS services, what is the reason why they stopped?	For individuals who are no longer receiving ADVP or ILOS services, what is the reason why they stopped?
	organizations ("LME/MCOs"), that are provided in an ADVP setting Yes	Mar	11-
Required?		Yes	No
	Yes Individual used services in		
	reporting time period. This includes	Fernand In CIE	Free Bernard
	limited or intermittent participation	Engaged In CIE	Free Response
	No - Inactive Individual did not use		
	services, but is expected back. Could be	201/ID 40 01-	
	away due to illness or taking a break	COVID-19 Closure	
		Deserved	
	the services and is not expected back	Deceased	
		Declined Service	
		Discharged	
Options		Fully Transitioned Out Of ADVP Or ILOS	
		Health Condition	
		Moved To CAP	
		Moved To Innovations Waiver	
		Moved Out Of State	
		Moved Out Of Catchment Area	