CIE and PIP Training

Regional Center of Orange County

What is a CIE Incentive Payment?

- The CIE Incentive Payment is a one-time payment provided to a vendor who has assisted a person served find a job in a competitive integrated employment setting.

- There are three payments available. A vendor may obtain a payment when the person served has remained at their job for 30 days, 6 months, and 12 months.
    - Subcode EMPP is utilized for a 30 day request
    - Subcode EMP6 is utilized for a 6 month request
    - Subcode EMP12 is utilized for a 12 month request

- RCOC refers to the hire date to process the POS.
    - Example - Hire date: 2/1/21
    - EMPP: 3/1/21, EMP6: 8/1/21, EMP12: 2/1/22

RCOC Competitive Integrated Employment

Modified Incentive Payment Request Form (due to COVID19)

Person Served: _____   UCI#: _____

Vendor#: _____   Date of Request: _____

Employer Name: _____

Employer Address: _____

_____

Job Title: _____   Hire Date: _____

Average Weekly Work Hours: _____   Hourly Wage/Salary: _____

Benefit Information:

                    Sick Leave: _____   Holiday: _____

                    Vacation: _____   Medical: _____

                    Dental: _____   Vision: _____

                    Other: _____

CIE Incentive Payment Being Requested:

____ 30 Days   ____ 6 Months   ____ 12 Months

Describe the supports and services vendor provided to assist person served with finding the position:

Additional Comments:

Was there a break in consecutive days worked due to COVID-19 (Yes/No)?

If Yes:

- Last date individual worked (due to COVID-19): _____
- First date individual returned to work (same job): _____
- Did the individual continue to receive pay/wages during the break? _____

Requesting a CIE Incentive Payment

Once a person served has reached a milestone (30 day, 6 month, 12 month), a vendor may submit a request to obtain a CIE Incentive Payment.

- Vendor must submit the CIE Incentive Payment request to both the SC and Employment Specialist

- All portions of the form must be completed

- Vendor must request in chronological order (ie: must request 30 day before requesting 6 months)

- Vendor must request *after* milestone has been reached (do not request before milestone is reached)

Best Practices

- Vendor to track when person served has reached a milestone.

- Vendor to track CIE Incentive Payment requests sent.

- If a POS is not received, vendor to follow up with the SC in a timely manner.

- If vendor is no longer supporting person served, vendor may contact SC or Employment Specialist to confirm if they remain eligible for the Incentive Payment.

What is the CIE Spreadsheet?

- DDS populates information submitted via the POS process to track information on CIE Incentive Payments.

- Information submitted by vendor must match data sent by DDS (hire dates, vendor numbers, etc.)

- Reported data should have a POS that falls within the fiscal year.

- Fiscal Year 21/22 runs 7/1/21 through 6/30/22.

Data Collection Points

- **Business Name:** Enter name of business employing person served

- **Start date:** Enter Hire date of person served

- **End date:** Enter last date of work (if applicable) of person served

- **Date 30 Day, 6 month, 12 month Incentive Met**: Enter benchmark date

- **How has consumer's job been impacted by COVID-19?:** Select from the dropdown menu (furloughed, terminated, reduced hour, no change)

Data Collection Points (cont.)

- **Date of impact, if any?:** Enter date (Related to COVID Impact)

- **Date of return to work, if any:** Enter Date or N/A

- **Type of Employment:** Select from the drop down menu, "Self Employed" or "Direct Hire". If "Other" is the response, double click on the cell and enter the type of employment.

- **Type of Work Performed:** Enter work performed by the person served (ie: Janitor, Landscaper, Receptionist, etc.)

Data Collection Points (cont.)

- **Hourly wage:** Enter the most recent hourly wage the person served is paid

- **Avg Hrs Per Week:** Enter the person served's average work hours per week

- **Receives Benefits:** Select from the dropdown menu (Yes/No)

What is a PIP Incentive Payment?

- The PIP Incentive Payment is a one-time payment provided to a vendor who has assisted a person served with developing a Paid Internship opportunity.

- There are two payments available. A vendor may obtain a payment when the person served has remained at that their internship for 30 consecutive days and 60 consecutive days.
  - Subcode PIP30 is utilized for a 30 day request
  - Subcode PIP60 is utilized for a 60 day request

- RCOC refers to the Internship start date to process the POS.
  - Example – Internship start date: 2/1/21
  - PIP30: 3/1/21, PIP60: 4/1/21

RCOC Paid Internship Program

Placement Incentive Payment Request Form

Person Served: _____   UCI#: _____

Vendor#: _____   Date of Request: _____

Paid Internship Host Site: _____

Host Site Address: _____

_____

Position Title: _____   Start Date: _____

Position Duties: _____

Weekly Internship Hours: _____   Hourly Wage: _____

PIP Incentive Payment Being Requested:

____ 30 Days ($750)   ____ 60 Days ($1000)

Describe the supports and services vendor provided to assist person served with development of the paid internship:

Additional Comments (Optional):

Requesting a PIP Incentive Payment

Once a person served has reached a milestone (30 days, 60 days), a vendor may submit a request to obtain a PIP Incentive Payment.

- Vendor must submit the PIP Incentive Payment request form to both the SC and Employment and Day Services Coordinator
- All portions of the form must be completed
- Vendor must request in chronological order (i.e.: must request 30 days before requesting 60 days)
- Vendor must request *after* milestone has been reached (do not process a request before milestone is reached)

Best Practices

- Vendor to track when person served has reached a milestone.

- Vendor to track PIP Incentive Payment requests sent.

- If a POS is not received, vendor to follow up with the SC in a timely manner.

- If vendor is no longer supporting person served, vendor may contact SC or Employment Specialist to confirm if they remain eligible for the Incentive Payment.

What is the PIP Spreadsheet?

- DDS populates information submitted via the POS process to track information on Paid Internship (PIP) in place

- Information submitted by vendor must match data sent by DDS (start dates, vendor numbers, etc.)

- Reported data should have a PIP that falls within the fiscal year.

- Fiscal Year 21/22 runs 7/1/21 through 6/30/22.

Data Collection Points

- **Business Name:** Enter name of business where person served is conducting their internship

- **Start date:** Enter person served's paid internship start date

- **End date:** Enter the date the person served left this paid internship program, if applicable.

- **How has consumer's internship been impacted by COVID-19? ?:** Select from the dropdown menu (furloughed, terminated, reduced hour, no change)

- **Date of Impact?:** Enter Date (Related to COVID)

- **Return Date?:** Enter Date or N/A

Data Collection Points (cont.)

- **Type of Internship:** Select from the drop down menu "Work Experience" or "Work Experience Leading to Direct Hire"
- **Type of Setting:** Select the best fit from the dropdown menu (ie: Restaurant, Retail, etc.) If "Other" best fits, double click on the cell and enter setting type.

- **Type of Work Performed:** Enter work performed by the person served (ie: Clerical, Janitorial, etc.)
- **Type of Employment-Related Supports Provided:** Enter employment-related supports provided to the person served (ie: Job coaching)
- **Hourly wage:** Enter the most recent hourly wage the person served is paid
- **Total hours utilized during fiscal year:**

Data Collection Points (cont.)

- **Avg Hrs Per Week:** Enter the person served's average work hours per week

- **Employer of Record Type:** Select from the dropdown menu "FMS" or "Service Provider"

- **Date 30 Day, 60 Day Incentive Payment Met:** Enter date when benchmark was reached.

- **FMS Provider:** Enter the Name of the FMS Provider (If Vendor is the employer of record enter N/A.

- **Vendor Number:** Enter FMS Provider Vendor Number (GT= PW8092/24HR=PM2515)

- **Service Code:** Enter FMS Provider SVC (491)

Data Collection Points (cont.)

- **Did the Person Served subsequently enter paid employment:** Select from the dropdown menu. If yes, answer the following questions.

- **Was Post PIP Employment with the same Employer:** Select from the dropdown menu. If yes, answer the following questions.

- **Start Date if hired after PIP:** Enter person served's start date if hired after PIP.

- **Hourly Wage if hired:** Enter the most recent hourly wage or salary paid to the person served during the work period if hired after PIP.

Data Collection Points (cont.)

- **Average Work Hours Per Week if hired:** Enter person served's average work hours per week if hired after PIP.

- **Receives Benefits:** Select from the dropdown menu.

- **Would person served have achieved CIE, without PIP?:**Select from the dropdown menu. If yes, answer the following questions.

Questions?