

STEPS Program Policy Manual Revisions Log

| Date | Page(s) Involved | Type of change | What was changed |
|------------|------------------|---|--|
| 10/15/2021 | Page 6 | | Updated STEPS Enrollment Process |
| | Pages 49 - 51 | | Added Emergency Back-Up Plan to Appendix B |
| | Page 52 | | Changed Appendix C to Service Codes |
| | Page 53 | | Added Appendix D - Acronyms |
| 11/12/2021 | Page 6 | | Updated STEPS Enrollment Process chart |
| 11/17/2021 | Pages 8 - 9 | | Changed language from "capable person" to "informal support provider" |
| | Page 53 | | Updated Appendix D to include DCHF |
| 11/22/2021 | Page 26 | | Added language regarding when CSC can start billing |
| | Page 52 | | Changed Appendix C to Working Healthy Benefits Specialist Talking Points |
| | Page 54 | | Changed Appendix D to Service Codes |
| | Page 55 | | Added Appendix E - Acronyms |
| 1/28/2022 | Page 8 | clarifying | Added qualifying statement for PAS service: All qualifying participants must demonstrate a support need for at least 2 ADLs in order to receive PAS services. |
| 3/1/2022 | Multiple | clarifying | Added parenthetical digits to spelled-out numbers. |
| 1/1/2023 | Page 17 | Rate change | Changed Enhanced Services rate to \$92 per night |
| | Appendix A | Update | Copied screenshots of 11/14/22 Service Plan into the Appendix |
| | Appendix E | Update | Updated the acronym list to include all acronyms used in the manual |
| 2/1/2023 | Page 38 | Clarification | Loss of Employment/Temporary Unemployment Plan: 1st paragraph "Loss of employment, whether temporary or permanent, must be reported to the STEPS Program Manager and the Working Healthy Benefits Specialist participants, their CSCs or their Supported Employment providers within 10 days of becoming aware of the loss." |
| | Page 38 | Clarification | Loss of Employment/Temporary Unemployment Plan: 2nd paragraph "TUPs are developed by the Working Healthy Benefits Specialist. Working Healthy Benefits Specialist also determine the length of the TUP" |
| | Page 38 | Clarification | Voluntary Disenrollment: The STEPS Program Manager codes STEPS members in KEES |
| | Page 17 | Clarification | Personal Assistance: Adding Supplemental Services language |
| | Starting page 9 | Clarification | Added language regarding units used for billing purposes in Services table |
| | Page 5 | Clarification | Revised language regarding Working Healthy/WORK potential eligibility |
| | Page 14 | Clarification | Added language regarding Supported Employment temporarily exceeding the 13.25 hour program cap. |
| 6/29/2023 | Throughout | Update | Removal of "pilot" language |
| | Throughout | | Adjusted left and right margins which altered page numbers from previous versions |
| | Page 1 | Update | Removal of Enrollment Threshold |
| | Page 1 | New | Quality Assurance statement added |
| | Page 2 | Employment Reqs. | Additional language regarding competitive and integrated settings |
| | Page 2 | Needs Assessment | Added language that Pre-Voc and SE must be reviewed at least annually |
| | Page 4 | Update | Cost share threshold change |
| | Page 8 | Update | Addition of braiding/sequencing funding streams language |
| | Page 8 & 11 | Revision | Eliminating 3-month time limits for Pre-Voc and ILS Training, editing language to reflect these are still short-term services |
| | Pages 8 - 32 | Revision | Addition of braiding/sequencing funding streams language to each Service description |
| | Pages 8 - 32 | Clarification | Clarification regarding Service Units |
| | Page 14 | Clarification | Added language regarding employment setting requirements and requiring review of SE at least annually |
| | Page 27 | Rate change | CSC rate increase to \$75/hour effective 1/1/24 |
| | Page 33 | Clarification | Remove language regarding STEPS waiting list |
| | Page 33 | Service Plan | Addition of paragraph regarding GTG provider/vendor status with FMS prior to service provision. |
| | Page 40 | Participant R & R | Added new section for Participant Rights and Responsibilities (copied/edited/pasted from WORK Manual). Renumbers sections following |
| 9/12/2023 | Page 42 - 43 | Clarification | Language regarding loss of employment if not working 40 hours per month and TUPs. |
| | Page 47 | Replace images | Updated Appendix A with images from the Service Plan revised on 9/8/23. Renumbers the sections following. |
| | Page 58 | Update | Update Appendix E with all acronyms used within the document |
| | Page 5 | Update | Updated Participant Enrollment Process flowchart |
| | Page 6 | Update | Updated language to reflect provider must be KMAP enrolled |
| 10/16/2023 | Page 35 | Correction | Remove WHBS taks of "notifying the KanCare Eligibility Clearinghouse via the WH queue..." WHBS does not set enroll/disenroll tasks for SSI recipients |
| 12/8/2023 | Page 8 - 29 | Clarification and addition of information | Additional language and information regarding KMAP Provider Types and Specialty Codes. |
| | Appendix D | Added information | Added KMAP Provider Types and Specialty Codes to the table |
| | Page 8 - 29 | Update | Added "KMAP enrolled" language to acceptable STEPS providers |
| 12/27/2023 | Appendix F | New | Added braided and sequenced funding examples |
| | throughout | consistency | Changed "participant" to "member" throughout the document for consistency |