

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.
7/1/2023		Update	Change CSC billable rate.
1/1/2024	Page 27	Rate change	CSC rate increase to \$75/hour effective 1/1/24
	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
5/1/2024	Throughout	Consistency	Changed "participant" to "member" throughout the document for consistency
	Throughout	Clarification	Remove language regarding STEPS waiting list
	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 5	Update	Updated Participant Enrollment Process flowchart
	Page 6	Update	Updated language to reflect provider must be KMAP enrolled
	Page 8	Update	Addition of braiding/sequencing funding streams language
	Page 8	New policy implementation	Effective with dates of service May 1, 2024, the following codes for the STEPS program will require electronic visit verification (EVV)
	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 - 29	Revision	Addition of braiding/sequencing funding streams language to each Service description
	Pages 8 - 29	Clarification	Clarification regarding Service Units where applicable
	Page 13 - 14	Clarification	Added language regarding employment setting requirements and requiring review of SE at least annually Clarification re: SE timeframes
	Page 30	Service Plan	Addition of paragraph regarding GTG provider/vendor status with FMS prior to service provision.
	Page 30	Clarification	Language added to indicate request for specific information being needed in the Emergency Backup Plan.
	Page 32	Correction	Remove WHBS taks of "notifying the KanCare Eligibility Clearinghouse via the WH queue..." WHBS does not set enroll/disenroll tasks for SSI recipients
	Page 34 - 36	Continuity	Changed format of CSC Responsibilities to include service categories.
	Page 37	Participant R & R	Added new section for Participant Rights and Responsibilities (copied/edited/pasted from WORK Manual). Renumbers and moves sections following
	Page 40	Clarification	Language regarding loss of employment if not working 40 hours per month and TUPs.
	Page 40	Clarification	Involuntary disenrollment reason 3 updated

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Appendix A	Replace images	Updated Appendix A with images from the Service Plan revised on 9/8/23. Moves the sections following.
Appendix D	Added information	Added KMAP Provider Types and Specialty Codes to the table
Appendix E	Update	Update Appendix E acronyms
Appendix F	New	Added braided and sequenced funding examples
Appendix G	New	Added SE reduction service plan example