



Improving lives THROUGH  
supports and services  
THAT FOSTER self-determination.

# Value Based Payment Provider Training

## Employment Pay for Reporting Data Collection

**January 2023**

# Agenda

- Intro to REDCap
- REDCap User Access
- RedCap Navigation & Tips
- REDCap Incentive Data Collection
- REDCap live demonstration
- Draft Provider Contract Review
- Data Collection Timeline
- Resources



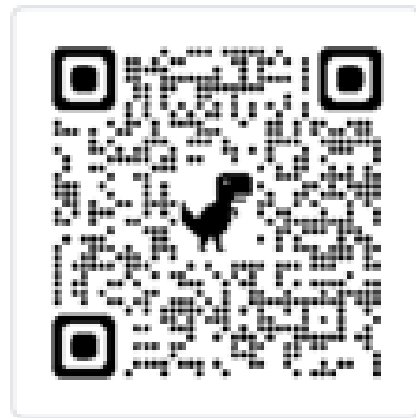
# *REDCap Introduction*

*REDCap is an online data collection tool. A REDCap database or project is essentially just a secure website. You can bookmark the website link or add it to your browser's favorites. And you can use REDCap on any device having internet access, including tablets and smart phones.*

# Requesting User Access

Click the link or use the QR code to complete a REDCap user access request form

<https://redcap.link/dmh.vbp>



## Value Based Payments Access Request

Type of Request:

New Account ▼

\* must provide value

### Contact Information

Contact First Name:

\* must provide value

Enter first name

Contact Last Name:

\* must provide value

Enter last name

Contact Email:

\* must provide value

janedoe@email.com

Contact Job Title:

\* must provide value

Enter job title

# Navigating REDCap

Log into: <https://redcapdd.azurewebsites.net/redcap/index.php>

## 1. Click My Projects



## 2. Select Incentive

My Projects Organize Collapse All Filter projects by title x 🔍

Project Title	Records	Fields	Instruments	Type	Status
Value Based Payments - ISL Tiered Supports Incentive Payments	45	338	6 forms	☰	🔧
Value Based Payments - Employment Pay for Reporting	21	491	9 forms	☰	🔧
Value Based Payments - Remote Supports	4	52	2 forms	☰	🔧
Value Based Payments - Direct Support Professional (DSP) Training Levels	5	69	2 forms	☰	🔧
Value Based Payments - Electronic Visit Verification (EVV)	15	42	2 forms	☰	🔧
Value Based Payments - Registered Apprenticeship	9	57	4 forms	☰	🔧
Value Based Payments - Health Risk Screening Tool (HRST)	4	45	2 forms	☰	🔧
Value Based Payments - National Core Indicators (NCI) Staff Stability Survey	3	42	2 forms	☰	🔧

# Navigating REDCap

## 3. Click Add/Edit Records




## 4. Click +Add new record



# Navigating REDCap

## 5. Select Reporting Time Period

Data Collection Instrument	FY23 (July1,22- Dec31,22)	FY23 (Jan1,22- Jun30,22)
Reporting 	<input type="radio"/>	<input type="radio"/>
DMH Review	<input type="radio"/>	<input type="radio"/>

Data Collection Instrument	FY23Q1 (JUL1,22- DEC31,22)	FY23Q2 (JAN1,23- JUN30,23)
Provider Information 	<input type="radio"/>	<input type="radio"/>
DSP Information	<input type="radio"/>	<input type="radio"/>
Provider Attestation	<input type="radio"/>	<input type="radio"/>
DMH Review	<input type="radio"/>	<input type="radio"/>

\*\*Note: **DMH Review** is *only* for DMH use

## 6. Complete Provider Information, Data Entry, & Attestation


**Provider Name:**  \* must provide value  
(If provider name is not found please contact redcapadmin@dmh.mo.gov)

**Provider Medicaid (85) Number:**  \* must provide value

**Contact Name:**

**Contact Phone Number:**  \* must provide value

**Contact E-Mail:**  \* must provide value  
This e-mail will be used for future REDCap correspondence.

Complete 

Incomplete

Unverified

Complete

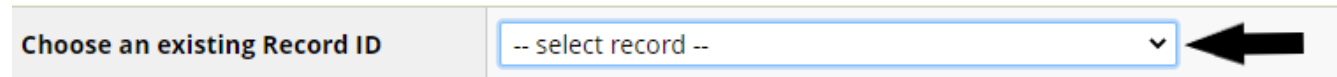
# Navigating REDCap

## Edit Records

1. Click Add/Edit Records



2. Choose an existing Record ID



3. Click on the Status Icon

Data Collection Instrument	FY23 (July1,22- Dec31,22) 2022	FY23 (Jan1,22- Jun30,22) 2022
Reporting	●	○
DMH Review	○	○





A black arrow points to the red status icon in the 'Reporting' row for the 'FY23 (July1,22-Dec31,22) 2022' column.



# REDCap Tips

- Edge & Chrome preferred browser
- REDCap training videos: [REDCap Overview](#) and [Data Entry Tutorial](#)
- Form Status
  - **Incomplete** - Data entry incomplete
  - **Unverified** - Attestation incomplete
  - **Complete** – Submitted to DMH

**Legend for status icons:**

-  Incomplete  Incomplete (no data saved)
-  Unverified
-  Complete

**IMPORTANT:** Record must be placed in "Completed" status for submission to DMH reviewers.

# Employment Reporting

**Who:** Employment Service Contractors (Career Planning, Job Development, Benefits Planning, Prevocational, and Supported Employment) who complete quarterly reporting of data elements for future VBP benchmarking.

**How:** Each quarter the contractor will submit an outcome report(s) for every individual in receipt of qualified employment services. A standalone report will be required for *each qualified employment service provided to a single individual*.

Therefore, if an individual receives 3 employment services in a quarter, there would be 3 reporting opportunities (1 for each service) and the provider would receive \$55 for each report for a total of \$165.

**Systems:** All reporting will be completed in **REDCap**

# Employment Reporting

Value Based Payments - Employment Pay for Reporting PID 25

[Record Home Page](#)

This instrument will be used by agencies for the value based payments program at the Department of Mental Health (DMH). Answers will be provided to the department for review and payment.

**NOTICE:** Only authorized personnel are allowed to sign on. You are accessing protected health information. Improper use or disclosure of this information is potentially punishable by both civil and criminal penalties pursuant to state and federal laws, including but not limited to HIPAA (PL 104-191) and 42CFR Part 2.

The REDCap system creates an audit trail of all actions by each user, including all data viewed or changed.

**Record "5" is a new Record ID:** To create the record and begin entering data for it, click any gray status icon below.

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

**Legend for status icons:**

- Incomplete ● Incomplete (no data saved) ?
- Unverified ● ● ● Many statuses (all same)
- Complete ● Many statuses (mixed)

NEW Record ID: 5

Data Collection Instrument	FY23	FY23Q1	FY23Q2	FY23Q3	FY23Q4
		- JUL1 to SEP30	- OCT1 to DEC31	- JAN1 to MAR31	- APR1 to JUN30
Provider Information	●				
DMHID	●				
Benefits Planning		●	●	●	●
Career Planning		●	●	●	●
Job Development		●	●	●	●
Prevocational Services		●	●	●	●
Supported Employment		●	●	●	●
Supported Employment - Additional Employers (if applicable)		●	●	●	●
DMH Review		●	●	●	●

# Employment Reporting

➕ Adding new Record ID: 5.

Event: FY23

Record ID: 5

**IMPORTANT:** Record must be placed in "Completed" status for submission to DMH reviewers.  
Some questions will be automatically skipped based on provided responses.

Provider and DMHID information are required prior to completing quarterly reporting.

## Employment VBP Reporting

### Provider Information

**Provider name:**  ▼  
\* must provide value (If provider name is not found please contact redcapadmin@dmh.mo.gov)

**Provider Medicaid (85) number:**   
\* must provide value

**Contact Name:**

**Contact phone number:**   
\* must provide value

**Contact e-mail:**   
\* must provide value This e-mail will be used for future REDCap correspondence.


### Form Status

**Complete?**  ▼

Lock this record for this form? If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it. Records should be locked at the end of the reporting period.  Lock

▼

# Employment Reporting

 Editing existing Record ID: 1867-3. (.) - Abilities First

Event: FY23

Record ID: 1867-3

**IMPORTANT: Record must be placed in "Completed" status for submission to DMH reviewers. Some questions will be automatically skipped based on provided responses.**

Provider and DMHID information are required prior to completing quarterly reporting.


**DMHID:** \* must provide value

**Individual's First Name:** \* must provide value

**Individual's Last Name:** \* must provide value

**Form Status**

**Complete?**  ▼

Lock this record for this form? If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it. Records should be locked at the end of the reporting period.   Lock

▼

# Employment Reporting

## Value Based Payments - Employment Pay for Reporting PID 25

### Record Status Dashboard (all records)

Displayed below is a table listing all existing records/responses and their status for every data collection instrument (and if longitudinal, for every event). You may click any of the colored buttons in the table to open a new tab/window in your browser to view that record on that particular data collection instrument. Please note that if your form-level user privileges are restricted for certain data collection instruments, you will only be able to view those instruments, and if you belong to a Data Access Group, you will only be able to view records that belong to your group.

**Legend for status icons:**

- Incomplete  Incomplete (no data saved) ?
- Unverified  Many statuses (all same)
- Complete  Many statuses (mixed)

Dashboard displayed: [Default dashboard] ▼

Displaying Data Access Group Center for Human Services ▼

Displaying record Page 1 of 1: "1869-1" through "1869-1" ▼ of 1 records ALL (1) ▼ records per page

[+ Add new record](#)

[Table not displaying pro](#)

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Record ID:	FY23		FY23Q1 - JUL1 to SEP30							FY23Q2 - OCT1 to DEC31							FY23Q3 - JAN1 to MAR31						
	Provider Information	DMHID	Benefits Planning	Career Planning	Job Development	Prevocational Services	Supported Employment	Supported Employment - Additional Employers (if applicable)	DMH Review	Benefits Planning	Career Planning	Job Development	Prevocational Services	Supported Employment	Supported Employment - Additional Employers (if applicable)	DMH Review	Benefits Planning	Career Planning	Job Development	Prevocational Services	Supported Employment	Supported Employment - Additional Employers (if applicable)	DMH Review
1869-1 1111111(L)-	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# Employment Reporting

## Employment VBP Benefits Planning

**Has the individual ended Benefits Planning?** (H)

\* must provide value

Yes  
 No

[reset](#)

Select "Yes" if the individual has successfully or unsuccessfully completed the service. Select "No" if the individual is still receiving the service.

**Service start date:** (H)

\* must provide value

First date in which billable activity has occurred.

**Number of units delivered this reporting period:** (H)

\* must provide value

**Number of cumulative units delivered during service:** (H)

\* must provide value

## Provider Attestation

**(Insert attestation language)**

**Type name here:**

(H)

**Submission date:**

\* must provide value

[Add signature](#)

**Form Status**

**Complete?** (H)

▼

**Lock this record for this form? If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it. Records should be locked at the end of the reporting period.**

Lock

▼

# Employment Reporting

## Employment VBP Career Planning

**Has the individual ended Career Planning services?** (H)

\* must provide value

Yes  
 No

reset

Select 'Yes' if the individual has successfully or unsuccessfully completed the service. Select 'No' if the individual is still receiving the service.

**Service start date:** (H)

\* must provide value

First date in which billable activity has occurred.

**Number of units delivered this reporting period:**

**Number of cumulative units delivered during service:**

Activities	Count of events completed for the current reporting period	Number of days spent on activity completion this quarter
Community and resource mapping	<input type="text" value="0"/>	-
Community based assessment (paid)	<input type="text" value="0"/>	<input type="text" value="0"/>
Community based assessment (unpaid)	<input type="text" value="0"/>	<input type="text" value="0"/>
Discovery interview	<input type="text" value="0"/>	<input type="text" value="0"/>
Facility-based assessment (situational assessment)	<input type="text" value="0"/>	<input type="text" value="0"/>
Facility-based assessment (vocational testing)	<input type="text" value="0"/>	<input type="text" value="0"/>
Informational interview	<input type="text" value="0"/>	<input type="text" value="0"/>
Job shadow	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>





# Employment Reporting

## Employment VBP Job Development

**Has the individual ended Job Development?** (H)

\* must provide value

Yes  
 No

reset

Select 'Yes' if the individual has successfully or unsuccessfully completed the service. Select 'No' if the individual is still receiving the service.

**Service start date:** (H)

First date in which billable activity has occurred.

**Units billed for this reporting period**

**Cumulative units billed for completion of this service**

Activities	Count of events completed for the current reporting period	Number of days spent on activity completion this quarter
Applications submitted	<input type="text" value="0"/>	<input type="text" value="0"/>
Employer meeting	<input type="text" value="0"/>	<input type="text" value="0"/>
Employers contacted	<input type="text" value="0"/>	<input type="text" value="0"/>
Job interview	<input type="text" value="0"/>	<input type="text" value="0"/>
Job shadow/trial	<input type="text" value="0"/>	<input type="text" value="0"/>
Mock interview	<input type="text" value="0"/>	<input type="text" value="0"/>
Task analysis/Job analysis	<input type="text" value="0"/>	<input type="text" value="0"/>
Video resumes/personal portfolios developed	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>



# Employment Reporting

## Employment VBP Prevocational Services

**Has the individual ended Prevocational Services?**  
\* must provide value  
 Yes  
 No  
Select 'Yes' if the individual has successfully or unsuccessfully completed the service. Select 'No' if the individual is still receiving the service.

**Service start date:**  
\* must provide value  
   
First date in which billable activity has occurred.

**What type of prevocational services are being delivered?**  
\* must provide value  
 Group  
 Individual  
 Both

**Number of units provided in community based activities:**  
\* must provide value

**Number of units provided in a facility setting:**  
\* must provide value

**Number of service units delivered during this reporting period:**  
\* must provide value

**Cumulative number of service units delivered for service completion:**  
\* must provide value

Skill/goal	Developmental Progress
<p><b>Accepting feedback</b></p> <ul style="list-style-type: none"> <li>Is this a skill being developed as an objective of Prevocational Services?  <input type="radio"/> Yes <input type="radio"/> No</li> </ul> <p style="text-align: right;"><small>reset</small></p>	<p><b>Baseline:</b> <input type="text" value="0 - 25% (undeveloped skill)"/></p> <p><b>Current threshold:</b> <input type="text" value="0 - 25% (undeveloped skill)"/></p> <p><b>Targeted threshold:</b> <input type="text" value="0 - 25% (undeveloped skill)"/></p>
<p><b>Attendance/punctuality (ex. arriving to work on time, returning from breaks)</b></p> <ul style="list-style-type: none"> <li>Is this a skill being developed as an objective of Prevocational Services?  <input type="radio"/> Yes <input type="radio"/> No</li> </ul> <p style="text-align: right;"><small>reset</small></p>	<p><b>Baseline:</b> <input type="text" value="0 - 25% (undeveloped skill)"/></p> <p><b>Current threshold:</b> <input type="text" value="0 - 25% (undeveloped skill)"/></p> <p><b>Targeted threshold:</b> <input type="text" value="0 - 25% (undeveloped skill)"/></p>



# Employment Reporting

**Supported Employment**  
 Enter one form per employer where the individual was employed during the reporting period.

<b>Do you have additional employers to enter for the individual?</b>	(H)	<input type="radio"/> Yes <input type="radio"/> No	re
<b>What type of supported employment is being delivered?</b> <small>* must provide value</small>	(H)	<input type="radio"/> Group <input type="radio"/> Individual <input type="radio"/> Both	re
<b>Name of employer:</b> <small>* must provide value</small>	(H)	<input type="text" value="Enter employer name"/>	
<b>Has the individual ended employment?</b> <small>* must provide value</small>	(H)	<input type="radio"/> Yes <input type="radio"/> No	re
<b>Employment start date:</b> <small>* must provide value</small>	(H)	<input type="text" value="M-D-Y"/> <input type="button" value="DS"/> M-D-Y <small>The day the individual started their job.</small>	
<b>Date employment supports began:</b> <small>* must provide value</small>	(H)	<input type="text" value="M-D-Y"/> <input type="button" value="DS"/> M-D-Y <small>First date in which billable activity has occurred.</small>	
<b>Employer benefits at time of reporting period (check all that apply):</b> <small>* must provide value</small>	(H)	<input type="checkbox"/> Paid personal leave <input type="checkbox"/> Paid sick leave <input type="checkbox"/> Insurance (health, dental or vision) <input type="checkbox"/> Retirement plan <input type="checkbox"/> Other:	
<b>Total number of hours worked by the individual for this reporting period:</b> <small>* must provide value</small>	(H)	<input type="text" value="Enter the number of hours worked by the indiv"/>	
<b>Total number of hours of staff support for this reporting period:</b> <small>* must provide value</small>	(H)	<input type="text" value="Enter number of staff support hours"/>	
<b>Percent of staff presence for work hours in this reporting period:</b> <small>* must provide value</small>	(H)	<input type="text" value="View equation"/>	

Skill/goal	Developmental Progress	Fading Strategy (check all that apply)
<b>Accepting feedback</b> <ul style="list-style-type: none"> <li>• Is this a skill being developed as an objective of Supported Employment?  <input type="radio"/> Yes   <input type="radio"/> No                             </li> </ul> <div style="text-align: right;"><small>reset</small></div>	<b>Baseline:</b> <input type="text" value="0 - 25% (undeveloped skill)"/> <input type="button" value="v"/> <b>Current threshold :</b> <input type="text" value="0 - 25% (undeveloped skill)"/> <input type="button" value="v"/> <b>Targeted threshold:</b> <input type="text" value="0 - 25% (undeveloped skill)"/> <input type="button" value="v"/>	<input type="checkbox"/> Accommodations <input type="checkbox"/> Assistive technology <input type="checkbox"/> Decreasing use of job coach <input type="checkbox"/> Increasing use of natural supports <input type="checkbox"/> Job modification <input type="checkbox"/> Job restructure <input type="checkbox"/> Other:

# Employment Reporting



## Live Demonstration

# Employment Reporting Draft Contract Language



## Employment Services

*Establish Quality Incentive Payments for Employment Service Contractors (Career Planning, Job Development, Benefits Planning, Prevocational, and Supported Employment) Who Complete Quarterly Reporting of Data Elements for Future VBP Benchmarking.*

3.21.1 Employment Supports – Quarterly Reporting Incentive – If reporting measures are met as outlined in the table below, a contractor providing qualified employment services will be paid \$55 per report.

- Reports will be submitted quarterly per individual, per employment service.
- Qualified employment services are Career Planning, Job Development, Benefits Planning, Prevocational, and Supported Employment.

# Employment Reporting Detailed Training Session



**January 5<sup>th</sup> & 12<sup>th</sup> @ 11:00am to 12:30pm**

- January 12<sup>th</sup> [Registration](#) (repeated session)

**Target audience:** Employment service providers who would be completing quarterly reporting

# Data Collection Entry Timeline

**REDCap opens January 17<sup>th</sup> to request user access and enter incentive data. Portal open for 45 days.**

## **Future Periods:**

- **Incentive opens the day after the reporting period closes.**
- **Incentive reporting closes the 15<sup>th</sup> of the 2<sup>nd</sup> month after opening or 15<sup>th</sup> of the month for monthly reports.**
  - **Period: Jan 1 – Jan 30; opens Feb 1; closes Feb 15<sup>th</sup>**
  - **Period: Jan 1 – Mar 30; opens Apr 1; closes May 15<sup>th</sup>**
  - **Period: Jan 1 – Jun 30; opens July 1; closes Aug 15<sup>th</sup>**
- **Incentive record change to locked status. No additional provider entry or changes will be accepted.**

# Provider Contracts



- **Contracts will be distributed after webinars to allow for comment.**
- **Comments will be accepted through this webinar or Division mailbox at [ddmail@dmh.mo.gov](mailto:ddmail@dmh.mo.gov) – with Subject Line: VBP Provider Contract**
- **No incentives payments will be made until contracts are signed, returned to the department, and deemed effective.**



# Questions



**Emails may be submitted to the Division mailbox at [ddmail@dmh.mo.gov](mailto:ddmail@dmh.mo.gov) – with Subject Line: VBP Data Collection**