



AMSI STANDARD AIS1 - Aligning AMSI Intake Standards with ACCESS-VR SEMP Milestones

A Side-by-Side Guide for Providers of Supported Employment Services

Introduction

This guide is a companion to the AMSI standard **FIP1 – From Intake to Reporting**, which outlines a unified pathway for documenting high-quality intake practices under Supported Employment (SEMP) programs for individuals with intellectual and developmental disabilities (IDD).

While **FIP1** defines AMSI intake stages and related standards—such as ISF1, ISQ1-1/1-2, ISQ-QMS1, IDS1, and EVI1—this guide aligns each step with specific **ACCES-VR milestone codes**, milestone names, and SEMP reporting expectations.

Its goal is to help providers bridge **internal person-centered intake systems** with **external state billing and compliance requirements**, without compromising service quality.

1. Comparison Table: AMSI Intake Steps and ACCESS-VR Milestones

AMSI Intake Step	ACCESS-VR Milestone Code	Milestone Name (ACCES-VR)	SEMP Reporting Requirement
ISF1 – Intake Submission Form (triggered by ACCES-VR eligibility approval)	574X	Intake and Intensive Service Plan (ISP)	Submit ISP + ACCES-VR Authorization
ISQ-QMS1 – Quality Management System for Intake	Not coded	<i>Internal preparation – not linked to milestone code</i>	Internal system tracking

ISQ1-1 – CQL-Based Quality Standards (consent, dignity, person-centered planning)	574X	Intake and ISP (inferred expectations)	Consent forms, person-centered materials
ISQ1-2 – Operational Indicators (timing, referrals, documentation)	574X / 931X	Intake / Job Placement	Timely ISP, referral records, job development notes
IDS1 – Taxonomy of Supported Employment Services	574X / 931X	ISP / Job Placement	Link job match to service plan & employment goal
EVI1 – Final Eligibility Verification and Inclusive Orientation	931X	Job Placement: Competitive Integrated Employment	Confirmation of hire, orientation checklist, site notes
Ongoing Job Coaching Support (based on individual need, including early stages)	575X	Stabilization (job maintained with supports)	Job coaching progress reports, contact logs

Note on Age-Based Job Placement Codes:

While the table above references common SEMP milestone codes like 931X, it's important to note that ACCES-VR also uses age-specific job placement codes:

- **573X – Intensive Services Job Placement (Adult):** used for individuals aged 25 and older.
- **1573X – Intensive Services Job Placement (Youth):** used for individuals under age 25.

These codes serve the same purpose as 931X in terms of documenting competitive integrated employment but are used during the earlier intake and placement phase, depending on the individual's age. Providers should ensure that job descriptions, orientation details, and assigned job coaching supports are documented with the same level of care under all three codes.

2. ACCESS-VR Code Summary

Code	Milestone Name	NYC Region Payment
574X	Intake and Intensive Service Plan (ISP)	~\$1,690.67
931X	Competitive Job Placement (begins paid employment)	~\$1,136.35
575X	Stabilization (job maintained with supports)	~\$2,799.31
932X	90-Day Retention	~\$1,136.35
933X	Wage Incentive (above NYS minimum wage)	~\$609.76
934X	Hours Incentive (22+ hrs/week at 90-day review)	~\$665.18

Note: Rates shown are typical for NYC Region 1 and may vary by contract year.

3. Why EVI1 Is Key in the 931X Placement Phase

AMSI defines **EVI1 – Final Eligibility Verification and Inclusive Orientation** as a structured step that occurs **after the employer has offered the job and onboarding has begun**, but **before stabilization services (575X) are claimed**.

This step ensures that:

- A **structured physical orientation** to the job site has taken place
- The individual's **readiness, task and work quality comprehension, and support needs** are verified
- A **digital checklist** is completed to document site-specific barriers and required accommodations
- **Natural supports** (coworkers, supervisors) are identified and engaged
- **Early-stage job coaching** is provided as needed — including support during onboarding, clarification of roles, and modeling of workplace behavior

This approach aligns with ACCESS-VR Milestone 931X and enhances it by ensuring that **person-centered planning and service readiness** are field-verified before milestone submission.

4. Implementation Benefits

- Improves job match and reduces early job exits
 - Supports detailed justification for milestone billing
 - Provides documentation for audits and quality review
 - Bridges formal job coaching with informal workplace supports
 - Ensures consistent and individualized onboarding practices
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5. Expected Outcomes in the Extended Phase

During the **extended services phase** (ACCESS-VR codes **578X** for adults and **582X** for youth), providers should support the individual in progressing from satisfactory performance to consistent ratings of “**Good**” or “**Excellent**” **work quality**.

These ratings should be documented across a sequence of job shifts and reflect the individual’s increased independence, alignment with workplace expectations, and integration into natural supports.

The goal of extended services is not only job retention, but to achieve and maintain a level of quality that demonstrates the individual is competitively employed in a stable and sustainable way.

This performance pattern should be used to inform discussions with the VRC about eventual transition out of extended services or to long-term natural/community supports.

6. Phase Duration and Job Coaching Summary

Phase	ACCESS-VR Codes	Duration Allowed	Job Coaching Expectations
Intensive Phase	573X (Adults) / 1573X (Youth)	Up to 24 months from start of employment; extensions possible	~ 12–14 hours typically; focused on orientation, onboarding, and early support during job start
Stabilization Phase	575X	No fixed time ; usually 30–90 days	Support to maintain job with reduced coaching; focus on natural supports and transition to independence

Extended Services	578X (Adults) / 582X (Youth)	Adults: no time limit; Youth: up to 48 months or until age 25	2 face-to-face visits/month; 1 employer contact/month; support work quality growth to “ Good ” or “ Excellent ”
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