



AMSI STANDARD FIP1 - From Intake to Reporting: A Stage-Based Guide for ACCESS-VR and AMSI Standards in Supported Employment for Individuals with IDD

1. Purpose and Scope

This guide establishes a unified, standards-aligned pathway for delivering and documenting high-quality intake services under Supported Employment (SEMP) programs for individuals with intellectual and developmental disabilities (IDD). It ensures compliance with third-party funding requirements (e.g., ACCES-VR, OPWDD, OMH) while promoting person-centered and rights-based practices.

2. Core AMSI Standards Referenced

- **ISF1** – Intake Submission Form
 - **ISQ-QMS1** – Quality Management System for Intake Services
 - **ISQ1-1** – Quality Framework for Intake Specialists, Part 1 (CQL-aligned)
 - **ISQ1-2** – Quality Framework for Intake Specialists, Part 2 (Operational)
 - **IDS1** – Taxonomy of Supported Employment Services
 - **EVI1** – Final Eligibility Verification and Inclusive Orientation
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3. The Intake Phase: Standards and Stages

Stage	AMSI Standard	Activities
Intake Trigger	ISF1	Confirmation of ACCES-VR eligibility; consent and intake packet activated
Oversight	ISQ-QMS1	Establish intake quality policy, QMS leadership, and improvement loop

Coordination & Documentation	ISQ1-2	Timeliness, referrals, stakeholder communication, funding code linkage
Rights & Person-Centered	ISQ1-1	Compliance with CQL Basic Assurances; informed consent; trauma-informed dialogue
Process Mapping	IDS1	Full sequence of intake activities, including assessments and employment goal alignment

4. Transition Phase: Final Eligibility Verification and Inclusive Orientation

- **EVI1** formalizes the closure of the intake phase and transition to the maintaining phase by:
 - Conducting structured physical orientation at the job site
 - Verifying employment readiness and quality expectations
 - Completing a digital checklist for individualized barriers
- This "Final Eligibility Verification and Inclusive Orientation" process is conducted during the **ACCES-VR milestone payment stage for "Placement" (Code 931X)**. Documentation from this stage is essential to demonstrate competitive job placement aligned with the individual's vocational goals.

 *Note: While ACCES-VR defines “intake completion” in Milestone 1 (Code 574X) as the submission of the ISP and initial documentation, AMSI extends the intake phase to include Final Eligibility Verification and Inclusive Orientation. This field-based step aligns functionally with Milestone 2 (Placement), where the individual begins the job and job site readiness is verified.*

5. Reporting to Government Funding Bodies

Funding Body	Required Reporting	Notes
ACCES-VR	Intake Form, Milestone Documents, Final Checklist	Must use service codes (e.g., 574X, 931X)
OPWDD	Life Plan entries, intake service progress logs	Transition to extended services when VR case closes

OMH	Referral logs, risk documentation, coordination reports	For individuals with co-occurring mental health diagnoses
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6. ACCES-VR Milestone Payment Chart (Region 1 – NYC)

Milestone	Code	Description	Payment
Intake & Plan	574X	Completion of intake and ISP	\$1,690.67
Placement	931X	Competitive job placement (includes Final Eligibility Verification and Inclusive Orientation)	\$1,136.35
Stabilization	575X	Maintenance of employment	\$2,799.31
90-Day Retention	932X	90 days post-stabilization	\$1,136.35
Wage Incentive	933X	Above NYS minimum wage	\$609.76
Hours Incentive	934X	22+ hours/week at end of 90 days	\$665.18

7. Quality Management and Continuous Improvement

- **ISQ-QMS1** provides the structure for internal audits, stakeholder feedback, risk management, and Corrective and Preventive Actions (CAPA)
- **ISQ1-2** includes indicators for:
 - Service code accuracy
 - Government reporting deadlines
 - Referral tracking and follow-up

8. Conclusion

This guide serves as a foundation for integrating AMSI standards with state and federal funding requirements. It ensures that intake services are ethical, effective, and financially accountable, while promoting inclusive employment outcomes for individuals with IDD.

For questions or updates, contact info@amsi-inc.org or visit www.amsi-inc.org.

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