

# MAXABILITIES OF YORK COUNTY

PROCEDURE: Case Management and EI Incentive Plan- 2026

EFFECTIVE DATE: 1/1/2020

REVISION DATE: 12/4/2025  
12/4/2024  
1/28/2021

REFERENCES: SC Bonus Guidelines

## POSITION STATEMENT:

In a fee for service department, it is important to stay fiscally solvent. The expectation of each case manager/early interventionist is to complete the Board identified billable units or total revenue per month to achieve the financial solvency necessary for the department. In 2024 that number of monthly units for case management is calculated to be 394. For Early Intervention the number of monthly units is calculated to be 344. This number may change as agency expenses change. Adjustments can and will be made to account for those variables. An incentive is defined as pay over and above regular compensation as a recognition of exemplary work. Incentives for both units and revenue are set as noted below. There is no negotiation regarding incentive pay for employees who do not meet the requirements as outlined below. Incentive amount will not exceed \$1600.00 annually for any case manager and \$1200 annually for any early interventionist

## ELIGIBLE EMPLOYEES:

1. Case Managers
2. Early Interventionists
3. Director of Support Services is not eligible for this bonus plan

## INCENTIVE REQUIREMENTS:

1. CM/EI must have no disciplinary actions or attendance issues during the quarter. Must be an employee in good standing.
2. CM/EI must be actively employed the entire quarter to be eligible for the incentive.
3. CM/EI must have billing averaged over set bonus limit for the quarter
4. CM/EI must have met compliance standards of:
  - no missed plan dates
  - no missing LOC
  - no missing authorizations
  - monthly contacts made
  - face to face contacts made
  - in home face to face contacts made
  - family trainings completed as authorized
  - service notes completed within the seven-day time frame
  - Medicaid ineligible claims do not adjust monthly billing below bonus threshold
5. CM/EI must have had no documented safety infractions during the quarter
6. CM/EI must not have a substantive complaint filed by a consumer (defined as a complaint with merit)
7. CM/EI is eligible for one (1) incentive level per quarter- not both.

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#### CASE MANAGEMENT:

**Incentive Level 1:** Amount- \$150.00 per quarter (minus applicable taxes)

Billing units averaged per month over quarter: 421 (20 units per day) **OR**

Total revenue averaged per month over quarter: \$7850.00

**Incentive Level 2:** Amount- \$300.00 per quarter (minus applicable taxes)

Billing units averaged per month over quarter: 450 (22 units per day)

**Incentive Level 3:** Amount- \$400 per quarter (minus applicable taxes)

Billing units averaged per month over quarter: 500 (24 units per day)

#### EARLY INTERVENTION:

**Incentive Level 1:** Amount: \$150.00 per quarter (minus applicable taxes)

Billing units averaged per month over quarter: 396 (18 units per day)

**Incentive Level 2:** Amount: \$300.00 per quarter (minus applicable taxes)

Billing units averaged per month over quarter: 440 (20 units per day)

#### INCENTIVE QUARTERS FOR CALCULATION:

1. January- March: To be paid in second payroll in April following Medicaid billing review.
2. April- June: To be paid in second payroll in July following Medicaid billing review.
3. July-September: To be paid in second payroll in October following Medicaid billing review.
4. October-December: To be paid in second payroll in January following Medicaid billing review.

#### INCENTIVE APPROVAL:

1. The MaxAbilities Board of Directors approves the Incentive Plan no less than annually. The Board has the discretion to discontinue or amend the incentive plan at any time.
2. The MaxAbilities Case Management Supervisor provides file review to determine initial quarterly unit averages based on information obtained by DHHS (Department of Health & Human Services billing and Finance calculation.
3. The MaxAbilities Director of Support Services reviews the supervisor recommendation and provides final written approval for quarterly incentives to the Finance Department.
4. The MaxAbilities Executive Director reviews the final incentive report quarterly.

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