

Career Preparation Services

Definition:

Career Preparation Services are time-limited and aimed at preparing participants for competitive employment. These services can include experiences and exposure to careers and teach such concepts as attendance, task completion, problem solving, interpersonal relations, and safety as outlined in the participant's person-centered plan. Services are designed to create a path to integrated community based employment for which a participant is compensated at or above minimum wage. On site attendance at the licensed facility is not required to receive services that originate from the facility.

Transportation will be provided from the participant's residence to the habilitation site when the service start time is before 12:00 Noon. Transportation will be available from the participant's habilitation site to their residence when the service start time is after 12:00 Noon. The cost for transportation is included in the rate paid to the provider.

Career Preparation Services are **not** a prerequisite for Employment Services – Individual or Group.

Core Activities related to Career Preparation Services may include:

- Exploration
- Work Incentive Education
- Job Seeking Skills and Tools
- Transportation
- Assistive Technology Supports
- Group Discovery
- Community Based Assessment
- Successful Career Habits
- Paid Work Experiences (per Department of Labor regulations). To note: Paid Work Experiences may not account for more than 50% of Career Preparation Services delivered to the participant.

Providers: Career Preparation Services will only be rendered by DDSN qualified providers contracted to provide Career Preparation Services and enrolled with SCDHHS. Services will be provided in or originate from a DDSN licensed day facility. It is the responsibility of the Waiver Case Manager to ensure providers are on the approved provider list.

Conflict Free Case Management

In order to honor choice and prevent conflicts of interest, providers of Waiver Case Management services must not provide any other waiver service to the same person. When there is a conflict, the WCM will help the participant understand why a conflict exists and offer a choice of either another WCM provider or another waiver service provider. The Case Manager must then transition the participant to the chosen provider within 60 days.

Arranging for the service: Once Career Preparation has been identified as a need, the service must be clearly documented in the Support Plan. Justification supporting the need for the service must be included in the annual assessment and/or case note documentation.

The WCM must provide a list of available service providers and document a choice of provider. If there is only one choice of provider available, then this must be explained to the recipient and/or his/her legal guardian and documented.

For Career Preparation Services, a unit is considered 2-3 hours of service delivered in a calendar day. To receive 2 units of service per day, the first unit must be 3 hours and the second unit must be minimum of 2 hours, for a total of 5 hours of service. Career Preparation services may be authorized for a maximum of 520 units annually.

To initiate the service following approval from the Waiver Administration Division, an electronic authorization must be generated and sent to the chosen provider. Ongoing services must be authorized annually at the time of the Annual Support Plan and as changes are made through the plan year. Services provided in the absence of an authorization or in excess of the amount (units) authorized are **not** reimbursable.

Monitoring the Services: The WCM must monitor the effectiveness, frequency, duration, benefits, and usefulness of the service along with the participant's/family's satisfaction with the service. Monitoring may be completed with the participant, representative, service providers, or other relevant entities. Information gathered during monitoring may lead to a change in the service, such as an increase/decrease in units authorized, change of provider, change to a more appropriate service, etc. DDSN recommends that the Waiver Case Manager monitors this service when it begins and as changes are made.

Monitoring must be conducted as frequently as necessary in order to ensure:

- the health, safety and well-being of the participant;
- the service adequately addresses the needs of the participant;
- the service is being furnished by the chosen provider in accordance with the authorization, relevant policies and quality expectations;
- the participant/representative is satisfied with their chosen provider/s.

Some items to consider during monitoring include:

- Are Career Preparation documents (Comprehensive Vocational Service Assessment (CVSA), Day Services Plan and Therap ISP: Career Preparation Log) legible, logical/sequential, and available for review on the Individual Home Page as plans are renewed, effective July 1, 2022?
- Does the CVSA reflect the participant's interests/preferences/strengths?
- Can the Case Manager clearly understand the specific employment related outcomes desired by the participant?
- Is the employment related goal documented in the Day Services Plan consistent with information in the assessment and focused on the participant's strengths and choices?
- Does the employment related goal reflect themes of interest of the participant and support the outcome of competitive integrated employment?
- Are employment related activities listed on the Therap ISP: SC Career Preparation Log consistent with the definition of Career Preparation Services versus other services provided?
- Is the participant employed?
- If so, is the participant satisfied with his/her current employment? Is the participant satisfied with the provider of services?

Reduction, Suspension, or Termination of Services: If services are to be reduced, suspended, or terminated, a written notice must be forwarded to the participant or his/her legal guardian including the details regarding the change(s) in service, allowance for reconsideration, and a ten (10) calendar day waiting period before proceeding with the reduction, suspension, or termination of the waiver service(s). The general termination form that has been used in the past for all waiver services is no longer used. See **Chapter 9** for specific details and procedures regarding written notification and the reconsideration process.