



Employment Services Standards

Individual

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EMPLOYMENT SERVICES - INDIVIDUAL

The mission of the South Carolina Department of Disabilities and Special Needs (DDSN) is to assist people with disabilities and their families through choice in meeting needs, pursuing possibilities and achieving life goals; and minimize the occurrence and reduce the severity of disabilities through prevention. Consistent with the agency's mission, the intent of DDSN Employment Services – Individual is to provide individuals with an Intellectual Disability or a Related Disability (ID/RD), Autism Spectrum Disorder (ASD), Traumatic Brain Injury (TBI), Spinal Cord Injury (SCI), and Similar Disability (SD) the supports needed in order for them to meet their needs, pursue possibilities and achieve their individual life and employment goals.

DEFINITIONS:

Employment Services-Individual: These services are the ongoing supports to individuals who, because of their disabilities, need intensive on-going support to obtain and maintain an individual job in competitive or customized employment, or self-employment, in an integrated work setting in the general workforce for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.

Employment Services – Individual are provided at a 1:1 staffing ratio using an Individual Community Placement Model.

Core Activities:

- Vocational/job-related discovery or assessment;
- Person-centered employment planning;
- Job placement;
- Job development;
- Negotiation with prospective employers;
- Job analysis;
- Job carving;
- Training and systematic instruction;
- Job coaching (to be conducted on the job, including developing natural supports);
- Identifying assistive technology supports;
- Benefits support;
- Training and planning;
- Coordination of transportation;
- Workplace accommodation assistance;
- Self-employment assistance;
- Asset development and career advancement services; and
- Other workplace support services including services not specifically related to job skill training that enable the individual to be successful in integrating into the job setting.

Competitive Integrated Employment, as defined by the [Workforce Innovation and Opportunity Act \(WIOA\)](#), competitive, integrated employment is work that:

- i. Is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that:
 - A. Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;
 - B. Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and
 - C. In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and
 - D. Is eligible for the level of benefits provided to other employees; and
- ii. Is at a location:
 - A. Typically found in the community (a setting in the competitive labor market. Settings established specifically for the purpose of employing individuals with disabilities are not integrated settings because they are not in the competitive labor market.); and
 - B. Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors) who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
- iii. Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.

Employment First: DDSN adopted the definition of employment as set by WIOA. [DDSN Directive 700-07 DD](#): Employment First Approach to Provision of Services.

While all of the DDSN Day Services (i.e., Career Preparation, Community Services, Day Activity and Support Center) and Employment Services (i.e. Individual and Group) can be provided in integrated community settings and can lead to meaningful outcomes, DDSN promotes employment outcomes (and individual employment in particular) as the most meaningful outcomes for adults of working age.

Customized Employment: As defined by CMS, Customized Employment means individualizing the employment relationship between employees and employers in ways that meet the needs of both. It is based on an individualized determination of the strengths, needs and interests of the person with a disability, and is also designed to meet the specific needs of the employer. It may include employment developed through job carving, self-employment or entrepreneurial initiatives, or other job development or restructuring strategies that result in job responsibilities being customized and individually negotiated to fit the needs of the individual with the disability. [CMCS Informational Bulletin 9/16/2011](#)

Follow Along: Follow Along is ongoing supports and identification of long-term natural supports imperative for the worker to participate in competitive employment and ensure job stabilization and career advancement. Employment Services – Individual may also include support to establish and/or maintain self-employment, including home-based self-employment.

ANTICIPATED OUTCOMES:

It is expected that Employment Services - Individual will support individuals to achieve sustained independent employment, paid at or above minimum wage, in a community integrated employment setting among the general workforce at a job that meets the individual's personal and career goals.

It is expected that Employment Services - Individual be provided in a manner that promotes:

- Dignity and respect.
- Health, safety and well-being.
- Individual/family/legal guardian participation, choice, control and responsibility.
- Relationships with family and friends and community connections.
- Personal growth, meaningful experiences and individual accomplishments.
- Independence and community integration.

It is expected that Employment Services - Individual reflect the principles of DDSN and therefore services should:

- Be person centered.
- Be responsive, efficient, and accountable.
- Be individually focused, strengths-based and results-oriented.
- Maximize potential based on an individual's interests, preferences and choices.
- Be based on best and promising practices.

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1	Employment Services – Individual will be provided in accordance with all state and federal laws.	
2	Employment Services - Individual will be provided in accordance with applicable DDSN Directives, procedures and guidance.	
3	Employment Services - Individual will only be provided by DDSN qualified Employment Services - Individual providers.	
4	<p>The Employment Services - Individual provider must designate a Program Director who:</p> <ul style="list-style-type: none"> • Is at least 21 years of age. • Has at least a baccalaureate degree from an accredited college or university in the human services or related field and two (2) years of experience in administration or supervision in the human services field or has a master’s degree from an accredited college or university in the human services or related field and one (1) year of experience in administration or supervision in the human services field. • Has references from past employment. 	A Program Director may serve more than one program.
5	<p>Staff/anyone contracted to provide direct support in Employment Services – Individual:</p> <ul style="list-style-type: none"> • Are at least 18 years of age. • Have a valid high school diploma or its certified equivalent. 	<p>Competency in the following areas may be considered the equivalent to a high school diploma. Staff/anyone contracted to provide direct support must be able to:</p> <p>a. Read and comprehend written instructions in English which may include health care information.</p>

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	<ul style="list-style-type: none"> • Have references from past employment if the person has a work history. • Are capable of aiding in the activities of daily living and implementing the Individual Plan of Supports for Employment (IPSE) of each individual for whom they are responsible. • Have a valid driver's license if duties require transportation of individuals. 	<p>b. Write and type information in English sufficient to communicate facts clearly and complete required documentation.</p> <p>c. Communicate verbal or written information in English effectively to others.</p> <p>Documentation demonstrating competencies in items a – c must be maintained in the staff's file.</p>
6	Staff/anyone contracted to provide direct support must meet requirements for criminal background checks.	Checks must be done in accordance with DDSN Directive 406-04-DD : Criminal Record Checks and Reference Checks of Direct Caregivers:
7	Staff/anyone contracted to provide direct support must pass an initial physical exam prior to working in the program.	Pass = No documentation in the physical exam report of conditions present that would jeopardize health and safety of individuals receiving services or staff's ability to perform required duties.
8	Staff/anyone contracted to provide direct support must be screened for Tuberculosis (TB) in accordance with DDSN Directive 603-06-DD.	Pass = no evidence of communicable disease. TB tests must meet requirements of DDSN Directive 603-06-DD : Guidelines for Screening for Tuberculosis
9	Staff/anyone contracted to provide direct support must be trained and be deemed competent in accordance with DDSN Directives.	DDSN Directive 567-01-DD : Employee Orientation, Pre-Service and Annual Training Requirements
10	There will be a staff development/in-service education program operated by each Employment Services - Individual provider which requires all staff/anyone contracted to provide direct support to participate in and complete in-service education programs and staff development opportunities in accordance with DDSN Directives.	<p>Staff/anyone contracted to provide direct support must periodically be required to demonstrate continuing competency on the most critical information and skills taught in the curriculum. Providers have wide latitude in designing the format of such rechecks.</p> <p>Encouraging staff/anyone contracted to provide direct support commitment to continuing personal and professional development will expand the capacity to provide quality service and supports. Staff/anyone contracted to provide direct support should routinely be exposed to information regarding training resources and opportunities. Supervisors should be working with staff/anyone contracted to provide direct support to identify annual personal and professional goals.</p>

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11	<p>Each Employment Services - Individual provider will have written policies on:</p> <ul style="list-style-type: none"> • Use of volunteers and substitutes. • Use of contracted employees, if applicable. • Program evaluation. • Administration of medication. • Admission and discharge of participants. • Personnel practices. • Procedures to be followed when a participant is discovered to be missing. • Keeping and managing a waiting list for those who are seeking entry into each service provided in the program that includes the frequency with which the list will be reviewed. 	
12	<p>Individuals receiving Employment Services - Individual are free from abuse, neglect and exploitation.</p>	<p>DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency</p>
13	<p>Individuals receiving Employment Services - Individual are:</p> <ul style="list-style-type: none"> • Informed of their rights. • Supported to learn about their rights. • Supported to exercise their rights. 	<p>Rights include Human rights, Constitutional rights and Civil rights:</p> <ul style="list-style-type: none"> • Each individual’s right to privacy, dignity and confidentiality in all aspects of life is recognized, respected and promoted. • Personal freedoms are not restricted without due process. • Individuals are expected to manage their own funds to the extent of their capability. • Due process is upheld, including the Human Rights Committee review of restriction of personal freedoms.

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		<ul style="list-style-type: none"> Individuals with limited knowledge and experience receive training and opportunities to explore their individual rights and the responsibilities that accompany them. <p>Supports regarding rights and responsibilities provided to individuals receiving Employment Services – Individual must be employment related.</p>
14	<p>Employment Services - Individual will only be provided to those who are authorized by a DDSN qualified Case Manager.</p> <p>Services provided in the absence of an authorization or in excess of the amount (units) authorized are not reimbursable.</p>	<p>In accordance with 42 CFR §441.302, the State must assure that prevocational, educational, or supported employment services, or a combination of these services, if provided as habilitation services under the waiver are: (1) not otherwise available to the individual through a local educational agency under the Individuals with Disabilities Education Act (IDEA) or the Rehabilitation Act of 1973; and, (2) furnished as part of expanded habilitation services.</p> <p>Therefore, the Employment Specialist must coordinate with the individual’s Case Manager to ensure that services are not available through IDEA or the Rehabilitation Act of 1973. The individual requesting Employment Services - Individual can verify that there is no open case/not eligible for SC Vocational Rehabilitation Department* services by the following: providing a signed Form 438 or a letter from VR stating the individual is not eligible for services, or by securing a completed VR Closure (on Business Tools > Forms > Case Management) prior to authorizing Employment Services – Individual.**</p> <p>This completed form showing no current open case should be attached to the authorization sent to the employment provider.</p> <p>The Employment Specialist should upload the VR closure to the Employment History Module when received.</p> <p>*Reference: S.C. Code Ann. Regs. 88-210 (2012).</p> <p>**Employment Services-Individual provides long-term job supports after stabilization.</p>

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	<p>Case Managers may only authorize services based on the following authorization schedule:</p> <p>Assessment: 20 units Employment Activities: 280 units</p> <ul style="list-style-type: none"> -Community Based Assessment -Benefits Analysis -Job Development -Coaching -Other (per service definition) <p>Follow Along: 120 units</p> <p>Discovery Assessment 60 units</p> <p>Additional service units may be authorized after the following criteria have been met:</p> <ul style="list-style-type: none"> • All previous service units have been exhausted • Documentation is provided as justification to support the need for additional units. <p>Case Management will provide the chosen Employment Services - Individual provider with an authorization that at a minimum includes the following information:</p> <ul style="list-style-type: none"> • Individual’s information: name, address, DOB, authorization date, Social Security number, Medicaid Number (if applicable), name of court appointed legal guardian (if applicable), emergency contact information, and name with contact information of referring Case Manager and Case Management provider. • Type of service authorized, number of authorized units, effective date of the authorization and the expiration date of the authorization. • Additional information: critical and emergency information, relevant health/medical information, and care and supervision information. <p>All employment documentation (Comprehensive Vocational Service Assessment, Individual Plan of</p>

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		<p>Supports for Employment (IPSE), Record of Employment/Job Detail, the ISP: SC Individual Employment Log) and required fields in the Employment History Module must be available in Therap for review by the Case Manager.</p> <p>Most people with disabilities can be successfully employed through the utilization of traditional supported employment strategies. Traditional supported employment strategies are employed as the model for DDSN Employment Services - Individual and outlined in the CUSTOMIZED EMPLOYMENT STRATEGIES section of this document (pg.3-4).</p> <p>Customized Employment may include in depth Discovery Assessment for an individual or based on an assessed need, for those with the most significant disability in Employment Services – Individual. The Discovery Profile is to be completed within 90 days and is limited to 1 unit. The Discovery Profile Template must be completed for this activity and uploaded to Therap Employment History Module under Assessment Score.</p> <p>Discovery Assessment can be provided in Career Preparation Services.</p>
15	<p>Individuals receiving Employment Services - Individual are supported to make decisions and exercise choice regarding their work.</p>	<p>Decisions and choices made by the individual related to employment must be documented in the Comprehensive Vocational Service Assessment, Individual Plan of Supports for Employment (IPSE) and/or ISP/SC Individual Employment Log.</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or plan meeting(s).</p>
16	<p>Within 15 business days of receipt of an authorization, the Employment Services - Individual provider will make available to the referring Case Manager:</p> <ul style="list-style-type: none"> • Confirmation of acceptance into the service; 	<p>An Initial Interview must be conducted to explain independent competitive integrated employment and its benefits. Participants must understand the scope of Employment Services – Individual to include fading through natural supports and/or assistive technology.</p> <p>If the referral is rejected, an explanation must be documented and be available to the Case Manager.</p>

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	<ul style="list-style-type: none"> • Information that the individual will be placed on the provider’s waiting list; or • Information that the referral is being rejected with reason for rejection. 	<p>Determining an individual is not “ready” for employment should not be a reason for rejection of the referral. All individuals referred should be given the opportunity to pursue employment in an area that matches their interests, strengths and preferences.</p>
17	<p>Within 30 calendar days of the service authorization date, the Comprehensive Vocational Service Assessment will be completed and available in Therap. The assessment identifies the abilities/strengths, interests/preferences, paid and unpaid work experience and needs/supports of the individual in the following areas:</p> <ul style="list-style-type: none"> • Self-advocacy/self- determination. • Self-esteem. • Coping skills. • Personal responsibility. • Personal health and hygiene. • Socialization. • Community participation. • Mobility and transportation. • Community safety. • Money management. • Pre-employment. • Job search. • Communication. • Skills. • Supports. 	<p>Annual assessments are not required.</p> <p>It is suggested that Employment Services - Individual providers secure information regarding legal guardianship and criminal history if applicable.</p> <p>The ISP: SC Individual Employment Log is designed to provide an ongoing account of activities, demonstrating progression toward independent competitive integrated employment.</p>

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18	<p>Based on the results of the Comprehensive Vocational Services Assessment, within 30 calendar days of the service authorization date, an Individual Plan of Supports for Employment (IPSE) is developed by the Program Director or his/her designee with participation from the individual and/or his/her legal guardian (if applicable). The IPSE will be made available in Therap.</p>	<p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or plan meeting(s).</p> <p>The ISP: SC Individual Employment Log is designed to provide an ongoing account of activities, demonstrating progression toward independent competitive integrated employment.</p> <p>Centers for Medicare/Medicaid Services (CMS) Home and Community Based Services Rule</p> <p>A person-centered service plan will assist the individual in achieving personally defined outcomes in the most integrated community setting, ensure delivery of services in a manner that reflects personal preferences and choices and contribute to the assurance of health and welfare.</p>
19	<p>The plan must include:</p> <ul style="list-style-type: none"> • The Employment Goal specific to the individual, based on their interests, preferences, strengths, and experience, with the expected outcome of sustained independent competitive integrated employment, at a job that meets the individual’s personal and career goals. • A description of objectives/activities identified to support the employment outcome. • Type and frequency of supervision needed based on assessment. • Emergency contact information. • Relevant medical information. • Any information necessary to support the person in an employment setting. 	<p>Objectives/activities must focus on the individual’s Employment Goal developed and based on their abilities/strengths, interests/preferences, and needs/supports with the expected outcome of independent competitive integrated employment.</p> <p>According to the WIOA definition of competitive integrated employment, the employment setting must be in the competitive labor market. Settings established specifically for the purpose of employing individuals with disabilities are not integrated settings because they are not in the competitive labor market. The individual’s wages in competitive integrated employment must not be dependent on their waiver or state funding.</p> <p>Coaching strategies, if needed, should be provided at the employment site and may include the use of job duty, task analyses, assistive technology, natural supports, prompting procedures, and reinforcement and self-management procedures. These objectives/activities are provided with the goal of fading supports and in the least intrusive method.</p> <p>During the job development phase of Employment Services – Individual, the individual must be</p>

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		<p>supported/assisted to arrange for his/her transportation to/from work. Assisting/supporting to arrange for transportation is the responsibility of the Employment Services – Individual provider. Transporting the individual to/from work is not the responsibility of the Employment Services – Individual provider.</p> <p>All critical and emergency information for this individual must be documented in the plan.</p> <p>Known medications taken by the individual must be listed and any assistance of medicating must be documented (self-medicate or assisted medicate). All known relevant medication information must be documented including specific instructions concerning individual reactions, side effects or restrictions to medicine must be documented.</p> <p>DDSN Directive 510-01 DD: Supervision of People Receiving Services:</p> <p>Services provided shall include the provision of any interventions and supervision needed by the person which include dining/eating.</p> <ul style="list-style-type: none"> • The supervision to be provided must be based on assessed needs. • The Employment Services - Individual provider will provide supervision but will not serve as the employer of record or supervisor of individuals in their employment situation. Individuals in employment situations will maintain a natural employee/employer relationship with their employer.
20	<p>The goals/objectives/activities in the plan focus on the employment outcome and must support the provision of Employment Services - Individual as defined in these standards.</p> <p>Documentation of goals, objectives and activities is completed on the Therap ISP: SC Individual Employment Log.</p>	<p>Goals/objectives/activities designed to prepare individuals for competitive, integrated employment are not reimbursable as Employment Services – Individual. Examples of employment preparation goals/objectives/activities include, but are not limited to:</p> <ul style="list-style-type: none"> • Mock interviewing skills training not focused on a specific scheduled interview;

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		<ul style="list-style-type: none"> • Simulated work outside of a natural work setting. All exposure/exploration activities shall be conducted in competitive, integrated and natural settings. For example, assessment of skills in bagging groceries should be done in a business where groceries are bagged, not in a non-employer, simulated setting; • Computer skills training with the sole objective to complete applications; • Skills training/classes conducted in group settings, and • Community Based Assessments that are not individualized and not focused on the individual's employment goal. <p>Community Based Assessments are utilized to assess and provide information on the individual's aptitudes, abilities, behaviors and preferences to determine if a specific employment opportunity would be an appropriate match.</p> <p>Numerous community-based assessments should not be standard practice for onboarding individuals into Employment Services – Individual to determine job interests but should be provided in the Career Preparation Services through exposure and/or exploration.</p>
21	As soon as the plan is developed, it must be implemented.	
22	<p>When independent competitive integrated employment is secured for the individual, details regarding this job placement must be documented to include:</p> <ul style="list-style-type: none"> • Start date • Employer • Supervisor 	<p>The required fields in the Employment History Module must be completed to document the Record of Employment for each position secured. For each additional position, a new Record of Employment must be completed.</p> <p>For any new position obtained after 3/2020, a copy of a pay stub must be secured and attached to the Employment History Module.</p>

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	<ul style="list-style-type: none"> • Phone • Location (address) • Employee’s position • Wage • Hours per week (schedule) • Transportation arrangements • Wage reporting responsibility • If/when the job ends, the end date and reason 	
23	<p>Upon job placement, if the individual receives Social Security benefits or other government assistance, the plan for reporting wages to the appropriate agency(s) must be documented to ensure the best interests of the individual are served.</p>	<p>Documentation must be completed on the Record of Employment in the IPSE.</p> <p>Examples of assistance provided in the management of monies may include:</p> <ul style="list-style-type: none"> • Ensuring wages are reported to SSA, SNAP, HUD, Section 8 and any other governmental entity, if applicable; • Annual income taxes; and/or • Other earned income related responsibilities.
24	<p>Upon job placement, a strategy for coaching to include fading through natural supports or assistive technology is developed. Minimal, long term supports to assist with maintaining the job, employee/employer satisfaction, facilitating advancement, wage reporting and general monitoring are available based on need.</p>	<p>It is expected that Employment Services – Individual will be needed throughout the individual’s career. Once stable on the job, follow along services will be provided until these are no longer desired.</p>
25	<p>Documentation of activities directly related to achieving independent competitive employment must be entered into the ISP/SC Individual Employment</p>	<p>For each unit of service reported, documentation must be present to show the activity/training/supports received on the day the service was provided.</p>

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	<p>Log to support each unit of service reported.</p> <p>Documentation must include:</p> <ul style="list-style-type: none"> • The date of the service provision. • Begin Time /End time for each activity (exact times). • Contact type. • The location of the activity. • With whom the activity took place. • And a detailed description noted in the comments section, of the activity/training/supports provided. • Documentation is required to justify all units reported and must be entered at a minimum within seven (7) calendar days of the activity date. At the end of the month, all documentation must be entered by the fifth (5) business day of the following month to support service utilization. 	<p>This service is to be provided at a one-to-one staffing ratio.</p> <p>Best practices protocol include that employment activities (Comprehensive Vocational Service Assessment, Individual Plan of Supports for Employment, Record of Employment/Job Detail, the ISP: SC Individual Employment Log and required fields in the Employment History Module) be documented by the person providing the service.</p>
26	<p>The Program Director or his/her designee must ensure that all billable units of Employment Services – Individual are entered into the Day Supports Attendance Log by the fifth business day of the following month.</p>	<p>The Day Supports Attendance Log is located on the DDSN Application Portal.</p> <p>Failure to enter units of service delivered within by the established deadline may result in nonpayment.</p> <p>**This may change with Therap billing.</p>
27	<p>Documentation must be:</p> <ul style="list-style-type: none"> • True and accurate; • Complete; • Logically sequenced; 	<p>Electronic entries, initials and/or signatures on the ISP/SC Individual Employment Log are sufficient.</p> <p>Documentation requirements, guidelines and instructions are available on the Therap website under South Carolina Employment Services – Individual.</p> <p>In extenuating circumstances when there are technical</p>

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	<ul style="list-style-type: none"> • Typed or handwritten in permanent dark ink; and • Dated and signed by the person making the entry. 	difficulties, documentation must be secured and entered into Therap when available.
28	At least monthly, the plan is monitored by the Program Director or his/her designee to determine its effectiveness in achieving the individual's employment goal.	<p>The Program Director or his/her designee will monitor the plan monthly by review of the ISP/SC Individual Employment Log.</p> <ul style="list-style-type: none"> • An electronic copy of the saved and signed clinician report saved in Therap, or • A non-billable monthly entry made by the Program Director or his/her designee in each individual's ISP: SC Individual Employment Log noting progress and/or recommendations.
29	The plan is amended when changes to the plan are requested or necessary with participation from the individual and/or his/her legal guardian (if applicable).	<p>Changes may include, but are not limited to:</p> <ul style="list-style-type: none"> • Goals/objectives/activities are no longer appropriate; • Goals/objectives/activities no longer support progress; and/or • The individual's employment goal or life situation has changed. <p>Amendments are documented on the ISP/SC Individual Employment Log with notation of the individual's and/or his/her personal representative or legal guardian's participation and agreement (if applicable).</p>
30	<p>If termination of Employment Services – Individual is being considered, an exit interview is conducted to discuss termination.</p> <p>The results of the exit interview are documented and must be available to the individual's Case Manager within five (5) business days of the interview.</p>	<p>An exit interview is conducted when an individual no longer wants the service, relocates, chooses another Employment Services - Individual provider for supports, is admitted to a nursing home, moves into a correctional facility, or refuses to cooperate with the terms listed in the Partnership Agreement - Terms and Conditions.</p> <p>An exit interview must be conducted prior to termination of Employment Services - Individual which includes notation of the reason for termination</p>

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		<p>and includes the individual’s signature. If an exit interview and/or signature is not possible, notation on the exit interview form must be made explaining the need to terminate service and the reason an interview/signature is not possible.</p>
31	<p>A record shall be maintained in Therap for each individual which contains, at a minimum, the items listed below. The documents identified below justify conditions of payment:</p> <ul style="list-style-type: none"> • Comprehensive Vocational Services Assessment. • Individual Plan of Supports for Employment (IPSE). • All required elements of the Employment History Module and supporting documentation (post 3/2020 the SCVRD Closure and copy of paycheck), must be available in the Record of Employment. • ISP/SC Individual Employment Log that supports the provision of Employment Services – Individual. • Record of unusual behavior incidents which are recorded at the time of occurrence. <p>A record shall be maintained for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> • Record of unusual behavior incidents which are recorded at the time of occurrence • Record of illness and accidents • Record of critical incidents. 	<p>Record of illnesses and accidents will be maintained for those accidents that occur during service provision and for illnesses made known to the Employment Services - Individual provider.</p> <p>All employment documentation (Comprehensive Vocational Service Assessment, Individual Plan of Supports for Employment, Record of Employment/Job Detail, the ISP: SC Individual Employment Log and required fields in the Employment History Module) must be available in Therap for review.</p> <p>All handwritten documentation shall be legible, dated, and signed by the person providing the service.</p> <p>How To’s and Required Elements for the Employment History Module can be located on the Therap SC State Home page.</p>

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32	Reporting requirements are performed per DDSN policies and Directives.	<p>Including, but not limited to:</p> <ul style="list-style-type: none"> • DDSN Directive 100-09 DD: Critical Incident Reporting • DDSN Directive 505-02 DD: Death or Impending Death of Persons Receiving Services from DDSN • DDSN Directive 534-02 DD: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency