

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
- Volunteering
- 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. Services will be provided in or originate from a DDSN licensed day facility.

Arranging for Services:

Once the participant has been determined to need services aimed at preparing him/her for employment, a choice of providers of this service should be offered and the offering of choice documented. If there is only one provider available, this must be explained to the participant /representative and documented.

The need for Career Preparation Services must be documented in the Support Plan and the plan must be approved by the DDSN Admin Division before services can be authorized. The cost of services must be added to the State Funded Community Supports Budget Calculator. Under no circumstances may the annual cost limit of the State Funded Community Supports be exceeded. **One unit of Career Preparation equals one-half day.**

To initiate the service following approval by DDSN, an electronic authorization must be completed. The provider must bill DDSN for services rendered as instructed in the SFCS Manual. See billing procedures in the SFCS Manual, section 7, for additional information. Ongoing Services must be authorized annually at the time of the Support Plan, and as changes are made to the service throughout the plan year. The authorization will remain in

effect until a new authorization is issued or a *Notice of Reduction or Termination Form (SFCS Form 4)* is issued.

The “Services Menu” of Service Tracking System (STS) must be updated to indicate the participant is receiving Career Preparation.

Monitoring: The Support Plan, which will include Career Preparation services, must be monitored in accordance with SCDDSN Case Management Standards.

Reduction or Termination of Services: When Career Preparation services are being reduced or terminated the *Notice of Reduction or Termination (SFCS Form 4)* must be used to notify the participant/representative, the provider and DDSN-SURB. See SFCS Manual, section 6, for more information.