

## **Community Services**

**Definition:** Community Services are aimed at developing one's awareness of, interaction with and/or participation in their community through exposure to and experience in the community and through teaching such concepts as self-determination, self-advocacy, socialization and the accrual of social capital. Services will be provided by DDSN licensed facilities. 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.

Fifty percent (50%) of the total units received in Community Services must be delivered in a community location/setting (i.e. outside the facility and not in the participant's home).

Core Activities related to Community Services include:

- Independent Living Skills
- Informed Choice
- Social Capital
- Community Engagement
- Training on the use of Assistive Technology

**Provider:** Community Services will only be rendered by DDSN qualified providers contracted to provide Community Services. Services will be provided in or originate from a DDSN licensed day facility.

**Arranging for Services:** The need for Community Services must be documented in the Support Plan and the plan must be approved by DDSN 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 Community Services 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, section 7.** 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 Community Services.

**Monitoring:** The Support Plan, which must include Community Services, must be monitored in accordance with SCDDSN Case Management Standards.

**Reduction or Termination of Services:** When Community 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.