

Career Preparation Services

Definition: Services aimed at preparing participants for paid or unpaid employment and careers through exposure to and experience with various careers and through teaching such concepts as compliance, attendance, task completion, problem solving, safety, self determination, and self-advocacy. Services are not job-task oriented, but instead aimed at a generalized result. Services are reflected in the participant's service plan and are directed to habilitative rather than explicit employment objectives. 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 back 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.

Providers: Services will be provided in facilities licensed by DDSN. A list of Career Preparation Services providers can be found on the Qualified Provider Listing found on DDSN's website. In some locations across the state, only one provider is available.

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.

One unit of Career Preparation equals one-half day as indicated on the Monthly Data Recording Sheet maintained by the Day Services provider. The **State Funded Community Supports (CP 1)** must be used to authorize the service. The **State Funded Community Supports (CP1)** instructs the provider to bill the participant's Financial Management Agency for services rendered. The **State Funded Community Supports (CP 1)** will remain in effect until a new authorization is issued or a Notice of Reduction or Termination is issued.

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

The cost of Career Preparation 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.

The need for Career Preparation must be documented in the Support Plan and the plan must be approved by the DDSN Waiver Administration Division before services can be authorized. Once the plan is approved, a service authorization will be generated in Therap.

To initiate the service following approval by the Waiver Administration Division, an electronic authorization must be completed and submitted to the chosen provider. 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

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 the Financial Management Agency. See the Case Management section for more information.