

## **Community Services**

**Definition:** Services 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. 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.

Community Services can be provided in two different ways:

1. **Community Group Services -Group** is available to those participants who can benefit from services provided in a group setting. (One unit = ½ day or 2- 3 hours).
2. **Community Services - Individual** - is available to those who require that services be provided on a one-to-one basis. **Community Services- Individual must always be provided with a one to one participant to staff ratio.** (One unit = 1 to 3 hours)

In determining which way Community Services is most appropriately provided, you must carefully consider the participant's assessed abilities/strengths, interests/preferences and needs to determine which way would be most conducive in achieving his/her goals must be carefully considered.

**Providers:** Services will be provided in facilities licensed by DDSN. A list of Community Services providers can be found on the 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 developing his/her awareness of, interaction with and/or participation in their community and the method of service delivery is determined, 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 and/or his/her legal guardian and documented.

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

The cost of Community Supports 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 Community Services must be documented in the Support Plan and the plan must be approved by the DDSN Waiver Admin 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 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 the Financial Management Agency. See the Case Management section for more information.