

Employment Services

Definition: Employment Services consist of intensive, on-going supports that enable those for whom competitive employment at or above minimum wage is unlikely absent the provision of supports, need supports to perform in regular work settings. Employment Services may include services to assist the participant to locate a job or develop a job on behalf of the participant. Employment Services are conducted in a variety of settings, particularly work sites where people without disabilities are employed and include activities needed to sustain paid work. Employment Services may be provided in group settings, such as mobile work crews on enclaves, or individually at the participant's place of employment.

Models

Employment Services consist of three distinct models: Individual Community Placement, Enclave, and Mobile Work Crew:

1. **Individual Community Placement** – Assessment, job development, placement, and training involve direct facilitation and instruction by DDSN job coach staff. Individual community placement provides support in community based instruction, career awareness, skill acquisition, strategic on the job training, long term support and follow-along. Ongoing supports and identification of long term natural supports are imperative for the person with significant disabilities to participate in competitive employment and to ensure job stabilization without support throughout the tenure of the placement.

2.

Note: One unit = 1 hour

Case Managers may only authorize services based on the following authorization schedule:

Assessment: 5 units

Employment Activities: 70 units

- Community Based Assessment
- Benefits Analysis
- Job Development
- Coaching
- Other (per service definition)

Follow Along: 30 units

Additional service units may be authorized beyond this authorization schedule based on an assessed need with appropriate justification/documentation

3. **Enclave** – A small group of people (usually 8 or less) with developmental disabilities, who work under the supervision of an employee of the provider agency, in a community business/industry along side non-disabled employees to produce goods or services controlled by the community business/industry (ex. janitorial services at a specific business/industry etc.). The contractual relationship is between the business/industry and the provider agency, whereby the provider agency then pays the participant.
Note: One unit = ½ day
4. **Mobile Work Crew** – A small group of people (usually 8 or less) with developmental disabilities, who work under the supervision of an employee of the provider agency as a self-contained business, who typically move to different work sites, by selling a service (ex. landscaping, janitorial) to purchasers within the community excluding provider agencies. The contractual relationship is between the business/industry and the provider agency, whereby the provider agency then pays the participant.
Note: One unit = ½ day

NOTE: Services provided through the Enclave and Mobile Work Crew models will be referred to as "Employment Services – Group".

Providers: A list of Employment 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 the Service: For those determined to need the kind of assistance described in the Employment Services definition, the plan must clearly reflect the need for the service. Additionally, consideration must be given to the best model through which Employment Services should be provided given the strengths/abilities, needs and goals of the participant. The specific model through which Employment Services should be provided must be noted the plan. A choice of providers should be offered and the offering of choice must be documented. If there is only one available choice then this must be explained to the participant/representative and documented.

Note: If an individual is receiving employment services from Vocational Rehabilitation they are unable to receive employment services through State Funded Community Supports. A Vocational Rehabilitation Closure Request must be signed by the individual and sent to SC Vocational Rehabilitation and confirmed closed prior to authorizing employment services through State Funded Community Supports. The VR Closure Request is located in Business Tools on the DDSN Portal.

For **Employment Services- Group**, one unit of services equals ½ day or 2-3 hours of service. **State Funded Community Supports (ES-GRP)** must be used to authorize the service.

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

The cost of Employment 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.

The need for Employment 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 will include the Employment Services and the specific model through which the services will be provided, must be monitored in accordance with SCDDSN Case Management Standards.

Reduction or Termination of Services: When Employment Services is 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.