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 or originate from facilities licensed by DDSN.

**Arranging for Services:** Once the need for the service has been determined, the participant should be given a choice of providers of this service and the offering of choice must be documented. The participant and/or his/her family/guardian should be provided with a listing of enrolled providers. If there is only one available choice then this must be explained to the participant and/or his/her legal guardian and documented.

**Note:** No Vocational Rehabilitation sign-off required.

You must ensure the service is included on the STS. To make this change proceed to the services menu on the STS (SVMEN). Enter the effective date (which is the enrollment date/budget begin date) and change the funding to Waiver (“W”).

The participant’s Support Plan must be updated to include Career Preparation services. This request will be reviewed by the SCDDSN Waiver Administration Division. Once the request is approved, Career Preparation Services can be authorized using the Authorization for Services (Community Supports Form CP-06).

For Career Preparation Services, one unit equals one-half day as indicated by the participant’s presence or absence as noted on the roll book.

**Monitoring the Services:** You must monitor the effectiveness, frequency, duration, benefits, and usefulness of the service along with the participant’s/family’s satisfaction with the service. Information gathered during monitoring may lead to a change in the service, such as an increase/decrease in units authorized, change of provider, change to a more appropriate service, etc. The following schedule should be followed when monitoring Career Preparation Services.

- At least monthly for the first two months
- At least every six (6) months thereafter
- Start over with each new provider or location
Some items to consider during monitorship include:

- Is the participant satisfied with his/her daily activity?
- What type of training is the participant receiving? Is the participant satisfied with the training?
- Are the training areas consistent with the participant’s goal to become prepared for paid or unpaid employment?
- Is the participant making progress in training areas identified by goals and objectives? If not, are goals and objectives reviewed and amended as needed?
- Where does the participant want to work?
- What is the participant’s attendance?
- What are the opportunities for choice given to the participant?
- Does the participant feel comfortable with staff?

Reduction, Suspension, or Termination of Services: If services are to be reduced, suspended, or terminated, a written notice must be forwarded to the participant or his/her legal guardian including the details regarding the change(s) in service, allowance for appeal/reconsideration, and a ten (10) calendar day waiting period before proceeding with the reduction, suspension, or termination of the waiver service(s). See Chapter 8 for specific details and procedures regarding written notification and the appeals process.