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 habilitation 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 DSN Boards and providers approved 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.

Prior to requesting Career Preparation Services from the SCDDSNS Waiver Administration Division, you must first ensure the service is included on the STS. To make this change proceed to the services menu on the STS (SVMEN). Select CHGAT and enter SSN in the Key 1 position. The day service that the participant is receiving will be displayed along with the activity type and how it is currently being funded. Enter the effective date (which is the enrollment date/budget begin date) and change the funding to Waiver (“W”).

Once the request is approved, Career Preparation Services can be authorized using the Authorization for Services (ID/RD Form CP-06). The ID/RD Form CP-06 authorizes the Day Program to bill the local DSN Board provider for services rendered.

The participant’s Plan must reflect the training to be provided along with the amount and frequency with which it is to be provided. Some examples of the kinds of training provided as Career Preparation Services include training to work for longer periods of time, training to stay on task/attend to task for specified periods of time, training on safety skills, etc. For Career Preparation Services, one unit equals one-half day as indicated by the participant’s presence or absence as noted on the AAC 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 criteria should be followed when monitoring Career Preparation Services.

- At least monthly for the first two months
- Services must be monitored at least at the time of every 6 month Plan review thereafter.
- Start over with each new provider or location
This monitoring will be considered complete when one or more of the following has been conducted:

- Review of documentation of services provided for the purpose of assessing the effectiveness, frequency, duration, benefits, and usefulness of the service (i.e. review of progress)

- Conversation/discussion with the recipient, participant’s family/caregiver, or Day staff member for the purpose of determining the effectiveness, frequency, duration, benefits, and usefulness of the service.

- Conversation with the service provider about the effectiveness, frequency, duration, benefits, and usefulness of the service.

- On-site observation of the service being rendered for the purpose of determining the effectiveness, frequency, duration, benefits, and usefulness of the service.

Monitorship of this service may occur during contact with the participant/family or the provider of services. It may also occur during review of written documentation such as daily logs of goals and/or formal professional assessments. 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?
- What contract is the participant working on? Is the work consistent with the training objectives?
- Does the participant earn a competitive wage?
- Where does the participant want to work?
- What is the status of competitive employment?
- Is the workshop clean and safe?
- 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). The general termination form that has been used in the past for all waiver services is no longer used. See Chapter 9 for specific details and procedures regarding written notification and the appeals process.